PowerPoint and Prezi Tips & Tricks

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PowerPoint and Prezi Tips and Tricks
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General Tips and Tricks
- Images are usually more effective visually than text.
- Simplify -- use only 2-4 elements on a slide.
- Use readable fonts like Arial, use large font sizes, and avoid italics and all caps.

PowerPoint
There’s a lot of animosity towards PowerPoint, but when used well, it’s effective.

Issues
- The Mac and PCs versions of PowerPoint are a little different. For example, the PC version uses a “Design” tab for slide formatting, while Mac uses a “Themes” tab.
- There aren’t many tools for formatting text in PowerPoint.

Advanced Tools
Creating text-heavy slides that are easy to read can be challenging. Here are some tools that can help.

Animation
Use animation to display your text section-by-section. This will give students time to absorb all of the text on the slide.

Video explaining Animation: http://goo.gl/dffV0N

SmartArt
Adds visual elements to text-heavy slides.

From this:

<table>
<thead>
<tr>
<th>Promissory Estoppel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restatement Section 90:</td>
</tr>
<tr>
<td>A promise which the promisor should reasonably expect to induce action or forbearance of a definite and substantial character on the part of the promissee and which does induce such action or forbearance is binding if injustice can be avoided only by enforcement of the promise.</td>
</tr>
</tbody>
</table>

To this:

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<thead>
<tr>
<th>Promissory Estoppel</th>
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<td>A promise which the promisor should reasonably expect to induce action or forbearance of a definite and substantial character on the part of the promissee and which does induce such action or forbearance is binding if injustice can be avoided only by enforcement of the promise. The remedy granted for breach may be limited as justice requires.</td>
</tr>
</tbody>
</table>

SmartArt can be animated, too.
Video explaining SmartArt: http://goo.gl/HJplC9
**Background Images**

Don’t have space for text and images on your slide? Try a background image.

Video explaining background images: [http://goo.gl/ok4K9r](http://goo.gl/ok4K9r)

Note: Use the “Themes” tab on Mac.

**Presenter mode**

Make presenting easier. With Presenter Mode, students see your slides on the projector but on the computer, you see your notes, a timer, a clock, and the next slide or animation.

**Prezi**

- A popular alternative to PowerPoint because it is visually engaging.
- Great for illustrating how detailed concepts fit into a bigger picture.
- Offers a special account for educators.

Check out what’s new in Prezi: [http://goo.gl/q86D4p](http://goo.gl/q86D4p)

**Issues:**

- While Prezi’s controls are easy to use, learning to design the presentation is harder.
- Prezi tends to update several times a year – you may find your favorite tools have moved overnight.

**Features:**

- Embed YouTube videos (easier than PowerPoint).
- Create audio narration.
- Add diagrams, icons, and other graphics.
- Share links to presentations with students.
- Works the same on PCs and Macs.