# Creating a Presentation – The 3Ps Process

Please consider the following process when starting to work on your PowerPoint slide presentation.

## One: Planning

| Brainstorm | • Resist the urge to start creating slides.  
|• Instead, write down your ideas on paper.  
|• Don't worry about organizing.  
|• Don't restrict yourself, let your creativity flow. |
| Outline | • Organize your ideas on a computer.  
|• Review your outline and identify any missing elements.  
|• Develop your outline points. See if this inspires new ideas. |
| Reflection | • Take a step back and carefully look at your outline.  
|• Come up with a presentation strategy or approach.  
|• Modify your outline as necessary. |
| Script | • Write out exactly what you’re going to say.  
|• Don’t skip this step.  
|• Too many advantages (timing, presenter notes, handout text, practice script; closed-captioning text). |
| Resources | • Gather your resources (images, music, videos; etc.).  
|• Use Creative Commons websites.  
|• Be aware of copyright. |

| Presentation | • Create your presentation.  
|• View basic videos to learn presentation software.  
|• Contact the CCI for assistance. |

## Two: Practice

| Practice | • Practice builds confidence.  
|• Practice builds muscle memory.  
|• Practice ensures presentation timing is on target.  
|• Practice for a colleague or friend to get valuable feedback.  
|• Practice for multiple,10 minute sessions. |
### Three: Focus

<table>
<thead>
<tr>
<th>Avoid Confusion</th>
<th>Nuts and Bolts of Design</th>
<th>Focus</th>
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| • Don’t read slide text aloud.  
• Don’t talk over slide text. Advance to a blank slide.  
• Limit the amount of text you use in a presentation.  
• Use photo images (remembered better than text). | • One Topic- Increase *Focus* and understanding by limiting slides to a single topic.  
• Font Type- Use san serif fonts. They’re easier to see from afar.  
• Background- Dark, simple backgrounds are best.  
• Font Color- Use a contrasting font color that is visible to everyone.  
• Number of Objects- Use a maximum of 6 objects per slide.  
• Text Size- Use larger fonts (40+). | • Keep and manage *Focus* to create powerful presentations.  
• Create *Focus* by regularly using questions. Ask participants to evaluate and respond to slide information.  
• Maintain eye-to-eye focus with your audience to create a visual and emotional connection.  
• YOU are the presentation (not your PowerPoint). |