

presents **TEN** *tips*

on **PowerPoint**
Presentations



1

If you are creating a presentation for the first time, use the Auto Content Wizard, or blank templates, to get you started. Experiment with different slides, animations and transitions until you are satisfied with the result.

2

Don't just stick with text or clip art. You can insert charts, drawn objects, sound and photographs - there are many possibilities.

3

Concentrate on the message, and use few words with lots of open space. Bullet points are good for this. Don't have a slide that is so busy that the audience is distracted from the presenter.

4

Use, say, 44 point font for titles and a smaller font size for body text, around 18 - 32 points.

5

Avoid ornamental scripts - they distract from the message.

6

Use boxes instead of borders. They work better for emphasis.

7

A dark background will not be suitable if your slides have to be printed or photocopied.

8

Use animation effects to build items on the slide as you talk.

9

Use clear, simple slide transitions, timings and animations, to control the pacing of each slide to match your spoken presentation.

10

If you are not able to work to pre-set timings for the slides, use the remote control to bring on each new animation and slide during your presentation.