Presentations

Using PowerPoint and Prezi

http://mackellarlibrary.weebly.com/tech-tools
What is the purpose of a Powerpoint or Prezi?

• To support your what you are saying
• To convey the most important information on your topic
• To visually display findings
1. Know your topic

- Do your research first
- Select the information you wish to include before you start your PowerPoint or Prezi

http://mackellarlibrary.weebly.com/tech-tools
2. Avoid too much text on slides

• Your PowerPoint or Prezi is there to support your oral presentation.
• Use **key phrases** and **bullet points** to communicate the most important info
• Don’t just read from your PowerPoint or Prezi

http://mackellarlibrary.weebly.com/tech-tools
3. Layout is important

- Make them easy to follow
- Put titles at the top where people expect to find them
- Don’t overfill them or cram information on them
- Use animations sparingly. Effects like flying or flashing text can distract your audience.
4. Don’t use fancy fonts

• Use easy to read fonts, Arial, Times New Roman, Calibri or Veranda

• Don’t use more than two fonts, one for headings, one for content

• Keep them big — no smaller than 18 for less important stuff but 24 is better. This presentation used 44 for titles and 28 for content
5. Use **colour**—titles, text and background

- Try to be **consistent**—use the same font and colours throughout.

(Not the) Best presentation **EVER!!!**

Different fonts have **different effects**
Different colours have **different connotations**
Some are fun and **eyecatching** but are meant for other purposes like posters
When used **together** they are **disjointed**, messy and difficult to read!
**Most importantly** they lose their **impact**.

http://mackellarlibrary.weebly.com/tech-tools
5. Use colour – titles, text and background

• Use contrasting colours light background and dark text
5. Use **colour** – titles, text and

- Or dark background and light text

http://mackellarlibrary.weebly.com/tech-tools
5. Use **colour** – titles, text and background

- Text can be difficult to read on a patterned background

  – a text box could solve this

You can also go to format, then fill, fill effects and change transparency of the text box colour
5. Use colour – titles, text and background

• Use a highlight colour to emphasise key words.
• Don’t use too many colours on one slide.
• In PowerPoint in Themes you can select a colour scheme with colours that compliment each other.

http://mackellarlibrary.weebly.com/tech-tools
6. Use visuals and images

• Use 1 or 2 per slide
• Keep them relevant
• Could you display statistics or research as graphs or charts?
• Make sure they are clear

Did I learn something?

- Yes: 57%
- No: 29%
- Maybe: 9%
- Huh?: 5%
Thinking of using Prezi?

All of the things discussed here apply to both Powerpoint and Prezi

http://mackellarlibrary.weebly.com/tech-tools
Prezi

- Web based software
- Requires you to create an account
- Uses text and images just like Powerpoint
- Uses a path that zooms in and out of one big diagram

http://mackellarlibrary.weebly.com/tech-tools
To set up an account go to prezi.com and hit GET STARTED

http://mackellarlibrary.weebly.com/tech-tools

Skip to slide 19 if you already have an account
## Select Educational Plans

### Prezi

<table>
<thead>
<tr>
<th>Plan</th>
<th>Enjoy</th>
<th>Pro</th>
<th>Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage</td>
<td>4GB</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Control privacy settings</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Access on any device</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Premium Support</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Image editing tools</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Work offline</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Prezi Training</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Central Account Management</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Low commitment (billed monthly)</td>
<td>$10/mo</td>
<td>$20/mo</td>
<td>--</td>
</tr>
<tr>
<td>Low cost (billed annually)</td>
<td>$4.92/mo</td>
<td>$13.25/mo</td>
<td>$13.25/mo</td>
</tr>
</tbody>
</table>

### Prezi Plans
- **Enjoy**
  - Low commitment: $10/mo
  - Low cost: $4.92/mo
- **Pro**
  - Low commitment: $20/mo
  - Low cost: $13.25/mo
- **Teams**
  - Low cost: $13.25/mo

### Educational Plans
- Prezi offers discounts when signing up with a school email address.

Choose Edu Enjoy

<table>
<thead>
<tr>
<th>Education</th>
<th>Edu Enjoy</th>
<th>Edu Pro</th>
<th>Edu Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage</td>
<td>4GB</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Control privacy settings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access on any device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Premium Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Image editing tools</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work offline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prezi Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Account Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low cost (billed annually)</td>
<td>Free</td>
<td>$4.92/mo</td>
<td>$4.92/mo</td>
</tr>
</tbody>
</table>

**BEST VALUE**

- Choose Plan
- Start Free Trial
- Learn More

http://mackellarlibrary.weebly.com/tech-tools
Enter your school email

All school emails end in @education.nsw.gov.au

**Student/Teacher Verification**

Please provide the email address issued to you by your educational institution.

[Email address]

*Please note: Once verified, this email will be your account log in email.*

[Back] [Verify]

---

**Don't have a school email account?**

We realize not all students are provided email accounts by their school. If you are a teacher, you can register bulk email accounts for your students with quite a few providers out there.

**Already have an account at Prezi?**

If you want to change your existing license to an EDU license, you need to sign in first and choose Upgrade on Settings and License page.

http://mackellarlibrary.weebly.com/tech-tools
Select **New Prezi**

Welcome to Prezi!
Truly engaging presentations start here.
Unlike slides, Prezi is a zooming canvas with unlimited possibilities. Get started by watching this short video.

Show Prezi...
Select a template

When you become more advanced you can design your own

View more here

Hit this when you’ve made your selection

Choose your template

Popular Templates

Start blank prezi

Use template
Prezi Basics

No. 1 in your path shows the whole of your presentation

Click on the path to zoom in and edit

Edit the path (order) here

Add more “slides” here

This shows the path (order) of your presentation

http://mackellarl library.weebly.com/tech-tools
Click on the provided text boxes and add text or click anywhere to create new ones.

Pre-set styles for title, sub title and body text

Change font size

- supports what you are saying
- use to convey most important information
- visually display findings

http://mackellerlibrary.weebly.com/tech-tools
Insert images, shapes, arrows etc. using the drop down menu.

http://mackellarlibrary.weebly.com/tech-tools
You can select files from your computer or use the google images search box to search the net.
# Powerpoint vs Prezi

## Privacy and reliability:

<table>
<thead>
<tr>
<th>Powerpoint</th>
<th>Prezi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved on computer or usb</td>
<td>Saved on web account</td>
</tr>
<tr>
<td>- easy to load</td>
<td>- Can take time to load</td>
</tr>
<tr>
<td>- Private, you choose who to share it with</td>
<td>- Can be temperamental on DEC system, so test it!</td>
</tr>
<tr>
<td>- Most computers have software</td>
<td>- Free account = people can see finished prezi. Setting up a free edu account with 4gb storage can avoid this</td>
</tr>
</tbody>
</table>

http://mackellarlibrary.weebly.com/tech-tools
# PowerPoint vs Prezi

## Design

<table>
<thead>
<tr>
<th>Powerpoint</th>
<th>Prezi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slide format – can use transitions, but be consistent.</td>
<td>All in one space, edit path to zoom in and out</td>
</tr>
<tr>
<td>Themes available; slide designs and colour can be a little dated</td>
<td>Themes available; not all will suit your needs but are usually slick and look professional</td>
</tr>
</tbody>
</table>

http://mackellarlibrary.weebly.com/tech-tools
Using Prezi for the first time?

Check out these short videos to get you started

https://prezi.com/support/

We’re here to help

Get started with Prezi

Simple Steps to a Great Prezi

My First Prezi

http://mackellarlibrary.weebly.com/tech-tools