

Making a PowerPoint

Suggestions from experience

Template

- ▶ Select a template
- ▶ Apply it to all slides
- ▶ Don't fool around with your own colors and fonts
 - You don't want colors that are not contrasting
 - You don't want the slides to be hard on the eyes
- ▶ If you run out of room make a new slide
 - You know you've used up the slide, when the font size changes to fit what you've written
- ▶ Control M gets you another slide easily

What to write

- ▶ Use bullet points (they're automatic)
- ▶ Only write statements
- ▶ Embellish the statement verbally
 - know what you're talking about when you present!
 - If you've included pictures, refer to them



Animations

- ▶ If you must use sound, use only one kind
- ▶ If you must use slide transitions, use only one kind
 - Found under “animations”
- ▶ Make bullet point transitions that will bring the statement in on the space bar click
 - Entrance set as “appear” is good
 - Found under custom animation, add effect
- ▶ Just because you can do cool things with PowerPoint, doesn't mean you should