

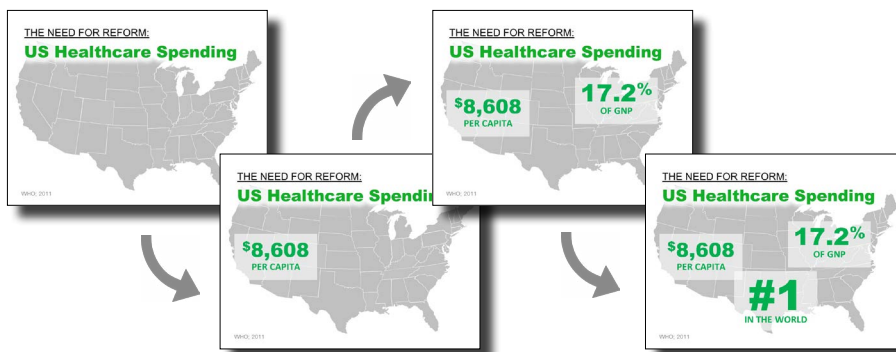
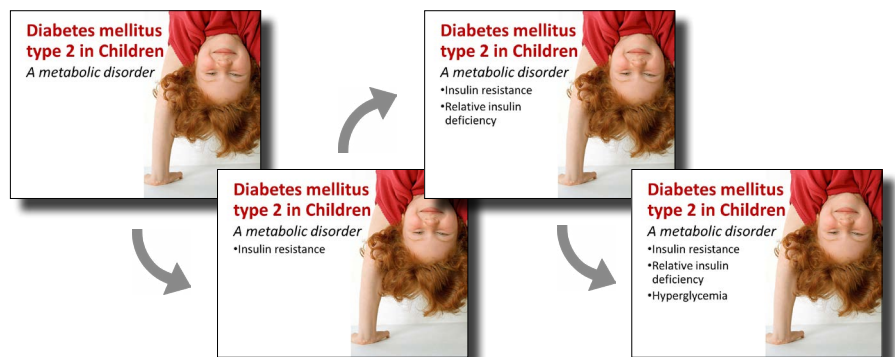
PowerPoint COOL TRICKS...

Build a build:

As the presenter one of your main tasks is to focus your audience's attention on the particular topic you wish to present and to keep them from being distracted with overwhelming additional information. A very useful tool for accomplishing this is the build.

A build on a slide is simply the technique of revealing parts of the slide (usually items in a bulleted list) only as you wish to discuss them.

In this example the basic components of the slide are established first (layout, headline, sub-headline and graphic). Then each line of the bulleted list is revealed one-by-one by the presenter as they wish to present them.

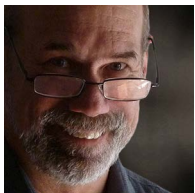


A build technique can be used on any slide with multiple points of information. In this series numbers are revealed one by one as they are discussed with the audience.

There are two strategies for creating builds:

The first is to use the animation function in PowerPoint to assign each element its place in the sequence of when to appear. This requires a fairly good understanding of how animation in PowerPoint works.

The second technique is to simply create the finished built slide. Then duplicate that slide as many times as necessary and go back and delete the elements that are required to create the build. This process is a little more straightforward and logical. It does become cumbersome when you have to make matching changes to all the slides in the sequence.



Tom Nixon is a recognized authority on all things PowerPoint. Whether he is creating a high-stakes presentation for the CEO of a \$40 billion company in India or leading a hands-on workshop for public health experts at the CDC in Atlanta, Tom knows how to build and deliver powerful, persuasive PowerPoint. For more information please visit TomNixonDesign.com, call 770.289.0752 or email tomn@tomnixondesign.com to discuss.