



POWER POINT PRESENTATION TIPS

Structure

- Decide on your goal - what is it this presentation is going to achieve?
- Select a structure for your presentation
- Divide your content into small sections
- Include an introduction, content and a summary/ending
- Add an agenda or outline slide, to let everyone know what to expect
- End your presentation with a question slide

Design

- Use a template or master slides
- Check out sites such as [Note & Point](http://noteandpoint.com) (noteandpoint.com) for PowerPoint design inspiration
- Choose a colour theme of 2 (maximum 3) complimentary colours and stick to it
- Design a presentation that is basic, simple and clear
- Select contrasting colours that go well together
- Don't overdo the corporate branding
- Avoid excessive animations and slide transitions, text transition
- Leave white space on your slides - don't clutter

Text Content

- Write your script out in advance
- Check (and double-check) your spelling and grammar
- Re-order and re-organize your content sequentially
- Use short sentences, not long paragraphs
- Don't use more than 4-6 bullets per slide
- Incorporate only key phrases and essential information
- Bring bullets or points on the slide one at a time
- Don't overload the screen with too much information at once
- Align text either left or right (centred text is harder to read)
- Reference images as well as text – you can even include a reference slide towards the end



Fonts

- Use the same size font on every slide
- Stick to a maximum of two fonts throughout the entire presentation
- Do not use more than one decorative font (usually for titles – not body text)
- Avoid overly fancy fonts that are difficult to read
- Try to avoid using serif fonts
- Use a sans-serif font for body text
- Choose a font colour that contrasts strongly against background (black text on white background = good, yellow text on light blue background = bad)
- Use a font size larger enough that everyone in your audience can read easily

Visuals

- Don't overload slides with logos and decorative bars
- Make them big enough to be seen
- Make them clear enough to be decipherable
- Make them relevant
- Use pie charts and create graphics for your data to convey important information
- Use well-selected photos or graphics that convey the message appropriately
- Only incorporate images that add value
- Choose either photos or graphics and stick with one or the other throughout
- Include multimedia (video clips, animated movies)
- Use photos that have good quality resolution
- Resize and compress your photos before adding to the presentation
- Choose graphics, clipart and photos that are consistent in style
- Use animations sparingly, only to draw attention or to focus on something important.

Source: "40+ Tips for Awesome PowerPoint Presentations Flirting/Elearning"
<https://nlegault.ca/2011/11/01/40-tips-for-awesome-powerpoint-presentations/>