Presentation Tools

James Bernstein

Web-Based Presentation Tools Charles Hodges,Ken Clark,2014-12 Web-Based Presentation Tools offers an up-to-date, one-stop resource for the design, creation, storage, and delivery of web-based presentations, providing accessible information for readers with no or limited familiarity with the subject. It covers the latest online tools, describes how to best use them to teach a standards-based curriculum, includes rubrics for evaluation, and explains how to adapt and store information using previous presentations. The book begins with a description of web-based presentation tools that are similar to traditional tools, then progresses to coverage of more unique presentation tools that details the specific advantages of each one in meeting the needs of the primary audience. While the contents specifically address the needs of teachers, library media specialists, and instructional technologists in K-12 school settings, higher education faculty and business professionals will also benefit from the clear explanations and step-by-step instructions.

Presentation Zen Garr Reynolds,2009-04-15 FOREWORD BY GUY KAWASAKI Presentation designer and internationally acclaimed communications expert Garr Reynolds, creator of the most popular Web site on presentation design and delivery on the Net — presentationzen.com — shares his experience in a provocative mix of illumination, inspiration, education, and guidance that will change the way you think about making presentations with PowerPoint or Keynote. Presentation Zen challenges the conventional wisdom of making slide presentations in today's world and encourages you to think differently and more creatively about the preparation, design, and delivery of your presentations. Garr shares lessons and perspectives that draw upon practical advice from the fields of communication and business. Combining solid principles of design with the tenets of Zen simplicity, this book will help you along the path to simpler, more effective presentations.

Presentation Patterns Neal Ford,Matthew McCullough,Nathaniel Schutta,2012-08-15 Presentation Patterns is the first book on presentations that categorizes and organizes the building blocks (or patterns) that you'll need to communicate effectively using presentation tools like Keynote and PowerPoint. Patterns are like the lower-level steps found inside recipes; they are the techniques you must master to be considered a master chef or master presenter. You can use the patterns in this book to construct your own recipes for different contexts, such as business meetings, technical demonstrations, scientific expositions, and keynotes, just to name a few. Although there are no such things as antirecipes, this book shows you lots of antipatterns—things you should avoid doing in presentations. Modern presentation tools often encourage ineffective presentation techniques, but this book shows you how to avoid them. Each pattern is introduced with a memorable name, a definition, and a brief explanation of motivation. Readers learn where the pattern applies, the consequences of applying it, and how to apply it. The authors also identify critical antipatterns: clichés, fallacies, and design mistakes that cause presentations to disappoint. These problems are easy to avoid—once you know how. Presentation Patterns will help you Plan what you'll say, who you'll say it to, how long you'll talk, and where you'll present Perfectly calibrate your presentation to your audience Use the storyteller's "narrative arc" to full advantage Strengthen your credibility—and avoid mistakes that hurt it Hone your message before you ever touch presentation software Incorporate visuals that support your message instead of hindering it Create highly effective "infodecks" that work when you're not able to deliver a talk in person Construct slides that really communicate and avoid "Ant Fonts," "Floodmarks," "Alienating Artifacts," and other errors Master 13 powerful techniques for delivering your presentation with power, authority, and clarity Whether you use this book as a handy reference or read it from start to finish, it will be a revelation: an entirely new language for systematically planning, creating, and delivering more powerful presentations. You'll quickly find it indispensable—no matter what you're presenting, who your audiences are, or what message you're driving home.

The Essential Guide to Presentation Software Rob Patterson,Allison Joy Bailey,2014-06-25 The ability to combine public speaking with effective presentation aids is a powerful skill that will serve students well in and out of the classroom. With a focus on PowerPoint and Prezi, The Essential Guide to Presentation Software, Second Edition teaches students to plan, execute, and deliver dynamic and successful presentations. Including over 50 illustrations from student and professional presentations, this guide complements a wide variety of texts and offers instructors a flexible option wherever coverage of presentation software is needed.

MindXpres: Conceptual and Technical Foundations for Next Generation Presentation Solutions Reinout Roels,2019-05-27 Presentation tools such as PowerPoint were initially created to simulate physical slides and have inherited a lot of their limitations. In this dissertation we identify the shortcomings and unmet user needs in presentation software by means of literature study, observations, a survey and the programmatic analysis of over 12000 PowerPoint documents. The results indicate that user needs are slowly evolving while existing software has hardly changed over the last 30 years. We motivate the need to rethink the concept of a presentation and we provide conceptual and technical foundations that can enable interoperable and well-integrated solutions for the identified shortcomings. The resulting MindXpres platform consists of a new conceptual framework, content model, information system and presentation engine. We present MindXpres as a presentation platform that enables researchers and developers to build innovative presentation solutions that cannot be implemented in the existing tools. We further demonstrate the flexibility of the MindXpres platform by discussing a wide range of proof-of-concept plug-in solutions for the identified shortcomings and unmet user needs.

Prezi For Dummies Stephanie Diamond,2010-09-22 A one-stop resource for an exciting new Web-based, slide-free presentation tool! People who have been seeking a flashier version of PowerPoint have found it—and it's Prezi. A Web-based, slide-free presentation tool, Prezi allows users to create and give rich, Web-based presentations complete with dynamic content, contextual layouts, and eye-catching visuals. Prezi For Dummies gets you rapidly up to speed, including how to think outside the traditional slide, create your project, insert Flash and other graphic files, and publish your presentation to a public domain. You'll also learn valuable tips on what makes a good Prezi. Introduces Prezi, a Web-based, Flash-friendly, dynamic presentation tool Explains how to use online and offline editors and insert images, video, sound, Flash files, and other complex graphics Covers presenting a Prezi, publishing it to a public domain, and collaborating with others Offers tips and insights on what makes a good Prezi—and how to think visually to create content that benefits your business or organization Move beyond slides, put your visual thinking cap on, and get the very most of Prezi with this timely, practical guide.

PowerPoint Made Easy James Bernstein,2019 Presentation software has been around for many years, yet the concepts have stayed the same when it comes to how they work. Microsoft has one of the most widely used presentation programs out there called PowerPoint and it offers some powerful tools to help create some stunning looking presentations. If you have some basic computer skills and a little creativity, it's not too difficult to create your own presentations that you can use at the office for meetings, promoting your services or even making a slideshow of your vacation to share with friends and family. The goal of this book is to get you up and running with PowerPoint and cover all the things you need to know to get you started on making professional looking presentations without confusing you at the same time. It sticks with the basics yet covers a wide variety of topics to help you achieve some great results without needing to be a PowerPoint expert.

PowerPoint 2010 For Dummies Doug Lowe,2010-04-07 Start creating dynamite presentations with PowerPoint 2010 PowerPoint, the number one presentation software, has been revised and improved with the introduction of Microsoft Office 2010. More than 120 million people are using PowerPoint to create business and educational presentations worldwide. Both new and veteran PowerPoint users will improve their skills with the fun and friendly advice in PowerPoint 2010 For Dummies. Bestselling author Doug Lowe makes it easy to grasp the new features and shows you how to create presentations with pizzazz. PowerPoint is used in more than 60 countries to create visual presentations for business and educational settings The newest revision to PowerPoint adds new features, an online version of the software, and improved audiovisual and video editing capabilities This easy-to-follow guide explains how to create and edit slides, import data from other applications, and add charts, clip art, sound, and video Also covers working with hyperlinks, creating Web pages with PowerPoint, video editing, and collaboration via online access PowerPoint 2010 For Dummies helps you take full advantage of the enhancements in the new version, so you can create more effective and impressive presentations.

A Complete Guide to Public Speaking 2nd Edition Joe Grippo,2014-01-22 This is the 2nd Edition of this book. The first, published in 2009, won a Readers Favorite Silver Medal for Non-Fiction. Since then many new software tools for enhancing presentation visual aids have been introduced and are discussed herein. Regardless of your profession, e.g., business, science, engineering or government, communicating in front of others is useful and becomes even more of a necessity as one progresses in an organization. Many topics are presented herein such as: Ancient human versions of Facebook and Twitter, the Evolution of Verbal & Written Communication, Factors to Consider Before Designing a Presentation, Winning Over an Audience, Opening & Closing Techniques, Developing Each Part of Your Speech, Taking the Terror out of Public Speaking, Deadly Mistakes to Avoid, Pros & Cons of Using Visual Aids, How to Avoid Brain Death When Speaking and much more. Many vital speaking tips are also presented such as: the use of humor; awareness of the role your eyes and gestures play; verbal & body language; strong words to use & weak words to avoid; speaking speed & pauses; strategies for handling hostile questions & audience members; security blankets to avoid and even tips for making a presentation to your boss and management. On-the-job presentations are emphasized such as those within corporations and other organizational entities, business and technical conferences, symposia and scientific poster sessions. The public speaking strategies and tips are described in a straightforward and easy-to-follow manner. The author uses his extensive education, 35 years of management consulting and executive management experience, as well as research on public speaking to present a useful guide for presentations in any setting. As William Hewlett, Co-founder of the Hewlett Packard Corporation said: How can I trust someone to manage multi-million dollar projects if he or she can't manage a half-hour speech?

The Presenter's Toolbox Eric Bergman,2016-01-29 This toolbox provides a series of models to help you develop clear, concise content for virtually any presentation challenge you'll face. It will save you time. It will improve your effectiveness. And it is constructed on the assumption that the best approach to building any presentation is to develop slides last, not first, in the content development process. Most people don't remember the evolution of visual aids, but PowerPoint was created in 1987 to mimic the horizontal format of 35-mm slides. At the time, 35-mm slides cost anywhere from thirty-five to seventy-five dollars each to produce-i.e. to get from designer to audience. They were called speaker support slides because that's what they did. They supported the speaker. Slideware programs like PowerPoint, Cricket Presents, Keynote, Prezi, SlideRocket, Haiku Deck and Google Slides were never created as content development tools. When PowerPoint was conceived, people always finished their content before a single slide was developed. Yet most people today would never think of preparing a presentation without spending significant time (and probably too much time) at a slideware program. When slideware is used to develop content, the finished product is often too much information and too many slides. The speaker now supports the slides, instead of the other way around. The result? The next time you're at a presentation, look around. Is the audience engaged and leaning in to listen? Or are they disengaged and tuning out to text? The Presenter's Toolbox offers an alternative to developing compelling, effective presentations. With it, you now have a choice. The tools here will help you shape your strategy and develop clear, compelling content. You'll shift your resources-your time-from spending hours putting slides together to focusing on audience needs and strengthening your strategic focus. And, because you'll probably use fewer slides during your presentations, you'll increase the chances of achieving your personal, professional and/or business objectives. The tools here will help you focus on creating a win for both you and your audience. This is the foundation on which communication excellence is consistently constructed. And once you become comfortable using the tools in this box, you'll wonder why you ever developed a presentation any other way.

Presenting Keynote Erik Holsinger,2003-09-26 Holsinger's book is very complete and covers more than most of us will probably ever need. --IT-Enquirer With Apple's Keynote presentation software, anyone can create visually appealing, professional-caliber presentations. After all, Keynote features stunning themes, razor-sharp text, sophisticated graphics tools, animated charts and tables, cinematic transitions, and more. To use Keynote effectively, your mission is twofold. First--master its impressive feature set. Fortunately, Apple makes this pretty simple. Next--figure out when and where to use each feature in your presentation to best convey your point and capture your viewers' attention. Now that takes experience! Much more than a reference to the product, Presenting Keynote: The Insider's Guide to Creating Great Presentations teaches you about all of Keynote's features and gives expert instruction on building compelling presentations and multimedia productions. Successful speakers, trainers, and designers share techniques based on years of professional experience. Follow along with the detailed examples and real-world case studies, and you'll soon have the skills and know-how to create presentations that look great and demand attention. Inside, you'll learn how to: * Build a knock-'em-dead sales presentation with effective charts and tables * Choose and use type for clear communication * Take advantage of Keynote's graphics support to build a stylish electronic portfolio * Use the Build tool to create moving storyboards for film and television * Produce an entertaining multimedia project that incorporates sound effects and video * Select and run peripherals and projectors * Generate slide, print, and video output * Input and export PowerPoint and PDF files

Cool Infographics Randy Krum,2013-10-18 Make information memorable with creative visual designtechniques Research shows that visual information is more quickly andeasily understood, and much more likely to be remembered. Thisinnovative book presents the design process and the best softwaretools for creating infographics that communicate. Including aspecial section on how to construct the increasingly popularinfographic resume, the book offers graphic designers, marketers,and business professionals vital information on the most effectiveways to present data. Explains why infographics and data visualizations work Shares the tools and techniques for creating greatinfographics Covers online infographics used for marketing, including socialmedia and search engine optimization (SEO) Shows how to market your skills with a visual, infographicresume Explores the many internal business uses of infographics,including board meeting presentations, annual reports, consumerresearch statistics, marketing strategies, business plans, andvisual explanations of products and services to your customers With Cool Infographics, you'll learn to createinfographics to successfully reach your target audience and tellclear stories with your data.

The Presentation Lab Simon Morton,2014-03-20 Revealing the difference between great slides and greatpresentations Based on a proven process from one of the world’s mostprominent presentation consultancy and design firms,ThePresentation Lab challenges everything you thought you knewabout creating and delivering engaging business presentations.Author Simon Morton shares his unique PresentationOptimization methodology and takes readers on a journey ofevolution and revolution to discover what makes an effectivepresentation (and you may be surprised to know that great design isthe last thing you need to worry about). Using practical tips and drawing on Simon’s experiencesworking with companies around the globe, The Presentation Lab willhelp everyone who ever needs to present by revealing what works,what doesn’t and, more importantly, why. The PresentationLab tackles “Death by PowerPoint” head on bydispelling presentation myths, examining the latest presentationinnovations, exploring new concepts for audience engagement anddelivery and challenging to status quo of today’s businesspresentation landscape.

The Short Road to Great Presentations Cheryl Reimold,Peter Reimold,2003-06-19 A practical, readable guide to delivering superior presentations Speakers bear the responsibility for communicating effectively with their audience: presenting a clear message, supporting it with well-structured explanations and examples, and delivering it with ease, grace, and good visuals. Unfortunately, this rarely happens, as anyone who has endured a substandard presentation knows only too well. The key for developing sound presentation skills need not, however, remain hidden. The Short Road to Great Presentations demystifies the art of public speaking as it shows you how to master the critical principles to make this skill an invaluable asset of your life and career. Drawing on twenty years of experience in helping engineers, scientists, and business people develop powerful communication skills, PERC Communications founders Peter and Cheryl Reimold present an easy-to-follow program for crafting winning presentations. They focus on two principles: 1) find a message that is clearly meaningful and accessible to your audience, and 2) connect strongly with your audience throughout your presentation. In applying these principles to a series of step-by-step preparations and on-stage actions, the authors help speakers focus on their most vital content, strengthen their structure and delivery, andâ??perhaps, most importantâ??eliminate stress and aggravation. Chapter topics in this reader-friendly guide include: Structuring your message for maximum effect Preparing effective visuals Understanding and using body language and eye contact Handling tough questions and surprises Making smart use of slide shows and presentation software Conducting Web presentations and Web meetings Timeless speaking tips are combined with up-to-date primers on the latest technology throughout. The Short Road to Great Presentations is a one-stop resource for learning and practicing superior professional communication. An Instructor Support FTP site is available from the Wiley editorial department: ftp://ftp.ieee.org/uploads/press/reimold

Influential power Lene Kobbernagel,2021-12-07 Influential Power: 41 presentation tools for turning No into Yes provides 41 practical tools that will enhance and prolong the effect of what you say. The book introduces the principles of soft communication and explains why soft communication has such a strong impact on our decision-making systems. The 41 tools are: The I - Home Sweet Home - Enter, Pause, Speak - Take Up Space - Lean Forward - Serving Hands - Lingering Hands - Placing Hands - Illustrative Hands - Corridor - Full-Stop Pauses - Priming - Staccato, Legato - Core Statement - The Verb - Visualise it! - The Metaphor - Personal Story - Quotes - Strong Opening - The Elevator Pitch - Never Apologise, Never Explain - Rule of Three - Call to Action - Repeat, Repeat, Repeat - Balanced One-liner - Gap - Step Three - Tagline - Let the Marker Do the Talking - Spaces within Spaces - Stations - Spaces outside Spaces - Centring - Declutter - Shoulder-to-Shoulder - Externalise - Names - Fourth Take - Slides - Cue Cards.

PowerPoint 2019 For Dummies Doug Lowe,2018-10-02 Get up and running fast with the PowerPoint 2019 PowerPoint continues to be the go-to tool for business presentations. The software helps anyone who needs to communicate clearly by creating powerful and effective slideshow presentations featuring data in the form of charts, clip art, sound, and video. You can even use it to create presentations for the Web. In PowerPoint 2019 For Dummies, expert Doug Lowe shows you how to use this popular tool to make show-stopping presentations that will get your message across — and your audience excited. Create a slide presentation with special effects Work with master slides and templates Collaborate with other users in the cloud Add charts, clip art, sound, and video Want to learn to use PowerPoint quickly and efficiently? Look no further!

Presentation Skills For Managers Jennifer Rotondo,Mike Rotondo,2001-09-22 This reader-friendly series is must read for all levels of managers All managers, whether brand-new to their positions or well established in the corporate hierarchy, can use a little brushing-up now and then. The skills-based Briefcase Books Series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. The ability to give a great presentation can be a tremendous career booster, while the opposite can keep a manager on a dead-end path. Presentation Skills for Managers is a practical, advice-filled book on how to create and make compelling and persuasive presentations. Besides reviewing material on preparing and delivering effective presentations, it includes new special coverage of the development and use of Powerpoint slides, something not found in most books on presentations.

Teach Yourself VISUALLY PowerPoint 2010 Bill Wood,2010-12-17 Fast, easy way to get the very most out of PowerPoint 2010 Present your work in style in a PowerPoint presentation using the tips and techniques in this visual guide to PowerPoint 2010. It covers the basics, as well as all the exciting new changes and additions in a series of easy-to-follow, full-color, two-page tutorials. Learn how to create slides, dress them up using templates and graphics, add sound and animation, and more. If you're looking for a practical, show me, don't tell me guide to PowerPoint 2010, this is the book for you. Helps you create presentations with greater impact using PowerPoint 2010, the latest generation of Microsoft's presentation software; PowerPoint 2010 is part of the new Microsoft Office 2010 suite of products Introduces PowerPoint 2010's new features, including the new Reading View, new transitions tab, and a new screenshot function Shows you how to create slides, dress them up with templates and graphics, add sound and animation, and present in a business or Internet setting Features easy-to-follow, full-color, two-page tutorials Add more power to your PowerPoint presentations with this practical guide.

Presentations for Librarians Lee Hilyer,2008-01-31 Recent research on learning from multimedia presentations has indicated that the current way many people prepare their slide presentations may actually hinder learning. Considering the ubiquity of the PowerPoint presentation in business and in education, presenters should be concerned whether or not their audience members are effectively receiving the information they wish to impart. This issue is of special import for librarians who teach, as they often must convey complex information in a very limited amount of time. Combining the best evidence on multimedia learning with real-world practical guidelines, this book aims to provide novice and expert presenters alike with the tools they need to ensure an effective, learner-centred presentation. Presents guidelines and techniques based on evidence from the research literature Provides an easy-to-understand introduction to the relevant learning and instructional design theories behind effective, learner-centred presentations Covers techniques for Microsoft PowerPoint, Apple Keynote and Star Office Impress

Microsoft PowerPoint Guide John Monyjok Maluth,2017-01-18 Microsoft Office PowerPointMicrosoft Office PowerPoint is a book about presentation software. We use this application software to create professional presentations and share them with students or other viewers. You can make presentations for your lessons or sermons, depending on what you do. This book discusses almost everything you need to know in order to create a professional presentation. In this book, you will learn how to use those main features of Microsoft Office PowerPoint 2007 and latest. Below are the main points to guide you through this learning process: Learn how to work with Home tab and its tab groups. Learn how to use Insert tab and its tab groups. Work with Design tab and its tab groups. Learn how to use Animations tab. Working with Slideshow tab. Using Review tab. Learn how to work with View tab. Discover other Hidden tabs and their functions and, Learn some computing terminologies. Learning by doing, John, the author is here to guide you through every learn steps, even if you're new to computers.

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