



PowerPoint Presentation

Some good advice!





Structure

- **Preparing a talk takes longer than you think. Start early!**
- **Research your topic thoroughly and present items in a logical sequence**

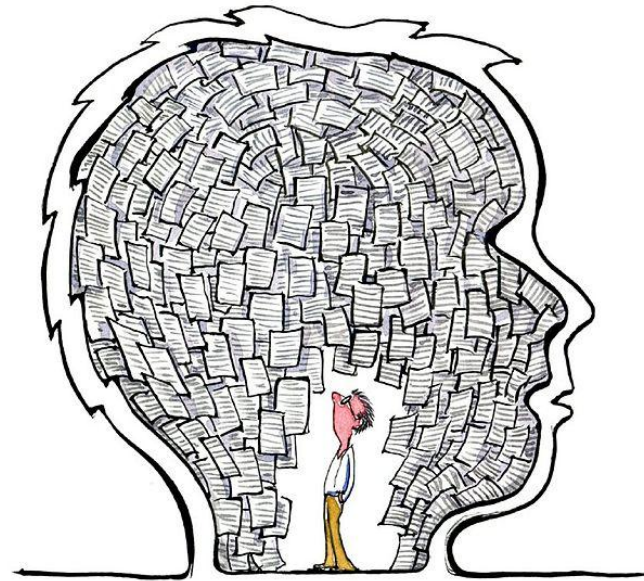


Start early!

2

Presentation design

- Keep words to a minimum
- Use bullet points and short sentences
- Use pictures instead of words if you can
- Proofread everything!



**A picture is worth a
thousand words**

... Presentation design

- Display just one new point at a time.
- Align text left or right. Centred text is hard to read.

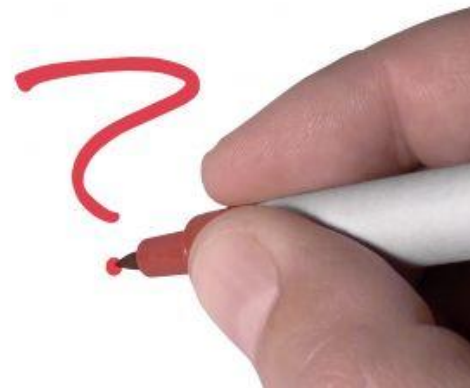
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Less is more!

... Presentation design

Use transitions to bring in new points (fades, swipes, flashing text etc)

... but don't overdo it!



... Presentation design

Most clipart is old hat now.

Try to find fresh, new images or photographs.

www.freeimages.com is a great place to start.






Background

- **A white background is hard on the eyes**
- **Remember - Colours appear lighter when projected**
- **Use the same background throughout for a professional look**

Fonts

Tip 1

Use light on dark or
dark on light

 Sharp contrast =
Easy to read

 Poor contrast =
Hard to read

... Fonts

✓ Tip 2

- ❖ Use Serif fonts for main text
- ❖ Use Sans Serif fonts for headings
- ❖ Use no more than 3 different font types

Serif Fonts

Times New Roman

Garamond

Bodoni

Sans Serif Fonts

Arial

Tahoma

Verdana

... Fonts

✓ Tip 3

Avoid using all
capitals

Avoid using script
type fonts

CAPITAL LETTERS

- USING ALL CAPITAL LETTERS IS LIKE SHOUTING AT SOMEONE
- HAVING EVERYTHING IN CAPS IS HARD TO READ
- *So is a script type font*

... Fonts

✓ Tip 4

Avoid using italics
except for *emphasis*

Italics

- Avoid using *italics*
- Use only for *emphasis*
- Bold the *italicized words*

... Fonts

✓ Tip 5

Make the fonts as large as you can

Font size

- Absolute Minimum = 18 points
- Ideal = 24 - 32 points
- Headings =
34 - 44 points

5 Animation

Use animations and transition effects sparingly.

They can be annoying!



6 Hyperlinks

Add interest by including short video or audio clips.

Use hyperlinks if necessary

[How to give an awesome PowerPoint presentation](#)



7 Presentation

- **Speak *slowly***
- **Read from your notes – not the screen**
- **Face the audience at all times**
- **Practise your speech to make sure it is the right length**



**Start now to create a
superb powerpoint!**

The End

