

# Lecture 5 : Power Point Presentation

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# Goal

- Audience understand without hearing what you say

# General

- Understand the audience
- Wording + figures
- Background
  - **White**, black or dark blue
  - Font color sharp on background
    - Good: white on black, black on white
    - Bad: yellow on white
- Number of slides depends on the time
  - E.g. 30 slides for 30 mins talk
- Follow the flow of a paper
  - (Declaration, Outline), Introduction, Methods, Results, Discussions and Conclusions, Acknowledgement
- Be professional – avoid cartoons at this stage
- Don't turn on the rehearsal timing

# Title page

- Title
- Your name
- Date
- Affiliation
- Event/Session
- Logos (yours and the host)

# Format

- Title & font consistent
  - Arial, Calibri
  - Avoid Times New Roman
- In bullet form
  - Avoid long sentences
  - Bullets and font size need to be consistent
  - Sub-bullets smaller font than the main bullets
- Spacing
  - At least single line
- No more than 3 colors in 1 page
  - Highlight only key points
- Utilize the whole slide without too much information
- Avoid unnecessary animations
- No full statement/paragraph

# Figures and tables

- Avoid to put unrelated figs (distractions)
- Big enough to be seen
- Clear axes and legends
- No (a), (b) and (c) for figures captions
  - Describe/label directly under/above the graphs
- Define abbreviations
- Separate into different slides if needed
- Movies change to GIF if possible
- Figures with sufficient resolution
- Avoid 3D figs if possible

# Homework 3

- Prepare a 10-slide power point presentation
  - Follow the flow of a paper
    - Title page, introduction, goal, methods, results, conclusion