

# EFFECTIVE ORAL PRESENTATION USING MICROSOFT POWERPOINT

Center for Research and International  
Development (CRID)



Effective oral presentation using microsoft powerpoint by Center for Research and International Development is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License](https://creativecommons.org/licenses/by-nc-nd/4.0/).



[crid.futo.edu.ng](http://crid.futo.edu.ng)



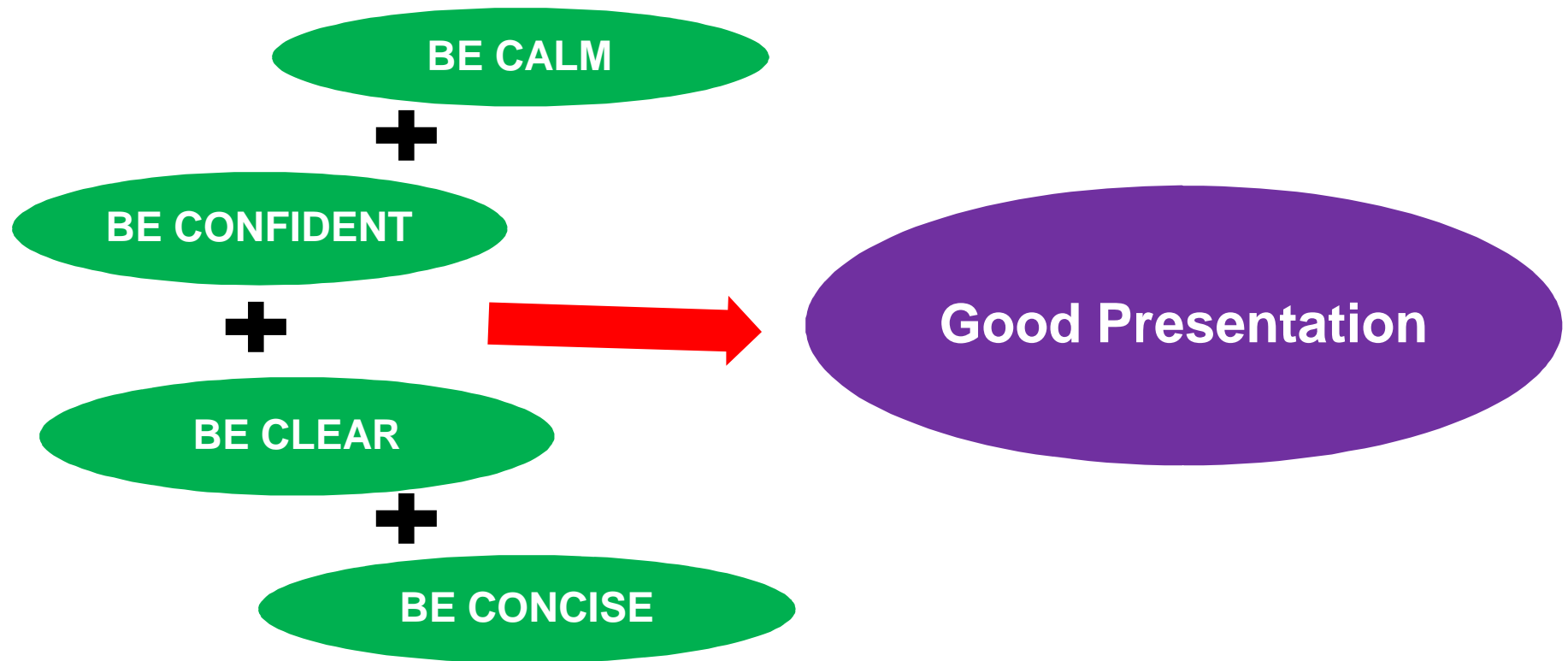
# WORKSHOP GOALS

At the END of this training every participant should be able to:

- ✓ Prepare **BETTER** PowerPoint materials!
- ✓ Make **MORE** effective presentation!
- ✓ Train others!



# What are required to make a good oral presentation?



# Six Simple Rules for Making Good Oral Presentations

- ✓ Rule 1: Be master of the subject
- ✓ Rule 2: Use Visuals Effectively
- ✓ Rule 3: Practice
- ✓ Rule 4: Be Logical
- ✓ Rule 5: Less is More
- ✓ Rule 6: Talk to the Audience



# What is Powerpoint?

Ppt is a visual aid package in the MS Office:

- Conferences,
- Trainings,
- Workshops,
- Class room teaching,
- Public meetings, et cetera.



# The strength of Powerpoint

Evolution of electronic visual aid techniques:

❖ Transparency

❖ Slide

❖ Powerpoint



# PowerPoint harnesses sight and sound.

**I hear and I forget**  
**I see and I remember**  
**I do and I understand**  
Confucius



[crid.futo.edu.ng](http://crid.futo.edu.ng)



After days we can remember:

- only 10% of what we read
- and 20% of what we hear.
- and 30% of what we see

When sight and hearing are combined:

- we remember 50%.



Edgar Dale's Cone of Experience

[crid.futo.edu.ng](http://crid.futo.edu.ng)



# PLANNING

- ❑ Every researcher has loads of info.
- ❑ Planning involves organizing presentations within limits of **TIME**.
- ❑ PowerPoint enables the organization of such information in bits

***Meaningful  
interesting.***



[crid.futo.edu.ng](http://crid.futo.edu.ng)



Research comm. are generally organized along the following lines:

❖ **Title**

❖ **Introduction**

❖ **Materials and Methods**

❖ **Results**

❖ **Conclusions**



# TITLE

Should be short, clear and thought provoking!

It is evident that research is on:

Effects,

Influences,

Comparisons,

And should make contributions



Eliminate words like:

- ✘ “Research on...”,
- ✘ “Contribution to...”,
- ✘ “Comparison of ...”,
- ✘ “Effect of ...”,
- ✘ “Influence of...”.



# INTRODUCTION

This clearly explains:

- The background;
- The justification; and
- The objectives.

Subtitles should be used for clarity.



# MATERIALS AND METHODS

This section presents:

- The materials used
- The methods adopted

Subtitles will also aid clarity



# RESULTS

should be presented with clarity

- ✓ Results may be presented in Tables, Figures, Pictures, Graphs.
- ✓ Results should contain only the information you are able to explain within available time.
- ✓ For effective communication, results should be discussed as they are presented.



# CONCLUSIONS

- Highlight the major inferences in relation to the objectives.



# FLEXIBILITY OF POWERPOINT

- PowerPoint is very flexible
- Accommodates materials prepared using Microsoft Word, Excel, etc.
- Tables, Figures and Pictures may be formatted to size in excel or word  
and then Hyperlinked from PowerPoint.
- To do this, place the cursor appropriately. Click on the **Insert** menu and then select **Hyperlink**.



# LET US BEGIN

Once you have opened to PowerPoint, by default a slide appears with two text boxes asking you to:

Click to add title

Click to add subtitle

A new PowerPoint file may be opened by clicking on the **Office button** and then **New**.

Give this file a file name by clicking on **Save As** and then type in the name you have chosen.



Other options available when you click the **Office button** include:

- Open;
- Save;
- Print;
- Close.



[crid.futo.edu.ng](http://crid.futo.edu.ng)



# CUSTOMIZE SLIDES

**❑ Click on Design for the following option:**

Page Setup;

Slide Orientation;

Themes;

Colours, fonts, effects;

Background Styles.



[crid.futo.edu.ng](http://crid.futo.edu.ng)



❑ To add logo, image or any desired effect:

- Click on view;
- Then Slide Master;
- Import logo, image or desired effect;
- Position logo or image where you want on Slide Master;
- Close Slide Master.



# FIRST SLIDE

The first slide by default is that for the Title.

It has two text boxes.

The title should be typed into the first text box

Other information like name(s) of authors, addresses, *et cetera*, may be typed into the second text box.



Generally for all slide options any text box that is not needed can be deleted.

By clicking on the boarder of the text box and then clicking the **Delete (Del)** button on your computer keyboard.

Do not crowd a slide.

A new slide can be inserted by clicking on **Home** menu and then **New Slide** to select Slide.



This can also be done using the cursor  
with the mouse left click to place the cursor  
at the location desired

clicking on **Home** menu and then **New Slide**  
to select Slide.

Or click the left mouse at the location  
desired then right click and select **New Slide**



# SLIDE LAYOUT

- Using the PowerPoint, presentations are organized into slides.
- There are different slide layout options.
- Each slide contains text boxes into which texts are typed.
- Some other slides have been designed to accommodate pictures, graphs, Tables, *et cetera*.



## **There are different categories of slide layout:**

- ☐ Text layout: allows only texts;
- ☐ Content layout: used for Tables and Figures;
- ☐ Text and Content layout: Texts, Tables, Figures, Pictures;
- ☐ Others.



# SLIDE BACKGROUND/SLIDE DESIGN

- Slide background sets the background colour as desired.
- Varieties of colours are possible.
- Special designs are available from the **Themes.**



- Several options under **Themes** are possible depending on your computer and the MS office version installed.
- Use a consistent colour pattern.
- Too many colours do not necessarily make PowerPoint lovely.
- Remember that it is not a show of your artistic prowess



- The rule is to: use dark-coloured images on contrasting light-coloured background or vice-versa.
- Usually black on white background remains universally effective compared to coloured backgrounds
- Although blue background may be more attractive to the eye, it requires well-darkened hall.



1. Dark letters against a light background work.

2 Light letters against a dark background also work.



[crid.futo.edu.ng](http://crid.futo.edu.ng)



3. Avoid red-green combinations. Lots of people can't read this – and even if they could, it makes your eyes hurt.

4. This color combinations bad too!



# FONTS

- Many font types are available.
- Not all font types are advisable for use.
- Any font type to be used must be very easily legible.
- Do not use fancy font types like:

Font type

Font type

font type



[crid.futo.edu.ng](http://crid.futo.edu.ng)



- Lower case letters are easier to read and should be used whenever grammatically acceptable.

Compare this with:

LOWER CASE LETTERS ARE EASIER TO  
READ AND SHOULD BE USED WHENEVER  
GRAMMATICALLY ACCEPTABLE!

- Vary font sizes in order to distinguish major headings and others.



Font size should be 18 points or larger:

| Arial    | Arial Rounded<br>MT Bold | Century Gothic | Calibri  |
|----------|--------------------------|----------------|----------|
| 18 point | <b>18 point</b>          | 18 point       | 18 point |
| 20 point | <b>20 point</b>          | 20 point       | 20 point |
| 24 point | <b>24 point</b>          | 24 point       | 24 point |
| 28 point | <b>28 point</b>          | 28 point       | 28 point |
| 36 point | <b>36 point</b>          | 36 point       | 36 point |



# TEXTS/IMAGES ON SLIDES

- ✓ **Limit text blocks to two lines.**
  - **This way people in the audience will not keep reading through the texts.**
  - **Resulting in their being distracted from your presentation.**
- ✓ **You surely require everyone in the audience to be focus.**
- ✓ **Do not cram too many things into a slide.**



# BULLETS AND NUMBERING

- The use of bullets and numbering is a common feature
- Bullets and numbering highlight the points being presented
- To add bullets or numbering, select the text to which you want to add the bullet.



- Click on the **Home** menu and then click on the drop down arrow of the **Bullets** button.
- Choice can be made from a varieties of bullets.
- You can format the size and change colour of bullets and numbering.
  - Click on **Bullets and Numbering**.



# ANIMATION SCHEMES

- The animation schemes help in projecting visuals in a sequence that orders presentation
- It helps to focus the attention of the audience
- Many options are available.  
They have been categorized into:
  1. no animation;
  2. Subtle;
  3. Moderate; and
  4. Exciting.



- Be careful in the use of animations.
- Do not over-use it. Some may distract and confuse the audience.
- Animation options accompanied by sound effects can greatly distract.
- No animation is preferred to misuse of animation.



# ACKNOWLEDGEMENTS

- Professor F.C. Eze (Vice-Chancellor, FUTO)
- Professor C.C. Asiabaka (AEX, FUTO)
- Prof. C.M. Agu (CST, SAAT)
- Prof. A.A. Ngwuta (CST, SAAT)
- Dr. E.U. Onweremadu (CST, SAAT)
- Dr. V.N. Onyia (UNN)
- Dr. E.M. Nwokeji (CST, SAAT)
- Dr. K.O. Ogbede (CST, SAAT)

 **YOU!**



[crid.futo.edu.ng](http://crid.futo.edu.ng)



# THANK YOU!



Effective oral presentation using microsoft powerpoint by Center for Research and International Development is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License](https://creativecommons.org/licenses/by-nc-nd/4.0/).