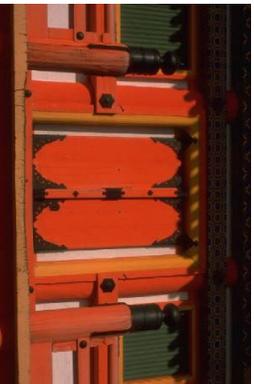


PowerPoint Essentials

- *The goal should always be the material and not sensationalism*
- *Consistent transitions and judicious usage of multimedia should be encouraged*
- *Conservative utilization of color should be applied, and do not forget your color blind students*
- *Think of PowerPoint presentations as an art form which must be constantly updated, and collaborate with your colleagues for advice and inspiration*



Acknowledgements

This brochure was created by Michael Russell based upon work created by Michael Russell and Walter Shriner through a Teaching and Learning Cooperative Innovation Grant entitled "Creating Effective PowerPoint Presentations: Points to Ponder in Producing PowerPoint Presentations". The grant was completed in May of 2001, and copies of this grant may be obtained through the Teaching and Learning Cooperative office or on the Web at <http://www.gst-d2L.com/TLC>.

THE TEACHING AND LEARNING COOPERATIVE

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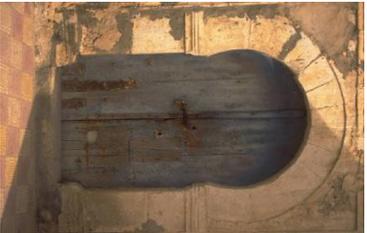
Creating Effective PowerPoint Presentations

Tips for Instructors at Mt. Hood Community



The Teaching and Learning Cooperative

PowerPoint Tips



PowerPoint offers instructors a powerful teaching tool to integrate multimedia into the traditional lecture. Overuse of PowerPoint's capabilities can distract students from the material to be learned through sheer sensationalism.

This brochure offers insights into the creation of effective PowerPoint presentations. Feel free to use or discard the ideas as you see fit, for PowerPoint can simultaneously reflect your individual personality and disseminate information to students effectively when following a few simple guidelines.

Color

PowerPoint offers an impressive amount of color options for the background, text, outlines, borders, and more. Color choices should be selected conservatively, however, for too much color distracts from the presentation material. Dark text on a light background works best. Important concepts should be highlighted, but try to include colorblind students using underlines, etc.

Transitions

Remember that the focus of your presentation should be on the material and not the presentation itself. Hence, conservative usage of transitions should be mandated.

Transitions between slides should be consistent whenever possible. Bulleted text outlines should also follow a consistent motif, preferably throughout the entire course, to allow the students to get used to the presentation format. Sound bite transitions should be avoided altogether. Teaching new material to students and sensationalism may not be complimentary! Again, let your conscience and personality flair be your guides in deciding what is (or is not) proper for your presentation.

Multimedia

Concepts can be "driven home" through the appropriate use of multimedia, and PowerPoint excels at delivering digital movies, images, sounds and more to the audience. Try to add only one or two multimedia elements per slide whenever possible to avoid distracting the students from the material. Too much of anything can be overwhelming, and spreading the multimedia files over several separate pages can improve learning comprehension considerably.

Final Thoughts

PowerPoint presentations should be constantly modified and updated to reflect current thoughts, research or personal tastes. Collaborating with your colleagues can produce helpful hints or techniques that benefit the entire PowerPoint community at Mt. Hood Community College.

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