PowerPoint Presentation Tips & Tricks

The following provides information on PowerPoint presentation tips.

PowerPoint Resources

- For various PowerPoint training videos, visit LyndaCampus at: http://access.ewu.edu/oit/services/it-training/documentation-and-resources/lyndacampus-information.xml
- Google “Microsoft PowerPoint Tips and Tricks”
- For design tips for non-designers check: 10 Tips for Designing Presentations (http://designshack.net/articles/graphics/10-tips-for-designing-presentations-that-dont-suck-pt-1/)

Slide and Design Tips

- Use dark text on a light background
- Align text left or right – centered text is harder to read
- Use sans serif font for body text (serif = Text, sans serif – Text)
- Avoid clutter
- Use a solid color background
- Do not use built in themes
- Use quality photography, but use images sparingly
- Watch your readability (back ground, colors, font, etc.)
- Avoid cramming slides with numerous bullet points and multiple fonts.
- Chose fonts carefully
In the **Home** tab use **Arrange** to align text boxes and images:

- Avoid using SmartArt (in the **Home** tab):

- Avoid WordArt styles (in the **Format** tab):

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- Avoid WordArt styles (in the **Format** tab):

- From the **Transitions** tab, avoid using flashy slide transitions such as split or dissolve or checkerboard:

- Use the **Transitions** tab to set slide timing:

- Avoid using SmartArt (in the **Home** tab):

- Avoid WordArt styles (in the **Format** tab):

- Avoid flashy text animations (In the **Animations** tab):

- From the **Home** tab, select **Layout** to set the slide layout:

- In the ribbon select the **Design** tab. Use **Page Setup** and **Orientation**.
Facilitation Tips
When delivering PowerPoint presentation keep in mind:

- Be sure to make eye contact with the audience.
- Speak as if you are speaking to a friend – modulate your voice and practice!
- Avoid taking a long time to explain what the presentation is about.
- Avoid reading your slides.
- Do not use technical jargon the audience may not know.
- Be sure to rehearse and time your presentation before delivering.