How to Design and Deliver an Effective Presentation

This document presents a variety of resources and tools available for designing and delivering an effective presentation.

Designing an Effective Presentation

To access the tutorials, log in to Atomic Learning using your SNHU credentials, then click on the links below to view the materials.

These tutorials show you the elements of effective presentation design, which will be helpful in creating an engaging presentation that effectively conveys your message to your audience. Specifically, review the following tutorials:

How Do I Create a Unique Presentation?

Learn It: Being an Engaging Presenter

- Engaging the audience
- Adding humor
- Incorporating stories
- Using metaphors

Effective Presentation Design

Presentations: What You Need to Know

- What's the big idea?
- What the presentation is, and what it's not
- The visual presentation of information

Getting Started

- Presentation design and process
- Outlining and Storyboarding
- Make it real
- Using text
- Making text clear and concise

Communicating

- Using images
- Using graphics

Telling the Story

- Organizing the story
- Using animations
- Using transitions

Getting Ready for Delivery

- Creating presenter's notes

Additional Resources:

[Simple Rules for Better PowerPoint Presentations](#)

This list of suggestions includes tips on how to read your information, preferable color and font usage, and the incorporation of humor and animation into your presentation.

[Organization & Preparation Tips](#)

This article focuses on 10 tips for preparing content for your presentation. The topics include suggestions for approaching your topic, questions to consider as you build the content, and ways to organize what you plan to present.

[Top Ten Slide Tips](#)

This article focuses on tips for the design of your presentation. Suggestions are given for the appropriate use of bullet points and images, colors and fonts, and video or audio clips.

Delivering an Effective Presentation

Microsoft PowerPoint

Note: If you do not currently have Microsoft Office 365, which includes PowerPoint, you can obtain a free version by clicking on the following link, entering your SNHU email address, and following the installation prompts.

[Microsoft 365 for Students](#)

To access the following tutorials, log in to [Atomic Learning](#) using your SNHU credentials, then click on the links below to view the materials. These tutorials show you how to use core PowerPoint functionality and features.

[PowerPoint 2016 (PC)](#)

[PowerPoint 2016 (Mac)](#)

If you use a different version of PowerPoint, access the Atomic Learning website and locate the tutorials that match your version.

[Atomic Learning PowerPoint Options](#)

Additional Resources for PowerPoint Presentations:

[Record a slide show with narrations and slide timings](#)

This tutorial contains step-by-step directions for using the tools available for recording and timing a presentation.

[Recording a PowerPoint Presentation with Voice-Over Narration and Saving it as a Movie File](#)

This is a more detailed presentation of how to record and save a PowerPoint presentation.

Google Slides

For an introduction and access to a free version of Google slides, click on the following link:

https://www.google.com/slides/about/

To access the following tutorial, log in to [Atomic Learning](#) using your SNHU credentials, then click on the link below to view the materials.

This tutorial shows you how to use Google Slides functionality and features:

[Google Slides Training](#)

Additional Resource for Google Slides:

[Present Slides](#)

This document contains written directions for viewing and presenting Google Slides with some of the options available.

Screencastify

To access the homepage for Sceencastify and download a free version, click on the following link.

[Screencastify](#)

To review step-by-step instructions for downloading and using Screencastify to record presentations, clink on the following link.

[How to Use Screencastify](#)

Apple Keynote

Click on the following link to access the homepage for Apple Keynote

https://www.apple.com/keynote/

To access the following tutorial, log in to Atomic Learning using your SNHU credentials, then click on the link below to view the materials.

This tutorial shows you how to use Keynote functionality and features:

Keynote (iWork 2013) - Fundamentals Training