**Presentation Trends and Resources**

**Compiled by Wilma Andrews, VCU, February, 2017**

**Key Points**

1. Know your audience

2. Use current trends – look modern

3. Use a good process for creating your presentation

4. Learn new presentations software features

5. Learn about basic design features

**Presentation Trends:** from various resources

Precise goal

Plan without technology

Images

Few words – no sentences

One point per slide

Simple backgrounds

No bullet points

Story tell

Present to/for the audience

Limit animation

Left alignment

Sans Serif fonts

Viewable font size

Capitalize first word only

Graphics – full screen textbox overlay

No clipart

Handouts – not copy of slides

Learn PPT tools

**Tips for charts/graphs**

1. Show one message per chart. Make the message the heading.

2. Make the chart easy to read. Make the most important text largest, the most important data lines or sections darkest. Can save favorite charts as templates (right mouse click).

3. Be accurate. Always start a numerical axis at zero. Compare only like variables.

4. Eliminate all unnecessary details, like grid lines.

5. To focus attention, use color, shading, or images such as arrows to highlight key words or concepts.

6. Write in upper and lower case. Words written in all capitals letters are hard to read.

7. Make bars and columns wider than the spaces between them.

**Presentation Software**

PowerPoint - PCs

Keynote – Mac’s

Prezi.com

Emaze.com

Slideshark.com

Canva.com

**Presentation Web Resources**

YouTubes <https://www.youtube.com/user/powerpointspice>

<https://www.youtube.com/nutsandboltsspeedtraining>

Nuts & Bolts - <https://nutsandboltsspeedtraining.com/>

https://nutsandboltsspeedtraining.com/spicypresentations/paint-3d-tutorial-powerpoint-animation/

Microsoft website - <http://office.microsoft.com/en-us/powerpoint/>

EllenFinkelstein – [www.ellenfinkelstein.com](http://www.ellenfinkelstein.com) - blogs/tips and newsletter

Trend tips - <http://www.ellenfinkelstein.com/pptblog/10-tips-for-modern-design-in-2017/>

Geetesh Bajaj – [www.indezine.com](http://www.indezine.com)

Dave Paradi – [www.thinkoutsidethebox.com](http://www.thinkoutsidethebox.com) – blogs/tips and newsletter

Ric Bretschneider - blog.ricbret.com

Jon Thomas - <http://www.presentationadvisors.com/best-powerpoint-presentation-posts>

Cole Knaflic - <http://www.storytellingwithdata.com>

**Photos –**

**Free Photos** – there can be some limitations even with “free” sources

Use photos from personal camera/devices

Use screen shots (SnagIT software)

PPT Bing

Google

Wikimedia commons - http://commons.wikimedia.org/wiki/Main\_Page

Flickr: Creative Commons - http://www.flickr.com/creativecommons/

**To purchase photos**

Istockphoto – istockphoto.com

Bigstock.photo – bigstockphoto.com

**Books:**

**Storytelling with Data,** Cole Nussbaumer Knaflic

**Visual Display of Quantitative Information**, Edward Tufte, 1983

**Resonate, Present Visual Stories that Transform Audiences**, Nancy Duarte, 2010

**Speaking PowerPoint**, Bruce Gabrielle, 2010

**Slide:ology –** Nancy Duarte

**HBR Guide to Persuasive Presentations -** Nancy Duarte

**Speaking Up -** Frederick Gilbert

**presentationzen** – Gary Reynolds

**Point, Click & Wow** – Claudyne Wilder

**Beyond Bullet Points** – Cliff Atkinson

**New PPT 2016/365 features**

PowerPoint Zoom –

<https://support.office.com/en-us/article/Use-Zoom-for-PowerPoint-to-bring-your-presentation-to-life-9d6c58cd-2125-4d29-86b1-0097c7dc47d7>

<https://www.youtube.com/watch?v=9T3XX7KWbLU>

PowerPoint Morph –

<https://support.office.com/en-us/article/Using-the-Morph-transition-in-PowerPoint-8dd1c7b2-b935-44f5-a74c-741d8d9244ea>

<https://support.office.com/en-us/article/Use-the-Morph-transition-in-PowerPoint-2016-for-Mac-iPad-and-iPhone-0b6252e0-7c99-40a8-a0bf-df90e3fdeae7>

PowerPoint Designer and Morph

<https://www.youtube.com/watch?v=FeUolRLacCw>