

02/15:

Creating and Giving Presentations

The Capstone Experience

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Spring 2022



*From Students...
...to Professionals*

Creating and Giving Presentations

- Creating
 - Organizing
 - Writing
 - Formatting
- Giving

Caveats

- Many Variations
 - Opinions
 - Situations
 - Audiences
 - Presenters
 - Etc...
- Seek Lots of Advice
- Hard to Generalize
- Always Exceptions to Every “Rule”
- Do what works for you.



Creating and Giving Presentations

➤ Creating

➤ Organizing

■ Writing

■ Formatting

• Giving



Canonical Organization

- Title
- Introduction
- Contents
 - Section 1
 - Section 2
 - ⋮
 - Section N
- Conclusion

Force yourself to be organized.

Your presentation should have

- a beginning
- an ending, and
- flow.



Introduction

- The Point

- What's the point?
- What's the purpose?
- What's the “take away”?

Assume that your audience will only remember exactly one thing.

What do you want it to be?

- The Plan

- Go Over Presentation
 - Contents
 - Organization
- Solicit Audience Questions About Plan



Contents

- Plan on 0.5 – 2.0 Minutes Per Slide
- Create Continuous Flow
 - From Start to Finish
 - Avoid Forward References
- Keep Audience On Track
 - Use Contents Flow Mechanism
 - Where are we?
 - What's done?
 - What's left?



Contents Divider Slides

<p>Creating and Giving Presentations</p> <ul style="list-style-type: none">• Creating<ul style="list-style-type: none">▪ Organizing▪ Writing▪ Formatting• Giving <p> The Capstone Experience Creating and Giving Presentations 2</p>	<p>Creating and Giving Presentations</p> <ul style="list-style-type: none">➤ Creating<ul style="list-style-type: none">➤ Organizing▪ Writing▪ Formatting• Giving <p> The Capstone Experience Creating and Giving Presentations 4</p>	<p>Creating and Giving Presentations</p> <ul style="list-style-type: none">➤ Creating<ul style="list-style-type: none">✓ Organizing➤ Writing<ul style="list-style-type: none">▪ Formatting• Giving <p> The Capstone Experience Creating and Giving Presentations 10</p>
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Conclusion

- Review
 - The Point
 - The Purpose
 - The “Take-Aways”
- Solicit
 - Comments
 - Reactions
 - Questions
 - Suggestions
 - Action Items
 - Etc.

Assume that your audience will only remember exactly one thing.

What do you want it to be?



Creating and Giving Presentations

➤ Creating

✓ Organizing

➤ Writing

■ Formatting

• Giving



Process

- Create “Random” Slides (to Avoid Writer’s Block)

- Any Order
- Title, With No Bullets
- Bullets, With No Title
- Ideas Slides(s)
- Notes to Self
 - Fix Me
 - Insert Illustration/Picture/Graph Here
 - Say Something About...
 - Etc...

What messages do you want to convey?

- Edit, Prune & Organize Slides
- Create Contents & Divider Slides
- Refine



Know and Target Your Audience

- Technical
- Non-Technical
- Business
- Marketing / Sales
- Customers
- Management
- Investors
- Etc...



Know Your Time Limit

- Time Per Slide
 - Variable
 - Plan On 0.5 – 2.0 Minutes Per Slide
- Allow Time for Questions
 - Manage During Talk
 - Allocate At End
- Respect Time Limit
 - Do Not Go Over or Under
 - Over is bad.
 - Slightly under is good.
 - Way under is bad.
- Practice



Less is more.

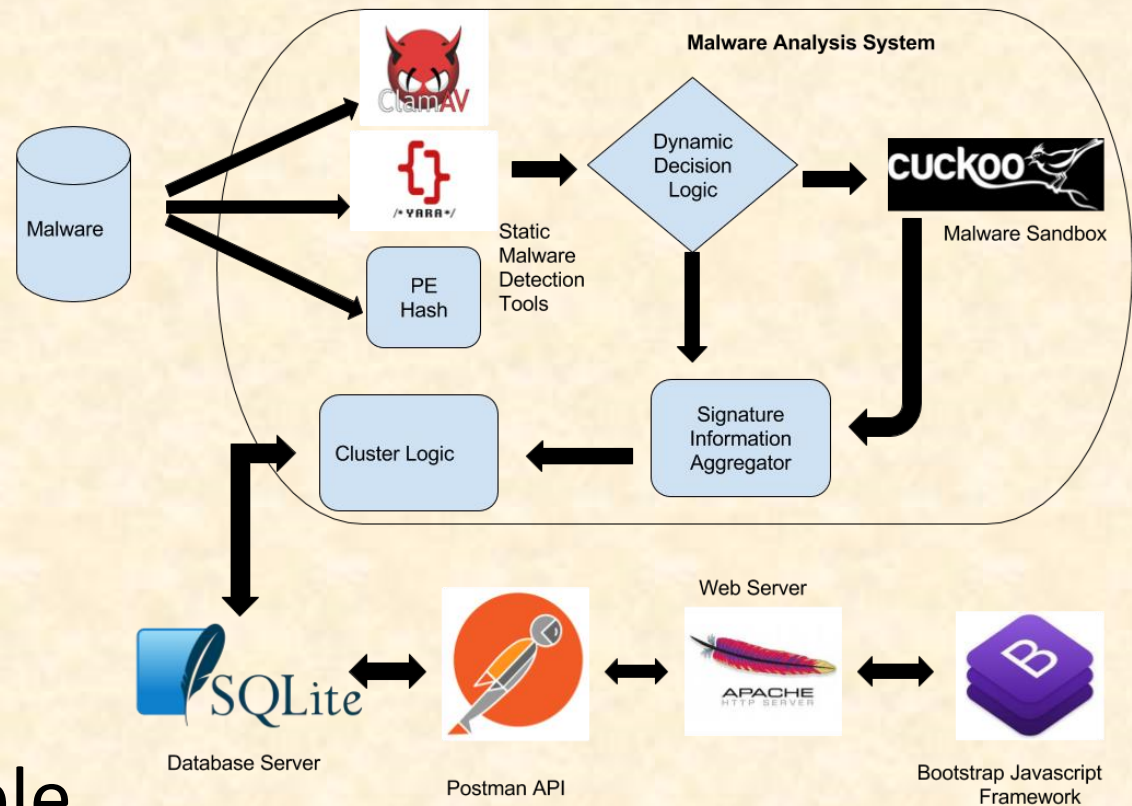
- Less
 - Slides
 - Bullet Points Per Slide
 - Words Per Bullet Point
- Chose Carefully
 - Slides
 - Bullet Points
 - Words
- Prune Continually
- Exceptions
 - Slides are Reference Document
 - Trying to Make a Point

“Pictures”

- Worth 1,000 of Words

- Photos
- Videos
- Illustrations
- Diagrams
- Graphs
- Charts
- Clip Art

- But Keep Simple



Creating and Giving Presentations

➤ Creating

- ✓ Organizing

- ✓ Writing

➤ Formatting

- Giving

Bullet Points

- Less is more.
 - Less Points Per Slide
 - Less Words Per Point
- Two or More
 - At Each Level
 - Avoid Single Sub Point
- Avoid
 - Single Sub Point
- Exception
 - Slide Deck is Reference Document
 - Details Required

Consistent Case

- Sentence case
 - First word uppercase
 - Other words lowercase
- lower case
 - all words lowercase
 - no punctuation
- Title Case
 - All Words Uppercase
 - No Punctuation
- Hybrid Scheme
 - Title Case For Sentence Fragments
 - Use sentence case for complete sentences.

Your Choice

Be Consistent

Can Use Hybrid Scheme

Inconsistent Styles

- Some people use all kinds of styles in a presentation and on a given slide.
- Annoying
- style guide.
- Use of sentence Fragments Okay.
- important point
- Another Important Point
- Both Title Case and sentence case mixed.
- This slide makes the speaker look careless.

Readability

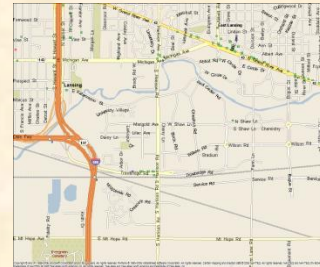
- Unreadable

• Annoying

- Readability Varies
- Test
 - In Advance
 - In Actual Setting
 - In Actual Meeting Room
 - Using Actual Meeting Software

Directions to Spartan Stadium

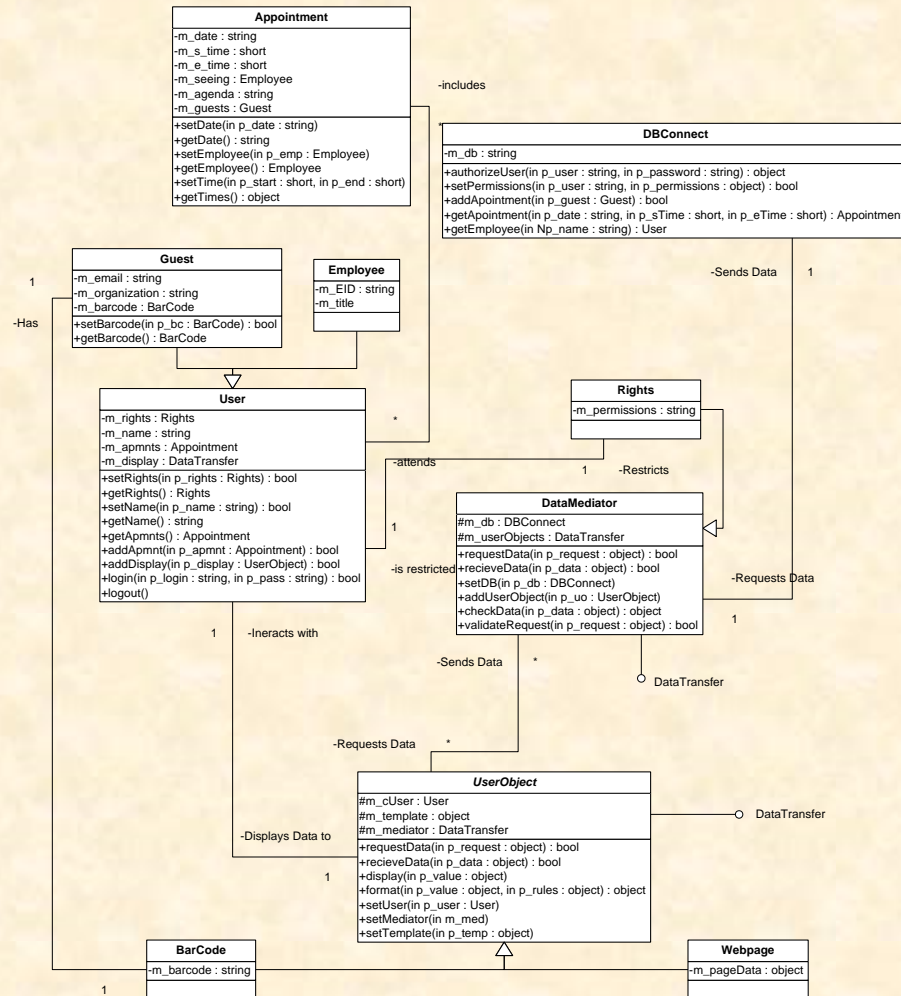
- US 96 West
- US 127 North
- Exit Trowbridge
- Left on Harrison
- Right on Shaw Lane
- Stadium on Left



“I know you can’t see this map but...”



Class Diagram



“I know you
can’t read
this but...”



Really Important Quote

“When, in the course of human events, it becomes necessary for one people to dissolve the political bonds which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed. That whenever any form of government becomes destructive to these ends, it is the right of the people to alter or to abolish it, and to institute new government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their safety and happiness. Prudence, indeed, will dictate that governments long established should not be changed for light and transient causes; and accordingly all experience hath shown that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security. --Such has been the patient sufferance of these colonies; and such is now the necessity which constrains them to alter their former systems of government. The history of the present King of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute tyranny over these states. To prove this, let facts be submitted to a candid world.”

“I know you can't read this whole thing but...”



Too Much Information

- The first thing you should do is ask yourself “What’s the point?” Every presentation should have a main point. What message are you trying to get across to your audience? If your audience will only remember one thing from your presentation, what do you want it to be?
- It’s important to know your audience. The content will depend on the audience. Research your audience to determine the types of attendees and their expectations.
- Do not put too much information on any one slide. Fewer bullet points is better than many. Use a few words as possible per bullet. Sentence Fragments are okay.
- Chose fonts that are the appropriate sizes. If a font is too small, it may be unreadable. If a font is too large, it may be annoying.
- While a picture may be worth a thousand words, too many pictures or too much clip art can be distracting. And, avoid the use of goofy looking clip art.



Emphasis

- Use One of...
 - **Boldface**
 - *Italics*
 - Underline
- Do Not Overuse
- Avoid
 - ALL CAPS IS FROM TYPEWRITER DAYS
 - **BOLDFACE AND ALL CAPS AND UNDERLINE**
 - Lots of Exclamation Points!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!



Color

- Good If
 - “Right” Colors
 - Readable
 - Coordinates
 - Not Overdone
- Bad If
 - “Wrong” Colors
 - Not Readable
 - Clashes
 - Overuse of color can be very annoying.
- Some people are colorblind.
- Color Varies by Media (LCD, Projector, TV, Paper, Etc.)
- Consult a professional.
- Test
 - In Advance
 - For Actual Usage (Projecting, Printing, Etc...)
 - In Actual Setting
 - Room
 - Equipment
 - Time of Day

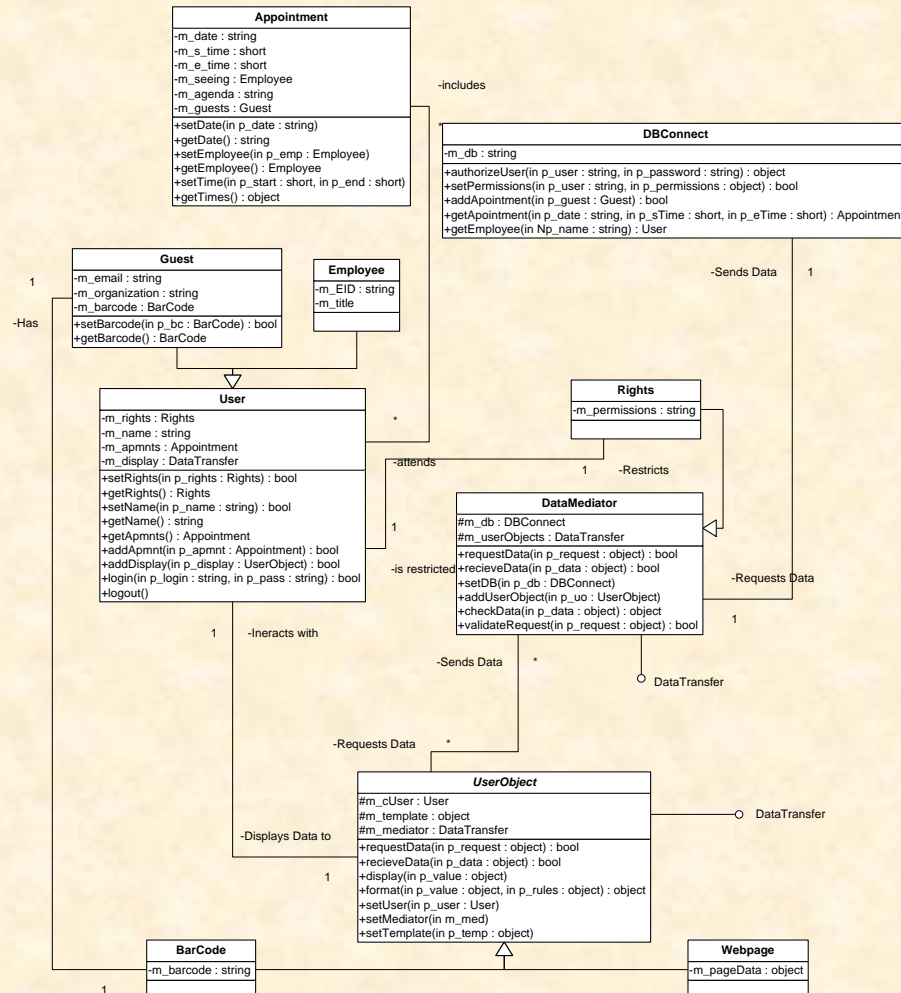


Transitions and Animations

- Transitions
 - From Slide to Slide
 - Simple Better
 - Be Consistent
- Animations
 - Bullets Within a Slide
 - Simple Better
 - Use Only If Necessary
 - NB: Take Time



Class Diagram



“I know you
can’t read
this but...”



Really Important Quote

“When, in the course of human events, it becomes necessary for one people to dissolve the political bonds which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

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“I know you can't read this whole thing but...”



Animated Bullet Points

- Take Time
- To Reveal
- Must Advance and Wait
- For Each Bullet Point Animated
- May Keep Looking at Slide
- To Know When To Press Button
- May Accidentally Go to Next Slide

Don't Use Animations

- If
- You're
- Not
- Really
- Going
- To
- Use
- Them

Remember...
Animations use up precious time.

Spelling and Grammar

- Mistake
 - Easy To Do
 - Far To Common
 - Unacceptable
 - Make You Look Bad
- Use
 - Spell Checker
 - Grammar Checker
 - Multiple Other People
 - Corporate Editor

Use Color and Grey to Highlight

- Make Grey Version of Image
 - Copy Image
 - Picture Tools > Color > Recolor
- Overlay Images
 - Select Grey Image
 - Picture Tools > Send Backward > Send to Back
 - Select Both Images
 - Picture Tools > Align > Center
 - Picture Tools > Align > Middle
- Highlight Area
 - Select Color Image
 - Picture Tools > Crop > Crop
 - Grab and Slide Crop Indicators on Edges
- Group
 - Select Both Images
 - Picture Tools > Group > Group

NB: Example of Reference Slide



Player Timer App Features

- Set Period
- Check In/Out Players
- Start/Stop Clock
- Adjust Clock

The screenshot shows a web-based application titled "Player Timer - Spartan Basketball Stats". The interface is designed for managing a basketball game timer and player status.

Header Section:

- Period:** A dropdown menu set to "1".
- Team Name:** "Michigan State Spartans Men's Basketball".
- Time:** A digital clock showing "16:19".

Start the Clock: A prominent green button.

Player Management Section:

Warnings	Select Player	Checked Out			Check Player	Checked In		
		Time	Current	Remaining		Player	Time	Current
<input type="checkbox"/>	1	1:12	1:48		←	3 Allen	0:04	3:56
<input type="checkbox"/>	2	1:52	1:08	41 Gray	→		0:33	3:27
<input type="checkbox"/>	3	0:00	3:00	23 Green	→		0:00	4:00
<input type="checkbox"/>	4	0:00	3:00		←	40 Herzog	3:07	0:53
<input type="checkbox"/>	5	0:00	3:00	0 Ibok	→		0:00	4:00
<input type="checkbox"/>	6	0:27	2:33	1 Lucas	→		3:37	0:24
<input type="checkbox"/>	7	0:00	3:00	34 Lucious	→		0:00	4:00
<input type="checkbox"/>	8	0:00	3:00		←	2 Morgan	3:41	0:20
<input type="checkbox"/>	9	0:00	3:00	10 Roe	→		0:00	4:00
<input type="checkbox"/>	10	0:00	3:00		←	15 Summers	2:58	1:02
<input type="checkbox"/>	11	0:00	3:00		←	14 Sutton	3:41	0:20
<input type="checkbox"/>	12	0:00	3:00	5 Walton	→		0:00	4:00

Start the Clock: A second green button.

Footer Section:

- View Game Stats:** A button.
- Check Out All:** A button.
- Begin the Period:** A button.
- End the Period:** A button.
- Load Roster:** A button.
- Open:** A button.
- Exit:** A button.



Player Timer App Features

- Set Period
- Check In/Out Players
- Start/Stop Clock
- Adjust Clock

Player Timer - Spartan Basketball Stats

Home

Period 1

Michigan State Spartans Men's Basketball

Time 16:19

Start the Clock

Activate All Warnings	Select Player	Checked Out			Check Player In / Out	Checked In		
		Time	Current	Remaining		Player	Time	Current
<input checked="" type="checkbox"/>	1	1:12	1:48		←	3 Allen	0:04	3:56
<input checked="" type="checkbox"/>	2	1:52	1:08	41 Gray	→		0:33	3:27
<input checked="" type="checkbox"/>	3	0:00	3:00	23 Green	→		0:00	4:00
<input checked="" type="checkbox"/>	4	0:00	3:00		←	40 Herzog	3:07	0:53
<input checked="" type="checkbox"/>	5	0:00	3:00	0 Ibok	→		0:00	4:00
<input checked="" type="checkbox"/>	6	0:27	2:33	1 Lucas	→		3:37	0:24
<input checked="" type="checkbox"/>	7	0:00	3:00	34 Lucious	→		0:00	4:00
<input checked="" type="checkbox"/>	8	0:00	3:00		←	2 Morgan	3:41	0:20
<input checked="" type="checkbox"/>	9	0:00	3:00	10 Roe	→		0:00	4:00
<input checked="" type="checkbox"/>	10	0:00	3:00		←	15 Summers	2:58	1:02
<input checked="" type="checkbox"/>	11	0:00	3:00		←	14 Sutton	3:41	0:20
<input checked="" type="checkbox"/>	12	0:00	3:00	5 Walton	→		0:00	4:00

Start the Clock

View Game Stats

Check Out All

Begin the Period

End the Period

Load Roster

Open

Exit

Form View



Player Timer App Features

- Set Period
- Check In/Out Players
- Start/Stop Clock
- Adjust Clock

Player Timer - Spartan Basketball Stats

Home

Period: 1 Time: 16:19

Michigan State Spartans Men's Basketball

Start the Clock

Active	Select	Time	Remaining	#	Name	Check Player	In / Out	#	Name	Current	Remaining
<input type="checkbox"/>	1	1:12	1:48			<input type="button" value="←"/>		3	Allen	0:04	3:56
<input checked="" type="checkbox"/>	2	1:52	1:08	41	Gray	<input type="button" value="→"/>				0:33	3:27
<input checked="" type="checkbox"/>	3	0:00	3:00	23	Green	<input type="button" value="→"/>				0:00	4:00
<input checked="" type="checkbox"/>	4	0:00	3:00			<input type="button" value="←"/>		40	Herzog	3:07	0:53
<input checked="" type="checkbox"/>	5	0:00	3:00	0	Ibok	<input type="button" value="→"/>				0:00	4:00
<input checked="" type="checkbox"/>	6	0:27	2:33	1	Lucas	<input type="button" value="→"/>				3:37	0:24
<input checked="" type="checkbox"/>	7	0:00	3:00	34	Lucious	<input type="button" value="→"/>				0:00	4:00
<input checked="" type="checkbox"/>	8	0:00	3:00			<input type="button" value="←"/>		2	Morgan	3:41	0:20
<input checked="" type="checkbox"/>	9	0:00	3:00	10	Roe	<input type="button" value="→"/>				0:00	4:00
<input checked="" type="checkbox"/>	10	0:00	3:00			<input type="button" value="←"/>		15	Summers	2:58	1:02
<input checked="" type="checkbox"/>	11	0:00	3:00			<input type="button" value="←"/>		14	Suton	3:41	0:20
<input checked="" type="checkbox"/>	12	0:00	3:00	5	Walton	<input type="button" value="→"/>				0:00	4:00

Start the Clock

View Game Stats Check Out All Begin the Period End the Period

Load Roster Open Exit

Form View



Player Timer App Features

- Set Period
- Check In/Out Players
- Start/Stop Clock
- Adjust Clock

Player Timer - Spartan Basketball Stats

Home

Period **1** Michigan State Spartans Men's Basketball Time **16:19**

Start the Clock

	Checked Out			Check Player	Checked In		
	Time	Current	Remaining		Player	Time	Current
1	1:12	1:48		←	3 Allen	0:04	3:56
2	1:52	1:08	41 Gray	→		0:33	3:27
3	0:00	3:00	23 Green	→		0:00	4:00
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6	0:27	2:33	1 Lucas	→		3:37	0:24
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9	0:00	3:00	10 Roe	→		0:00	4:00
10	0:00	3:00		←	15 Summers	2:58	1:02
11	0:00	3:00		←	14 Sutton	3:41	0:20
12	0:00	3:00	5 Walton	→		0:00	4:00

Start the Clock

View Game Stats **16** Check Out All Begin the Period End the Period

Load Roster Open Exit

Form View



Player Timer App Features

- Set Period
- Check In/Out Players
- Start/Stop Clock
- Adjust Clock

Player Timer - Spartan Basketball Stats

Home

Period **1** Michigan State Spartans Men's Basketball Time **16:19**

Start the Clock

Activate All Warnings	Select Player	Checked Out			Check Player	Checked In		
		Time	Current	Remaining		Player	Time	Current
<input checked="" type="checkbox"/>	1	1:12	1:48		←	3 Allen	0:04	3:56
<input checked="" type="checkbox"/>	2	1:52	1:08	41 Gray	→		0:33	3:27
<input checked="" type="checkbox"/>	3	0:00	3:00	23 Green	→		0:00	4:00
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<input checked="" type="checkbox"/>	5	0:00	3:00	0 Ibok	→		0:00	4:00
<input checked="" type="checkbox"/>	6	0:27	2:33	1 Lucas	→		3:37	0:24
<input checked="" type="checkbox"/>	7	0:00	3:00	34 Lucious	→		0:00	4:00
<input checked="" type="checkbox"/>	8	0:00	3:00		←	2 Morgan	3:41	0:20
<input checked="" type="checkbox"/>	9	0:00	3:00	10 Roe	→		0:00	4:00
<input checked="" type="checkbox"/>	10	0:00	3:00		←	15 Summers	2:58	1:02
<input checked="" type="checkbox"/>	11	0:00	3:00		←	14 Sutton	3:41	0:20
<input checked="" type="checkbox"/>	12	0:00	3:00	5 Walton	→		0:00	4:00

Start the Clock

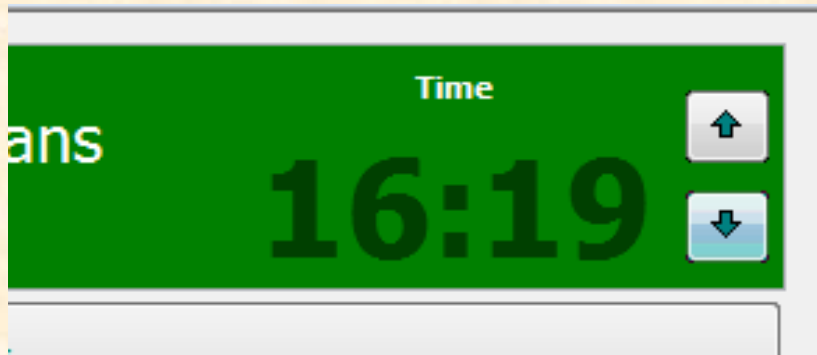
View Game Stats **1** Check Out All Begin the Period End the Period

Load Roster Open Exit

Form View



Adjusting the Clock



- When Game Clock Stopped
- Add/Subtract Seconds
- Synchronize with Game Clock

The screenshot shows the 'Player Timer - Spartan Basketball Stats' software interface. At the top, it displays 'Period 1' and 'Michigan State Spartans Men's Basketball'. The game clock shows '16:19'. Below the clock is a 'Start the Clock' button. The main area contains a table of player statistics, divided into 'Checked Out' and 'Checked In' sections. The 'Checked Out' section lists players with their current and remaining times. The 'Checked In' section lists players with their current and remaining times. At the bottom, there are buttons for 'View Game Stats', 'Check Out All', 'Begin the Period', 'End the Period', 'Load Roster', 'Open', and 'Exit'.

Checked Out				Checked In			
	Time	Player		Time	Player		Time
	Current	Remaining	#	Name	In / Out	#	Name
<input checked="" type="checkbox"/>	1:12	1:48			←	3	Allen
<input checked="" type="checkbox"/>	1:52	1:08	41	Gray	→		
<input checked="" type="checkbox"/>	0:00	3:00	23	Green	→		
<input checked="" type="checkbox"/>	0:00	3:00			←	40	Herzog
<input checked="" type="checkbox"/>	0:00	3:00	0	Ibok	→		
<input checked="" type="checkbox"/>	0:27	2:33	1	Lucas	→		
<input checked="" type="checkbox"/>	0:00	3:00	34	Lucious	→		
<input checked="" type="checkbox"/>	0:00	3:00			←	2	Morgan
<input checked="" type="checkbox"/>	0:00	3:00	10	Roe	→		
<input checked="" type="checkbox"/>	0:00	3:00			←	15	Summers
<input checked="" type="checkbox"/>	0:00	3:00			←	14	Suton
<input checked="" type="checkbox"/>	0:00	3:00	5	Walton	→		



Corporate Resources

- Standards
 - Style Guide
 - Presentation Templates
 - Graphics
- People
 - Writers
 - Graphic Designers
 - Editors



Creating and Giving Presentations

- ✓ Creating

- ✓ Organizing

- ✓ Writing

- ✓ Formatting

- Giving

Managing Equipment

- No Excuses
- Check Everything In Advance
 - Projector / Projection / Laptop Connection
 - Sound
 - Network Connections
 - Wireless Presentation Devices
 - Etc...
- Make Checklist of Things To
 - Bring
 - Cables
 - Power Brick
 - Batteries
 - Presentation on USB Stick
 - Etc...
 - Do
 - Plug Laptop to Power Outlet
 - Connect to Network / Register MAC Address
 - Etc...



Managing Yourself

- Look Appropriate
 - Dress
(Know the Dress Code)
 - Hygiene
- Eliminate Nervous Habit “Temptations”
 - Empty Pockets (Change, Keys,...)
 - Take Off Necklace
 - Spit Out Gum
 - Etc...
- Be Careful With Wireless Presenter



Managing Yourself

- Watch Your Language
 - Grammar
 - “Him and I are working on that.”
 - “Me and two others on the team...”
 - “I ain’t sure about that.”
 - Offensive
 - Regional or Cultural Ism’s or Idiomatic Expressions
 - Politically Incorrect and/or Insensitive
 - Use of “He”, “Guy”, “She”, “Girl”, “Gal”, “You Guys”...
 - Use of “Old” When Referring to People
 - Terms Like “Secretary” or “Janitor” or ...
 - Etc...
- Avoid Dry Mouth
 - Use Bottle(s) of Water (But Be Careful)
 - Suck on Cough Drop (But Only If Not Annoying)
 - Apply Vaseline to Teeth and Gums 😊



Managing Questions

- Strategic
- Can Make or Break a Presentation (Why?)
- Often
 - Not Considered in Advance
 - Not Managed

Managing Questions

- Anticipate Questions &/Or Comments
 - Solicit From Reviewers/Practice Audience
 - Particularly Hard and/or Dreaded Ones
 - Formulate Answers In Advance
- Audience May...
 - Be Confused
 - Be Hostile
 - Disagree
 - Want More Details
 - Make Good Observation
 - Etc.
- Be Prepared



Managing Questions

[1 of 3]

- Anticipate Questions &/Or Comments
- Formulate Answers In Advance
- Create “Extra” Slides
- Place Past All Black “End” Slide
- Use
 - PowerPoint [Hyperlinks](#)
 - Use “Secret” Hidden Box (Upper Right) with Link



Managing Questions

[2 of 3]

- Say During Introduction When Okay to Ask
 - During?
 - Preferably at End?
 - But Only if You're In Position to Do So
- What if you don't understand the question?
 - Because
 - Didn't Hear
 - Couldn't Parse Accent
 - Don't Understand the Question
 - Politely Ask Questioner to Repeat



Managing Questions

[3 of 3]

- Good to Repeat Question
 - Others Hear It
 - Gives Speaker Chance to Think
 - May Need to Summarize Question
 - “The question is...”
- Good to Say
 - “That’s a great question.”
 - “That’s a great idea.”
 - Etc...
- Okay to Say...
 - “I’m sorry I didn’t quite hear that. Can you repeat it?”
 - “I’ll get to that later in the presentation.”
 - “I’m sorry. I’m not sure what you’re asking.”
 - “Why don’t we talk off-line later.”
 - Etc...



Managing Time

- Practice Timing
- Be Aware
 - When and Where You Are
 - Adjust Dynamically
- Don't Look Directly At Time
 - Clock or Watch
 - Put a Clock/Timer Somewhere
- Never Have to Ask
 - "What time is it?"
 - "How much time do I have left?"



Managing the Big Screen

Do Not...

- Stand (Permanently) Behind Podium
- Stand (Permanently) in Front of Screen
- Read From Screen
- Turn Your Back to Audience
- Point Up at Screen Overhead
- Point at Laptop
- Whip Around Laser Pointer

Managing the Little Screen

Do...

- Test Camera and Microphone Before
- Adjust Camera Before Meeting
- Look Into Camera
- Gesture with Head and Hands

Do Not...

- Look Around Your Room
- Read From Screen
- Point At Your Screen



Managing Your Slides

- Slides
 - Merely Aid To Presentation
 - Not a Transcript
- Glance at Big Screen or Laptop Screen
- Talk “About” Slide
- Three “Don’t”s
 - Don’t Read Slides to Audience
 - Don’t Recite Slides to Audience
 - Don’t Ask Audience to Read Slides
- Better Miss a Point Than Bore an Audience
- Use PowerPoint Presenter View

Use PowerPoint Presenter View

- Presentation on Projector
- Presentation View on Laptop
 - Current Slide
 - Notes (Zoomable)
 - Slide # of #
 - Timer
 - Clock
 - Drawing Tools
- But Don't Use as a “Crutch”



PowerPoint Presenter View

Managing Equipment

- No Excuses
- Check Everything In Advance
 - Projector / Projection / Laptop Connection
 - Sound
 - Network Connections
 - Wireless Presentation Devices
 - Etc...
- Make Checklist of Things To
 - Bring
 - Cables
 - Power Brick
 - Etc...
 - Do
 - Plug Laptop to Power Outlet
 - Connect to Network / Register MAC Address
 - Etc...

The Capstone Experience Creating and Giving Presentations 36

A few years ago, the CIO of Chrysler came to speak at the freshmen and senior seminar.

She sent two people to MSU the day before her talk with *her* laptop just to test it out in the room where she was presenting. One person was an AV person; the other was a Director.

Once the laptop was tested and deemed to be working correctly, it was shutdown and not used (to preserve its state) until the next day.

Managing Your Audience

- Don't Hand Out Slides In Advance
- Look at Audience
 - Don't Stare At...
 - Ceiling
 - Floor
 - Screen
 - If Necessary, Look at Back Wall
- "Read" Your Audience
 - Faces
 - Body Language
- Solicit Questions/Reactions



Practice

- With An Audience
 - Yourself (Record Video)
 - Critical Friends
- As Close to Actual As Possible
 - Hardware and Software
 - Room
 - Clothing
 - Lighting
 - Timing
 - Time of Day (For Lighting)
 - Audience
 - Questions
 - Etc...



Creating and Giving Presentations

- ✓ Creating

- ✓ Organizing

- ✓ Writing

- ✓ Formatting

- ✓ Giving

Comments?
Questions?
Suggestions?



End of slide show, click to exit

Hyperlinks in PowerPoint

- Can Link to
 - Existing File or Web Page
 - Place In This Document
- Inserting a Hyperlink
 - Highlight Text
 - Right Mouse Click
 - Select “Hyperlink...”
- Returning
 - Automatically From Existing File or Web Page
 - Via Another Hyperlink From Place In This Document



What's ahead?

[1 of 2]

- Upcoming Meetings

- ~~02/10: Design Day Booklet Production Process~~
- ~~02/15: Creating and Giving Presentations~~
- 02/17: Resume Writing and Interviewing
- 02/22: Alpha Presentations ← **New**
Schedule Conflicts? Email Dr. D. **By COB Today**
- 02/24: Alpha Presentations
- 03/01: Alpha Presentations
- 03/03: Alpha Presentations
- 04/05: Beta Presentations



What's ahead?

[3 of 3]

- Design Day Process Dates
 - ~~02/10: Design Day Booklet Production Process~~
 - 02/19: Design Day Booklet Zip File Due
 - 02/20: Design Day Artwork Feedback Posted
 - 02/21: Teams Update Design Day Artwork
 - 02/22: Alpha Presentations Start
Design Day Artwork Feedback Discussed
Design Day Updated Artwork Due
 - 02/23: Alpha Slide Decks Due
 - 02/24: Alpha Presentations
 - 02/27: Design Day Final Team Pages Posted
 - 03/01: Alpha Presentations
Design Day Final Team Pages Discussed
 - 03/02: Design Day Final Team Pages Due
 - 03/03: Alpha Presentations



Zipped Assets Folder

- Link On Downloads Page
- Customized Per Team
- Contents
 - Project Page Template .docx
 - Four Template Artwork Files .png
- Do not change filenames.
- Example
 - team-amazon-design-day-booklet-page.zip
 - team-amazon-design-day-booklet-page.docx
 - team-amazon-artwork-1.png
 - team-amazon-artwork-2.png
 - team-amazon-artwork-3.png
 - team-amazon-artwork-4.png

Amazon

Amazon Shop Smart: Web Extension for Shopping

Insert your project description here. Read the Design Day Booklet Page Instructions thoroughly, over and over.

Show paragraph marks and other hidden symbols by clicking the paragraph symbol (¶) in the Paragraph section of the ribbon above.

To start a new paragraph, insert a tab character at the beginning of the paragraph by typing control-tab. You should see a right arrow (→) appear.

You must use the Microsoft Windows version of Word. Do NOT even think about using anything else.

The first two or three lines must be about your client. The following is an example.

Auto-Owners Insurance is a Fortune 500 company that provides automotive, home, life and commercial insurance to nearly 3 million policyholders in 26 states.

Do NOT use phrases like "Our clients asked us to..." or "Our project is..." when describing your project.

Do NOT use phrases like "Our software aims to..." or "Our software is designed to..." when describing your software.

Write everything in the present tense.

Do NOT write anything negative about your client like "Our client's current software is horrible; ours is better."

Read the Design Day Booklet Page Instructions thoroughly, over and over and over and over and over.

It's okay for a paragraph to have only one sentence as long as the sentence is long enough to take up at least 1.5 lines.

The last few lines (and only the last few lines) must contain technical details about your project. The following is an example.

The front end of our Amazon Video and Shopping Technology system is built using Angular 6, while the back end is implemented using PHP Laravel.

- To insert your artwork, right-click on this artwork (grey rectangle with text within the textbox) and select "Change Picture..."
- Put each piece of artwork in a **separate** artwork textbox.
- Do not change the textbox's red external borders. Use them as handles to move and resize the textbox. The red borders will be made invisible later.
- Delete the artwork textboxes that you do not need.
- Do not use more than four artwork textboxes.
- To layer overlapping textboxes, right-click on a textbox red border, and select "Bring to Front" or "Send to Back."

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Michigan State University

Team Members (left to right)

Hithesh Yedlapati
South Lyon, Michigan

Tianli Zhou
Wenzhou, Zhejiang, China

Emma Sichelsteel
Newaygo, Michigan

Jiashang Cao
Rochester Hills, Michigan

Richard Huang
Novi, Michigan

Jimmy Warner
Troy, Michigan

Amazon

Project Sponsors

Jeremy Fry
Detroit, Michigan

Garret Gaw
Detroit, Michigan

Derek Gebhard
Detroit, Michigan

Erik Kamman
Detroit, Michigan

Tyler Rozwadowski
Detroit, Michigan

William Tanner
Detroit, Michigan

Read Me

[1 of 2]

- Presenting

- The purpose of the Alpha Presentation is to convince everyone that your team will be successful; that is, to convince everyone that your team has your project completely scoped, the specifications complete, and all risks mitigated so that you are capable of implementing your project, full-featured, and delivered it to your client, on time (Wednesday, April 27).
- The time limit for your presentation is 15 minutes, which will be strictly enforced. Practice your presentation to ensure that you will finish within the allotted time.
- Each team will share and “drive” the slide deck for their own team.
- Plan on spending most of your presentation demonstrating your software. A suggested approach is as follows.
 - Very Brief Review of Project Overview
 - Very Brief Review of System Architecture
 - Software Demonstration (Skipping Some or All of the Screen Shot Slides in Your Slide Deck)
 - Brief Summary of What’s left to do?
- Your presentation should be professional, well rehearsed, and flow from beginning to end. Practice presenting using Microsoft Teams. Ensure that your slides are readable. Practice sharing your screens and demonstrating your software. Practice switching from one team member to another.
- As a backup to live demonstrations, consider making screen recordings of your software demonstrations using Camtasia.
- We will meet in two “split-hands” meetings with one Teams channel for Brenden’s teams and one for Luke’s teams.
- All team members are required to dress business casual on the day of their presentation. Business casual does not include sneakers, tennis shoes, hats, coats, hoodies, t-shirts or shirts that are not tucked into pants. Google “what is business casual.”
- All team members should turn their cameras on during their presentation.
- Although the presentations will be scheduled over the course of four meetings, all teams must be prepared to present on the first day scheduled, Tuesday, February 22.
- The presentation schedule will be posted on our [All-Hands Meetings](#) page in the evening of Monday, February 21.



READ ME

[2 of 2]

- Creating and Editing

- Use only the Windows version of Office 365.
- You must use this PowerPoint slide deck template as is. Do not change the number of slides unless the instructions explicitly allow you to duplicate slides. Do not change the order of the slides. Do not change the styles. Do not edit the master slides.
- Throughout the template, replace placeholders [...] with the appropriate information.
- Edit the center footer by clicking the Header & Footer button on the Insert ribbon. Change [Team Name] in the footer to your company name as in “Team TechSmith Alpha Presentation”. If necessary, extend the width of the center footer textbox on the master slide, making sure that you re-center the enlarged textbox.
- Do not include any company confidential information in your presentation.
- Delete every textbox that includes “Delete this textbox” and every slide that includes “Delete this slide.”

- Submitting

- All presentations are due to us and to your client by 11:59 p.m., Monday, February 21.
- Name your PowerPoint slide deck file as “team-[team-name]-alpha-presentation.pptx” replacing “[team-name]” with your team’s name (using all lower case and replacing all blanks with dashes) in your filename as in “team-auto-owners-alpha-presentation.pptx”.
- Upload your PowerPoint slide deck to the folder in your Microsoft Teams General Channel file space by 11:59 p.m., Monday, February 21. If your slide deck is deleted by accident from the folder, email your client and us to prove that you did indeed upload your slide deck by the due date and time.
- Email a copy of your slide deck to your client as well by 11:59 p.m., Monday, February 21. Do not cc us on that email. Include some professional text in the body of your email to practice being a professional and to avoid having your email sent to your project sponsor’s junk folder.

Slide decks due
Wednesday, February 23

MICHIGAN STATE
UNIVERSITY

Alpha Presentation

[Project Title 36pt]

The Capstone Experience

Team [Team Name 24pt]

[Team Member 1 16pt]

[Team Member 2 16pt]

[Team Member 3 16pt]

[Team Member 4 16pt]

[Team Member 5 16pt]

[Team Member 6 16pt]

Department of Computer Science and Engineering
Michigan State University



From Students...
...to Professionals

Spring 2022

Project Overview

- Point 1
- Point 2
- Point 3
- Etc...



System Architecture

Include your system architecture diagram from your Project Plan presentation.

Update or redo your system architecture diagram if you were asked you to do so in your Project Plan presentation feedback.

Delete this textbox.

[Title of Screen Shot 1]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

Delete this textbox.

[Title of Screen Shot 2]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

Delete this textbox.

[Title of Screen Shot 3]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

Delete this textbox.

[Title of Screen Shot 4]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

Delete this textbox.

What's left to do?

- Task 1
- Task 2
- Task 3
- Task 4
- Etc

Don't panic.

We do not expect that your project is done or even nearly done.

Simply give a list of the major tasks that you need to accomplish to complete your project.

Only include things that are relevant to your software system.

Do NOT include things such as "Update the Project Plan" or "Create Project Video."

Delete this textbox.

Questions?

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