PowerPoint Presentation

Some good advice!
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.

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.
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
Tip 3

Avoid using all capitals

Avoid using script type fonts
Tip 4

Avoid using italics except for emphasis

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