

How to create and present a powerful PowerPoint presentation

Follow these tips.....



Always Remember Tip #1 KISS-Keep It Simple Silly

- Simple charts
- Simple graphics
- Simple text
- Simple background



- Make sure your charts are simple. You should also have simple graphics and no more than five lines per slide when you are creating a PowerPoint. Do not cut and paste. Do not put complete paragraphs





Tip #2 Text Tips

- Keep slides concise
- Font size should range between 18 to 48 (according to importance)
- Use easy to read fonts (Arial, Helvetica, Times New Roman)
- Use uppercase letters for the first letter
- Leave space between the lines of text
- Use statements, not sentences
- Use keywords to help audience focus on your message

Tip #3 Text Don'ts



- Don't include too many details and data
- No more than 10 words to a line and 10 lines to a slide
- Don't crowd information
- Don't use flashy or curvy fonts
- **DON'T USE ALL UPPERCASE LETTERS**
- Don't use abbreviations (omg! Lol!)
- Don't use punctuation marks for bulleted items!?!?!?

Tip #4 Can You Hear Me Now?



Sound Effects Do's



- Use sounds to help convey, complement, or enhance the message

Sound Effects Don'ts

- Don't use sounds when they aren't appropriate
- Sounds can be distracting and can make your presentation less effective.

Tip #5 Use Color Correctly

- Limit the use of color to 2 to 4 colors/shades
- Use colors that will stand out and will be easy on the eyes
- dark backgrounds and light text is best



- Don't have multiple color schemes
- Don't use dark colors on a dark background (red, blue, and black should not be used together as text and background)

Tip #5 Use Appropriate Pictures

- Include images that pertain to the topic you are presenting
- Only include 1 to 2 images per slide



- Don't use too many graphics (can be distracting)



- Don't use low-quality images

Tip #6 Graphs and Charts

- Include graphs and charts that show relationships, comparisons and change
- Illustrate your point by verbally discussing the graph or chart



- Avoid meaningless graphs that are difficult to read





Tip #7

Practice Makes Perfect

- Practice reading your presentation out loud to a sample audience (family or friends)
- Use the slides as prompts, outlines, or conversation points, NOT cue cards.

- Don't Don't Don't Don't....read your material directly from the screen!
- Oh and one more thing.....don't read your material directly from the screen!



Examples



Good

Draft Information

- First high school baseball player drafted in 1992
- Third shortstop selected in Yankees history with a first round draft



Bad



- Derek Sanderson Jeter was born on June 26, 1974 in Pequannock, NJ. After spending the early years of his life growing up less than 30 miles away from Yankee Stadium, his family moved to Kalamazoo, Michigan where Derek began playing tee-ball at the age of five. Thanks to the influence of his grandmother, he grew up a Yankees fan. Derek would normally return to New Jersey during the summer to visit his grandparents and attend Yankees games.
- That spring, the Yankees drafted Derek with the sixth overall pick in the June 1992 draft. He was the first high school player chosen that year and became the third shortstop selected in Yankees history with a first round pick. Derek also received a scholarship to play baseball at the University of Michigan, where he would attend school in 1992 for his first summer of minor league

