

BACKGROUND

Traditionally, teachers have used blackboards, whiteboards, or overhead projectors to present material to a classroom of students. A projector-based presentation (using PowerPoint™, for example) is easy to develop and offers many advantages.

YOU WILL NEED

- A computer (preferably a laptop)
- An LCD projector (ceiling-mounted, or on a stand or cart)
- Presentation software
- Screen or whiteboard on which to project

**WHAT YOU DO**

1. Develop Your Lesson on the Computer
 - a. You'll need to develop the lesson before you present. Use Microsoft's PowerPoint, OpenOffice, Apple's Keynote, or Google's online web application Presentation to create your presentation slides.
 - b. Keep in mind that presentations are less effective if the font size on the slides is too small, or the slide background is too busy, or slide transitions and special effects distract from your lesson.
 - c. Avoid using stock PowerPoint templates and backgrounds.
 - d. It's possible to incorporate graphics, animations, sound, and video into your presentation—when used appropriately, these can enhance your presentation and increase its effectiveness.
 - e. Make a backup of your presentation onto a CD-ROM, a flash drive, an external hard drive, or an iPod. *Always back up your data.*
2. Set up the presentation equipment before class begins
 - a. Your computer will plug into the projector, which will project the slides on the screen. Note that you may need an adapter ("dongle") to connect your laptop to the LCD projector.
 - b. Depending on your computer, you will probably need to use the F7 or F8 function keys to send a signal to the projector. If this doesn't work, explore your computer's control panels or system preferences to find a Displays setting that will allow you to activate the second monitor.
 - c. If your projector has a zoom lens, it can be used to increase or decrease the size of the image displayed. If not, you may need to physically move the projector closer or farther away from the screen in order to adjust the screen size.
 - d. Use your projector's "keystone" controls to ensure your presentation is in a rectangular frame.
 - e. If you require Internet access for your presentation, make sure you have a connection.
 - f. Additional hardware that may improve your presentation:
 - i. Speakers plugged into your computer's sound output are useful when showing movies.
 - ii. A presentation remote that will allow you to move through presentation slides without having to be near the computer.
3. Giving the Presentation
 - a. Make sure the equipment works *before* you begin your presentation!
 - b. Don't read your slides to the audience.
 - c. Interact with the audience—don't be distracted by your hardware!
 - d. Consider printing handouts of our presentation to distribute to the audience.
4. Afterwards
 - a. Save your presentation for future use.
 - b. Consider posting your presentation online for students or other teachers to use.

REFERENCES

www.presentationzen.com

Atkinson, C. (2005). *Beyond Bullet Points: Using Microsoft PowerPoint to create presentations that inform, motivate, and inspire*. Redmond, WA: Microsoft Press.

Kosslyn, S. M. (2007). *Clear and to the Point: 8 Psychological Principles for compelling PowerPoint presentations*. New York, NY: Oxford University Press.