



PowerPoint is an excellent tool for creating presentations, but by default, the presentations are optimized for delivery to a face-to-face audience. There are several differences that should be considered when developing a PowerPoint presentation for an online audience. More details are provided below.

Presentation Style

- Colors and theme look nice when viewed directly on a computer rather than being projected:
 - Neutral colors, not oversaturated.
 - Theme is simple and does not overwhelm text.
- Text and content set up to be read rather than to supplement verbal presentation:
 - Smaller font size can be used.

Flow of Presentation

- Animations and transitions removed.
- Each slide has a unique title.
- Long presentations divided into mini-presentations (< 5 MB each).

Narration

- Written notes or transcript provided or content revised to be comprehensive rather than summative.
- If possible, audio narration or video provided to emphasize key points.
<http://office.microsoft.com/en-us/powerpoint-help/CH006350068.aspx>

Delivery

- Presentation provided in a format that can be easily viewed by all students:
 - Information on downloading PowerPoint viewer.
<http://www.microsoft.com/downloads/>
- Alternatives considered:
 - Convert presentation to .pdf file (Cute PDF is available for free.)
 - Presentation created as web presentation using tool like Google docs.
<http://docs.google.com>
- Links to external content provided for students who may not have software to access embedded content.

Images

- Enhance presentation by including images.
- Source or URL provided for images if available.
- Compress images or pictures. (F1 for Help, search for 'Compress Images'.)