

Using PowerPoint in the Court Room, Board Room, & Conference Room



Maryland State Bar Association Annual Conference 2009 June 11, 2009

Buzz Merrick
443-695-6341

Right Click Learning

"Let's Do Better What We Do Every Day"

*Technology and Business Skills
Training & Consulting*

2703 Halcyon Avenue
Baltimore, MD 21214
buzzmerrick@comcast.net

www.buzzmerrick.com

Biography

Byron “Buzz” Merrick is President of Right Click Learning, a computer applications and business skills training company.

Buzz gave workshops at the **Maryland State Bar Association** 2008 Annual Conference and at the 10th Annual **Small and Solo Firm** Conference. In 2007 he presented a series of workshops for the Baltimore Bar Association on the Microsoft Office Suite that was very well received. From 2000 – 2007 he worked at the University of Maryland, Baltimore as Manager of e-Learning and as an Enterprise Application Training Specialist where he taught faculty and staff at the **UMB Law School**.

Buzz has taught over 23,000 users since 1993. He creates **custom courses** and documentation (guides, user aids, etc.), provides **Executive Coaching**, and creates custom **e-tutorials** for the full range of office automation tools (word processing, spreadsheet, database, email). He has a reputation for being able to put complex concepts into “plain English” with humor and style. Buzz helps people “do better what they do every day.”

At the SunGard Higher Education 2002, 2003, 2004, 2005, and 2006 International Users Conference Buzz was voted a top five conference “Favorite” each year. His workshops consistently receive the highest evaluations from attendees. Buzz teaches **Microsoft Access, Excel, Outlook, PowerPoint, and Word**, PeopleSoft, Banner, Business Objects and Crystal Reports. He also teaches “business skills” workshops such as Sexual Harassment Awareness, Survival Skills for Service Professionals, and Surviving the Surf: Internet Safety & Security for Parents of Children and Teens.

PowerPoint’s easy-to-learn and use tools enable legal firms to **spend more time** figuring out *what they want to say, than how to say it!* Whether in the Court Room, the Board Room or the Conference Room, PowerPoint can compliment and accentuate your presentations.

This guide is dedicated to the notion “*if you teach people to fish, they’ll ask for more bait*” – and PowerPoint has lots of good bait. Once people are aware of the “tools in their toolbox,” they respond with enthusiasm. Supplement that with **free, relevant, and brief training** and you have a combination that **empowers** as well as enlightens.

For additional Information contact:

buzzmerrick@comcast.com

www.buzzmerrick.com

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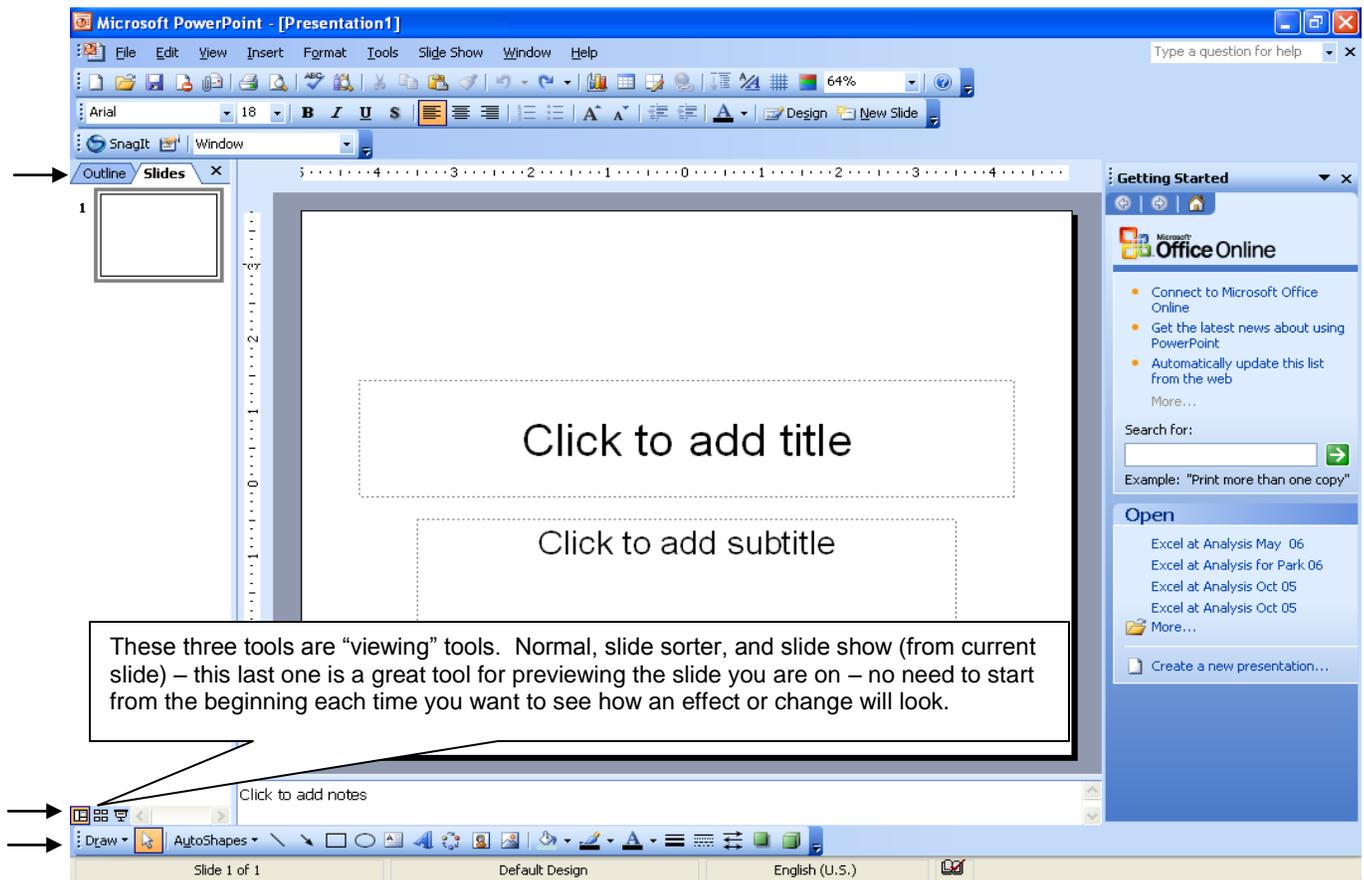
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The “Look and Feel” of PowerPoint 2003



Key Topics:

- Understand “Objects” – Pictures, Clip Art, Circles, Squares, Arrows, Sound, Movies, etc.
- PowerPoint is easier than ever! The **Task Pane** can guide through the steps needed to create a presentation quickly and easily
- Default “libraries” of backgrounds, layouts, color schemes, and animation settings allow you to concentrate more on content and less on art
- Default “libraries” of clip art, pictures, sound, and movies come with the package
- Microsoft training/demos/help/documentation is available on-line 24/7/free! Can't beat that!
- Understand slide layouts and how to use them effectively (what are placeholders?)
- Handy tip: type it, spell check it, save it. Now spend just 10% of time you used to spend formatting your presentation!
- Always have the drawing toolbar in view

The “Buzz” on PowerPoint

- PowerPoint is a means to an end.
- The Art of PowerPoint is that it's a skill not a frill!
- The power of PowerPoint is you! The point of PowerPoint is what you have to say!
- With Word and Excel, you guide and control your audience's attention.
 - ✓ PowerPoint, more than any other Microsoft package, empowers you to consciously and premeditatedly take into account your audience and venue.
 - ✓ Pre-orchestrated spontaneity. Let your audience come naturally to your conclusion!
 - ✓ Advance bullets one at a time to control the flow of your talk and keep the audience from reading ahead. If they are busy reading your bullets, they aren't listening to your words.
- Type it, spell check it ,save it. Then, spend 1/10th the time you used to spend making it look pretty.
- **Do Not** create cognitive dissonance in your audience. Too many font types, too many bullets on a slide, or too much pizzazz can divert your audiences attention - can make your audience (subconsciously) focus less on what you are saying and more on the visual presentation.
- 6-8 bullets per slide is a good rule of thumb.
- Your voice and handouts give your audience the words, use PowerPoint to highlight key phrases or ideas.
- Be sparing with your use of whole paragraphs.
- In the Court Room a picture is worth 1,000 words – in the Board Room, about 650. In the Conference Room, it's all about flow...

Process for creating a good PowerPoint presentation

- 1) Write the purpose – one sentence or small paragraph – who, what, when, how and why.
- 2) Create an outline and overall theme/message (in Word or pad of paper).
- 3) Use the basic structure and work around it: Title Slide, Agenda Slide, Topics Slide, Conclusion or Q&A Slide, Contact Information Slide (where appropriate).
- 4) Type it, Spell check it, Save it. Then make it look pretty.
- 5) Start with entering bulleted slides, progress to inserting objects. Use layout “placeholders” and title each slide – even if you don't have anything to type at that point.
- 6) Select a first design (color scheme/pattern) – to see how it will look.
- 7) Edit bulleted lists to match the design chosen.
- 8) Add graphics, pictures, scans, other media.
- 9) Add notes (Notes View) that guide you (optional).
- 10) Try other designs, if desired.
- 11) Run the slide show to ensure it does what you want it to do.

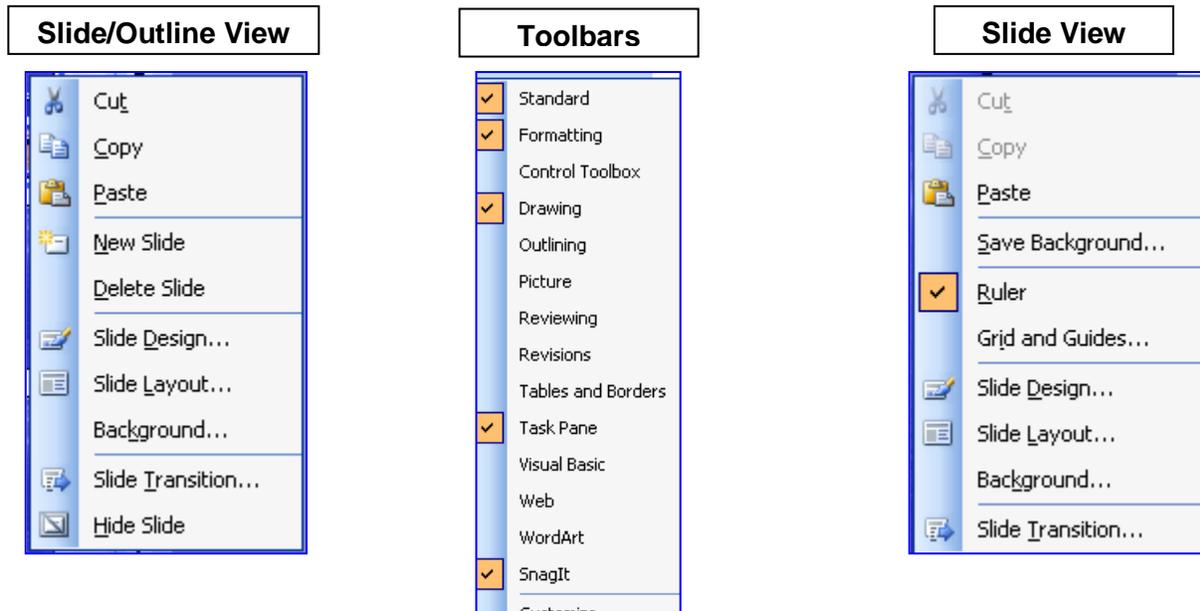
The Task Pane (or is it Pain?)

The standard Task Pane can be opened manually using View, Task Pane from the Menu Bar. As a default, the Task Pane is in view when you open PowerPoint.

By clicking the down arrow at the top of the Task Pane, you can choose which feature to get standard tools from. This has greatly enhanced the user friendliness of PowerPoint.

Right Click Your Way to Success

Using the right click technique to display a Quick Menu can increase your effectiveness in Microsoft applications dramatically. The key is to be careful to right click on the area you need help with. Understand that the Quick Menu will display the most commonly used tools, for whatever the mouse was over (on top of) when you right clicked.



Changes content depending on what part of the software window you right click on. Very handy In ALL Microsoft products.



Handy Tips

Power-up Your PowerPoint!

- * Right click in any toolbar to open or close other toolbars!
- * Make a text box then change the shape using Draw, Change Autoshape in the drawing toolbar to make the text box a different shape – i.e., callout, bubble, etc.
- * Once you make an “object”, Control + D to duplicate it! Control + drag works too!
- * Use arrow up/down/left/right to move an object ; Shift + arrows to nudge an object.
- * Use “Auto Content” Wizard to assist you in starting a new presentation.
- * Control + Drag using the corner of a placeholder will “auto resize” an object proportionally
- * [Free PowerPoint Training from Microsoft](#)
- * [Free PowerPoint Demos from Microsoft](#)

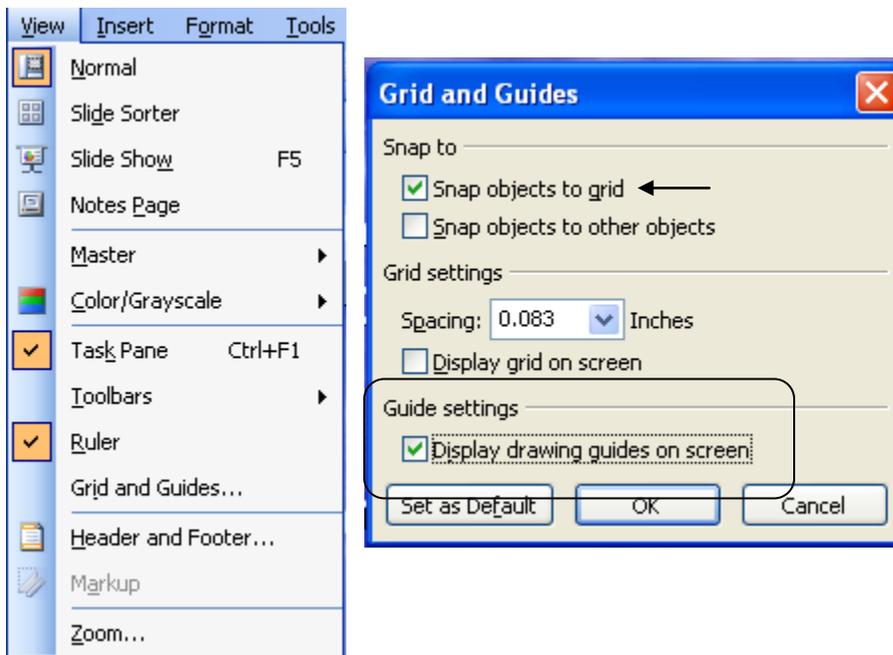
Layout Options

Layouts determine the default settings for a slide. This includes the font sizes, bullets and number formats, what kinds of “objects” can be included (clip art, charts, etc.), and the default locations and alignments of the “placeholders”. They are designed by professionals who understand not only the needs of audiences, but also art and psychology.

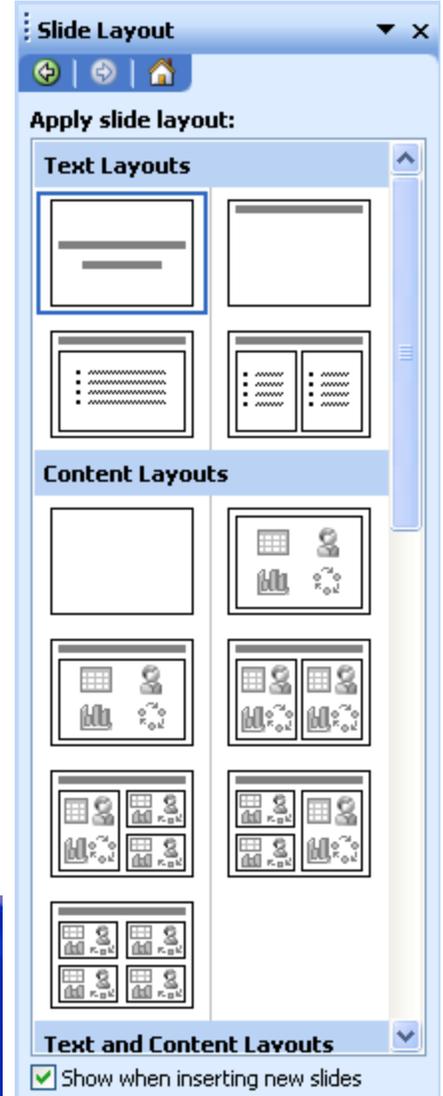
From an end user perspective, a slide layout provides you with the “where do things go when I type” kind of default and more. It predetermines the “placeholders” for text boxes, titles, and objects so you don’t have to line things up visually. If you click on a placeholder (or any object, for that matter), you will see little dots around the perimeter of the placeholder. These allow you to stretch or shrink the size of the object. Placing your mouse on the perimeter line of an object and dragging the mouse (with the left mouse button down) allows you to move it. Shift + arrow keys will “nudge” an object.

Drawing Guides vs. Grid

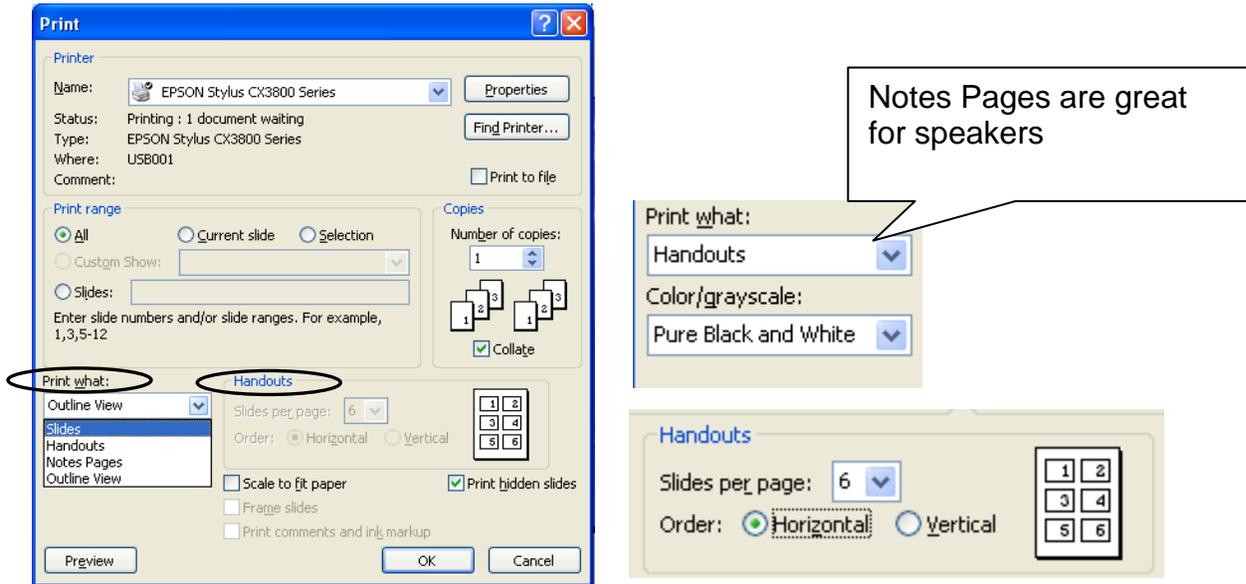
It is a good idea to sometime have drawing guides in “view” when moving objects. Objects “snap to” the guide marks.



This allows you to center things perfectly. The snap feature is nice too.



Printing Options

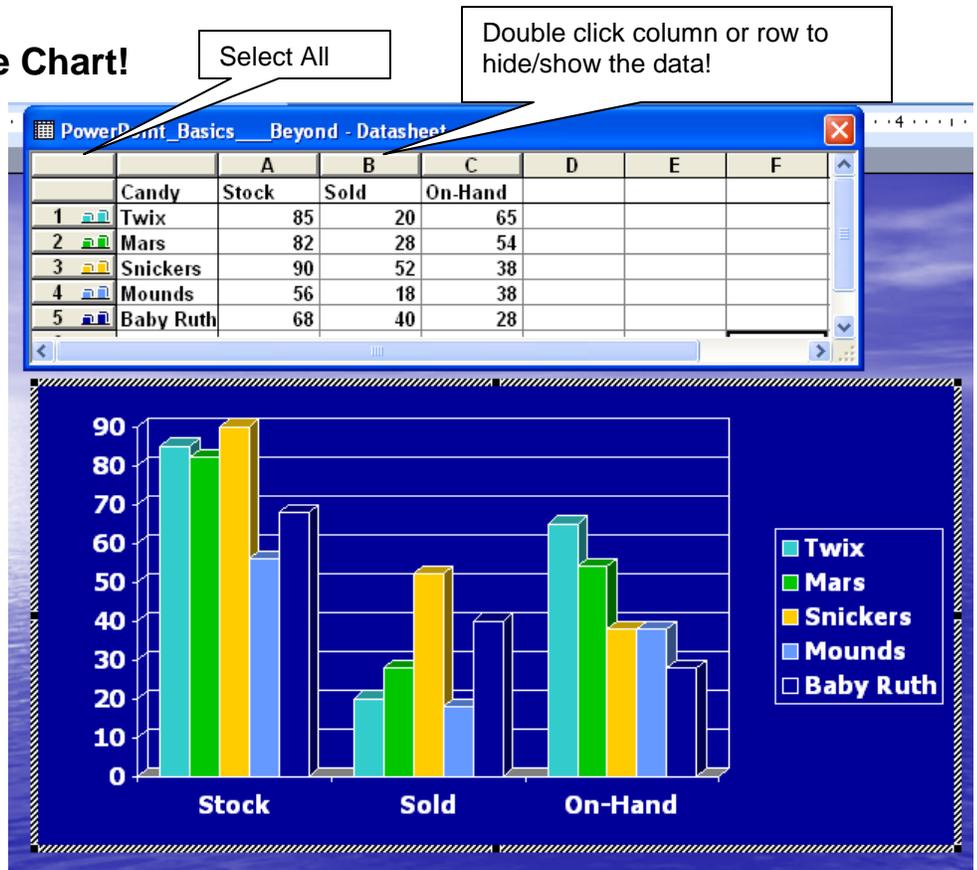


Steal the Data Not the Chart!

Don't copy/paste your Excel Charts! Instead, copy the **data** from your Excel spreadsheet and paste it into the **datasheet** for your PowerPoint Chart!

Use the Select All button to highlight the default data, press delete, and then paste your data in its place. After deleting, click in the 1st cell (where "Candy" is), and paste.

By doing it this way, anytime you change the background colors of your presentation, your chart colors will automatically change to colors that compliment the new PowerPoint color scheme.



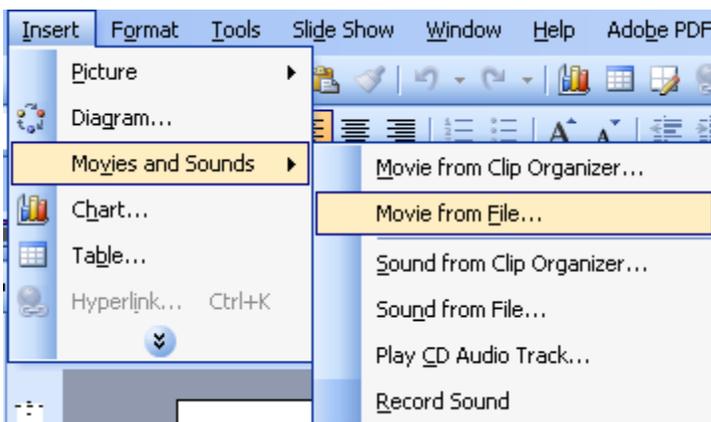
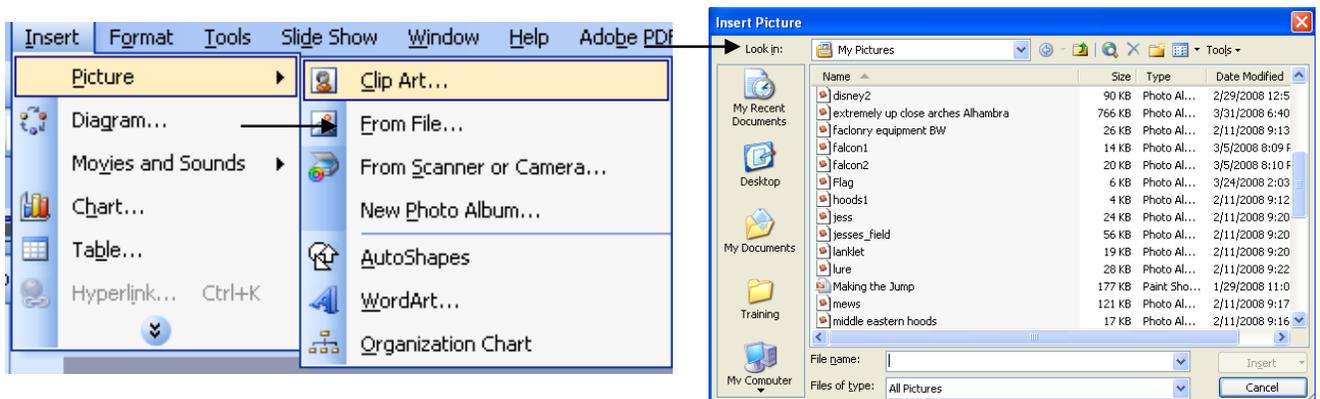
Double clicking the column or row headers (A,B,C, 1,2,3) allows you to easily "hide" or view different parts of your chart.

Inserting Media

With PowerPoint, you can add pictures, Clip Art, sound, movies, scanned objects and more. They are referred to as media, but really, they are just files. The biggest problem you're going to have is finding where they live! They are stored in folders, unless they are things YOU have created – then you have to know where you put them! When inserting Clip Art, sounds or movies that come with PowerPoint, PowerPoint defaults to them living in the My Pictures, My Sounds, or My Movies folders. If you insert media that you have created or downloaded, you will need to open the folder (the file location) where you put the object.

A picture *is* worth a thousand words.

Just think of it, you are describing a horrible accident that left your client disabled for life. Sure, you can describe the scene, but you also supplement the imagery you are creating by having a picture display as you describe the accident and/or its effect on your client. Remember, PowerPoint exists to accentuate or compliment or enhance your presentation – whether in the Board Room or the Court Room. You need to decide when it is appropriate. Sound, Movies, and Clip Art can be inserted using the Clip Art Task Pane (see page 6).



Transitions

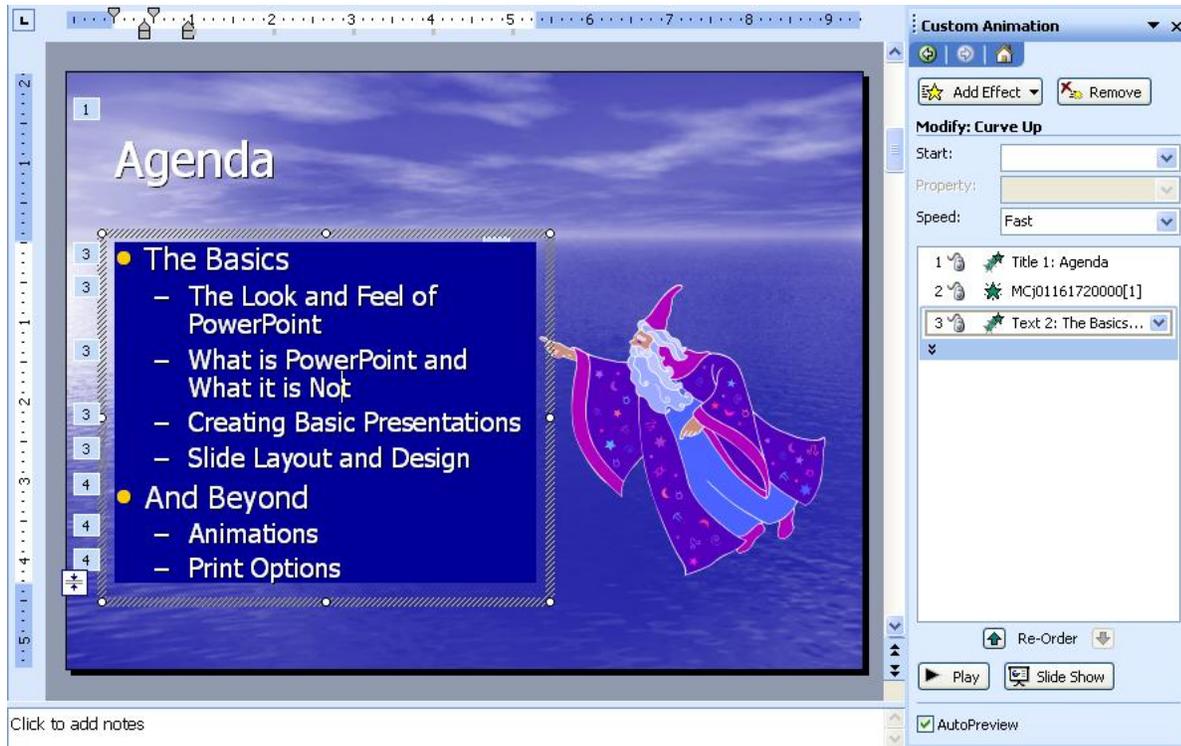
How you bring into view a slide can affect your audiences perception of the point you are about to make. Transitions differ from animation in this way – you transition from one slide to another – you **animate** something that is already on the slide in view.

Animation

Both Animation Schemes and Custom Animation can give your presentation some pizzazz.

Animation Schemes apply animation settings to all slides, providing consistency and continuity to your show, without you having to do much work.

Custom Animation allows you to choose to vary the types and styles of animation one slide at a time. Click an object and add an effect. Right click the effect to change or remove. AutoPreview defaults so you can “try it before you buy it.”



Animations Schemes also default to AutoPreview so you can run through the list and see how the effects will be done before you apply.

For fast and easy, on-the-fly kind of presentations that need a “little something” to spice them up, you can’t go wrong with Animation Schemes.



Microsoft Training

<http://office.microsoft.com/en-us/training/default.aspx>

The screenshot shows the Microsoft Office Online training interface. At the top left is the Microsoft Office Online logo. A search bar contains the word "Training" and a "Go" button. The main content area is titled "Overview" and includes a breadcrumb trail: "Training > PowerPoint 2003 > Create your first presentation". A "Help" link is in the top right. Below the breadcrumb is a "Next" button with left and right arrows. The main content features a slide thumbnail titled "My Show" with the text "Simple yet effective". To the right of the thumbnail is a paragraph: "Learn what you need to know to put together a Microsoft PowerPoint® presentation quickly and with little fuss." Below this is the course length "Length: 40–50 minutes" and a rating of four stars out of five (26271 votes). A "Goals" section lists skills to be acquired after the course, such as putting text and pictures on slides and navigating the PowerPoint window. An "About this course" section states "This course includes:" followed by a partially visible list. On the right side, there is a video player with a play button and a description: "You've been asked to put together a presentation using PowerPoint, and you have no idea how to begin. Get equipped with the skills to do the job. We're not talking Fancy; the goal is to prepare you with the basics — how to put content on slides and get ready to present a show. The bells and whistles can come later. To see what's covered in the course, read the goals and the rest of this page. Then roll up your sleeves and click **Next** to dive in."

The screenshot shows a list of "PowerPoint 2003 Courses" on the Microsoft Office Online training page. A left sidebar contains navigation links: Home, Assistance, Training (highlighted), Templates, Clip Art and Media, Downloads, Office Marketplace, Work Essentials, Microsoft Office System, and Deployment Center. Below these are "Things To Do" links: Suggest a course, Get answers from other Office users, Get our newsletter, and Contact Us. The main content area is titled "PowerPoint 2003 Courses" and includes a "Help" link. Below the title is a "Training" breadcrumb and a "Courses 1-15 of 20" indicator with a "Page: [1] 2" and "Next" button. The list of courses includes: "Create your first presentation" (50 min, 4.5 stars, 26271 votes), "Printing I: Know your options" (50 min, 4 stars, 1105 votes), "Help protect yourself: Security in Office" (30 min, 4.5 stars, 15895 votes), "Printing II: Work with color commands" (50 min, 4.5 stars, 543 votes), "Design efficiently with masters" (50 min, 4.5 stars, 2323 votes), "Create your own template" (50 min, 4.5 stars, 4938 votes), and "See what you can do with the Research service" (30 min, 4.5 stars, 5694 votes).

Buzz's Favorite Windows Tips and Tricks

- As a general rule: type it first, spell check, save it and *then* make it look pretty!
- Windows *loves* selections:
When you select something in Microsoft, you tell the computer to ignore everything *except* that which is selected. You select something and do something **to that which is selected**. This is true in Word, Excel, PowerPoint, Outlook.
- So, *select* some information, **then** apply the trick/technique (copy, format, etc.)

Control + C, X, V	Copy, Cut, Paste a selection
Control + A	Select All (in a document)
Shift + Click or Control + Click	To select multiple "objects" in PowerPoint
Shift + Arrow keys	To increase or decrease a selection
Control + Drag Corner	To resize an object proportionally
Control + Arrow Keys	Move a drawing object (nudge)
Control + D	Duplicate a drawing object
Control + Home	Go to the top of any document
Control + End	Go to the bottom of any document
Control + P	To open the print dialogue box
Control + F	Open the Find dialog box (PowerPoint, Word, etc.)
Control + S	Save a document (Quick Save)
Control + Delete	To delete the word in front of the cursor
Control + Backspace	To delete the word in back of the cursor
Control + F4	To close a document
Control + F6	Toggle between open documents (PowerPoint, Word, etc.)
F7	Starts Spellchecker
Shift + F7	Open the Thesaurus
F4	Repeat last action
Alt + Tab	Toggle between open applications
Tab or Shift + Tab	Change the level of bulleted lists (indenting with bullets)
Edit, Paste Special	Choose "unformatted text" to paste Internet stuff cleanly

Practical Pointers for PowerPoint Presentations

[by Dan Pinnington and Simon Chester](#)

February 2005 ABA

For law firms, big or small, presentation software like Microsoft PowerPoint is almost universally available, yet not often used to its full potential. All too often lawyers have too many slides, with too many words on them, in boring sequences of repetitive bullets. Then they compound the problem by reading the slides word for word.

At this year's ABA TECHSHOW, two Canadian lawyers, Dan Pinnington of LawPRO and Simon Chester, partner at national firm, Heenan Blaikie, provide a crash course on effective presentations. Their talk, Practical Pointers for Powerful and Persuasive PowerPoint Presentations, will help to make anyone a more persuasive presenter or advocate, whose message is enhanced by PowerPoint not obstructed by the software.

For Chester, this topic echoes his first appearance at ABA TECHSHOW. He said, "Back in 1986, ABA TECHSHOW was based at Infomart in Dallas. I spoke at the Third Conference, using experimental animated presentation software that GTE developed. It was a pain to program, we did an all-nighter to debug it, but the audience had never seen vibrant colors, animations and the sort of PowerPoint features we've become familiar with". He's looking forward to collaborating with Pinnington.

Pinnington said: "We have all suffered through really bad presentations, and a fair few of us will even admit to giving a presentation that was less than optimal. Even seasoned litigators can go to mush when there are unexplained technical glitches in the middle of a presentation. You have to be PowerPoint savvy. It is an essential skill. This presentation is really helpful because we share the best practical tips and tricks we have learned from doing hundreds of presentations."

The PowerPoint twins are only one reason why you'll find a lot you can use at this year's ABA TECHSHOW, an unparalleled opportunity to catch a glimpse of how tomorrow's tools can make you a better lawyer and your firm more productive and profitable. For information on the program, visit <http://www.techshow.com>

About ABA TECHSHOW®

ABA TECHSHOW continues to be the world's premier legal technology conference & expo. The three-day conference is attended by more than 1400 people each year and produces more than 50 legal technology programs and training sessions in sixteen topical tracks.

ABA TECHSHOW also features a two-day expo. Learn about the latest products and services as you wander through the exhibit hall, featuring more than 100 technology companies.



Who Should Attend



Legal Professionals who are interested in legal technology! ABA TECHSHOW offers more than 50 education and training sessions in sixteen different tracks. Sessions are designed to help people at various skill levels learn to make the most effective use of technology in their legal setting. Whether you are an IT novice or a technocrat, a solo practitioner or a large firm lawyer, ABA TECHSHOW provides programming options that are sure to challenge your thinking and expand your knowledge.

In addition to the top-rated educational opportunities, ABA TECHSHOW offers a dazzling technology expo featuring the latest and greatest in legal IT.

"Beyond Bullet Points" on Trial

Cliff Atkinson, July 2005 (excerpted with permission) <http://www.beyondbulletpoints.com/public/3.cfm>

What would a PowerPoint presentation look like in a courtroom, if it used an approach *Beyond Bullet Points*?

According to the Fortune magazine article, "Stark Choices at the First Vioxx Trial", two lawyers used PowerPoint in "starkly" different ways in a heavily-publicized trial that began Thursday in Texas. In the first of many trials involving the prescription drug Vioxx, plaintiff Carol Ernst is suing Merck and Co. over the death of her husband Bob Ernst in 2001.

Based on the following passages from the article, guess which one used the Beyond Bullet Points approach: "Speaking in state court in Angleton, Texas, without notes and in gloriously plain English, and accompanying nearly every point with imaginative, easily understood (if often hokey) slides and overhead projections, (the plaintiff's lawyer Mark) Lanier, a part-time Baptist preacher, took on Merck and its former CEO Ray Gilmartin with merciless, spellbinding savagery...

"But in contrast to Lanier... (defendant Merck's lawyer David Kiernan) seemed to read much of his presentation and illustrated it only with stodgy, corporate headshots of Merck officials or hard-to-read excerpts from documents whose meaning was shrouded in medical jargon..."The trial offers jurors a stark choice between accepting Lanier's invitation to believe simple, alluring and emotionally cathartic stories versus Merck's appeals to colorless, heavy-going, soporific Reason."

If you guessed that it was Mark Lanier's PowerPoint that was completely bullet-free, you're right. It turns out that Mark loves to use PowerPoint, and when he started working on his presentation he ordered all the books on the topic he could find, including *Beyond Bullet Points*. He liked it so much that he invited me out to Houston to give him a hand with his presentation.

We used the 3-step approach in the book, then Mark's flawless delivery took the experience beyond what I imagined was possible. He masterfully framed his argument with an even flow of projected images, and blended it with personal stories, physical props, a flip chart, a tablet PC, a document projector and a deeply personal connection with his audience.

It was my first time to put the *Beyond Bullet Points* approach on trial in a courtroom, but based on the feedback, the verdict of the day was clearly in favor of the plaintiff's PowerPoint approach.

(For more coverage of the opening presentations of the trial, see the *New York Times* article, "[Contrary Tales of Vioxx Role in Texan's Death](#)" and the *Associated Press* article, "[Nation's First Vioxx Trial Begins](#)" at *Forbes.com*.)

Powerful Pointers for Presenters

[Dennis Kennedy and Tom Mighell](#) (excerpted with permission)

August 2005

By now, PowerPoint is (or should be) a ubiquitous part of any law practice. Lawyers are now using presentation software on a regular basis to make electronic presentations at trial, mediation, arbitration, firm meetings, or to clients.

Although it is clear that Microsoft PowerPoint dominates the landscape and is here to stay, it is alternately loved and hated by everyone who uses it or watches a presentation.

PowerPoint, however, is fundamentally just a tool. What matters is how well you use the tool. Lawyers are well known for producing very busy, text-intensive slides that frankly do not make effective use of the PowerPoint platform. For an eye-opening view of how lawyers might better use PowerPoint, we recommend that you take a quick look at Cliff Atkinson's blog post called "Beyond Bullet Points on Trial" at http://www.beyondbullets.com/2005/07/beyond_bullet_p.html.

This month, we wanted to help both you and your audience by pointing you to some of the most helpful resources we have discovered on the use of PowerPoint. We scoured the Internet this month to find sites of use to PowerPoint users, novices and experts alike; these links offer templates, add-ins, tips, blogs, and more than you really want to know about PowerPoint and presenting in general.

The Basics:

Microsoft Office Online (<http://office.microsoft.com/>) – Although, as a practical matter, this page overlaps the PowerPoint 2003 Home Page we just mentioned, it's worth taking a separate trip to this site for more ideas, articles, templates, clip art and the like and for the always important Office Update tool.

PowerPoint Answers (<http://www.powerpointanswers.com/index.html>) – Kathryn Jacobs, a Microsoft MVP (Most Valued Professional), offers basic information about PowerPoint, including presentation tips and tricks, reviews of various presentation products, sources for finding new templates, and other great resources.

Ten Tips to Improve Your Presentations with PowerPoint

(<http://www.denniskennedy.com/products/free-samples/pptips.aspx>) – Dennis's PowerPoint tips article has been reprinted in many places around the world, including on the Microsoft website. It's a good overview of helpful techniques to jumpstart your PowerPoint efforts.

Really Bad PowerPoint (and how to avoid it)

(<http://www.sethgodin.com/freeprize/reallybad-1.pdf>) Best-selling author/marketing guru Seth Godin, whose book Free Prize Inside!, says the PowerPoint slides have become the presentation, rather than reinforce it. "If all you want to do is create a file of facts and figures, then cancel the meeting and send in a report," he writes in his e-booklet, Really BAD PowerPoint (and how to avoid it). "Do it in PowerPoint if you want, but it's not a presentation, it's a report. It will contain whatever you write down, but don't imagine for a second that you're powerfully communicating any ideas." But don't delete your PowerPoint software just yet. In this e-booklet, Godin offers five rules to create amazing PowerPoint presentation.

Presentation Resources

Presenters University (<http://www.presentersuniversity.com/>) – School is in session, and you're certain to get a great education here. Best of all, it's free (or mostly free). You can download free trial versions of presentation software and add-ins, as well as free templates for PowerPoint and masters for Corel Presentations. The Courses section provide free, easy-to-read articles with tips and tricks for improving your presentations and your presenting style. The "Ask the Professor" feature is actually a user forum you can use to ask questions and get support from other PowerPoint users.

Presentations.com (<http://www.presentations.com/msg/presentations/index.jsp>) – Another great site on giving presentations, with less focus on PowerPoint and more on the actual process. The pages are divided into several areas. Creation provides helpful articles on putting your presentation together. Delivery covers speaking tips, handling your audience, the speaking environment, and presentation mastery. Technology discusses display and projection, digital imaging, audio and video, software, and computers/peripherals. There's even a Buyer's Guide where you can search for products, manufacturers, and dealers.

Beyond Bullets (<http://www.beyondbulletpoints.com/>) – Cliff Atkinson is an expert in helping people communicate with other people using PowerPoint. His weblog contains some terrific ideas on how to improve your presentations – in fact, you may find some of his recommendations somewhat revolutionary. In addition to the great information on the blog, you'll also find articles by Cliff, as well as the opportunity to buy his highly-recommended book (called *Beyond Bullet Points* –see Dennis's comments on the book at http://www.denniskennedy.com/archives/2005_02.html#a000647) or a special add-in that will help you implement Cliff's theories on presenting into your own presentation.

Projector Central (<http://www.projectorcentral.com/>) – All the hard work you devote to your presentation will be wasted if no one can see it. Projector Central will satisfy all of your display needs – projectors, screens, and all the attendant accessories. You can check out current prices, read reviews of recently released models, or peruse the buyer's guide for practical advice on the right projector for you.

Presentation-Pointers.com (<http://www.presentation-pointers.com/index.asp>) – The four areas of this site include Communicating Effectively, Building a Presentation, Planning a Presentation, and Communicating in your Specialty. Each category includes loads of helpful articles on becoming a better presenter.

SpeakerNet News (<http://www.speakernetnews.com/>) – Here's a website with tons of great resources for speakers and an excellent free weekly email newsletter. You should learn at least one very helpful tip in each issue of the newsletter and we recommend that you subscribe to this one.

Tips, Techniques and Templates.

Brainy Betty (<http://www.brainybetty.com>) – Finding quality free templates is tough – fortunately, sites like Brainy Betty are around to help out. Here you'll find some very creative, professionally-designed templates and free fonts, as well as tutorials and tips on preparing your presentation.

Communicate Using Technology (<http://www.thinkoutsidetheslide.com/>) – Dave Paradi calls himself your “PowerPoint Lifeguard,” and he provides free tips by newsletter on using PowerPoint as well as other components of your Office suite. In addition to the free newsletter, you have access to free articles, some great learning tools, and a sizable list of presentation technology links.

PowerPlugs (<http://www.crystalgraphics.com/powerpoint/presentations.main.asp>) – Crystal Graphics offers this nice set of plug-ins for your PowerPoint presentations. The fifteen plug-ins that are offered will provide 3-D charts, video/animated backgrounds, Flash animation, templates, animated photos, quotes, headings, and several add-ins that enhance your slide transitions. The collection is not cheap; you can order the entire set for \$699, or separate tools at prices between \$49 and \$99.

Getty Images (<http://creative.gettyimages.com/source/home/home.aspx>) – Tired of the same old clip art in MS Office, and willing to pay a bit to get the good stuff? Check out this site, which is the world's leading provider of imagery, film, and digital services. You can search for both rights-managed and royalty-free images – the quality here is much better than you'll find at the free sites, and you won't have to worry about whether you're violating copyright when you cut and paste images into your presentation.

Powerpointed (<http://www.ppted.com/>) – Here's a great place to buy PowerPoint-related tools and accessories: backgrounds, textures, templates, add-ins, books, companion programs, and more.

Advanced Resources:

PowerPoint News Group

(<http://groups-beta.google.com/group/microsoft.public.powerpoint?hl=en>) – This newsgroup for PowerPoint is hosted by Google Groups. The board is very active, with over 100 posts a day. If you have a question about PowerPoint, this is a great place to ask.

RDP (<http://www.rdpslides.com/index.html>) – Steve Rindsberg is a Microsoft MVP, and he's putting his PowerPoint skills to work for you. In addition to the **PowerPoint FAQ** (<http://www.rdpslides.com/pptfaq/>) which answers hundreds of presentation questions, Steve has created a set of **PowerTools for PowerPoint** (<http://www.rdpslides.com/pptools/>). The tools super-charge PowerPoint with some terrific enhancements, allowing you to optimize your files, export images, merge presentations, convert them to PDF, and much more. The Starter Set Plus is offered for a reasonable \$19.95.

Indezine (<http://www.indezine.com/>) – Those Microsoft MVP sites just keep a'comin. Geetesh Bajaj provides this site as a platform for PowerPoint presentations, image editing, and clip media. He's also got two blogs – The PowerPoint Blog and PowerPoint Notes – to which you can subscribe for regular tips and advice on PowerPoint.

Michael Hyatt's Favorite PowerPoint Resources

(http://michaelhyatt.blogs.com/workingsmart/2004/06/my_favorite_pow.html) – A terrific list of PowerPoint resources. A great starting point in general, but this list will take you to many places to further your education on PowerPoint.

A Short PowerPoint and Presentations Book List for Lawyers.

Ann Brenden and John Goodhue, *The Lawyer's Guide to Creating Persuasive Presentations* (Second Edition)

Ellen Finkelstein, *How to Do Everything with Microsoft PowerPoint 2003*

Tom Bunzel, *Tech Yourself PowerPoint 2003 in 24 Hours*

Cliff Atkinson, *Beyond Bullet Points*

Jerry Weissman, *Presenting to Win*

Scott McCloud, *Understanding Comics*

Conclusion

The tools and help you need to create great presentations are out there and easily available. Let's use them and try to improve the general state of presentations by lawyers.

Dennis Kennedy (dmk@denniskennedy.com) practices information technology transactions law and provides legal technology consulting services. A frequent speaker and an award-winning author, he covers law and technology topics on his blog (www.denniskennedy.com/blog/). He is a member of the ABA Law Practice Management Section's Council, and Webzine Board.

Tom Mighell is Senior Counsel and Litigation Technology Support Coordinator at Cowles & Thompson, P.C. in Dallas. He has published the Internet Legal Research Weekly newsletter since 2005, and the weblog Inter Alia since 2002. He is a member of the 2006 ABA TECHSHOW planning board.

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2703 Halcyon Avenue
Baltimore, MD 21214
buzzmerrick@comcast.net