

PowerPoint Checklist

Things to Bring

Laptop

- AC Adaptor
- Remote Mouse

Projector

- AC Adaptor
- Laptop Cable
- Remote Control
- Projection Screen

Accessories

- Speakers
- Laser Pointer

Handouts

- Presentation
- Misc Handouts
- Business Cards
- Flyers / Brochures

Electrical

- Power Strip
- Extension Cord
- Int'l Plug Adaptors

Just In Case...

- Extra Batteries
- Spare Bulb
- CD with PPT File

Questions about the Venue

- Where will your laptop and projector go?
- Where will your screen go? Is it large enough?
- Will you have power?
- Will you have internet access?
- Can you set up ahead of time?

Technical Presentation Concerns

- Has it been tested on the laptop to be used?
- If playing a DVD, will the laptop have a player?
- Do you need a backup on CD (with the Viewer loaded)?

Presentation Planning

- Developed a clear purpose, goal, and benefit
- Visualized the audience and tailored the content for them
- Organized the content logically
- Placed the most important content towards the front
- Used the first slides for a welcome, agenda, and your primary focus
- Added contact information and a thank-you to the final slide

Improving Your Presentation

- Easy to read with high-contrast letters
- Void of unnecessary words
- Using bullets, not sentences, whenever possible
- Offering meaningful, concise, and clear charts and diagrams
- Making use of high-quality photographs that support your goal
- Consistently formatted from slide to slide
- Animated in a useful, not distracting, way
- Spell checked

Delivering Your Presentation

- Practice, practice, practice
- Break your presentation into smaller sections (if lengthy)
- Speak with enthusiasm and confidence
- Be aware of your body movements, hands, posture, and eye contact
- Use a remote mouse to control the presentation
- Position your laptop so it faces you while you face the audience