

How to Prepare Simple PowerPoint Presentations

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What is PowerPoint? PowerPoint is a trademarked Microsoft product. It is made to create graphical and textual slide shows to present to others.

Costs and Other Options:

- As part of Microsoft Office - \$149.00 and go up.
- As a standalone program - approximately \$85.00
- StarOffice (generic version) \$70.00 download from www.staroffice.com
- Open Office (generic version) - FREE download from www.openoffice.org.

Hardware needed:

- Computer. You don't need to have the newest or most powerful one on the market. If you have a laptop computer, you'll be able to take your computer with you to display the presentations. A 17" desktop monitor should be big enough for most of us. If you plan on taking your presentations to another computer to use, make sure that your computer has a DVD or CD Burner or purchase a portable memory stick with a large enough capacity to hold a good size presentation.
- Video projector. You can buy a decent one for around \$750 including a case / cables. The key things to consider when buying a projector are the brightness (listed as lumens) and the resolution. The lower the lumens, the darker the room will need to be and the closer the projector will have to be to the wall or screen to view the presentation. The resolution is how small the individual pixels are. The larger the resolution size, the finer the lines will be. 800 x 600 is a typical resolution size. If you are going to show your presentation in a church, hotel, convention center or school, there is a strong possibility that there might be a projector there that you can use. Make sure you ask if there is a charge to use it. You might be able to find someplace else that will rent you a unit.

Lions Uses for PowerPoint

- Training - New Officer, Committee, Seminars for Zone Meetings or Leadership school
- New Member Orientation
- Recruiting -New Members or starting a New Club
- Informational - Mall Kiosks, Programs for meetings, showing other groups what your club does, presenting an idea for a new project.
- Fun - Vacation Pictures, charter nights, picture scrapbooks

The state website www.ohiolions.org now has links to free, detailed training that you can download or view online; no matter what version of PowerPoint you have. If you can't get to it - go to: www.officetutorials.com

Death by PowerPoint

What not to do when you prepare a presentation.

- **Know your audience!** Your first step should always be to define your audience when developing a presentation. Determining your audience will help you develop the directions in which you take your content. Know your audience and think about what interests they have in the topic you're presenting. This applies to how long your presentation lasts also. Their minds will only absorb what their butts let them.
- **Content is King!** Don't worry so much about how your presentation is going to look. Design should be the last step in the presentation creation process. If your message doesn't have clarity, you could use works of art from the greatest artists in history and your presentation will not communicate the message to your audience. It would be more acceptable to watch a presentation with a simple white background and black text with a clear, concise message, than the slickest PowerPoint with all the bells and whistles and no clear message.
- **Project a Good Lions Image** When you are making a presentation that involves Lions, make sure that you use clean clipart and images. Be proud of our organization and keep up our image . You can download these images from the International Website.
- **Size matters!** PowerPoint slides can be printed out and passed around but the usual application is to be projected on a screen or shown on a computer monitor. Don't load your slides up with so much text that you can't read it without a magnifying glass. 24 point text is about the smallest you want to use. If you are using bullet points, only show three or four per page.
- **Don't go Font or color crazy!** Even though black text on a white background is easy to read, it can become harsh after a while. Experiment with background and text colors that look nice together. This also applies to clipart, pictures and sounds - a little goes a long way.
- **Don't Talk to the Screen!** Remember that the people you are talking to are out in front of you - If you turn your head and start talking, they can't hear you.
- **Don't Read to Them!** If you are using screen after screen of words, let people read at their own pace.
- **Be Positive** Sure your club has problems and issues, but try to find ways to keep everything in a positive light. Just remember - It's GREAT to be a Lion.