

Engaging Slideshow

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Engaging Slideshows

The participants are not in the physical classroom so they can easily get distracted with what is going on in their own surroundings. Additionally, you cannot use your body language to help deliver your message. You need to make your slides more engaging.

PowerPoints is aptly named – it is points that inform with power.

Keynote also is fitting – it is the significant points of the information you are sharing.

Many people are now using Google Slides.

Most of what we are showing today can be applied to other slideshow applications.

Effective

Readability

1. In person presentations use the 6x6 guide—no more than six points per slide and no more than six words per line (unless it is a quotation or something similar)—some use 7x7.
2. For virtual presentations, it is recommended to use 3x6 rule—
only three points per side with a limit of six words per line.
3. Usually, fonts 44 for headers and 32 for text.
4. Pick our fonts carefully
 - **Serif** (like Times New Roman)
 - **Sans Serif** (like Ariel)
 - *Decorative/Ornamental* (like Brush Script MT)
5. Not all capital letters.
6. Keep headers consistent (usually left or centered).



Keep it Simple

1. Avoid having too much on a slide (either text or images).
2. No periods unless there is a purposeful sentence.
3. Only one number in a line (example: Current membership is 12,428).
4. If there are lots of numbers, try for graphs.
5. In Zoom, you might want to go show the slide for 45 to 90 seconds.
6. Try to keep the design consistent throughout the whole slide show – otherwise it can be distracting.

Keep it Exciting

1. Spark their interest right away with your first slide with the title, graphic and/or design.
2. Use the different themes/designs offered or make your own. Again, keep it simple.
3. Use images, screen shots graphs, and maps that are relevant - not as much text.
4. Make sure your text and your background have effective contrasting colors—do not have the text blend into the background. Use dark on light or reverse.
5. Use colors to add interest. The website below provides basic information about understanding the color wheel and a lot more

[How to Pick the Best Color Palette for Your Google Slides Presentation – SlidesCarnival](#)

Images

Use Images

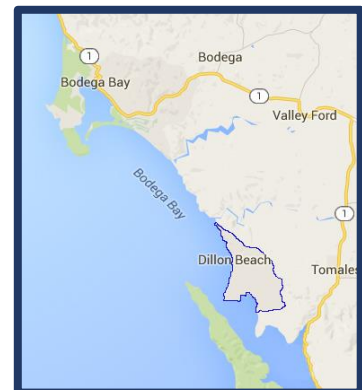
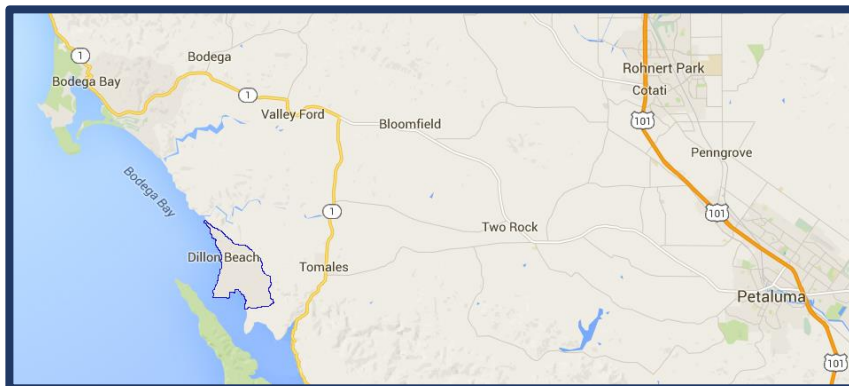
1. You can use your own images or get images (including maps) from the internet.
2. If you are using clipart from the internet, try to get PNG (Portable Network Graphics) files. These have transparent backgrounds so it does not contrast with the slide. Example: *clipart clowns.png*.
3. If you cannot find a PNG and get a JPG and you can frame the image with a coordinating color.
4. You might want to use a GIF (**Graphics Interchange Format**) that has animation. They can be distracting from the message but it is usually fine to use at the beginning or end of the slideshow.
5. Consider saving your image to your device then add to slideshow.
6. Sometime you can start with a map that gives us an overview then you can have another cropped map. You then bring in (animation tool) that shows that cropped image much larger, so the audience can see it easily.



Notes:

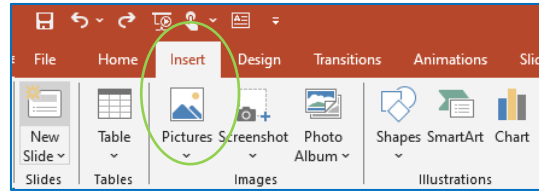
We need to be careful regarding copyright. If doing a educational presentation, usual images are fine and video are fine as long as they are not recorded.

Sometimes you get a note that it can't be downloaded securely.



Move an Image to Slideshow

1. You can add an image but clicking on **Insert** tab and find your image.
2. You can also copy and paste images to your slide.
3. A third method is to drag it to your slide:
 - Have your slide open, then in File Explorer, open the needed folder.
 - In that folder, split the screen.
 - Next click on image your want and and drag and drop to the slide.



Make it Pop

Add a border

1. You can select differ colors and weights
2. I usually use weight 3 on everything so I do not have to think about it

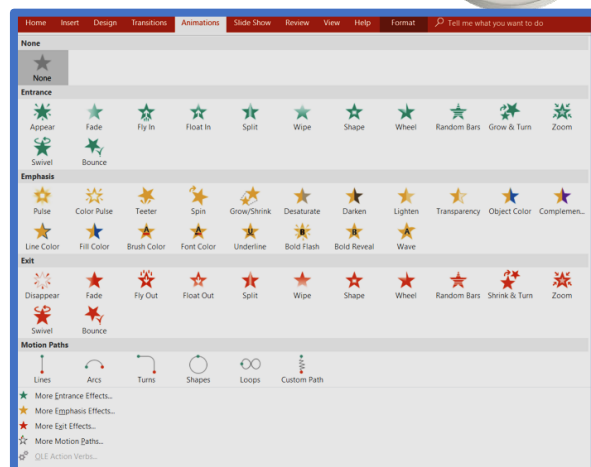
Frame in PowerPoint

1. You can change the color of the frame
2. You can also play with the Picture Effects (Shadow, Reflection, Glow, Soft Edges, Bevel or 3-D Rotation)



Animation to Accent a Point

1. Animation is great to make a particular point clearer or add a little flourish.
2. Too much animation becomes distracting from the message.
3. You can animate the text, pictures, shapes, tables, and other objects in your presentation to give them visual effects, including entrances, exits, changes in size or color, and movement.



Videos

1. In Zoom or in person, you can stop your slideshow, play a video from the internet or your device, and then go back to your slideshow.
2. If you want a seamless presentation, you can either **embed** or **hyperlink** the video in the slideshow.
3. Embedded means that you actually add it to the slideshow so it is always there even if you move the slideshow to a thumb drive. It also means, your file is much larger.
4. Hyperlinked means that you have a “link” to the video (either the internet or your device.) If you copy the slideshow to a thumb drive, you will probably need to reset the links.
5. Hyperlinks do not work very well in Zoom.

Here is a website that has a workaround for that.

[How to use a link to jump from PowerPoint to a website, YouTube video, or file from another program in a Zoom or Teams meeting | Think Outside The Slide](#)

Add Audio/Video Clip

1. Embed a audio clip
2. On one slide or across some slides
3. Effective for opening or closing
4. Video clip can be on any slide

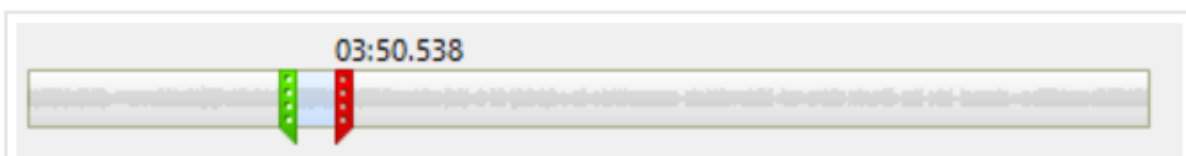
Google your product with the version to find out how to do it on your device

Sample: *Embed video PowerPoint 2010*

Edit & Format Videos

Depending on the version of your slideshow application, once you have embedded the video, you can edit and format it:

- Trim, fade in and out



Download an App to Download Videos

1. To be able download videos from the internet, you need to acquire an app (application) that does this for you.
2. The most recommended online **free** app is *youtubedownloader* but another good one is *Realplayer*.
3. Once you have installed either *youtubedownloader* or *Realplayer* on your device, you open that app and then access the video you want to download. The application will download the video to your device.
4. You only have to get the download app one time to use it to download the videos.
5. You can embed the video files to your slideshow.
6. You can also stop slideshow and play video and then come back to slide show
7. Some leaders like to purchase Wondershare UniConverter so the YouTube videos do not have the advertisements in the front. You can use it for free one time and then get it for a lifetime for \$70 or one year for \$40. It also does other conversions.

Slide Transitions

Rules to follow for slide transitions include:

1. When using sections to divide a presentation, a second transition can be used for the introductory slide for each section.
2. Slide transitions, like animations, lose their effectiveness when used more than a few times.
3. Slide transitions should not distract from the content of the presentation, so the best ones blend into the overall presentation.
4. Usually slides that come in from the left or down are not as distracting to the audience.

Add Humor

By incorporating humor into your presentations, you can create a more engaging and entertaining experience for your audience. In turn, this can help you deliver your message more effectively and leave a lasting impression on your audience.

1. It is important to use humor that is suitable for the occasion and the audience.
2. Tell a humorous personal anecdote or story that relates to your topic.
3. Show a cartoon, comic, meme, or funny sign.

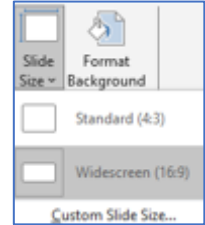
Presenting

1. Find out ahead of time, what equipment you will be using and if it is compatible with your software.
2. Usually use widescreen, so is that available?
3. Practice, practice, practice – practice using the slideshow as well as giving the presentation.
4. Know your timing for the whole slideshow.
5. Once you know the timing is okay, you should figure out where you should in your slideshow at half of your allotted time (40-minute presentation – where should you be in slideshow at 20 minutes?)
6. Give yourself time prior to the presentation so everything is set up and working effectively
7. Test the slideshow as soon as you get there.
8. Look directly into your camera so it appears that you are looking directly at each one of them. If you are in person, look at all your audience. If you have speaking notes, have them upright if possible—you do not want to be looking down
9. Smile – you not only look more friendly but it changes your voice.
10. Try to use your voice to help convey your message. Use pitch, tone, pauses, inflections and emphasis to engage your audience.

This web site has great information about using your voice:

[How to Use Your Voice Effectively During A Presentation - PresentationSkills.me](http://PresentationSkills.me)

11. Try not to get off track during the presentation because you might run out of time and not cover what you have prepared.



***Be sure to
have fun!***

