

# Present like a pro

Tips & tricks for a  
great presentation

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# Indiana State Library webpage links

## **Archived Webinars page**

<https://continuinged.isl.in.gov/find-training/archived-trainings>

## **Wednesday Word**

<https://www.in.gov/library/news/newsroom>

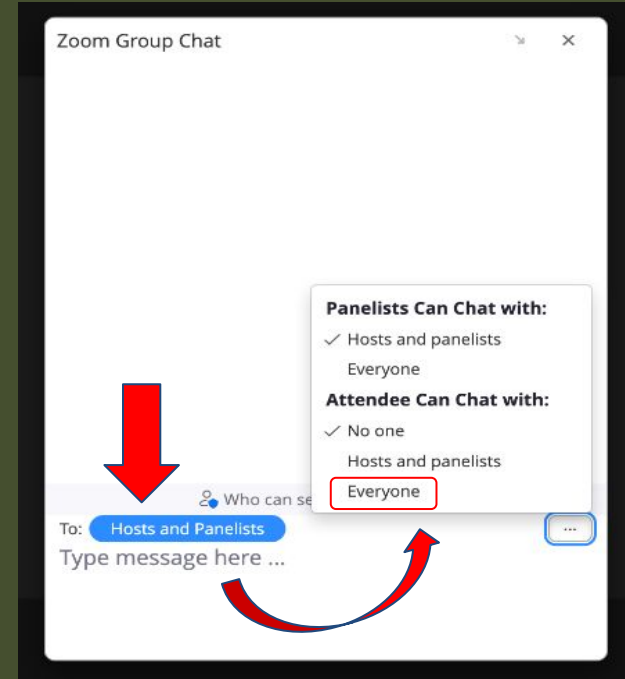
## **Continuing Education**

<https://continuinged.isl.in.gov/find-training>

Picture of the Great Hall

<https://blog.library.in.gov/take-a-tour-of-the-indiana-state-library/>

# Just a reminder ...





# Agenda

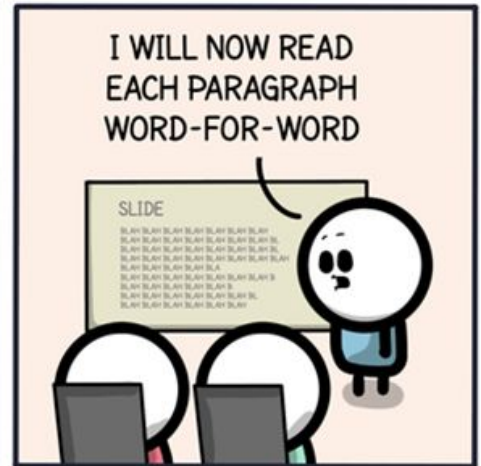
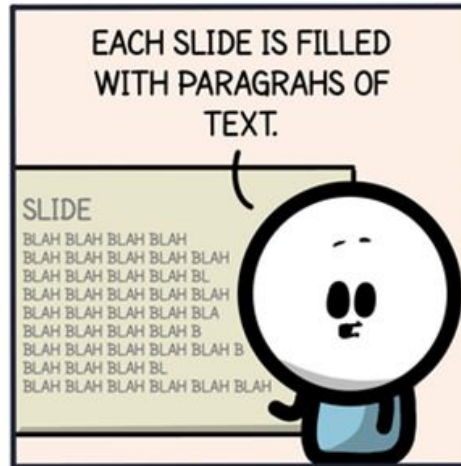
- What is your why & your who?
- Preparation
- Tools
- How to effectively present
- Demonstration & Questions



Danger!

Warning!

Don't  
do this!



# 1 What is your why & who is your who?

## Topic

Core message &  
keep it simple

## Audience

Their needs?

Department vs all staff?

Conference?

Webinar?



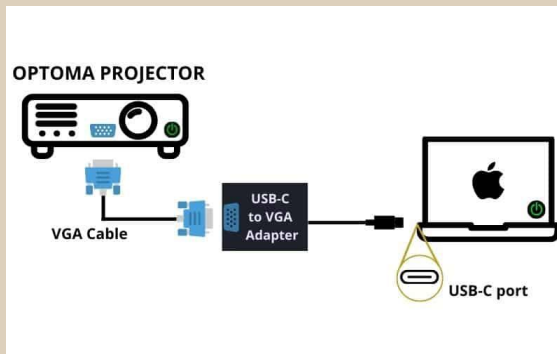
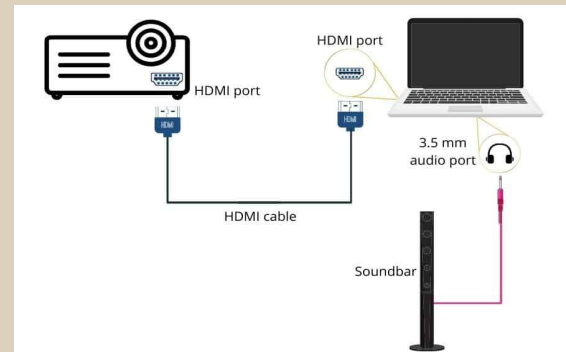
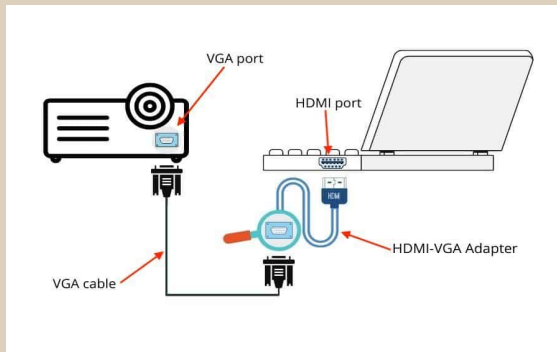


## 2 Preparation





# Equipment -- Know how to set it up







**Live audience?**  
**Webinar? Recording?**





# Things to do & to know about

- Practice
- Do a tech check
- Presentation view
- Adding notes

*Example on next slide*



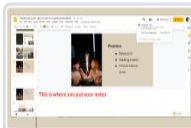
7



8



9



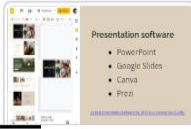
10



11



12



## Practice

- Research
- Adding notes
- Presentation view

**This is where you put your notes**

Picture - <https://www.pexels.com/photo/office-chairs-and-wooden-desks-inside-an-auditorium-9300767/>







## Preparation

### Equipment

### Live audience? Webinar? Recording?

### Things to do & know about

- Practice
- Do a tech check
- Presentation view
- Adding notes

Example on next slide

### Notes

- Research
- Adding notes
- Presentation

view

### Activities

- Polls
- Quizzes
- Interactive
- Webinars
- Handouts

### Tools

### Presentation software

- Google Slides
- Microsoft PowerPoint
- Keynote
- Prezi

## Practice

- Research
- Adding notes
- Presentation view

This is where you put your notes

Picture - <https://www.pexels.com/photo/office-chairs-and-wooden-desks-inside-an-auditorium-9300767/>

Presenter view  
Start slideshow with audience Q&A  
and view speaker notes

Start from beginning Ctrl+Shift+F5

Present on another screen

Click to add speaker notes

Present like a pro: tips & tricks for a great presentation final

Presenter view - Present like a pro: tips & tricks for a great presentation final - Google Slides - Google Chr... about:blank

00:00:26

Pause Reset

AUDIENCE TOOLS SPEAKER NOTES

Slide 12 of 31

**I'm putting more notes in here so you can see what it looks like in "Presenter view"**

Slide 12

Previous Next

Present like a pro: tips & tricks for a great presentation final

Presenter view

Start slideshow with audience Q&A and view speaker notes

Start from beginning Ctrl+Shift+F5

Present on another screen

Practice

- Research
- Adding notes
- Presentation view

u put your notes

chairs-and-wooden-desks-inside-an-auditorium-9300767/



# Activities

- Polls

- Kahoot
- Mentimeter
- Microsoft Forms
- Poll Everywhere (PowerPoint)
- Slido (Google Slides)

- Handouts

- To do or not to do -- depends!

- Group activities

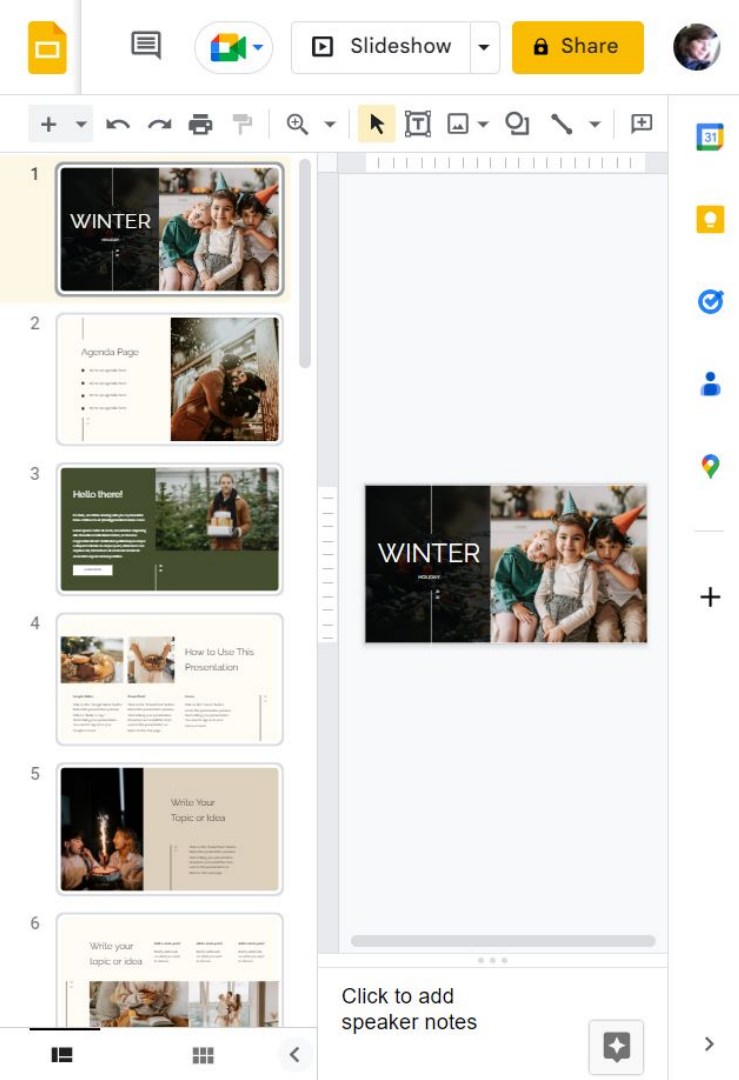
- Make them fun!

[The Best Live Polling Tools to Engage Your Audience](#)





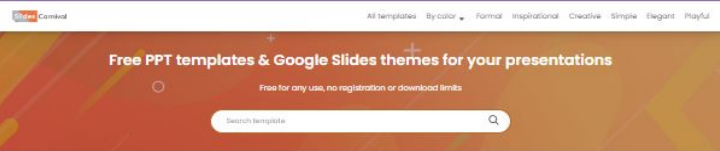
# 3 Tools



# Presentation software

- PowerPoint
- Google Slides
- Canva
- Prezi

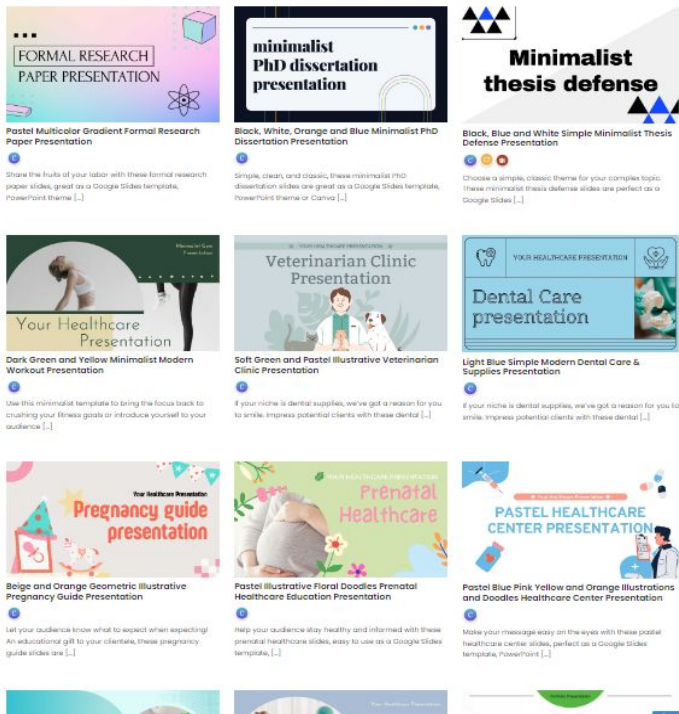
[15 Best Presentation Software for 2023 \(Full Comparison Guide\)](#)



## Popular searches



## Recent published templates



# Slide decks

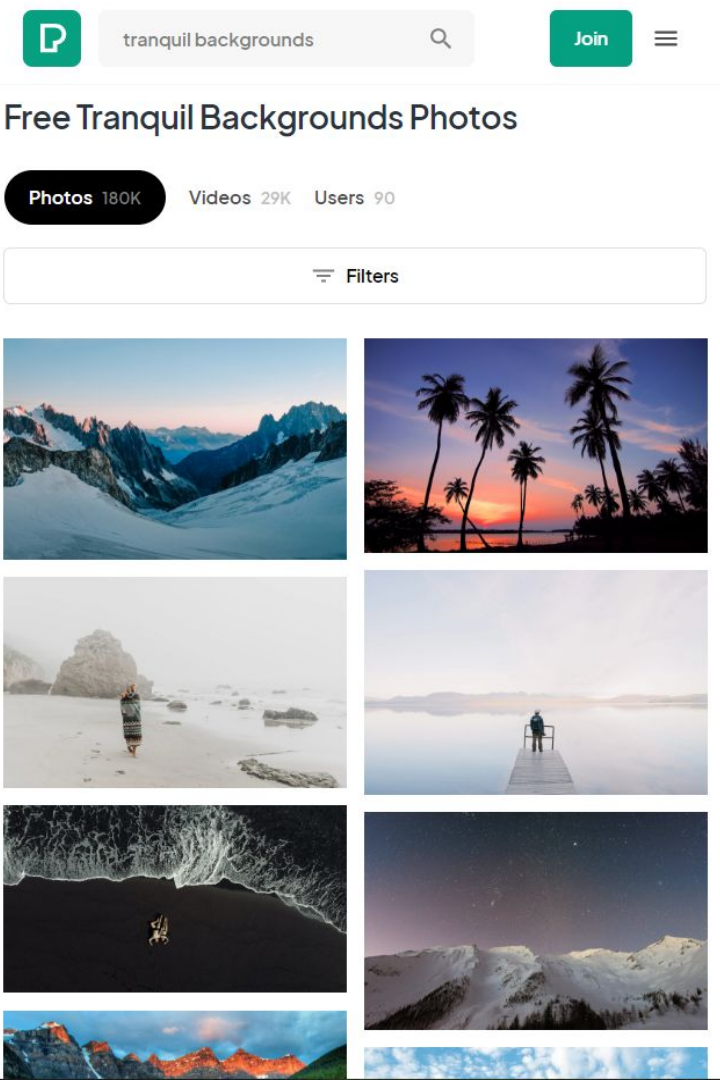
- Slides Carnival  
<https://www.slidescarnival.com/>
- Slidesgo  
<https://slidesgo.com/>
- Office Templates  
<https://templates.office.com>
- And many more





# Equipment

- Laptop
- Internet
- Clicker
- Projector, smart tv
- Microphone
- Backup presentation

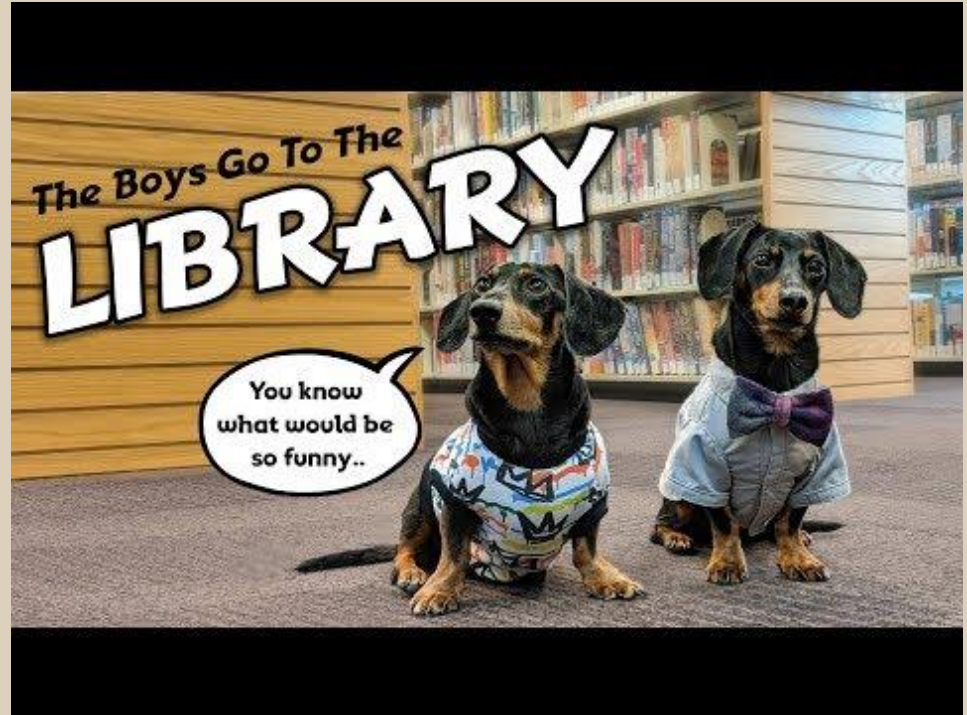


## Photos -- Royalty free, Creative Commons

- Pexels  
<https://www.pexels.com/>
- Pixabay  
<https://pixabay.com>
- Creative Commons  
<https://creativecommons.org>
- Canva for Nonprofits  
<https://canva.com/canva-for-nonprofits>



## Videos -- Demonstration





Who How  
When ? What  
Where Why



# 4 How to Effectively present

# Tips & Tricks

- How to start
- Nervous
- Connect with audience
- Don't read the slides  
(it's ok to adlib)
- Accessibility
  - Live Closed Captioning
  - Font size - 30 (next slide)
  - Accessibility checker



# Common Mistakes in PowerPoint and What Makes a Bad Presentation



## Common mistakes in presentations

- In presentations you should not avoid eye contact with your audience
- You should never speak incoherently and you should not speak too fast. Avoid this by taking short pauses to collect yourself.
- You should not use too many colors in your presentation because it doesn't look serious
- Avoid too many text on your presentation and never write entire sentences
- You should not use images as a background because the text will be difficult to read then
- You should speak free instead of reading aloud
- You should not read the text from the slides because your audience can read for themselves



## Common mistakes in presentations

- Avoid eye contact
- Speaking incoherently
- Too many colors
- Too much text
- Images as background



# Common Mistakes in PowerPoint and What Makes a Bad Presentation



## Colors in presentations

- not too colorful
- many colors → not serious
- emphasize important information
- contrast background and font



## Colors in presentations

- not too colorful
- many colors → not serious
- emphasize important information
- contrast background and font





# Accessibility Extensions - Grackle Slides

Present like a pro: tips & tricks for a great presentation final ☆ 📄 🔗

File Edit View Insert Format Slide Arrange Tools Extensions Help Last edit was 9 minutes ago

Background Layout Theme Transition

1 Present like a pro Tips & tricks for a great presentation final

2 Agenda

3 Danger! Warning! Don't do this!

4 What is your why & who is your who?

5 Preparation

6 Equipment

**Present like a pro** Tips & tricks for a great presentation

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Pictures  
<https://www.pexels.com/photo/man-in-sweatshirt-in-front-of-people-6150527/>  
<https://www.pexels.com/photo/young-woman-giving-a-presentation-11585359/>

Grackle Slides

Accessibility Check Slides Structure

Re-Check Export to PDF

12 of 16 checks passed

**Presentation** 1

- ✔ Presentation title is required
- ✗ Document language should be specified

**Slides** 26

- ✔ A slide should have a title
- ✔ Slide title should be unique
- ✔ A slide should not be empty

**Tables** Passed

- ✔ Tables should be tagged and described

Grackle Slides Trial

"The audience will forgive you  
if you flub up - what they will  
remember is your **great  
message**"

Not a direct quote - DIY 2015 Conference "Step up your style: Presentations that will wow any audience", Catherine Lemmer, IU School of Law

# In a Nutshell



## Beginning

- Audience attention
- Provide a map
- “What I would like to do today is ...”



## Middle

- Focus on main points
- Make it clear when you are switching topics - first, next, finally
- Use visuals when appropriate



## End

- Recap the key points
- End on a strong point
- Make room for questions
- Thank the audience



## Relax | Breathe | Enjoy

**If you can enjoy yourself, your audience will respond and will engage with you**





# Resources

## Accessibility

- [I see a Library: Making Libraries more Accessible to the Visually Impaired](#) webinar

## Miscellaneous

- [Common Mistakes in PowerPoint and What Makes a Bad Presentation](#)

## Photos

- [Canva for Nonprofits](#)
- [Creative Commons](#)
- [Pexels](#)
- [Pixabay](#)

## Polling software

- [The Best Live Polling Tools to Engage your Audience](#)

## Presentation software

- [15 Best Presentation Software for 2023 \(Full Comparison Guide\)](#)
- [Office Templates](#)
- [Slides Carnival](#)
- [Slidesgo](#)

# Extra Tips

- Extend display - hit WIN & P keys
- Green screen – that is portable & has a stand to set it up or you can put it on the wall (have to watch a YouTube Video every time to be able to fold it)
- Microphone with USB (mine is \$20 & other people recommend Blue Yeti (around \$100))
- Headphones with a microphone & USB
- Turn phone off, your email & other messaging apps (Teams do not disturb)
- Put a do not disturb note on your doorbell (if home office) or on your office door at work
- Don't wear jewelry that makes a lot of noise (earrings, necklaces, bracelets)
- Internet connection - make sure you have a good signal & you are in a quiet space
- You can blur your background or add a background image (works best with green screen)
- Taskbar setting - “automatically hide the taskbar in desktop mode” & “show taskbar on all displays” under Multiple displays
- Clothes – wear layers & be sure you wear something lightweight (being nervous might elevate your temperature)
- Google slides how to print handouts - go to File / Print preview & different options
- PowerPoint how to print handouts - File/Export/Create Handouts/Create Handouts & then options (doesn't always work) OR File/Print & choose number of slides on each page
- Google Slides can download as a PowerPoint - in Google Slides hit File/Download/PowerPoint
- PowerPoint can import into Google Slides - in Google Slides hit Blank/Import Slides/Upload



# Free templates for all your presentation needs

For PowerPoint, Google Slides, and Canva

100% free for personal or commercial use

Ready to use, professional, and customizable

Blow your audience away with attractive visuals





# Questions/Demo

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