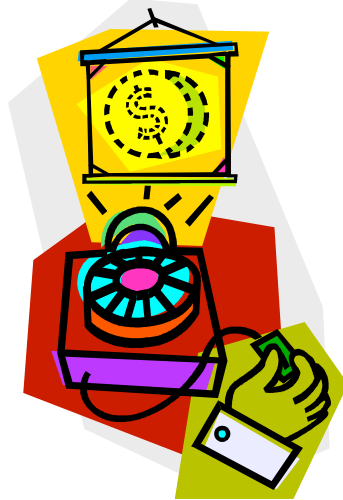


Power Point Design Tips



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biggest mistake #1

- ❑ capitalization and grammar rules not followed
- ❑ uh uh uh!
- ❑ it looks really silly with no capitalization and silly errors doesnt it
- ❑ you would never do this... now would you



Capitalization and Punctuation Rules

- ❑ The title for each page needs capitalization
- ❑ AVOID ALL CAPITAL LETTERS BECAUSE IT IS HARDER TO READ
- ❑ Use punctuation as needed
- ❑ Do a spell check!



Biggest Mistake #2

- ❑ Do not use whole sentences and long paragraphs. One of the biggest mistakes people make with PowerPoint presentations is the use of too much text on the page which is too difficult to read and leads the presenter to read from that screen which is a HUGE mistake when giving a presentation. Instead a bulleted list can be glanced at quickly and the presenter can talk to the audience instead of reading from the slide.



Use of Bullets or Numbered Lists

- Do not center bullets
 - It appears un-orderly and chaotic
 - It gives a ragged look to your text
 - It is harder to read



Use of Bullets or Numbered Lists

- ❑ Do left justify bullets
- ❑ It appears organized and composed
- ❑ It is easier to follow
- ❑ It is much easier to read
- ❑ **Limit yourself to 6 lines of text per slide**



Your Information is Most Important

- ❑ Do your information (text) first and do it well. That is your message!**
- ❑ Dazzle your audience with your knowledge**
- ❑ Be clear in what you are saying**
- ❑ Do not try to WOW your audience with special effects. It detracts from your message.**



Font Size and Style

- **Choose a font that is easy to read**
- **Use the same font throughout the presentation**
- **Use the following font size guidelines:**
 - **Slide titles – Size 36-44**
 - **Slide text – Size 26-34**



Contrast is Important

- ❑ **Choose dark text for a light background**



Contrast is Important

- ❑ Choose light text for a medium or dark background



Use of Backgrounds

- ❑ **Select a simple background so it will not detract from your message**
- ❑ **Choose one background and stick with it**
- ❑ **The background is the stage for your information**
- ❑ **Set your stage well and then leave it alone**

Graphics

Images in the middle...



Leave very little room for text

Graphics



- ❑ Place images to the side
- ❑ More pleasing layout
- ❑ Better balance
- ❑ More room for text
- ❑ Only use images that add to the presentation & emphasize your point
- ❑ Anything else takes away from your ideas



Animation and Sound

- ❑ Keep it to a minimum. It will take away from your message**
- ❑ Use only if it adds to your presentation**
- ❑ Animation & sound steals the attention of your audience and they will not get your message**



Good Visual Choices!

- ❑ Images that emphasize your point**
- ❑ Make data visual:**
 - A clear organized table**
 - Graphs that are colorful & well labeled**



Bibliography:

- ◆ Images were provided by Microsoft
Clipart Online

<http://office.microsoft.com/clipart/?cag=1>