



PowerPoint Basics

Make it Clear

After organizing your information, be sure your visual presentation communicates your intended flow.

Visuals should be concise, simple, and relevant with one message per slide.

Make it Big

You should be able to see all of your visuals and fonts from the back of the room.

Use at least 24 point font.

Avoid any fonts that are too decorative.

Don't use all uppercase text because it indicates "yelling".

Keep it Simple

Eliminate clutter by removing unnecessary information and graphics.

Avoid backgrounds that make text hard to read (use a dark template with light text).

Don't use effects (like flying or flashing) unless it adds to the message of the slide.

Don't use sound effects during a presentation.

Be Consistent

Choose a look for your presentation and use it throughout.

Use the same color themes, fonts, and background throughout.

Use the same kind of language and tense throughout.

Be Visual

Add color to your presentation to increase visual appeal.

Be sure there is a clear contrast between the text and the background.

Highlight/bold key words on a slide.

Don't use too many colors on one slide.

Remember, bright colors can be hard to see when projected.

Use PowerPoint's color themes for matching colors.

Move Beyond Bullet Points

Change text to a visual graph to break up a lot of words.

Find a creative way to display information on your slide other than bullet points.

Use Graphics Correctly

Use visual aids that support your message; avoid overly detailed images.

Be cautious using canned clipart.

Images should be clear and in focus.

Tables and graphs should be readable from the back of the room.

Use 1-2 images per slide.

Turn the page over for other presentation software options!

Other Presentation Software Options

Presentation Software	Advantages	Disadvantages
<p>Prezi</p> 	<p>Prezi is a very exciting and high paced presentation tool. It can be manipulated easily in a free, web-based system. You can add movement to imagery to emphasize main ideas in your presentation.</p>	<p>Prezi can cause motion sickness if you go overboard with design. This program is web-based so you need to be cognizant of this for editing purposes and executing the presentation. This software can also have a high learning curve for some individuals.</p>
<p>VoiceThread</p> 	<p>VoiceThread is a web based product where you can access files from any computer and any browser. You are able to customize your home page while you work in the program. VoiceThread is available on any iOS products. It is very easy to use and distribute presentations.</p>	<p>Each person that accesses the presentations must have a log-in for the program. The program does cost money annually to make and host presentations which can be costly. You must have internet access to see presentations.</p>
<p>Google Drive Presentations</p> 	<p>You are able to collaboratively work on sides simultaneously with others that you have shared the presentation with. You can make comments on slides without changing them.</p>	<p>A lot of the tools and formatting you can do in other software you are unable to do in this program. Editing all fonts, colors, copying, and rescaling features are limited.</p>
<p>Keynote</p> 	<p>You are able to customize your editing window with tools that you use often. There are a lot of great templates and themes in Keynote that you cannot find anywhere else – they are crafted with visual media in mind.</p>	<p>Tools to edit slides are hidden in other menus to keep the screen 'clean'. Manipulating custom shapes is very limited. Keynote is limited when creating a lot of content on iOS devices.</p>
<p>SlideShare</p> 	<p>This is a web-based program where you can access anywhere you have internet. You can add video and audio to create a whole new level of presenting. SlideShare is compatible with many different software programs to import and edit different kinds of files.</p>	<p>You cannot create presentations within SlideShare, you must make them elsewhere and then you can upload them. Presentations are all converted to flash at the end and sometimes sound effects and formatting are lost. You have to trick the system into making your presentation private or able to share with just a few people.</p>