

# Tips on starting a powerpoint presentation:

By Thomson Chemmanoor

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So you plan to start on a powerpoint presentation. Before starting on the presentation, you have to make some preparations. You have to first organize your presentation. You can do this by making an outline of the major points of the presentation, and all their supporting details. Make sure you have captured the most important information for your powerpoint presentation, and think of how the viewer can learn the most you're your powerpoint presentation. When making your powerpoint presentation, plan it in such a way that the vital information can be put on the slides, in printed form as a handout and is explainable to the viewers. This is because a person tends to store information for a longer time if they hear it three or more times. Be as clear and concise as possible in your presentation. Work on your points until you get exactly what you want the audience to get from your presentation.

Now, to start on the making of the powerpoint presentation. To quickly start a powerpoint presentation, you have to click any powerpoint presentation file (.ppt) and select the Show icon from the shortcut menu it displays. Another alternative to starting the powerpoint presentation is to save the presentation as a slide show by selecting the File, Save As icons, and then selecting powerpoint show from the Save As Type box. If you save the powerpoint presentation to your desktop, you just have to double click on that particular file icon for it to start the show. When creating a design or background for the powerpoint presentation, make sure you use a light background and dark text for printed ones. For the shown ones, use dark background with a light text. It is not advisable to use more than one background in a presentation as it only gets the viewer distracted from the message. When creating the powerpoint presentation, do not get carried away. The information you are giving through the presentation is the important thing, and not showing off what you and powerpoint can do! Avoid centering the bulleted lists or texts in the presentation, as it thus gets confusing to read. Keep the matter left justified, unless you have a good reason to not to do so in the presentation. You have to also avoid centering graphics, unless the graphic is a chart or graph, and the main subject of the slide. Remember, clip art focuses on the making of points and not on distracting them from the presentation. Avoid using all caps in the presentation; capitalizing the first letter of each word is good in the title of slides, and suggests a more formal format than having only the first letter of the first word capitalized. The size of the font of the presentation depends on the size of the room. Usually, it is no smaller than 14 pt.

On embarking on making a powerpoint presentation, you have to first organize all clip arts, graphs and charts that you may need in the presentation of your ideas. If need be, you can convert your ideas into a digital form so that it can be imported into powerpoint. Keep all supplemental materials you may need to refer to and hand out to the audience during the presentation. Now you can start on the powerpoint presentation!

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