

Presented by the GFWC/CFWC 2020-2022
Leadership Team



California Federation of Women's Clubs



Come be a part of something special!

The California Federation of Women's Clubs

Making a
Power point Presentation
by the 2020-2022
Leadership Team

Easy Rules for Power Point

On each slide

- Three to four points, issues or written items, no more
- Two to three photos , no more
- Use a simple background with a few exceptions to this rule
- No more than a total of 5 or 6 of the top three items



Would CFWC be an Organization you would like to be a part of ?



A simple message with colorful photos to help get your message across. Again white space around everything, no color background. Simple white background will show well on your screen or if you must use a wall instead of a screen for your power point. These will all work.

Contact us at:

- www.cfwc.org
- Find us on face book at
GFWC California Federation of
Women's Clubs
- Email us at: membership@cfwc.org



End with a message on how to find you or club, district or the CFWC .

Samples

Notice how clean these slide looks.
The message is clear.

This is the start of a Power Point Presentation
of our history.

History of the General Federation of Women's Clubs & the California Federation of Women's Clubs



This second Slide has more written on it but
again clear space make it clean and easy to
read. Only one picture shows something
about this slide.

The GFWC & CFWC fight for the passage of
The Pure Food & Drug Act

Members of the GFWC & the
CFWC "spearhead a letter and
telegram writing campaign"
to which historians attribute the
passing of the Pure Food & Drug
Act of 1906



No more than three to four bullet
points on each slide



- The back of the room must be able
to read your presentation
- Keep points as short as possible
- No jargon, you don't know what the
audience knows



No more than two or three photos



To many photos makes it hard for the viewers to see any of the photos

The photos must be clear & clean, the best you have

Color photos are a must except when showing historical items or themes

Crop photos where needed

Use color whenever possible

When using black & white make sure the photos are very sharp & clear

No matter how much you like a photo if it is mashed, or unclear it does not belong in a power point presentation

To many photos are as bad as not enough photos

Don't get too fancy with the effects you can do to photos: once or twice is enough in one presentation unless it is very subtle

Watch the clip art: you don't want it to look old fashion & out of date

Use Branding or our logo whenever possible: this is important to our Clubs & organization

Use Branding : so the public knows who you are .

Don't have dots on part of a page & not on other parts of the same page: make them all the same size too.

Notice how cramped these 2 pages look. How bad they looked filled to the brim with writing. These 2 pages are a great example of what a bad power point would look like.

How you as the reader do not want to read this to the end. This stuff is important!



Rules for Presenters



- ◆ Do not read the slides: your viewers can read
- ◆ Do not use a laser pointer: generally it can not be seen
- ◆ Avoid excessive animations: the movements are often time distracting to the viewer
- ◆ Proof it, Test it, Proof it & Test it again: just to make sure it works & the spelling is correct
- ◆ Make sure people in the back of the room can see the whole picture frame; why put something in a slide if no one can see it
- ◆ Make sure the print is large enough for the back of the room: if the viewer can't read it why bother at all
- ◆ Don't use a bunch of different fonts: the font can unify the presentation
 - ◆ Make sure the whole picture frame fits the screen that you are using to show it on
 - ◆ Make sure your presentation is formatted to fit the page: people notice
 - ◆ Do not use more than one or two photos of the

Animation

Everyone loves to do this

It is fun to the make & not so much to the viewer

People with vision problems have trouble with animation

What do you think?

When things bounce, twirl and spin all over the place.



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Background

when in doubt use white

Remember colors mean things;
blue is cool and red is hot

Use a photo as a background
occasionally remembering
the words over it may be lost



Total composition of the slides

Composition

Remember everything works
together

The power point presentation says who
& what you are

Color can be a friend or foe!

