

Using microsoft power point to create slides



**ASSIGN
BUSTER**

Using Visual Aids simply does not ensure effective communication that can keep the audience entertained and involved in your presentation.

The choice and the right approach towards the use of Visual Aids are important in conducting a seminar or college presentation or a training program. Assuming that you are using the default settings of Microsoft power point to create slides and some heavily bulleted text is what your all slides comprise of and with just one or two images throughout, the presentation is more likely to be boring and tiresome. If this presentation was for a scientific research or purpose, then using an Assertion-Evidence slide would be a better approach. Moreover, the use of visual aids can bring more enthusiasm to the speaker as well as the listeners in this case.

Audience will better retain the information as visual aids focus on important information in a reinforcing manner unlike the bolded or bulleted text. Visual aids also assist the speaker who can keep a track of important points staying on the track without the need for any notes.

Graphs and tables are excellent way to keep the audience interested in results and conclusions than giving formulas and plain figures. There are many visual aids that can be a part of an effective presentation or speech. Some of them are: Overhead projector, slides, multimedia, handouts, charts, blackboards etc. Having learnt the role of visual aids in creating a presentation impact, it is important to learn that there are certain rules of using visual aids and not letting them become visual distractions instead.

Projectors used in presentations must be placed at a height that is comfortable to you as well the listener, the lens must be free of dust and

while presenting, the full view screen should be available to the participants. Similarly while using posters or flip charts the correct printing size is important and so is the use of colors (to highlight red may be used). Also, while writing on the board, looking in the direction of the audience is important.

Writing at the bottom can make it difficult for readers, so it must be avoided. If you plan to use handouts, make sure that you carry extra copies of them than the expected count of attendees. Distribution of handouts must be done prior to the presentation.