

TIPS FOR POWERPOINT PRESENTATIONS



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Text



- ❑ EXCEPT when highlighting, texts should be in **lower-case**
- ❑ Use titles for each slide
- ❑ Follow the human eye-tract
- ❑ Top left: for key information
- ❑ Bottom right: not such important info
- ❑ Avoid misspellings
- ❑ No more than 7 lines

Justification



- ❑ No justification to both left and right
- ❑ Place text where most effective
- ❑ If possible, one line = one idea

Highlighting...

- ❑ If **CONTRAST** is overused, *it loses* effectivity
- ❑ Avoid using **green** and **yellow** to contrast
- ❑ Don't use twinkling or flashes, or use them moderately

Color

- Don't overuse colors
- Red and blue on the same slide are not ideal
- Same as for green and black.
- Avoid using more than four colors on the same slide
- Use different intensities of the same color
- Avoid flashy loud colors in the background

Common how-tos so as to use audio/video in your PPT presentations

- ❑ Add a narration to your PPT presentation
- ❑ Add several audiofiles to your PPT presentation
- ❑ Embed videos to your PPT presentation
- ❑ Make a video using PPT slides and your voice with Windows Movie Maker (you need to convert your ppt to video)
<http://www.youtube.com/watch?v=0WEzvanbnJs&>
- ❑ Microsoft Producer for PowerPoint (from ppt to video)
- ❑ Remember: there is no need to add transitions or video effects to your PPT presentations

Prezi

- ❑ Very fashionable and eye-catching
- ❑ Careful with the overuse of effects
- ❑ Non-linear presentations
- ❑ [See a comparison](#) between PPT and Prezi



Canva is the new Prezi

And much more elegant and versatile!

Sources

- Remember to always acknowledge the sources used, including images
- Use APA citing conventions
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