



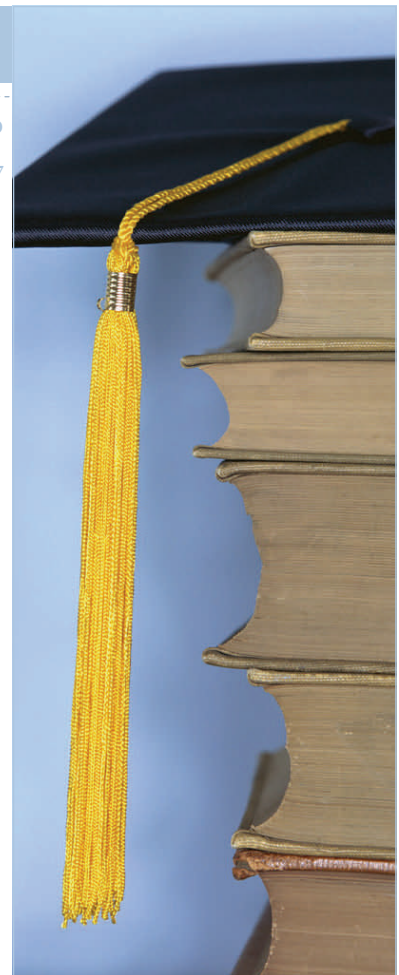
Teaching Learning Center

EFFECTIVE POWERPOINT PRESENTATIONS

Creating an engaging Powerpoint can be challenging and extremely effective. It is important to keep in mind the audience and plan carefully. Putting together an outline of the key points you wish to cover in your presentation will help you keep organized. It is also helpful to practice your presentation and keep track of its length. Often images which remind you, as the presenter, of a key point are vital. A simple image can replace excessive text which can clutter the slide, overwhelm the viewer and take away from your presentation. Your Powerpoint should always require your presence to be effective, if it can stand alone, there is too much information included. Rework your slides to contain brief bullet points with a word or a few words to jog your memory as the presenter. Here is a list of the things to keep in mind as you sit down to create your Powerpoint:

- ◆ Use an outline and plan carefully
- ◆ Know your subject matter
- ◆ Time your presentation
- ◆ Use design templates
- ◆ Be consistent with styles, colors, and positioning
- ◆ Be consistent with effects, transitions, and animations
- ◆ Use bullet points
- ◆ Avoid long sentences, no more than 6 words a line
- ◆ Generally use no more than 6 lines of text per slide
- ◆ Ideally no more than 6 text slides in a row
- ◆ Use clean, simple fonts
- ◆ Words in all capital letters can be hard to read
- ◆ Limit punctuation
- ◆ Use images to get your point across and hold the audience's attention
- ◆ No more than two images per slide

Always remember your Powerpoint should enhance your lecture or presentation and should not be effective without you as the presenter present.



HELPFUL EXCEL FORMULAS:

- ◆ Range '=FORMULANAME (parameters)
- ◆ Range 'Start:End'
- ◆ If Statement 'IF(Condition, True, False)'
- ◆ Reference another worksheet '=WorksheetName!Parameter'

Functions:

- ◆ Totals SUM()
- ◆ Average AVERAGE()
- ◆ Maximum MAX()
- ◆ Minimum MIN()
- ◆ Addition Cell1 + Cell2
- ◆ Subtraction Cell1 - Cell2
- ◆ Multiplication Cell1 * Cell2
- ◆ Division Cell1 / Cell2



			1			
3	1	4		8	6	
9		5		2		
7		1	6			
	2	8	5	1		
			9	7		4
	3		4			6
4	8		6	9	7	
			8			

SUDOKU

Fill in the missing numbers so every row, column and quadrant contains the numbers 1 through 9.

“Your Powerpoint should enhance your lecture or presentation and should not be effective without you as the presenter present.”

CEDAR VALLEY COLLEGE

Teaching Learning Center

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ECAMPUS GRADE BOOK IN EXCEL FORMAT:

We were fortunate here in the TLC to have Mary Lou present a workshop on downloading your eCampus grade book and putting it in Excel format. There are some specifics that all online instructors should know to make sure their spreadsheet is done correctly. Once you are logged in to eCampus and ready to download your grades, do so then save them to your desktop (click ‘work offline’ in the grade center, then choose download). They will then be able to be opened in Excel. Please remember the following:

- ◆ Do a separate spreadsheet for *each* section in Excel
- ◆ Always include a grading scale on the spreadsheet (may choose to display it via a footer)
- ◆ Make sure your Excel document is set to “landscape”
- ◆ Format the cells so all text is visible (center & expand cells as necessary)
- ◆ The necessary columns are the students first and last name, student ID, & grades
- ◆ The Header (custom header) should include: (left) name of course, (center) college, (right) date, semester, & section number
- ◆ Include the grading scale
- ◆ Save the file as the course title, section number, & semester
- ◆ Any 9000 sections should be placed on a separate spreadsheet
- ◆ Always include each students’ final grade on the spreadsheet (including all “W” grades)
- ◆ Please choose to show gridlines, it makes it easier to read once it’s printed

Now you’re ready to give your spreadsheet to Mary Lou. She keeps track of your “blue rolls” and will make sure the final grades are entered and submitted to LeCroy. If you have any questions, feel free to drop by the TLC or contact Mary Lou directly at ext. 8050.

BE SURE TO ARCHIVE YOUR ECAMPUS SITE AT THE END OF THE SEMESTER!