



TSS offers the following PowerPoint workshops: *Intro*, *Advanced*, and *Teaching with PowerPoint*.

- for workshops, see http://www.tss.uoguelph.ca/scripts/register/workshop_list/workshop_list.cfm
- for online tutorials, see <http://www.tss.uoguelph.ca/TGuides/ppt-guides/pp.html>
- contact Pat Thompson for assistance at pslawich@uoguelph.ca or 2965.

DESIGN

Do's	Don'ts
<ul style="list-style-type: none">• use 24 point font or greater• be consistent with formatting (font faces, sizes, colours) and position of elements• use a sans serif font (Arial, Helvetica, Trebuchet)	<ul style="list-style-type: none">• avoid using multiple colours, font faces, gratuitous graphics, flashy animations, etc.• don't use ALL CAPS for body text• don't crowd your slide; leave plenty of white space around text and graphics

CONTENT

Do's	Don'ts
<ul style="list-style-type: none">• 1 major idea per slide/page max• 1 graphic or visual element per slide/page max• use screen presentation to:<ul style="list-style-type: none">• present an outline• highlight major points, and/or• present visuals.• use bullets to prompt you, illustrate your points, or summarize• focus attention by revealing one point at a time• provide handouts whenever appropriate so people can listen instead of taking notes	<ul style="list-style-type: none">• exceed 2 lines per bullet (1 line preferable)• duplicate your oral presentation verbatim• put more than 4-5 bullets on a slide/page• use overly complex graphics when simpler ones would do

TECHNOLOGY-SPECIFIC TIPS

PowerPoint

- use dark blue background with white/yellow text or white/yellow background with black/blue text
- try your presentation in advance using the same equipment and room
- time your presentation using the "rehearse timings" feature in PowerPoint
- use the **hidden control panel** (bottom left) to change your pointer to a pen, or access any slide in your presentation directly
- avoid using different slide transitions or special effects that will distract from your message

Document Camera

- use grey or off-white paper to reduce glare; avoid glossy paper
- follow general guidelines for font size and amount of information on a page

Overheads

- follow the guidelines above; try using PowerPoint to create your overheads, and print overheads onto acetates using a black and white laser or colour inkjet printer