PowerPoint Presentation

Some good advice!

Structure

- **Preparing a talk takes longer than you think. Start early!**

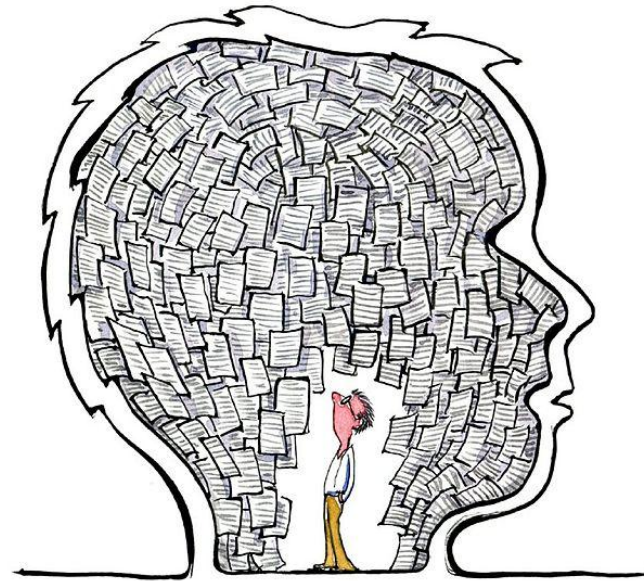- **Research your topic thoroughly and present items in a logical sequence**

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.
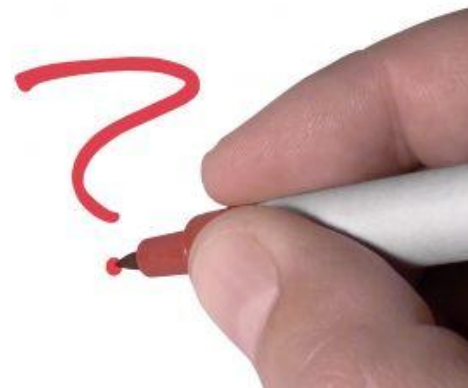
- Align text left or right. Centred text is hard to read.

< = >

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.

③ Background

- ➢ **A white background is hard on the eyes**

- ➢ **Remember - Colours appear lighter when projected**

- ➢ **Use the same background throughout for a professional look**

(4) **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

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