

Sample PowerPoint Presentation

University of Phoenix 2020

* The University of Phoenix Sample PowerPoint Presentation represents the consensus of key academic officials. This document provides general direction for creating PowerPoint presentations, but it is not a definitive representation and may not be appropriate for all courses. The faculty member determines how closely your submission meets the assignment requirements.

PowerPoint Vocabulary

- Slide - An individual screen in a slide show.
- Slide layout - The combination of title, text or content placeholders and the arrangement on a slide.
- Speaker's notes – Notes added to a slide to assist the presenter. When a presentation is not given in person, the speaker's notes include everything the author intended to say about the slide.
- Background – The image, color, pattern, or combination of these elements that is behind the content on the slide.
- Bullet – Element used to separate points on a slide.
- Text box – Defined area on a slide that frames text, images, and content.

The First Side

Title of Presentation

Student Name or Learning Team

University of Phoenix

Course/Number

Due Date

Faculty Name

The first slide of your presentation is generally formatted similar to the title page of an APA formatted paper. See the [APA Paper Templates](#) or [APA Sample Paper](#) for additional direction regarding title pages.

Side organization

Main points should use larger font to stand out.

Use white space strategically to frame content.

Colorful, busy backgrounds can be distracting and take away from the content of the presentation.

Bullet points do not need to be complete sentences but should be consistent. "Presentations look much better if they have an underlying theme, or look" (Lawton, 2007).

Slide Title

- Main point
 - Supporting Information
- White Space
- Bullet Points

Image

Figure I. Description (Credit, Year).

3


Side organization

The use of pictures may add visual interest. However, avoid use of too many pictures or too obtrusive or irrelevant pictures.

The majority of the text and information should be included within the speaker notes, while the slides themselves should only contain key words and phrases.

The in-text citation for images can also be placed in the speaker notes.

Slide Title



Image

- Main point
 - Supporting Information
- White Space
- Bullet Points

Figure 1. Description (Credit, Year).

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Speaker Notes: Lunsford (2009) stated, “Today, perhaps more than ever before, everyone can be a writer—every day” (p. vi).

Essay and Presentation Similarities

In *Writing that Works: Communicating Effectively on the Job* 10th edition, the authors provide the following directions for presentations:

1. “Use transitions between subtopics to help your listeners understand how the parts are related”

2. “Support your presentation with specific examples”

3. “Follow the same guidelines that you follow for writing”

4. “Be clear, direct, and precise”

5. “Use a logical structure that includes an introduction, a body, and a conclusion”

(Oliu, W., et al., 2010. p. 504)

Essay and Presentation Differences

Present a clear message but also use images, design, and formatting to create a visually appealing presentation. Presentations should:

1. Balance content symmetrically (equal on both sides) or asymmetrically (both sides are different but balanced)

2. Follow a clear path of movement (left to right, top to bottom, etc.) from each element on the slide to another

3. Maintain consistent font size, type, and style

4. Use font, color, and size to emphasize prominent content.

5. Format slides consistently to present a cohesive, unified message

The Reference Page

The last slide of your presentation is generally formatted similar to the reference page of an APA formatted paper. See the [APA Paper Templates](#) or [APA Sample Paper](#) for additional direction regarding reference pages.

References

- Your references should begin on a new slide with the word “References” bolded and centered near the top of the page.
- You can use the Reference and Citation Examples (Center for Writing Excellence > Reference and Citation Examples) to help format your source information into a reference entry.
- All referenced material including images should have an entry on the reference page.

Lawton, R. (2007, January 11). Get to the PowerPoint. *Computer Act!ve*, 232.
Lunsford, A. A. (2009). *The everyday writer* (4th ed.). Bedford/St. Martins.
Oliu, W., Brusaw, C., & Alred, G. (2010). *Writing that works*, (10th ed.).
Bedford/St. Martin's.