

# Microsoft PowerPoint

## Some basic principles of **presentation slide design**:

- Select backgrounds which are complementary to the topic and make the slides easily readable by the audience.
- Many Design Templates are available for your use. These are pre-packaged color/font/graphics bundles that will give your presentation continuity and are quick to set up. (If you enjoy having more control, these may not be for you!)
- Select text and background colors which contrast so that the text is easy to read. Select text colors which are bright and are easily seen by people in the back row.
- Use type sizes which are large enough to be read by the audience. Use type styles or fonts which are easy to read.
- Do not put too much text content on each slide. Reduce the ideas to basic phrases which are easily read by the audience and reinforce the material which you are presenting orally.
- Use Notes to remind yourself of information which is important, but is not to be included on the slide presentation.
- "Fly" bulleted points in one at a time to focus the audience's attention on what you are presenting.
- Graphics can be used to illustrate ideas, to add interest, and to provide breaks in the monotony of slide after slide of text outlines.
- There are several AutoLayout formats which can be chosen for a slide. AutoLayouts provide formatting text and graphics parts of the slide. AutoLayouts are available for title pages, titles and bulleted outline phrases, columns, and graphics of various types.