

Avoiding Death by PowerPoint



Workshop Objectives

- identify barriers to learning using PowerPoint
- explore ways to overcome barriers to learning
- apply research-based insights to increase learning with PowerPoint

Discussion and demonstration of:

principles for effective use of PowerPoint
tips and tricks for PowerPoint
how to break out of PowerPoint
ways to add interactivity

Note: this workshop is NOT hands-on.

Research-based Principles for Effective Use of PowerPoint

Signaling

- People learn better when the material is organized with clear outlines and headings.
- Instead of writing a Title, write a Headline that explains the main idea of the slide.

Multimedia

- People learn better from words and pictures than from words alone.
- Find images in your textbook, clipart, Library resources or the Web. Don't forget to cite the source of the images!

Modality

- People understand a multimedia explanation better when the words are presented as narration rather than on-screen text.
- Use narration instead of text on the screen.
- Reduce visual overload by moving text off-screen – use handouts.

Segmentation

- People learn better when information is presented in bite-size segments.
- Break up information by adding slides – one per point. If one slide is too long, duplicate it and then delete information from each one.

Coherence

- People learn better when extraneous material is excluded rather than included.
- Cut everything out of your PowerPoint slides that does not support your main idea.
- Keep it simple!

--adapted from: Atkinson, C. and Mayer, R.E. (2004) "Five ways to reduce PowerPoint overload" available online at

http://www.sociablemedia.com/PDF/atkinson_mayer_powerpoint_4_23_04.pdf

PowerPoint Design Hints

Add images

- Many textbooks come with PowerPoint presentations or digital versions of the images on a CD. Check with the publisher's representative.
- ClipArt
- Use Google Images to find pictures, but please reference the source of the images!
- See more sources for images at <http://guides.library.duke.edu/images>

Simplify information

- Divide the information among a series of slides
- Have the materials add in on mouse click – “custom animation”
- Cover the materials with rectangles that disappear as you need the information

Speak from notes, not slides

- Print out your presentation as “notes” pages and bring them with you to refer to during your lesson. Write notes on them so you know what points to cover, and you will always know what slide is next.
- Include a list of slides to facilitate jumping back and forth during the presentation.

Be flexible

- To skip back and forth between slides: type in the slide number and then hit the enter key. The presentation will jump to that slide.

Know when to say when

- To get a blank screen during your presentation, type “w” for a white screen or “b” for a black screen.

Use other applications

- Use alt-Tab to go between your PowerPoint presentation and other screens (for example, web pages or Word files). It's faster than embedding links.

Be prepared

- Load everything you need on the computer ahead of time!
- If you are using a computer other than your own, test before presenting.

Add interactivity

- Gather student ideas
- Use worksheets
- Use interactive demonstrations on the web
- Try a Tablet PC

Useful references with URLs

Creating good presentations

PowerPoint training module <http://www.actden.com/pp/index.htm>

Another post about giving good talks

http://scienceblogs.com/principles/2006/11/how_to_do_a_good_powerpoint_le.php

Some tips on giving presentations <http://www.youtube.com/watch?v=F5NEB4I5gpw>

Color vision simulator <http://www.vischeck.com/examples/>

Atkinson, C. and Mayer, R.E. (2004) "Five ways to reduce PowerPoint overload" available online at http://www.sociablemedia.com/PDF/atkinson_mayer_powerpoint_4_23_04.pdf

Fun examples of "bad" presentations

Presentation on What not to do with PowerPoint

<http://cit.information.unl.edu/tips/Webpage/saveasjpegs/index.shtml>

An example of a "bad" presentation

http://scienceblogs.com/sciencewoman/2008/09/the_worst_powerpoint_i_could_m_1.php

A blog post on a "bad" PowerPoint template

http://scienceblogs.com/worldsfair/2008/09/is_this_the_most_evil_powerpoi.php

A JFK speech reproduced with PowerPoint (shows power of narration without PowerPoint)

<http://www.youtube.com/watch?v=ZVFcagL1nsA>

A stand-up comedian tackles PowerPoint

<http://www.youtube.com/watch?v=cagxPIVqrtM>

Sharing presentations

Google docs <http://docs.google.com/>

Slideshare <http://www.slideshare.net/>

PowerPoint Tricks

Slide Show Help [X]

During the slide show: [OK]

'N', left click, space, right or down arrow, enter, or page down	Advance to the next slide
'P', backspace, left or up arrow, or page up	Return to the previous slide
Number followed by Enter	Go to that slide
'B' or '.'	Blacks/Unblacks the screen
'W' or ','	Whites/Unwhites the screen
'A' or '='	Show/Hide the arrow pointer
'S' or '+'	Stop/Restart automatic show
Esc, Ctrl+Break, or '-'	End slide show
'E'	Erase drawing on screen
'H'	Go to hidden slide
'T'	Rehearse - Use new time
'O'	Rehearse - Use original time
'M'	Rehearse - Advance on mouse click
Hold both buttons down for 2 secs.	Return to first slide
Ctrl+P	Change pointer to pen
Ctrl+A	Change pointer to arrow
Ctrl+E	Change pointer to eraser
Ctrl+H	Hide pointer and button
Ctrl+U	Automatically show/hide arrow
Right mouse click	Popup menu/Previous slide
Ctrl+S	All Slides dialog
Ctrl+T	View task bar
Ctrl+M	Show/Hide ink markup

F5 starts show

Shift-F5 starts show on the slide you are looking at

Alt-tab switches between applications

Arrow
Ballpoint Pen
Felt Tip Pen
Highlighter
Ink Color
Eraser
Erase All Ink on Slide
Arrow Options

Next
Previous
Last Viewed
Go to Slide
Custom Show
Screen
Help
Pause
End Show
Black Screen
White Screen
Show/Hide Ink Markup
Speaker Notes
Switch Programs

