



How to use Powerpoint



Rules

1. Print a copy of the slide notes, 2 or 3 to a page.
2. As you look at each slide write down the answer to, "what is the big idea that this slide is trying to convey?"
3. The big idea should be no more than 6 words and does not have to be grammatically correct!
4. The big idea should be colloquial e.g. a slide is a bulleted list of product benefits entitled "Product Benefits". Your big idea would be "what's in it for me?".
5. When the slide consists of a series of bullet points (max of 7), highlight (or list at the side) 2 or 3 (<50%) and write any expansion comments.
6. If it is not a series of bullet points, simply expand on the big idea, in one sentence.
7. Read through the slides on paper memorising the expansion comments.
8. Cover up the 'notes' side of the document and go through the presentation looking only at the picture and big idea.
9. If necessary rearrange the slides so that the series of big ideas flow smoothly for you.
10. Imagine that the slides are in another language and that you are the interpreter, giving the audience an approximate idea as to what the slide is trying to say.
11. Without looking at the 'notes', go through the presentation using each big idea only as your cue.
12. Do not try to remember the exact words you need to say. If you can't remember what to say, then refer to your note about that slide.
13. With lists, refer only to the highlighted points on each slide (to let the audience read the rest for themselves without your commentary).
14. Practice again until you know what idea you want to convey with each slide.