

HOW TO MAKE AN AWESOME POWERPOINT

Compose Slides Purposefully and Thoughtfully

- ⊕ Keep the design very basic and simple. It should not distract.
- ⊕ Pick an easy-to-read font.
- ⊕ Carefully select font sizes for headers and text.
- ⊕ Stick to the “no more than 6 elements” rule.
- ⊕ Decorate scarcely but purposefully.
- ⊕ Have information fade/in out so that note-takers can hone in on important facts as you’re discussing them.

Use Contrast

- ⊕ Black text on a white background will always be the easiest to see, but it’s also the most boring choice. As David Phillips pointed out, white text on a black background is more engaging. Remember: your goal is to engage your audience!
- ⊕ If you want to play with other colors, keep it easy on the eyes and always keep contrast in mind so that your readers do not have to strain to see your slide.
- ⊕ Don’t weaken the color/contrast effect by using too many colors in one slide.

K.I.S.S.

- ⊕ Keep It Straight and Simple.
- ⊕ Key words only.
- ⊕ No sentences!
- ⊕ Never read your slides; talk freely.

Add Images

- ⊕ Images are key elements of every presentation. Your audience has ears and eyes – they’ll want to see what you’re talking about. A good visual cue will help them to understand your message much better. Remember that your slides are only there to support, not to replace your talking. You’ll want to tell a story, describe your data, or explain circumstances, and only provide keywords through your slides. If you read your slides, your audience will get bored and stop listening.
 - ✓ Have more images than text.
 - ✓ Do not use images to decorate. Images should reinforce or complement your message.
 - ✓ Use images to visualize and explain.
 - ✓ Browse Google’s image search for material.

Keep Your Audience in Mind

- ⊕ Ask yourself: What do they know already? What do you need to tell them? What do they expect?
- ⊕ What will be interesting to them? What will keep them focused? Answer these questions and boil your slides down to the essentials.
- ⊕ In your **talk**, describe the essentials colorfully and choose your weapons (i.e. text, images and animations) wisely.

Practice! Practice! Practice!

- ⊕ Remember what David Phillips said, “[You are] the presentation. The PPT is [your] visual aid.” A well-prepared and enthusiastic talk will help you impress your audience and maintain their attention. You should be prepared to deliver your information even if the power goes out and there is no visual aid. Here are some key points that define a good talk:
 - ✓ Understand your information.
 - ✓ Speak freely (don’t memorize).
 - ✓ Speak with confidence – loud and clear.
 - ✓ Maintain eye contact.