Making PowerPoint Slides

Title Slide

It is the first Slide in the Presentation (Project) which contains the title of presentation for example:

> Making PowerPoint Slides
> Avoiding the Pitfalls of Bad Slides
> By
> Lec. Maysoon Allawi Saleem

Outline Slide

■It is the second Slide in the Presentation (Project) which contains the outline of presentation.

■The title of slide must be a suitable name like **"Topics to be Covered"**

■Follow the order of your outline for the rest of presentation Slides

■Only place main points on the outline slide. Use the title of each slide as main points. For example

■Outlines
■Presentation Structure
■Slide Structure
■Fonts
■Color
■Background

■Graphs
■Spelling and Grammar
■Conclusions
■Questions
■General Information

Presentation Structure

■Use 1-2 slides per minute of your presentation

■Don't copy & paste slides from different sources.

■Have more images in your slides than text.

■ Consistently use the same font face and sizes on all slides of presentation.

Good Slide Structure

■Write in point form, (key words and phrases) not complete sentences

■Include 4-5 points per slide

■Show one point at a time:

- ✓ Will help audience concentrate on what you are saying
- ✓ Will prevent audience from reading ahead
- ✓ Will help you keep your presentation focused

Bad Slide Structure

■This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there is exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

■Do not use distracting animation

■Do not go overboard with the animation

■Be consistent with the animation that you use

Good Fonts

■Use at least an 18-point font

■Use different size fonts for main points and secondary points

■this font is 28-point, the main point font is 32-point, and the title font is 44-point

■Use a standard font like Times New Roman or Arial

Bad Fonts

■If you use a small font, your audience won't be able to read what you have written

■CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ

■Don't use a complicated font

Good Color

■Use a color of font that contrasts sharply with the background. Ex: blue font on white background

- Use color to reinforce the logic of your structure. Ex: light blue title and dark blue text
- Use color to emphasize a point, But only use this occasionally

Bad Color

- Using a font color that does not contrast with the background color is hard to read
- Using color for decoration is distracting and annoying.
- Using a different color for each point is unnecessary
- Using a different color for secondary points is also unnecessary
- Trying to be creative can also be bad

Good Background

- Use backgrounds such as this one that are attractive but simple
- Use backgrounds which are light
- Use the same background consistently throughout your presentation

Bad Background

- Avoid backgrounds that are distracting or difficult to read from
- Always be consistent with the background that you use

Good Graphs

- Use graphs rather than just charts and words
- Data in graphs is easier to comprehend & retain than is raw data
- Trends are easier to visualize in graph form
- Always title your graphs
- Minor gridlines are unnecessary

Bad Graphs

- Font is too small
- Colors are illogical
- Title is missing
- Shading is distracting

Spelling and Grammar

■Proof your slides for:
- ✓ speling mistakes
- ✓ the use of of repeated words
- ✓ grammatical errors you might have make

■If English is not your first language, please have someone else check your presentation!

Conclusion

■Use an effective and strong closing

■Your audience is likely to remember your last words

■Use a conclusion slide to:
- ✓ Summarize the main points of your presentation
- ✓ Suggest future avenues of research

Questions?

■End your presentation with a simple question slide to:
- ✓ Invite your audience to ask questions
- ✓ Provide a visual aid during question period
- ✓ Avoid ending a presentation abruptly

General information

■Know your slides inside out.

■Never read your slides, Speak freely.

■Speak with confidence – loud and clear.

■Don't speak too fast.

■Maintain eye contact with the audience.

The end