

8 Steps to Delivering Your PowerPoint Presentation

1. Define your purpose – Start here: “At the end of this presentation, the audience will do, will feel or will know...”
2. Identify your audience – Who is listening to your presentation and why?
3. Research – Find the facts that support your story
4. Outline Script – Use Post It notes to visually create your script
5. Storyboard – Map the contents and direction of your story
6. Gather Images, Audio, Video – Find copyright/free to use resources
7. Mix, blend, revise – Tweak and view your presentation from your audience’s perspective
8. Deliver – Rehearse from beginning to end – don’t forget to time yourself!

Rule of Threes:

- You always remember the first three things – the rest – you forget.
- Structure your presentation around 3 things – beginning, middle and end.

Connecting and Engaging with Your Audience

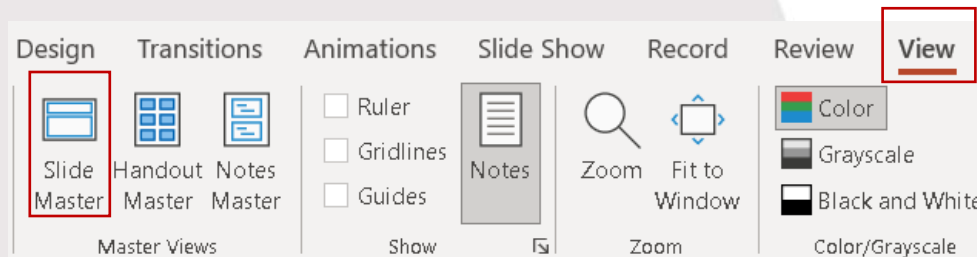
- You want to get your audience involved
- Ask your audience for questions – silence is okay – give your audience time to think!
- Lean in and talk to your audience directly
- Insert a short video or add music to break times

For Virtual presentations:

- Ask the audience to use emojis or the raised hand function
- Take a poll
- Ask the audience to add a checkmark directly onto the screen

Tips and Tricks:

- Put a post it note by your camera so you can engage directly with your audience
- Create your outline in Word and export to PowerPoint
- Use less text and instead opt for using keywords
- Insert transition slides – keep it subtle
- Find copyright free photos on Bing or Google or create your own using SmartArt
- Use the Slide Master to format your presentation efficiently:



Catch the [webinar replay](#) or browse our [free resources](#). Ready for the next step? Register for [PowerPoint Level 1 \(Basic\)](#) or [PowerPoint Level 2 \(Advanced\)](#) today!