

Planning and Designing a Presentation

Planning a Presentation

- Identify the primary message to be conveyed
- Use plain text style
- Use color, patterns, and fill for emphasis

Designing a Presentation

- Use grid lines to plot exact data points
- Determine the comparison before deciding the graph type
- Use diagrams to show relationships

Design Principles for Text Slides

- Use design for emphasis
- No more than 6 lines per slide
- Maximum of 6 words per line

Type of Text Slide

- Title slides
- Bulleted lists
- Organizational charts

Example of Text Slide (with Bullets)

Classroom Rules

- Be on time
- Respect others and their property
- Keep food and drink from computers

Organizational Chart

Create Example

Types of Graphs

- Area Graph
- Bar
- Column
- Line
- Histogram
- Pie

Planning a Presentation

Use the Information to the left to create a basic seven slide presentation. The following points will be allotted.

___ Title Slide 5 pts

___ Eight Slides of Information 5 pts

___ Ending Slide 5pts

___ At least two are bullet slides 5 pts

___ Create an Organizational Chart-15 pts

___ Create a Graph Chart-15 pts

___ Include two pieces of Clipart-10 pts

___ Include two pieces of Wordart-10 pts

___ Print in Slide and Outline View-30 pts