Tips for Preparing Effective PowerPoint Presentations

1. Prepare a script

- Write an outline for your presentation before putting the slides together.
- Make sure your script follows good storytelling technique: give it a beginning, middle, and an end.
- Don't use your slides as your notes.

2. Ensure a logical flow

- As you create your presentation, go to Slide Sorter under the View tab to ensure the information flows logically.
- In Slide Sorter view, you can consider the presentation from your audience's point of view and identify gaps in logic, flow, etc.

> **Crucial Points**
> - Write an outline first before creating any slides.
> - Use a consistent font style and size.
> - Write short bullet points – no long sentences or paragraphs.
> - Be sure you can read the slides from the back of the room.

3. Make it easy to read your slides

- Use dark text on light background, align the text right or left, not centred, and don't put too much information on one slide.
- When possible, incorporate effective use of graphs, images, and colour.
- Include headlines to break up text.
- Include bullet points with a short sentences rather than paragraphs.
- Use a sans serif font such as Arial, Helvetica, or Calibri, and ensure consistent use of fonts and sizes (e.g., headings should all be the same font and size).

4. Control the flow of information

- Your job as presenter is to control the flow of information so that you and your audience stay in sync. The screen should display only what you are talking about. This ensures your audience is listening to what you are saying, not reading ahead to other points on the slide.
- Bullet points can be revealed one at a time with accompanying charts in the following slides to reference when you begin discussing the data the specific chart is displaying.

5. Keep the focus on you – not your slides

- The slides on the screen are only part of the presentation. Give some thought to your presentation manner: how you hold yourself, what you wear, how you move around the room, your voice and its cadence.

- You are the focus when presenting, no matter how interesting your slides are.