

Creating A Computerized Presentation 创建一个电脑演示



Keynote for Mac or PowerPoint for PC are programs used for creating presentations. Presentations are a collection of slides that are prepared by an individual. Slides will contain information, photos, videos, or other types of graphics.

Mac里的keynote和PC里的PowerPoint是用来创建演示文稿的程序。演示文稿是由个人准备的一系列的幻灯片。幻灯片包括信息，图片，视频或其他类型的图表。

Slides should not contain lots of text. Presentations should show an audience a summary of the most important information. Additional information on the topic is provided by the presenter during the presentation as needed.

幻灯片不应该有太多的文字。演示文稿展示给观众的是总结性的重要信息。如果有需要，演示者可以在演示过程中添加信息。

An example of this would be a slide with a single photo and a short description. The presenter may talk for a minute or two about the importance of this photo. The slide will not contain an entire paragraph about why the photo is important though.

例如：通常一张幻灯片包括一张图片和一个简短的描述。演示者可以就这张图片谈论1到2分钟。但是在幻灯片里没有必要输入一大段文字来阐述这张照片为什么重要。

A Presenter can write a paragraph about the photo that only they can see during a presentation to help remind them of what to say. This feature is called “Presenter Notes”. Sometimes presenters will create “Flash Cards” with notes for their own use while presenting instead of using the “Presenter Notes” option. “Flash Cards” are often used in large presentations where the presenter is in an auditorium and is not in front of their computer.

演示者可以对该图片做一小段的描述，这样在演示过程中可以提醒他们说些什么。这叫做“演示笔记”。有时演示者在演示过程中会利用卡片而不用“演示笔记”。在大型的演示中卡片经常会被用到，因为演示者通常是在报告厅而不在电脑面前。

There are many things to consider when making an effective presentation. The most important considerations will be what to include and what not to. Then once you have the information that you want to include you must decide how to design your slides.

要想创建有效的演示还要考虑很多因素。最重要的是该演示什么不该演示什么。一旦决定了演示的内容，接下来就要设计幻灯片了。

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Designing Your Slides | 设计幻灯片

It is important that the audience can read your slides. Choose either a Dark or a light background colour or background graphic. Don't put type on top of a photo or complicated background. It is difficult to read. If it is important enough to be included it should be seen.

让观众看清幻灯片是很重要的。选择深色或浅色的背景色或背景图表。不要在图片或复杂背景上输入文字，因为很难辨认。既然选择了这些信息就说明比较重要，那就必须要让读者看得清。

If you choose a dark background you will need to use a light colour for your type. If you choose light coloured background choose a dark colour for your type. **DO NOT** choose a combination such as a black background with dark blue type. Although you will be able to read it on your computer, the audience will have a hard time reading your slides during your presentation.

如果选取深色背景那么文字就要选择浅色，如果选取浅色背景那么文字就要选择深色。**不要**选择黑色的背景色然后文字又是深蓝色，尽管你在自己电脑上能看的清，因为在演示过程中观众是很难辨认的。

Select a font size large enough for the audience to read. Most people cannot read a font size smaller than 24pt. from more than 2 meters away. Think of how far away you sit from the presentation board in your classroom. The minimum font size you should use in a presentation is 36pt. however 48pt. is best for bulleted lists or descriptions in your presentations. Titles should be even larger and use a font size of either 72pt. or 96pt.

文字字体大小要选取适当能让观众看的见。大多数人在2米外是无法读取小于24磅的文字。想一想你坐教室里里演示板有多远。演示文稿最小的字体是36磅，但是对于列表或演示中的描述48磅是最佳的。标题应该更大一点，72磅或96磅。

Don't include pages of type in your presentation. "**Less is more**" when making a presentation. Presentations should be visual and engage the audience. Use bulleted list to showcase ideas which you will elaborate on during your presentation. You can also use photos to showcase an idea which you are going to talk about during the presentation. Don't include things that are not important or relevant to your topic.

不要在演示文稿中输入整页整页的文字描述。**“越少越好”**。演示文稿应该也是比较视觉化，能吸引观众的。在演示过程中也可以利用图片来展示你将谈论的话题。不要输入无关紧要或毫不相干的信息。

Summary | 总结

Think carefully about your background and font colour choices. Use a font size people can read. Don't include too much text in your presentation. Use iconic images. Elaborate on your ideas, don't make your audience read too much, let them listen to your presentation. Only include something if it is relevant.

仔细选择背景色和文字的颜色，并且选取能看清的字体。不要输入太多的文字，使用形象的图片，详细阐述观点，不要给观众太多的阅读量，让他们认真听你的演示。只选取相关的信息。