

Making PowerPoint Slides

Presentation Slide
Tips



Slide Structure – Good

- Use 5 - 6 slides or about one slide per minute of your presentation
 - be sure to include a title slide, at least three visual aid slides, and a conclusion slide
- Use key words and phrases only
- Write in point form, not complete sentences

Slide Structure - Bad

- Do not use distracting animation
- Do not use too much animation
- Be consistent with the animation that you use

Fonts - Good

- Use different size fonts for main points and secondary points
 - this font is 24-point, the main point font is 28-point, and the title font is 36-point
- Use a standard font like Times New Roman or Arial

Fonts - Bad

- If you use a small font, your audience won't be able to read what you have written
- CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ
- Don't use a complicated font

Color - Good

- Use a color of font that contrasts sharply with the background
 - Ex: blue font on white background
- Use color to emphasize a point
 - But only use this occasionally

Color - Bad

- Using a font color that does not contrast with the background color is hard to read
- Using color for decoration is distracting and annoying.
- Trying to be creative can also be bad

Background - Good

- Use backgrounds such as this one that are attractive but simple
- Use backgrounds which are light
- Use the same background consistently throughout your presentation

Background – Bad

- Avoid backgrounds that are distracting or difficult to read from
- Always be consistent with the background that you use



Visual Aids - Good

- Always title your graphs
 - Use a question
 - If you use a survey question, remember to change it
Ex: What kind of music do **you** prefer?
- Make sure graphs, pie charts and diagrams are effective and helpful
 - Make sure each of your visual aids is clear, informative, simple to explain, understandable and attractive

Visual Aids - Good

- Always title your graphs
 - Use a question
 - If you use a survey question, remember to change it
Ex: What kind of music do **young people** prefer?
- Make sure graphs, pie charts and diagrams are effective and helpful
 - Make sure each of your visual aids is clear, informative, simple to explain, understandable and attractive

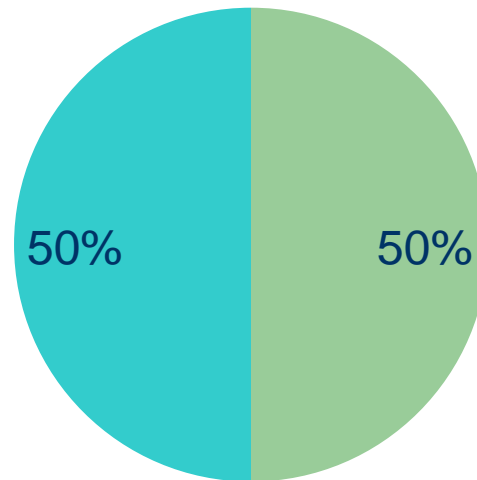
Visual Aids - Bad

	January	February	March	April
Men	20.4	27.4	90	20.4
Women	30.6	38.6	34.6	31.6

Visual Aids - Bad

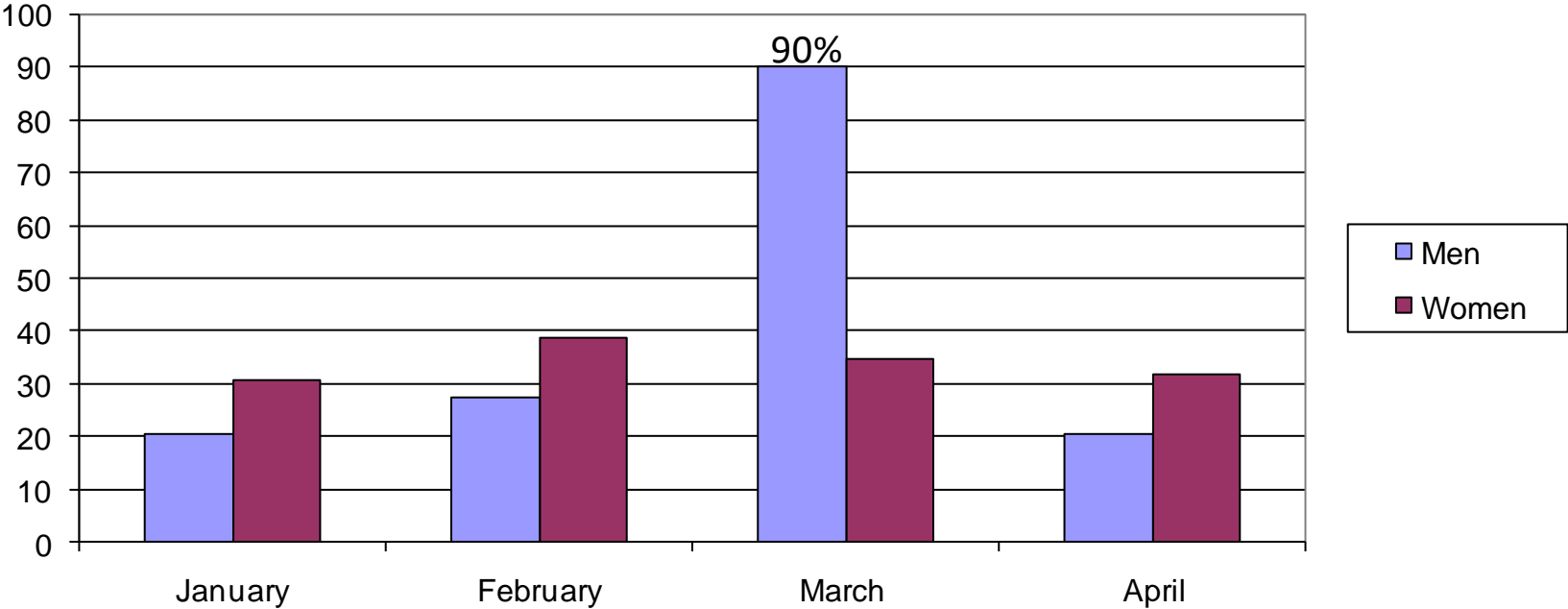
Number of Smokers

■ No ■ Yes

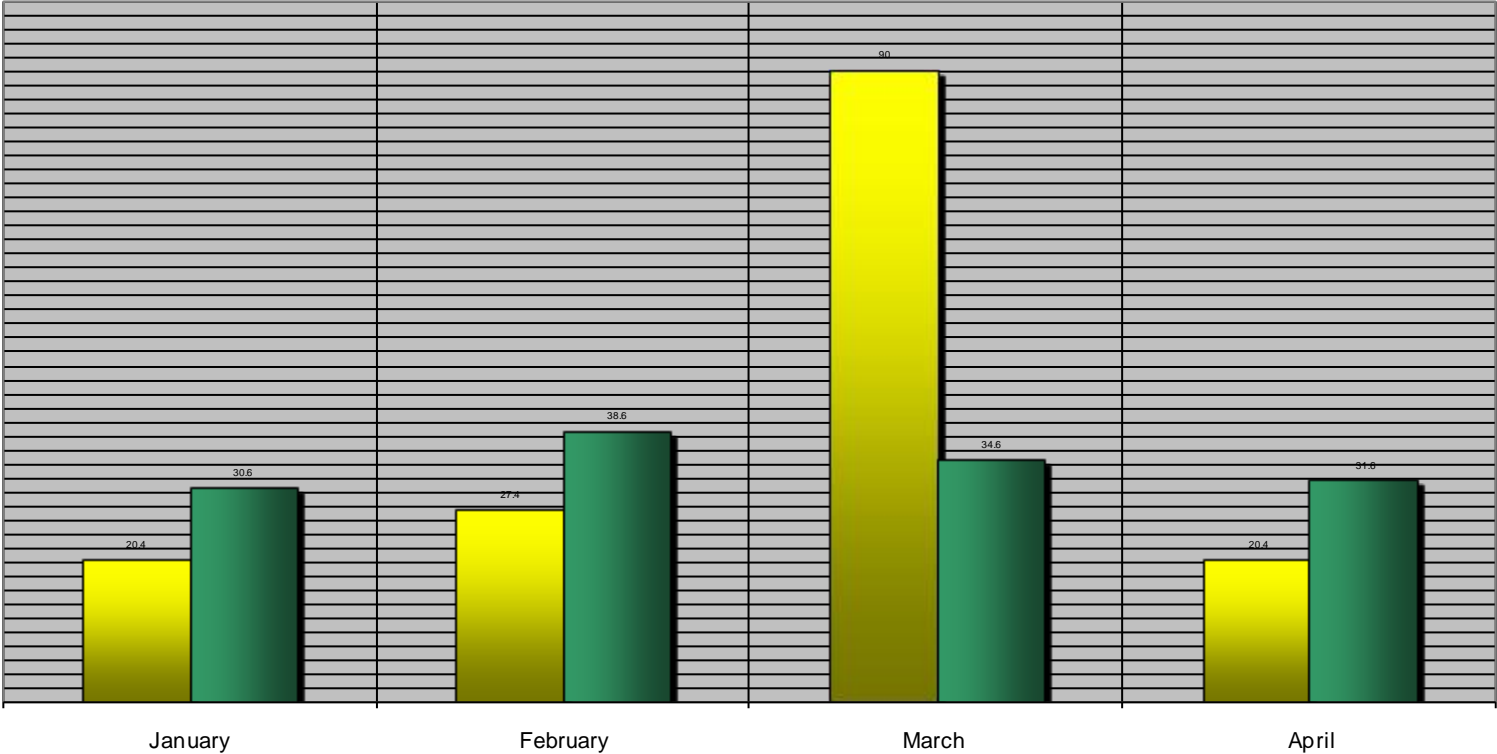


Visual Aids - Good

When do young people travel?



Visual Aids - Bad



Visual Aids - Bad

- Minor gridlines are unnecessary
- Font is too small
- Title is missing

Spelling and Grammar

- Edit your slides for:
 - spelling mistakes
 - the use of of of repeated words
 - grammatical errors you might have make
- Have someone else check your slides before you do your presentation!

Conclusion

- Use an effective and strong closing
 - Your audience is likely to remember your last words
- Use a conclusion slide to:
 - Summarize the results of your presentation
 - Give a possible reason to explain your result
 - Make a recommendation, give advice or a suggestion

Good Luck!

- Final Tips

- Be prepared
- Know your information
- Rehearse and practice thoroughly
- Above all, relax and have fun

