

Power point presentation and written introduction narrative creative writing

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Communication

Power Point is a powerful and ubiquitous program Microsoft developed to aid in making presentations. Microsoft PowerPoint offers a facility to create attractive presentations, which incorporate video and animations. Its primary function is to help in designing, creating and editing presentations. A presentation is a collection of screens; slides presented by one to a group of people. In order to make effective presentations, the most noteworthy thing is to understand the content of the message. One should keep the audience attentive and interested.

Making an effective presentation, which maintains the attention and interest of the audience, can be a challenge but practice helps perfecting. A good presentation to the presentation is every crucial. It determines how the entire presentation would be. The introduction should strive to answer the questions: “ Who are you?”, “ What is your topic?” And “ why is it essential?” It should introduce the presenter, the topic being presented and the reason why it is being presented.

For one to attain a good presentation, key phrases about the topic should be used. One should choose a few points about the topic and ensure their consistency throughout the presentation. The slide layout is also essential. The slides should be easy to read. The title and most salient information should be near the top of a slide. Punctuations and capital letters should be avoided, punctuations clutter the slides and capital letters renders the slide difficult to read.

One should avoid fancy fonts as they may prove difficult to read on screen. A basic font face should be used, such as Verdana, and at most two font faces

should be used; one for heading and the other for content. It is also essential to use contrasting colours for background and text. The colours of the slides should also be consistent.

Combining charts, photos, videos and graphs with text will work a long way in adding variety and keeping the audience focussed and interested.

However one should avoid excessive use of animation and slide transitions as they may lead to distractions. It is also noteworthy to use a minimum number of slides to ensure that the presentation would not be long and drawn out. This helps in avoiding continuous changing of slides which can lead to a distraction to the audience. Lastly, the presenter should ensure that the presentation runs on any computer.