

Presenting with impact

All the world's a stage—and Corel® Presentations™ can help you steal the show! Here's how to plan, create, and present slide shows that are sure to please your audience.

Step 1: Plan ahead!

Before getting started, take a moment to identify your goals and needs:

- “Why am I giving this presentation?”
- “What do I want my audience to learn?”
- “Who will be attending? And *why*—what do they expect to learn?”
- “When and where will my presentation take place?”

Given these answers, you can address the most important question of all:

- “How can I best deliver my message?”



Step 2: Choose an appropriate design.

A slide show is much more effective when it uses an appealing, appropriate, and consistent design. Using a variety of visual elements may divert attention from the most important part of your presentation: its message.

To let you focus on what your words say—not how they look—Presentations offers a wide variety of slide-show *masters*: professionally designed sets of *backgrounds* and *layouts*, tailor-made for various concepts and themes.

- To choose a slide-show master, click **Format ▶ Master Gallery**.
- To customize a slide background or layout, click **Format ▶ Background Gallery** or **Layout Gallery**.

As you develop your slide show, periodically check that your design choices support your goals and needs.



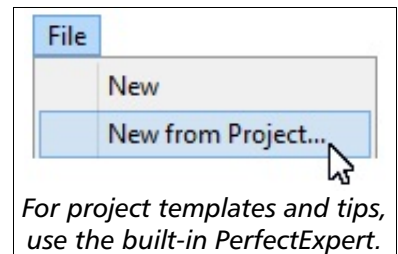
Step 3: Build your slides.

You can create slides in three main ways:

- Click **View ▶ Slide Outliner** to focus on your raw text.
- Click **View ▶ Slide Editor** to lay out your slide text with graphics.
- Click **View ▶ Slide Sorter** to arrange the slides in your slide show.

You can also get a helping hand with specific types of slide shows:

- Click **Help ▶ Reference Center** and access the Presentations **PerfectExpert™** Help—to browse for tips and tricks.
- Click **File ▶ New from Project** and choose a slide-show type—to get step-by-step instructions.



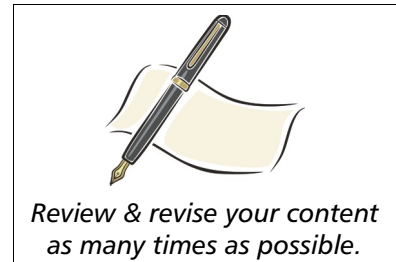
Step 4: Review and revise. Repeat.

After drafting your slide show, take a break. Then, do the following:

- Read through the entire show to ensure it meets your goals and needs.
- Check for consistency in both design and structure.
- Proofread—for spelling and grammar, and for accuracy and clarity.

Revise your slide show as need be. Then, repeat this review-and-revise process—you'll be amazed how much each cycle turns up!

For even better results, have a friend or colleague review your work. A second opinion never hurts!



Step 5: Practice, practice, practice!

Finally, practice delivering your slide show—ideally, under the same conditions as your actual presentation. This way, you can both perfect your pacing and adapt to your environment and its equipment.

If you feel your presentation is too long, try the following:

- Reduce the text on your slides to key points. Move supporting details to supplementary materials, such as a handout or a follow-up message.
- Turn off animated bullets. (Right-click the bulleted list, and choose **Object Animation**.)
- Limit your use of audio and video. (Such elements are often more effective when used sparingly, anyway.)

If you feel your presentation is somehow ineffective, try the following:

- Confirm that you're addressing your goals and needs.
- Underscore your message with slides that introduce and summarize your key points.
- Further your message with slides that prompt discussion.
- Have a friend or colleague attend your rehearsal and provide feedback.



In closing

We hope these five steps help you deliver meaningful, memorable presentations!

1. **Plan ahead!** Make sure to identify your goals and needs—and those of your audience.
2. **Choose an appropriate design.** Visual elements should enhance your message, not distract from it.
3. **Build your slides.** Start from scratch, or use the PerfectExpert to create a specific type of project.
4. **Review and revise. Repeat.** Above all, make sure your slide show meets the objectives you've identified.
5. **Practice, practice, practice!** Test out your pacing—and the equipment and resources you'll be using.

For even more information, please see the Presentations PerfectExpert Help.

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