

Tips for Making Effective PowerPoint Presentation

Tips for Effective PowerPoint Presentations

Use a consistent and simple slide design template.

Be consistent with font, colors, and background.

Limit punctuation marks.

Do not use all caps except for titles.

Use contrasting colors for text and background.

Cont.

Avoid long sentences.

Include only necessary information.

Avoid abbreviations and acronyms.

Make sure slides are readable. Text and graphical images should be large enough to read, but not so large as to appear "loud."

Limit the number of slides

Cont.

Avoid overuse of special effects such as animation and sounds.

Have a Plan B in the event of technical difficulties.

Do practice your presentation. Ask for honest feedback about colors, content, and any effects or graphical images you've included.

Do not read from your slides. The content of your slides is for the audience, not for the presenter.

Cont.

Avoid the use of flashy transitions such as text fly-ins.

Do not speak to your slides. Many presenters face the direction of their presentation rather than their audience.

Practice moving forward AND backward within your presentation. Audiences often ask to see the previous screen again.

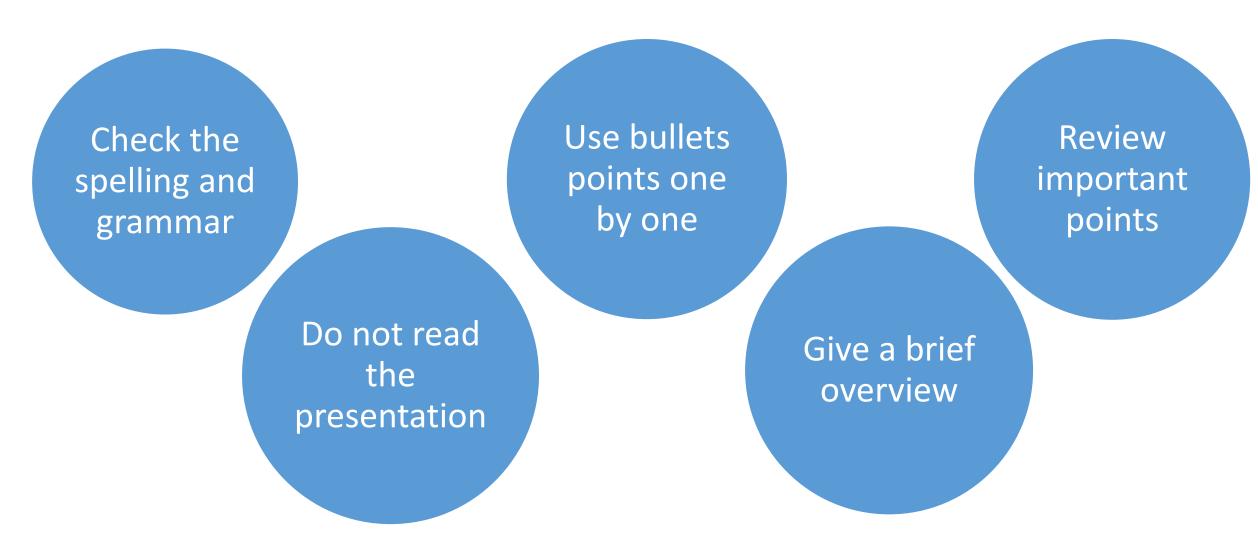
Use good quality images that reinforce and complement your message.



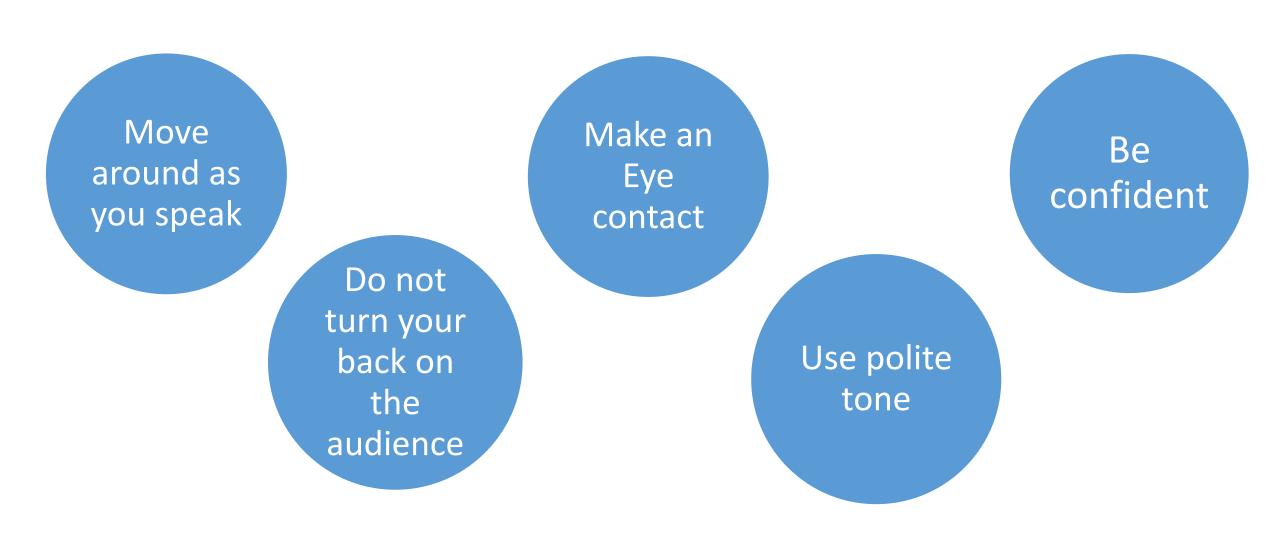
General Presentation Tips



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7 Deadly Sins

Avoid these common "seven deadly sins" of PowerPoint presentations

- Slide Transitions and Sound Effects
- Standard Clipart
- Presentation Templates
- Text-Heavy Slides
- The "Me" Paradigm
- Reading
- Faith in Technology

How to Overcome Nervousness



5 Tips to Overcome Nervousness

