Presentation Options

T
TECHNOLOGY

Research before choosing software strengthens your presentation, maximizes meaning and minimizes the risk of unforeseen technical difficulties.

PURPOSE

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PROCEDURE

Before choosing a tool, consider the following:

- » Type of content being presented.
- » Ideas to be presented.
- » Audience interaction with the presentation.

Possible list of tools available:

- » **PowerPoint:** Industry standard desktop presentation software from the Microsoft Office suite. Includes a lite version available online.
- » **Keynote:** The Apple alternative to PowerPoint tailored to Apple devices, and saved in PowerPoint format. Uses iCloud to sync across devices.
- » **Google Slides:** Web based collaborative presentation tool offered through Google..
- » **Prezi:** Web-based tool where presentations are built on a large canvas, rather than individual slides. Generally not transferable to other presentation formats.
- » **Haiku Deck:** Web-based and strongly visual, relying on images with minimal text.

CONSIDERATIONS

- » **Know limitations:** Internet access, cost, accessibility, and collaboration capacity.
- » **Research:** Learn the software, understand capabilities, and be able to solve common problems.
- » **Be prepared:** Have a PDF or PowerPoint backup saved to portable storage if possible. If using own laptop bring all required cables.

BEGINNER