



PowerPoint

Tips for Building an Effective Slide Show

Everyone is using PowerPoint to create slide shows, but not many people are doing it well. Most beginners are so excited at all the program can do that they overuse its features and end up with a lot of visual clutter. Here are some simple steps to designing an effective PowerPoint presentation.

The Planning Stages

Plan before you type. Use the attached storyboard page to organize your ideas before you sit down at the computer. Remember to include a title slide and perhaps even a table of contents slide that lets your audience know how you will present your information.

Choose a template. Select one of the standard design templates for your entire slide show or create your own. This will give your presentation a clean, clear, and unified appearance.

Text

Use only 1 or 2 typefaces. Using too many fonts will make your slide show look like a kidnapper's ransom note. Most graphic designers select one typeface for headlines and subheads, and a second one for the body text (like this handout). You may want to look at magazines for examples of effective design.

Make your text readable. Students at the back of the room should be able to read the text of your presentation. Use a font size of 24, 36 or even 48.

Don't overload your slides with information. The rule of thumb is 4 to 6 lines of text per slide. More than that will make it too cluttered to read.

Color, Graphics & Sound

Use color wisely. Choose a light background with dark text, or a dark background with light text. Colors should complement each other but have a high contrast.

Select only the most important graphics. One large image is much more effective than several smaller ones. Choose your pictures carefully and make sure they are an appropriate size. Blowing up a small image will make it pixellated and hard to see. Use an animated graphic only when it's appropriate.

Limit your sound effects. A slide show that clicks, rings, and whooshes may entertain your audience but it won't help them learn about the topic you're presenting. Choose one or two sounds and use them sparingly.

Finishing Touches

Edit and proofread carefully. Check and recheck your slide show for correct grammar, spelling, punctuation, and capitalization. You don't want to lose points for careless errors.

Cite your sources. End your presentation with a slide containing your bibliography. Remember to cite all the sources you used for information and images.

PowerPoint Storyboard

Use this storyboard to plan the content and layout of your presentation. In the boxes provided, plan each slide with text, graphics, and other PowerPoint features.

Slide #1:



Notes

Slide #2:



Notes

Slide #3:



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Slide #4:



Notes

Slide #5:



Notes
