Presentation Tips for PowerPoint

◆ Ask yourself if PowerPoint is the right tool to use for your presentation. Certain types of presentations may be better suited to other presentation formats, such as a Web page, poster, video, etc.

◆ Organize your information first! This will help you make appropriate decisions about slide layout and format.

◆ Use key points/ideas/concepts on your slides and use your verbal lecture to add detail and explanatory comments. Do not put a lot of text on a slide. Speak off the points on the slide do not simply read the slides to your audience.

◆ Place no more than 5 points on a slide - 3-4 points are enough.

◆ When choosing color, design, and effects, bear in mind the tone of your presentation and audience to which you are presenting. Scientists are easily put-off by too many zippy effects that distract from the key points. Save them for lighter topics and appropriate audiences.

◆ Try to stick to one font throughout your presentation. A multiplicity of fonts can be as distracting as the overuse of color or graphics. You can use two fonts effectively if you limit one just to titles, and make all other text the same.

◆ When choosing color schemes and font color, bear in mind that light colored text on a darker background tends to work best.

<table>
<thead>
<tr>
<th>Light Text on a Dark Background</th>
<th>Light Text on a Light Background</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dark Text on a Light Background</td>
<td>Dark Text on a Dark Background</td>
</tr>
</tbody>
</table>

◆ Use animation effects when they serve the purpose of the presentation, i.e., when you need to introduce ideas or steps one by one on the same slide. Keep effects simple for business or professional presentations.

◆ If possible rehearse your presentation using the same equipment that you will give the presentation on. Color, speed, sound and image quality varies from computer to computer.

◆ When you pause during a presentation and want to refocus attention on yourself, you can press “B” on your computer keyboard to cause the screen to go blank. Press any key to resume your presentation.