

## 7 Hot Tips for a Perfect Presentation with Powerpoint

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### 1. You are the show.

Be heard and seen. Stand away from the computer and in the path of the projector's light. Use remote mouse, if possible, to get away from the laptop. Arrange the lighting in the room so that you are in the light while the screen is dark. Stand on the left side of the projector screen as the audience sees you. Because people read from left to right, your standing left of the screen will enable the audience to look at you, follow your gestures on the screen, and then return their eyes to you. If you stood on the right side, their eyes would have to make too many movements to read your slides and watch you.

### 2. Turn off all the screen savers and energy saving features on your laptop.

It is embarrassing for you to be talking about important points on the screen while your audience is staring at your screen saver. It is even worse when your energy saver kicks in and shuts your monitor or laptop down.

### 3. Learn how to use the switch/features that turn on both the laptop and projector.

Often this is Function key (eg. F5, F7). This toggle controls whether your laptop or projector – or both – are on. You want both on so you can look at the laptop while the audience watches the same image behind you on the screen.

### 4. Keep it simple.

Use no more than 6 colours on a slide. Use slide transitions and effects to entertain without detracting from your message. Use them effectively to keep the audiences follow you throughout the presentation.

### 5. Maintain eye contact and not show your back to the audience most of the time.

Audience will feel disrespect and may not hear you clearly if you turn your head and talk to or read out from the projector screen most of the time. Prepare your presentation early. Face the audience and present your points.

### 6. Test your slides for size, readability and colour differences.

Stand at the back and sides of the room where you are going to present and browse your slides. If you can read what is on the screen, then your audience will be able to read them too. Please note that the colours used on your slide projected on the screen may differ from the original colours that appear on your laptop monitor. The exact colour is important especially if important logos (eg. company logos, sponsors' logos) are present on the slides. Test and do the necessary adjustments ahead of presentation time.

### 7. Murphy's Law and the technology.

Be prepared with backup files in CDs, Flash/Thumb drive, portable hard disk, fully charged laptop battery, extra batteries for your remote mouse, and extension power cords, adapters, and multiple-pins power plugs. Be prepared for the worst-case scenarios. Be ready to give your presentation without the hardware. If it is really important, have a backup system. Most importantly, **arrive early and test everything.**