

Ontario County 4-H PowerPoint Protocol

Technology is a wonderful tool, but does pose some challenges. This is why Ontario County 4-H has developed a protocol for use of powerpoint presentation. Please review the information below if you are planning to use a powerpoint in your public presentation.

- **WHO may use a powerpoint?** Using powerpoint properly is a useful life skill. However, it requires careful planning and knowledge of technology to utilize correctly. Therefore, no Cloverbuds may use powerpoint presentations. 4-H'ers ages 8-19 are welcome to utilize powerpoint during their presentation.
- **WHY might someone choose to use a powerpoint?** Powerpoint presentations are becoming more and more common in all areas of life including education and business. Carrying a computer or thumbdrive with you can be easier than carry a full-sized poster board, and a powerpoint presentation is more easily edited. However, powerpoints also face many challenges such as files getting corrupted, technological failures, in addition to the fact that they are often used improperly.
- **HOW do you create a good powerpoint?** We could have a whole workshop on how to create a good powerpoint presentation. However, here are just a few concepts to keep in mind:
 - **Come prepared:** Arm yourself with backup files, extra cords, and other emergency tech tools in case something goes wrong. It is the worst feeling to show up to an event and not have your powerpoint work! (More on this in the WHAT section)
 - **Less is more:** Many people fill up each slide of their powerpoint with lots of words or small pictures. Remember that your powerpoint should include mostly pictures, and that those pictures need to be big enough that people in the back of the room can see them. Words on your powerpoint should be few, such as bulleted lists and short titles. Long sentences or paragraphs rarely have a place in a powerpoint presentation.
 - **Use it as a visual, not a script:** The reason that many judges and educators have become frustrated with youth using powerpoint is that many people read off the screen. This is NOT the purpose of a powerpoint. It should complement your presentation and present useful visuals and charts. Do not rely on your powerpoint as your script. On the other hand, don't just let your powerpoint just scroll along in the background. Refer to your pictures or charts. Use it as a tool, not a crutch or a filler.
 - **Don't get too wild:** Use appropriate transitions, colors and animations. Overuse of any of these elements can become a distraction.
 - **You aren't limited to just a Powerpoint:** If you are using a powerpoint, you are still welcome to bring other posters, props, etc. If you have questions about what is appropriate, reach out to your educator.
- **WHAT do I need to make my powerpoint presentation successful?** To use a powerpoint in Ontario County 4-H public presentations, youth are ***required*** to bring: a laptop computer with an HDMI port or adapter in order to connect to the provided projectors. Youth should also bring a backup version of their presentation on a USB thumbdrive with a Microsoft Powerpoint file type.

If you have any questions about using a powerpoint presentation, please contact your 4-H Educator.