# **SlideDecks**

Ice Box Talk – September 30, 2016

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| Key Idea | Approach | Description |
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| **Creation of slides** | Think about your message and structure the main talking points | Create your presentation first. Create your slide deck after you have prepared and practices your presentation |
| **Consistency** | Create a consistent look and feel | Organization and flow telling the same story through your slides. Be consistent throughout. |
| **Transitions** | Transition of your talking points and activities | Don’t have everything look exactly the same. Use one style for the content slides and a slightly different style to transition to a new topic or to an activity. This also assists you, as the presenter, a visual que to transition. |
| **Text** | Less is More! | Avoid slides with a lot of text. You do not need to repeat on the slide what you are saying out loud to the audience. Don’t make your audience divide their attention between what you are saying and what is on your slide. |
| **Text Part 2** | For slides that need to have text | If you definitely need to have text on a slide, there are a couple of techniques that you can apply.   * Create your bullets visually * Progressively release the text as you are speaking to that particular point |
| **Photos** | “Picture is worth a 1,000 words” | Photos should be used throughout your slide deck. Use them wisely to gain the audience’s attention to enhance your content. The use of photos will not pull their attention away from your spoken words. |
| **Photos Part 2** | Background | Photos can be used as a background for a slide. The photo can stand by itself or you can add a text box in front of the photo to enhance your spoken words.  Note – you can hide the template design on the slide if your photo does not fill the entire slide |
| **Images** | Visual aids | Great way to balance a slide with a small amount of text or bulleted items |
| **Images Part 2** | Format picture | You can modify the look and feel of any image. Simply right click directly on the photo. |
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| **Citing** | Is this photo or image yours? If not…… | Cite where you got your photo or image. There are many free stock photo resources:   * Creative Commons: <https://creativecommons.org/> |
| **Effects** | Be careful! | Use these subtly. They can really enhance a presentation if they are used correctly. Don’t overuse effects such as animations and slide transitions. |
| **Drawing Tools** | Be creative! | Enhance your text boxes, shapes, images, etc.   * Shape fill * Shape outline * Shape effects |
| **Video** | Different Modes | * Insert on slide * Hyperlink on a photo * Alt/tab out to the video   Don’t use autoplay. Set the video to click to play |
| **Master Slide** | Create and duplicate | Create the template that you wish. Duplicate the slide |
| **Presentation Mode** | Hide slides | Can hide the slides that you wish to have for the flow of your notes right within the presentation. Hide them from view and they will not display when presenting. |
| **Templates** | Free template resources | * PresentationPro: <http://www.presentationpro.com/> * SlideModel: <https://slidemodel.com/> |