



Presenting Through PowerPoint

**Put Your Best Foot Forward
PEAK Workshop**

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Dan Vlami – Who Am I?

- Katherine's Dad
- President of Vlami Software Solutions, Inc. since 1992
- Speak at national software conferences
- Co-author of book “Oracle Essbase & Oracle OLAP”
- Conference Chair for 2008 BIWA Summit
- Track chair for 2010 Collaborate conference
- BA Computer Science Brown University
- Interview for Brown University

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Agenda

- Introduction
- Communications in the workplace
- Presentation tips
- Questions and Answers




Communications in the Workplace

- Bad communicators don't get hired or supported
- Resume screeners are looking for reasons to reject
- Writing style reflects on the person
- If cannot communicate, of little business value
- I have little time for bad communicators
- Decision made in first 5 seconds
- Get to the point quickly



PowerPoint Basics

- Title up top
- Bullet points (like this) in body
- Presentation mode for showing 
- Edit mode to change presentation (Esc key)
- Type directly in the body when in edit mode
- Can adjust font and **size**



Slide Layouts

- Most common is bullets in a text box
- Can add tables, graphs, compare two lists
- Can have just a picture or graphic



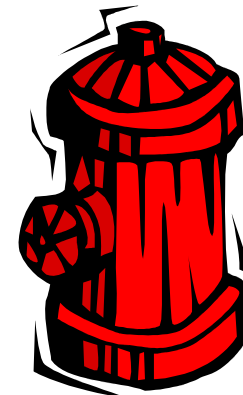
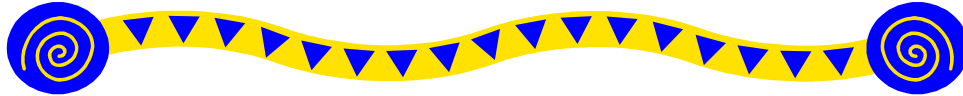
Design Templates

- Define how a presentation looks
- Colors
- Placement of text
- Borders
- Lots of design templates available from Microsoft

Tip: Undo is your friend!



Clip Art Can Add Interest





Using PowerPoint

- Save your work periodically!
- Print out your slides (6 up saves paper)
- Put speaking notes in “Click to add notes”
- Different versions of PowerPoint are slightly different
- Not all computers can read PowerPoint file\$



Creating PowerPoint Slides

- Graphics if needed to make a point
- Slides have words/phrases, not sentences
- If doesn't fit on a line, too long
- Maximum of 7 bullets per slide
- Plan on 1 to 2 minutes per slide
- Consider the audience



Visualizations in Presentations

- People are visual – reduce clutter
- Tables provide precise values
- Graphs allow comparison
- Graphs can be misused
- Animations distract audience
- What are you thinking about right now?
- Only use builds when have to hide information



Presenting using PowerPoint

- **You** are the presentation
- Do not read slides
- Print out slides in case of technical problems. – 6-up
- Think about room mechanics. Two screens?
- Practice
- Have a timer
- Do not be boring. Pause periodically.
- Have water. Breathe



Keep in Mind

Communication is about Perception, not Reality

"With great power comes great responsibility."

Uncle Ben to Peter Parker, Spiderman 2002



Questions?

