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Acropolis Institute of Technology & Research, Indore

PPT Presentation - Template and Guidelines

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Steps to Creating and Delivering Effective Lectures

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Step 1: Create an Outline

❖ What is the main goal for the topic?

❖ Create 1-2 objectives for the topic. These will describe HOW you help the learner reach the goal

❖ Create an outline for the key concepts required to understand these objectives.

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Step 2: Create a Timeline

❖ 20 – 25 slides.

❖ Break the slide deck into three sections

❖ Start by orienting learners

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Sample for table

Time	Particulars

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Step 3: Draft your Slides

Step 4: Use Effective design

❖ Black type on white background

❖ Calibri fonts

❖ 32 to 44 point font for slide titles

❖ 20 to 32 point font for slide body content

❖ One graphic per slide

❖ Limit animations and transitions

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Summary

❖ Plan for your topic

❖ Follow principles of effective media design

❖ 20-25 slides

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Guidelines

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Points/Slides to be Include in an Ideal Lecture PPT

❖ Title

❖ Overview- Topics to be Covered

❖ Objectives

❖ Introduction

❖ Topic in Detail (Multiple Slides)

❖ Summary

❖ Resources for Further Study

❖ References

❖ Acknowledgement

❖ Contact

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General Guidelines for Preparing Presentation

❖ Standard template to be followed (Suggestions are welcome).

❖ Heading Text Font Size = 44.

❖ Content Text Standard Font Size = 32 and Minimum Font Size = 24 (Calibri/ Verdana/ Time New Roman) to be used.

❖ Heading should be left aligned and Content text should be aligned as justified.

❖ Should NOT be descriptive discussion, use sub headings and small points.

❖ Preferably use bullets and numbers.

❖ Each slide must have Heading on the top of each slide.

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General Guidelines for Preparing Presentation

❖ Avoid direct copy-paste technique. If you are copying content from some source, please reset it in the given format and acknowledge it.

❖ Wherever feasible use images to convey the concept.

❖ Animations helps in understanding the complex concept; Share as many you can.

❖ Use of hyperlinks for videos, etc to be incorporated.

❖ Take care of use of Copyrighted material (Give References).

❖ Avoid to insert text boxes and use PPT template more sensibly to accommodate your needs.

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How to Insert Slide and Add Content

❖ You may need more than one slide for each topic.

❖ To add a slide, click **New Slide on the Ribbon** or press **CTRL+M** and add a suitable format slide depending upon the content.

❖ You can add a table, picture, chart, or other content on new slide by clicking the appropriate content logo on slide.

 Table

 Chart

 Smart Art

 Picture

 Clip Art

 Media Clip

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Icons May be Used

 Questions

 Tools

 Hands on Exercise

 Coding Standards

 Test Your Understanding

 Reference

 Demonstration

 A Welcome Break

 Contacts

Q&A

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THANKS

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