**Introduction**

Microsoft PowerPoint is a very commonly used program for creating presentations. Presentations may be created for a large audience and displayed on a projector while a speaker gives a presentation.

**Overview of Working with PowerPoint**

**Business Presentations**

Presentations are common in business and may be directed towards staff, managers, shareholders or other businesses. Professional speakers may earn their entire living or subsidize another job by giving speaches on particular topics of interest for which they have expert knowledge. Businesses may also hire professional motivational speakers, or experts on particular topics. Professional speakers may earn thousands of dollars for a 1-3 hour presentation and also have their hotel and travel costs paid

**Educational Presentations**

PowerPoint has many uses in educational environments. “PowerPoint presentations lead by teachers where once only common in post secondary education, however is being used in more secondary schools and even elementary schools.”

***Instructer Presentations***

Teachers and instructors can use a slide show to display the main points of a discussion in point form for students to take notes from. The transitions and animations can make a discussion livelier. Schools may even invite motivational speakers to talk to large groups of students who utilize the PowerPoint program.

***Student Presentations***

PowerPoint allows students to create research projects for others to view which incorporate text, images, charts and special effects.

**Kiosk Presentations**

Kiosk presentations are an interactive format of presenting information in which the user can click on various options for further information at a store, business, hospital etc. Often proffessional graphic designers are hired to put together a presentation of images and text and create special effects like fading and out certain elements on the page.

***Limitations for Kiosk Presentations***

PowerPoint is best suited for presentations that flow from slide 1 to 2 to the end of the slide show. There are other multimedia software applications (e.g. Macromedia etc.) which may offer more sophisticated options. However PowerPoint may be used for an interactive kiosk where a user may click on slide 4 then 2 and then back on 4 etc. if a more advanced program is unavailable. One issue with PowerPoint kiosk is that normally once a custom animation has been run through on a slide it won't run through again if that slide is clicked on again unless the slide show is started again from the beginning

**Charts in PowerPoint**

Charts show numerical information in the form of a pie, bar or line. Pie charts are most suitable when you are looking at parts of a whole (e.g. sales of different kinds of restaurants). An example chart is shown. 1A.



**Professional Looking Presentations**

Two important items to consider when making a presentation are using an appropriate color scheme and using appropriate language for your audience.

 ***Color Schemes***

 Color schemes change over time (e.g. avocado, orange and brown were popular colors in the 70's while neon fluorescents were common in the 80's). Look at the colors being used in other sources advertisements, magazines etc. currently being used to see what is current and trendy When you select a slide background, a color scheme is automatically chosen for you which corresponds to the particular design (e.g. if the background is dark blue the text may be white so that it shows up). You can access PowerPoint's standard schemes and make changes

***Appropriate Language***

It is important to avoid using jargon and technical language that your audience will not understand. You should also be careful not to bee too wordy with the points that are made in your presentation.

**Conclusion**

 PowerPoint is an effective technology tool for creating lively presentations in business and education. PowerPoint can also be used for some really effective kiosk type applications. Charts are an important graphic used in many presentations. It is important to remember design elements such as color schemes in addition to the words used in presentations.