

# Guidelines for Making PowerPoint Slides

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# Know Your Audience

- Present information relevant to this audience
- Stay focused on the main topic
  - ✓ Be brief
  - ✓ Avoid “Bird Walks”



Too many slides can lose your audience

# Tips to be Covered

- Outlines
- Slide Structure
- Fonts
- Color
- Background
- Graphs
- Spelling and Grammar
- Conclusions
- Questions

# Outline

- Make your 1<sup>st</sup> or 2<sup>nd</sup> slide an outline of your presentation
  - Ex: previous slide
- Follow the order of your outline for the rest of the presentation
- Only place main points on the outline slide
  - Ex: Use the titles of each slide as main points

# Slide Structure – Good

- Use 1-2 slides per minute of your presentation
- Write in point form, not complete sentences
- Include 4-5 points per slide
- Avoid wordiness: use key words and phrases only

# Slide Structure - Bad

- This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

# Slide Structure – Good

- Show one point at a time:
  - Will help audience concentrate on what you are saying
  - Will prevent audience from reading ahead
  - Will help you keep your presentation focused

# Slide Structure - Bad

- Do not use distracting animation
- Do not go overboard with the animation
- Be consistent with the animation that you use



# Fonts - Good

- Use at least an 18-point font
- Use different size fonts for main points and secondary points
  - this font is 24-point, the main point font is 28-point, and the title font is 36-point
- Use a standard font like Times New Roman, Arial, Verdana or Tahoma

# Fonts-Good

- ✓ This is Arial 28 pt and you can easily read it.
- ✓ This is Tahoma 28 pt.
- ✓ This is Verdana 28 pt and it is very easy to read when projected.
- ✓ This is Times New Roman 28 pt and it is not bad to read

# Fonts - Bad

- If you use a small font, your audience won't be able to read what you have written
- CAPITALIZE ONLY WHEN NECESSARY (e.g. TITLE). IT IS DIFFICULT TO READ
- *Avoid italicized fonts as they are difficult to read quickly*
- **Don't use a complicated font**

# Colour - Good

- Use a colour of font that contrasts sharply with the background
  - Ex: blue font on white background
- Use colour to reinforce the logic of your structure
  - Ex: light blue title and dark blue text
- Use colour to emphasize a point
  - But only use this **occasionally**

# Colour - Bad

- Using a font colour that does not contrast with the background colour is hard to read
- Using colour for decoration is **distracting** and annoying.
- Using a different colour for each point is unnecessary
  - Using a different colour for secondary points is also unnecessary
- **Trying to be creative can also be bad**

# Background - Good

- Use backgrounds such as this one that are attractive but simple
- Use backgrounds which are light
- Use the same background consistently throughout your presentation

# Choosing Colors

Dark backgrounds require light colors like white or gold

# Choosing Color

Red text on a blue background produces  
a purple haze



# Choosing Color

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- Green text on a red background looks fuzzy

# Background – Bad

- Avoid backgrounds that are distracting or difficult to read from
- Always be consistent with the background that you use



# Using Bullets

- Type phrases not sentences
- Maintain parallel structure
- Use the 6×6 Rule
  - ✓ 6 words per bullet
  - ✓ 6 bullets per slide

# Using Bullets

 PowerPoint provides a variety of bullets

 Some are basic

 Others may surprise you

 Select bullets that enhance your presentation

\* In bullet point lines, capitalize the first word and no other words unless they normally appear capped

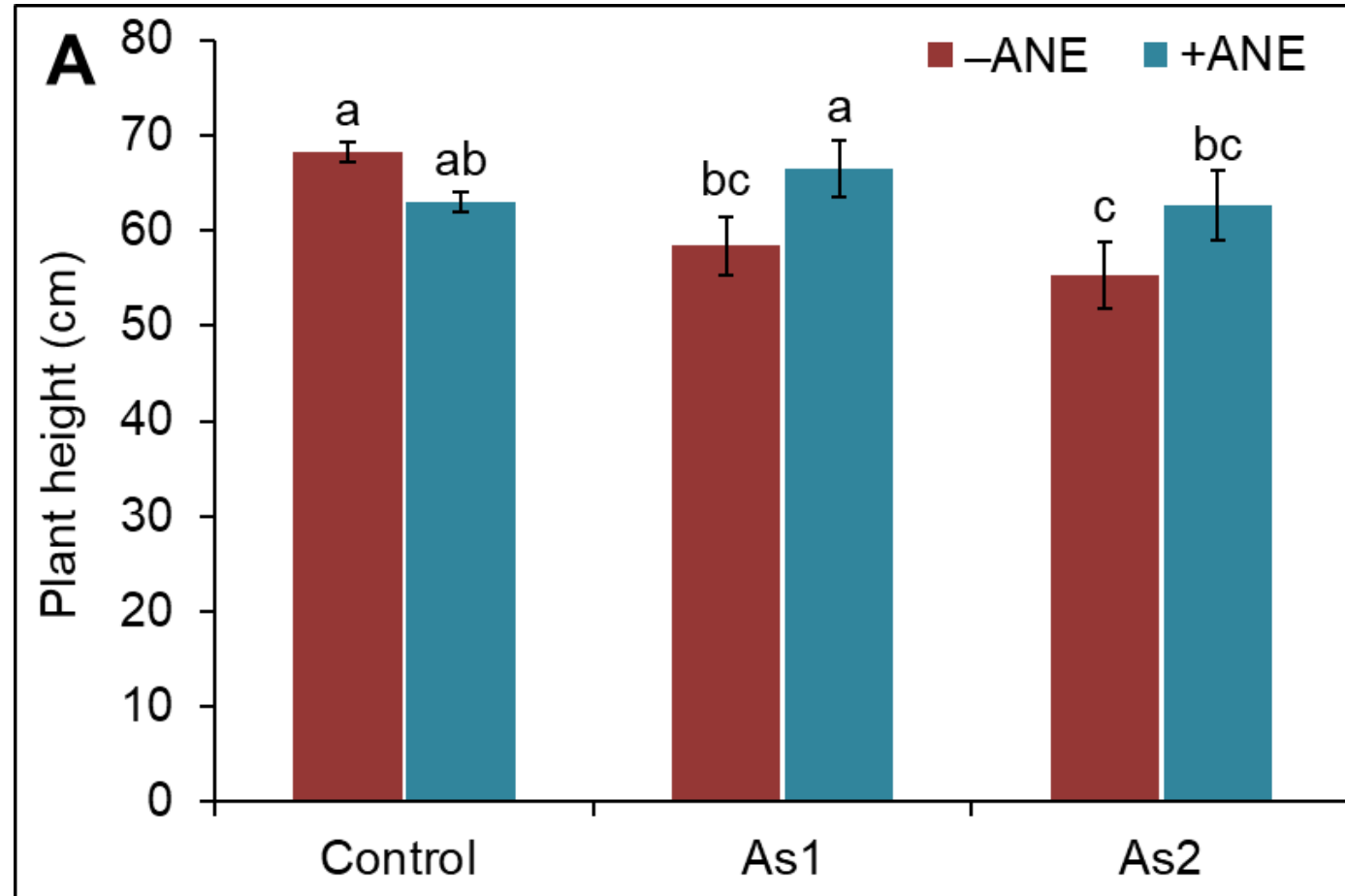
# Graph and Charts

- Keep graphs, charts and diagram simple, if possible.
- Use bar graphs and pie charts instead of tables of data. The audience then immediately pick up relationship
- Trends are easier to visualize in graph form
- Always title your graphs

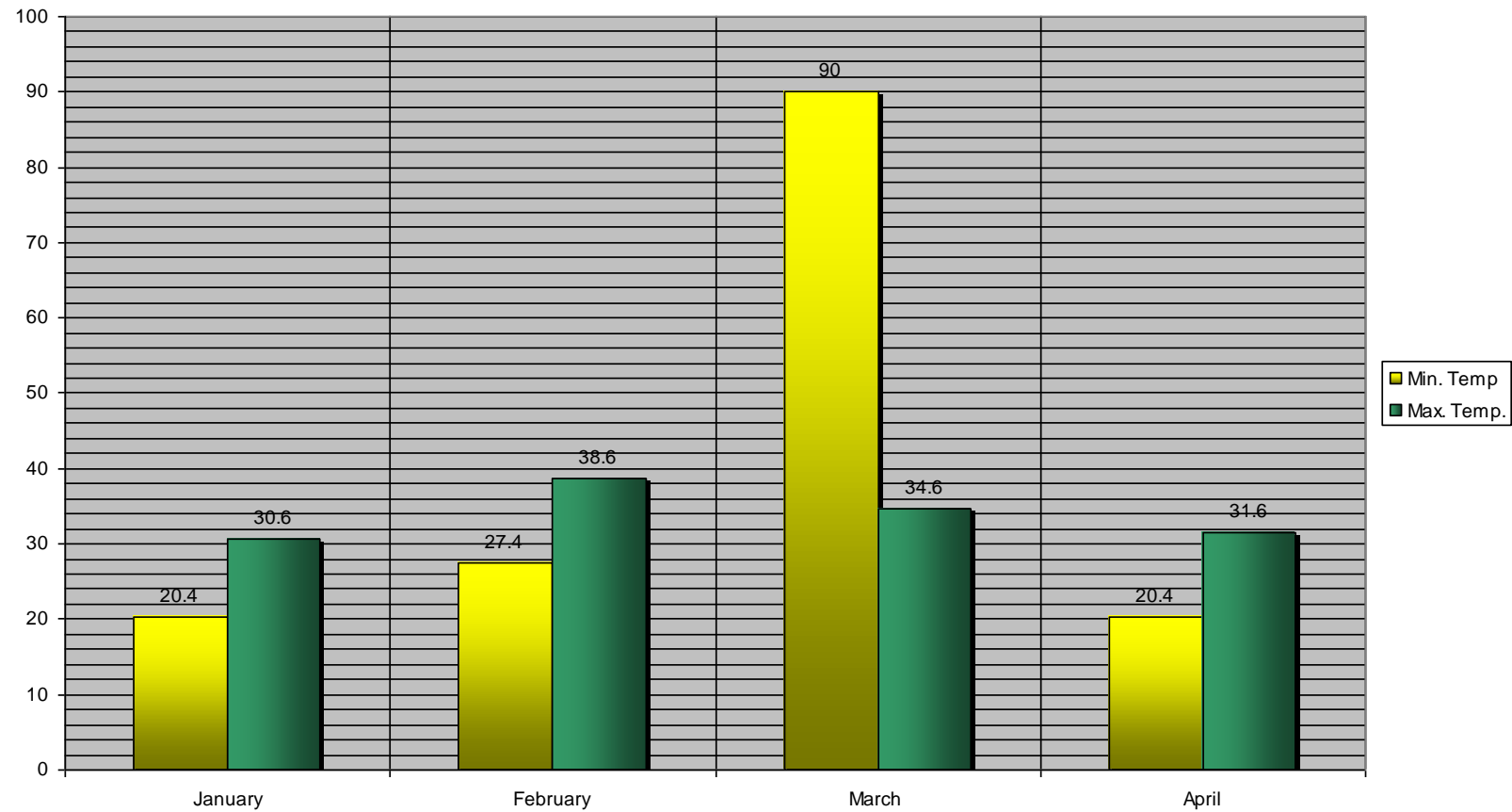
# Graphs and charts- Bad

	Jan	Feb	Mar	April
Min	20.4	27.4	90	20.4
Max	30.6	38.6	34.6	31.6

# Graphs - Good



# Graphs - Bad





# Graphs - Bad

- Minor gridlines are unnecessary
- Font is too small
- Colours are illogical
- Title is missing
- Shading is distracting

# Image/Pictures

Use good quality of picture and of actual size and shape



# Adding Sound

➤ Get the reader's attention with sound

✓ Make sure sound is appropriate

✓ [Use mouse over sounds for showing a highlight](#)

✓ Use sound sparingly



# Using Animation

➤ Flying

➤ Dissolve

➤ Blinds

# Transition

- ⊕ Adding slide transition allows one slide to dissolve gracefully in to the next.
- ⊕ Limit the number of transition used. It is often better to use only one so the audience knows what to expect

# Spelling and Grammar

- Proof your slides for:
  - spelling mistakes
  - the use of of repeated words
  - grammatical errors you might have make
- If English is not your first language, please have someone else check your presentation!

# Conclusion

- Use an effective and strong closing
  - Your audience is likely to remember your last words
- Use a conclusion slide to:
  - Summarize the main points of your presentation
  - Suggest future avenues of research

# Questions??

- End your presentation with a simple question slide to:
  - Invite your audience to ask questions
  - Provide a visual aid during question period
  - Avoid ending a presentation abruptly



# Do remember to...

- Thank the audience for their attention

**Thank You**