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Powerpoint presentation templates free

Dear Lifehack, I was tasked with doing a slideshow for an event at work. I don't want to make shared PowerPoint just boring text or images. In what ways can I improve the slideshow to make it look impressive and knock my socks off my audience? Sincerely, panicking about PPTDear Panicking,Giving a presentation is a huge and (sometimes) noble responsibility. After all, only you can prevent PowerPoint from dying for your audience. Fortunately, a few tips, tools and other resources will help you take your slides up and make them more professional and exciting. We focus on PowerPoint for most add-ons and templates below, simply because it's the most widely used business presentation software, but many other principles and tricks here apply to other presentation programs. Let's start. Avoid the most common problems presentationG /O Media can get commission First before we look at jazz up slides, it's a good time to review how to avoid the reasons presentation sucks so often. Lack of preparation or passion. Presentations often don't work because the presenter didn't practice enough or he can't pass on the value of the presentation. When you passionately report on the significance of your subject (perhaps even with the storytelling structure for drama), viewers pay attention. To do this well, you must practice giving your presentation; Otherwise, even the most beautiful slides will not help you. Slides are too complex, overloaded with bullets, lack focus and/or filled with substandard images. In PowerPoint, it's easy to hate presentations that suck, but the real problem is how we use it. Slides should not be used as prompting you to read to your audience, nor a place to reset as much information as possible. Instead, they are a help for visual communication to support the most important part of the presentation: you and your message. Almost every presentation tip we've covered before (including 5 design mistakes to avoid and how to deliver polished Steve Jobs style presentations) highlights three things for all your slides: simplicity, clear and meaningful messages, and quality visuals. The opposite of this: Whether you're committed to Apple or not, it's hard to argue that Steve Jobs isn't extremely... Read also God's failure to give five rules to avoid really bad PowerPoints is a good guide:No more than six words on a slide. Never. No presentation is so complicated that this rule needs to be broken. [Also recommended in another post: No bullets. use a separate slide for each sentence or idea.] No raw images. Use professional photo images of promotions. Neither dissolves, spin or other transitions. You can use sound effects multiple times on your presentation, but never use the sound effects built into the app. Instead Rip sounds and music from CDs and use the proustic effect it can have. If people start bouncing up and down to the Grateful Dead, you've saved to sleep, and you reminded them that this is not a typical meeting that you go through. I don't hand out slide printouts. They don't work without you there. Similarly, for our guide on how to create presentations that don't suck, communications expert Nancy Duarte suggested this useful mnomonic to keep in mind how you make slides:Bad presentations are painful- as for a presenter dying a slow death in front of a crowd, so for Read moreSimplifyLose clichéInformation requires emphasisDesignate elementsEmpathy for the audienceLess - it's more when it comes to presentations (except font size): Rule 10/20/30 recommends limiting the number of slides to 10 and the presentation time to 20 minutes, but using at least 30-point font size. Oldie-but-goodie post from entrepreneur Guy Kawasaki directly solves such problems Read moreThis are the basic principles of creating a slideshow. Once you've got them down, take a look at how you can improve the slide design and elements on them. Improving your PresentationPowerPoints and other presentation tools is a clear guide. You need to connect the slide view to what you're saying. As Godin writes: Home run is easy to describe: You put on a slide. This causes an emotional reaction in the audience. They sit and want to know what you're going to say that fits into that image. Then, if you do it right, every time they think about what you said, they'll see the image (and vice versa). To make your presentation visually selected, use and choose them carefully:Fonts: Use your own font instead of the default fonts on your computer. Smashing Magazine has a list of sources for free, quality fonts or you can buy a font on many other typography resources. Godin likes to dress better or have a nice business card. It's subtle, but it works. Image: Professional quality images, not a cheesy clipart, will make your presentation stand out. You can buy photos on sites such as Getty Images or find free photo promotions using Everystockphoto.com search engine. Charts and Shapes: Simple graphics and charts can illustrate or highlight your information better than text can, but using them effectively can be tricky. This non-designer slide diagram guide helps you make sure that the visuals you use to highlight are consistent, properly sized, and otherwise communicate well. Similarly, select the best chart for your data so that you present your information as clearly as possible. Following just a few simple rules, anyone can create diagrams and illustrate more information... Read alsoTemplates: Even if you don't want to use a cookie cutter approach to a presentation, the template can be a good starting point for further customization. Microsoft offers a collection of PowerPoint templates, many of them professionally designed. Even better, image templates and microsoft effects (over 150 of them) include bold and and Slides that combine graphics with plain or animated text, as well as instructions for creating them. Not only does VisualBee offer free PowerPoint templates, it can automatically create presentations for you. One last resource: Slidevana provides over 150 really beautiful slide templates. It costs $79, but if you often do PowerPoint presentations, it can cost an investment. If you're tired of having PowerPoint presentations a little curbed, Microsoft has released... Read alsoAddit: Increase PowerPoint capabilities with third-party add-ins. PPTools offers several, including this starter kit, with tools to help you zoom in and out more easily, import images and more quickly (it's an old add-on but still available). The previously mentioned pptPlex, which is now part of Microsoft Office Labs, gives you the ability to go directly to certain slides and zoom in and out of slide sections. TechRepublic offers a list of several other potentially useful add-ins. Windows only from 2007 Office: pptPlex, a free Office add-on, makes PowerPoint presentations smaller... Read moreOthe other assistants/tricks of the presentation: Work on your presentation as a professional with multiple shortcuts. PowerPoint keyboard shortcuts help you create and promote slides with just a few keystrokes. To redirect focus from the slide to yourself, you can temporarily darken the screen. Explore other tools that can make your presentation more memorable, including apps that can only focus on part of the screen. I completed a PowerPoint presentation on 80 slides this week (that's right - who's your mom!), and... Read alsoOperative Advanced ResourcesFinance, online there are plenty of other resources that can help increase your presentation, including alternative presentation software. PowerPoint Alternatives: PowerPoint is still the most widely used presentation tool, but if you think it's excessive or its linear format is too limiting, many alternatives can fill in for your presentation creation needs. These include Prezi, with its unique zoom interface, and Haiku Deck, which is the easiest way to create great presentations using the iPad. Even if you follow Or are required to use PowerPoint, simply viewing samples of Haiku Deck presentations may inspire you. When you need to create an interesting and engaging presentation for your boss, new customers or ... Read alsoScientified from masters of presentation design. For further reading, check out these great sites that focus on making presentations beautiful and effective: Zen, Beyond Bullets and Duarte.Luck with your presentation! Love,LifehackYo question or suggestion to ask a life hack? Send it for tips by Tobias Toft, @tmiket/InFocus, Brandon George/Haiku Deck . Look at the presentation screen, look at the slow ticking clock on the wall, look at the presentation screen, look at the blematched cell phone - resist the temptation to put it on mute and play Birds Angry to the agony of this corporate tax ends. We were all there: an endless staff meeting. What began as a potentially interesting presentation about a new startup or a future company initiative has turned into the death of PowerPoint. When the presenter finally stops grimaceing together and the lights turn on again, all you remember is that you almost fell asleep - and you shepherd wonder if anyone has noticed. No extra find ads, here are 10 helpful tips to make the most of your PowerPoint presentation so your audience doesn't get out of the next meeting. Content Like most responsibilities required to navigate office environments successfully, an effective PowerPoint presentation is an acquired experience. It's also one that is usually overlooked during learning, whether these learning efforts are completed on their own or in a work environment. It's important to make sure you're fully aware of the doses and don't have to deliver a good PowerPoint presentation before you step in front of a room filled with an annies and an expected audience; otherwise, any important information you have to relay is likely to be completely lost on your listeners. And what's more, in most professional settings, no one is likely to approach the presenter after a horrible PowerPoint presentation so he or she knows how awful it was and give pointers. The pointless round of applause, followed by a choked yawn and runs behind a coffee machine, may be the only clue that gets our bad chair for meetings that something can be adversity in his staging style. Advertising So is this the first pitfall to escape on the way to a big PowerPoint language? Find out on the next page. The biggest mistake people often make when creating a PowerPoint presentation is that they make slides a focus. Many of you are probably still pursuing high school teachers and college teachers who ponder almost exactly what has been shown on screen - whether it's an old school projector or on a newer digital environment - without any development or additional scientific prosperity. Both boring and repetitive. Attention should be on the presenter and on the compelling story he or she has to tell. PowerPoint is effective at providing additional information like simple, colorful graphics or other relevant images, but should never be the primary source of information. The worst thing a presenter can do is turn around and read from PowerPoint. If all the information is already on the screen, then there is no need for a person who says to gush about it [source: Price]. Advertising With this fundamental factor in mind, let's start delving into the development of a successful PowerPoint presentation. When you start preparing your PowerPoint presentation, consider who you'll be contacting. A classroom crammed with aspiring students? A grim boardroom made up of barely attentive commissioners? A meeting room packed with fellow veterans? Are you trying to impress? You want to tailor your message and presentation format based on a number of factors, such as the current level of knowledge your audience has on the topic and how much it engages them. If they understand quite a bit and (better) are already happy to hear what you have to say, then you can delve into more detail. On the flip side, if they don't know anything about the topic you're about to present, or (worse) hold doubts they'll be convinced of your conversation, you'll want to make sure your PowerPoint is particularly simple and simple. In the latter case especially, really focus on allowing your words to make explanations, specifically when it comes to persuading them on any complex ideas that need to be conveyed. Advertising The purpose of any presentation is to sell the audience on the idea. This could be a step to invest in a new company, a business reorganization plan or a proposal for a scientific research project. For the audience to understand the presentation both intellectually and emotionally, it needs to be told as a cohesive narrative — it's a story. The audience needs to know three things: Where we are nowWhere we want to end upHow we're going to get there Slides have to communicate these three simple ideas, backed up by simple text statements, strong images and graphs. But in most cases, try not to get too heavy on the text aspect - let the story you tell play on the slides, and keep in mind as we learn on the next page, seeing it's faith. Advertising Human beings are very visual learners. It is much easier for our brains to remember a strong, unique image than a series of facts and figures. PowerPoint is a great, easy to use software to create dozens of different types of graphs and charts. Remember that the simpler and bigger the schedule, the better. For example, if you want to drive home at the point that Windows PCs control much of the home computer market, show a pie chart with a huge slice of pie filled with red and the word PC. No matter how many statistics you cite, this image will get the message home faster and will stick to the audience longer. In fact, a purely visual part of a PowerPoint presentation will mainly be responsible for about 55 percent of the impact you have on your audience, compared to 38 percent as to what you say and 7 percent of the text you quote on each slide [source: Price]. The psychology of the color of advertising is an interesting field, and one that you can draw to make a successful PowerPoint presentation. You want to use meaningful and memorable colors, but you don't want to get too busy or flashy. PowerPoint is an extremely versatile app, but that doesn't mean you need to use every trick and an affordable design trick. Rather, look for ways to combine colors to help you provide both contextual detail and influence on each slide you produce, so they keep your message concise, clear and clear A bright contrast or a sun-bright balance can be called upon to help make your points. By using additional colors (opposite on the color wheel) and similar colors (adjacent on the color wheel), you can influence how your audience perceives your message. Also, let the colors work for you. Green is usually associated with both actions (such as at the bus stop) and wealth (old greenback), so you can use it strategically if you're hoping to convey those sentiments. Advertising On the next page, we'll take a closer look at one style of internet guru when it comes to this Microsoft app. Guy Kawasaki - a former Apple evangelist chief, venture capitalist and professional conversation guru - founded his famous Kawasaki Rule of Ten, in which he uses only 10 slides during a PowerPoint presentation, often in top 10 fashion. These slides tend to consist of no more than a single sentence or phrase and a secondary image. All 10 give the audience powerful visual cues that reinforce the message that Kawasaki is communicating. And because audience members know there will only be 10 slides, they know when the presentation is about to end. Kawasaki offers a steady stream of storytelling for these 10 slides. Starting, for example, with a problem on slide No 1 and a solution on slide No 2, up to the timeline at No 9 and a consolidated call to action on slide No 10 [source: Kawasaki]. Advertising So how long does Kawasaki recommend these PowerPoint shins usually last? We'll tell you further. No one has ever complained that a PowerPoint presentation is too short. The second audience gets bored and stops paying attention, the presentation loses its efficiency. Not only do people stop processing new information, really, but start to resent the presenter for wasting their time. So Kawasaki, for example, believes that the perfect PowerPoint presentation should take no more than 20 minutes. This leaves time for part of the question and answer during a 30- or 60-minute meeting and ensures that you make the most of people's time. When planning a story that will accompany your presentation, make sure your key points are honed. You can solve the ditch of less important points altogether. Advertising If you want to include text in a PowerPoint presentation, switch to a large font. Kawasaki says it should be at least a 30-point font, with the caveat that if you can identify in advance the oldest person in the room, you can knock their age in half and use this as a landmark font. So let's say your oldest audience member is 50, you can use a size 25 font. These size proposals serve several purposes. For starters, you can't put a lot of text on each slide, which helps axe any verbality you might be inclined to include in writing. This means that you, the presenter, are forced to convey your own narrative by cutting distractions. Advertising When it comes to PowerPoint PowerPoint our next and final offer is a bit off the cuff, but well worth considering. In some cases, you might just be better off skipping a powdered PowerPoint barrel altogether. As we noted, creating a perfectly crafted and highly efficient presentation using PowerPoint as a visual tool are a challenge, so you might be better off just avoiding the terrain entirely [source: Kawasaki]. Instead, you can give your presentation and distribute visual logistics and further details before or after you speak, so your audience can enjoy watching more details about your playbook without distracting from you, leading. For more information about PowerPoint presentations and related business topics, see the links that follow. Has your company recently started using Slack? Don't have the darkest idea how it works? Our beginner's guide on how Slack works will have you slacking like a professional at any time. Select the correct colors for your PowerPoint presentation. Microsoft Office. Brad. Great Council meeting. Always, no, no, no, no, no, October 12, 2011 Joseph. Tips for a good PowerPoint presentation. University of Minnesota Duluth. April 2006. jgallian/goodPPtalk.pdfKawasaki, Guy. How to change the world. 30-Dec-2005 Dave. When should I use PowerPoint? Think outside the slide. 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