

Delivering with PowerPoint

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PowerPoint Commands Useful when Delivering a Presentation

- To advance one slide or to proceed through a series of builds on a slide
 - Use the down arrow, right arrow, space bar, the N key, page down, or even clicking the left mouse key.
 - Mouse keys often make an audible click, so avoid using them especially for builds during the presentation. The exception is if you have a remote mouse that will let you advance slides away from the computer. In this case, use the remote mouse; the advantage of your freedom of movement outweighs any concern about a minor click.
 - Whichever of the 6 options you choose, get used to one and apply it consistently
- To step back one slide or to remove the most recent build on a slide
 - Use the up arrow, left arrow, the P key, page up, or backspace
 - Whichever of the 5 options you choose, get used to one and apply it consistently
- To move forward or backward in the presentation by more than one slide
 - refer to your print out of the slides to find the number of the slide to which you wish to move
 - using the number keys, put in the slide number and hit return
 - This tool is useful for adapting to time constraints or for responding to questions from the audience.
- To have a blank black screen at any point
 - Hit the period key or the B key
 - To bring back the screen you were before you hit the key, hit period or B again.
 - This key stroke is very useful if you want to pause and have the complete attention of the audience for a moment, if you want to pause to take questions, or if you need to pause for a break or to adapt to some other interference
- To have a blank white screen at any point
 - Hit the W key
 - To bring back the screen you were before you hit the key, hit W again.
 - This key stroke is useful if you are in a dark room, but want to pause and have the

- close attention of the audience for a moment, if you want to pause for questions, or if you need to pause for a break or to adapt to some other interference
- To draw attention to a particular point or feature of the slide—use “the pencil” to circle, underline or point to it.
 - To enable this feature, while in presentation mode, click on the right mouse button and choose “Pointer Options” from the menu.
 - To have a tool simply to point at something, choose arrow
 - To be able to draw on the slide, choose pen, and then choose a pen color that will be visible on your slides
 - To activate the pen during the presentation, move the mouse around until the pen is where you wish to begin to underline or circle.
 - Press the left mouse button and move the pen to leave a colored line.
 - Used sparingly, this strategy can be useful in a lengthy presentation since it lets you change the look of the slide for the purposes of underscoring or emphasizing a particular point for that particular audience.

Presentation Tips when using PowerPoint

- General Advice:
 - Avoid the automatic advance features of the system.
 - Set up a remote mouse system if it is available to you (but make sure it is properly installed and that you have extra batteries for the remote mouse).
 - Rehearse the presentation with the technology; practicing advancing the slides and creating the builds is important for timing and muscle memory. You want your mind to be focused on your verbal message and on being responsive to the audience rather than on the mechanics of your visual aid.
 - Be sure that your oral presentation adds value to the visuals. If it doesn't then, rethink your presentation strategy, what are the advantages to your sharing this information in person rather than through a written report?
- Tips about the Speaking Environment:
 - Avoid letting the audience sit in total, or even deep, darkness.
 - Encourage audience members to sit closer together if they are scattered all around the room and there are many empty seats.
 - Check the front of the room:
 - You will need a table on which to set up the equipment.
 - Make sure you have an extension cord so that you need not rely on your battery.

- If you want a lectern or podium for your notes, be sure it is available.
- Be sure that you have some way of lighting your own notes.

Delivery Tips Especially for PowerPoint Presentations

- Maintain eye contact with the audience
 - Occasionally glance at, but do not read to the audience from, the screen behind you.
 - Similarly, do not read from (or stare at) the computer screen in front of you.
 - Prepare speaking notes which you can reference during the presentation, but do not read to the audience.
 - Spread eye contact to all parts of the room so that each listener can feel that you care that they, as an individual, understand this information.

- Set a speaking rate that helps the audience absorb and digest the information.
 - Beware of rushing through the presentation. The audience is absorbing information both orally and visually. They need time to take it all in.
 - Be open to feedback from the audience suggesting a need to slow down, speed up, or to take a break.

- Use your voice to maximize impact.
 - The slides contain a great deal of technical information that you will want to translate into more conversational language.
 - To get the greatest benefit of this translation, you need to complement it with oral delivery that sounds conversational.
 - Make sure that you use a good deal of variety in your speaking rate and in your inflection.
 - Make sure that you use pauses that are silent rather than filled with “um” or “and.” This will help give the audience time to take in the message.
 - Your voice must help to signal what is the MOST IMPORTANT information.

- Use your body effectively to help enliven the message.
 - Avoid staying right next to the computer during the entire presentation.
 - When there is a slide that will require more than a minute of speaking time, feel free to move away from the computer and toward the other parts of your audience.
 - As you move, share your energy and interest in the topic by gesturing toward the audience in a way that adds emphasis to your verbal message.
 - It is okay to have a moment of silence once in awhile as you make your way back to the computer to advance to the next screen. As you get more proficient, you will find that you are able to continue speaking as you move back to the computer to advance it.

- If you are on a stage and must stay near the computer, be sure that your face and upper body gestures are at times quite dynamic so that you can re-engage listeners through physical delivery.