

Virtual Presentation Tips

Presenting Tips for a Dynamic Virtual Presentation

Record your presentation from start to finish, try not to stop and start the recording.

Do a practice presentation with a friend or co-worker on Zoom to work out any technology issues and get valuable advice on your presentation.

Pay attention to your lighting – soft, even lighting is best. Try sitting next to (not in front of) a window or placing a lamp even with your computer.

Backgrounds – keep your background interesting but not distracting. Try a few virtual backgrounds that lend to your discussion.

Turn off all notifications that may pop up on your computer during the presentation and close any unneeded programs and browser tabs.

Share your screen! Make your presentation more dynamic by having multiple screens to share. But don't ONLY screen share. Do a variety of you presenting and screen sharing so that your presentation stays active.

When you are presenting, **pretend you are talking to a person.** Make eye contact with the camera as if it were a person in your audience. Put your speaker notes or whatever items you need to refer to regularly as close to the "audience" as possible, so you are not looking down or away often.

If you want to make your speaking portion of the presentation really dynamic, **try sitting in a chair that is not directly in front of your computer**, or even try standing. You can put a co-presenter in your Zoom call to share the screens scripted so you don't have to be tied down to the keyboard.

Be animated, vary your voice and use effective body language. Enthusiasm for what you are presenting, facial expression and variance in your voice can help you deliver a more dynamic presence, even virtually!

What to go deeper?

For more resources, [here is an article from Thoroughline](#) that goes in more depth on being a phenomenal virtual presenter.



Sharing Slides and Presentation Materials

If only sharing a window or two, open each in its own instance of a browser. Then when you click the share button, it will be easier to find the window you want.

If you need to do multiple shares as a part of your presentation, you have a few options:

- When switching shares, use that opportunity to end one share and go back to your main screen and check for understanding or questions.
- Jump immediately from shared window to shared window using the “New Share” button in the toolbar.
- When sharing a browser window, hit **F11** on entry. This makes the window full screen and hides your tabs and tools. Cleaner and less distracting.
- If presenting in Google Slides, launch the presentation in the browser window, then hit **SHIFT + CTRL + F** to leave it in presentation mode but show you your tools again.
- Then when you share the slides in your presentation, just hit **SHIFT + CTRL + F** again to go back to full screen mode. This keeps your audience from seeing the guts of your slideshow.

Tips when you are sharing your screen

If you can't see the tab you need to switch to because your meeting controls are covering it, hit **SHIFT + CTRL + Alt + H** to quickly toggle it off and back on as needed.

You can hit the “More” menu and turn off your participants video windows as well if you need to see under them.

If you forgot to turn off annotations for participants in settings, you can also turn it off in your meeting controls “More” settings.

If you play a video in your share and there is no sound for participants, click “More” and choose “Share Computer Sound.”

Keyboard Shortcuts

F11

Makes your current window full screen

SHIFT+CTRL+F

Launches presentation mode for Google Slides

SHIFT+CTRL+ALT+H

Toggles meeting controls on and off