TIPS ON HOW TO

MAKE A

POWERPOINT

PRESENTATION

Tips for making slides in Powerpoint

1. Set your slides up as "35 mm"
2. Use the Master Slide to define your slide
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4. Colours
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1. Set your slides up as "35 mm"

Powerpoint automatically defaults to "On-screen show" for any new presentation. This setting will not give the correct aspect ratio for the slide, and will result in black lines on either side of your slide. To avoid this your presentation needs to be set to "35mm Slides" for the presentation to be imaged correctly. It is best to do this before any slide layout and design is done, as the conversion from "On-screen show" to "35mm Slides" can dramatically affect tabbing, text layout, and precision layout of arrows and indicators.

Any presentations we receive as "On-screen show" cannot be guaranteed to look as intended, and may have to be sent back to the client for corrections.

The following screen shots outline the process of changing the page set-up.
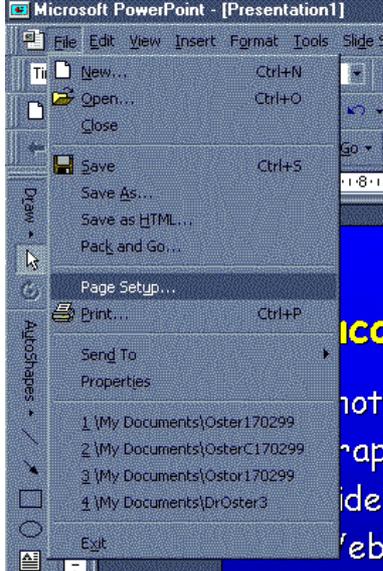

Figure 1a. Select File/Page Set-up	Figure 1b. Using the pull down menu, change the Page Set-up to 35mm Slides.

Figure 1c. The slide will reflect the change by having a 3:2 aspect ratio, the same as a 35mm slide (36:24mm)
Note: If you use the Auto Content Wizard to set-up your slides, you will be asked "What kind of output will you use?", and you should answer 35mm slides. If you have a custom template set-up as 35mm, then you don't need to worry, as 35mm will be set automatically.
Note: If you need a set of slides as well as a presentation using a computer data projector, then your best choice is to set up your slide as 35mm, as this will still work fine with the data projector and you only need one file.

2. Use the Master Slide to define your slide
With a presentation open, go to View/Master/Slide Master (Figure 2a). You will now see the slide master. Any settings you make now, such as font, font size, font color, bullet colour, text placeholder position etc. will apply to all new slides.

To add a logo to all the slides in the presentation, import a picture and position it. It will appear on all slides automatically. Likewise, a new text box with a department or company name on the master, will appear on all slides in the presentation.

Your settings will apply to all slide layouts except the title slide layout, which has its own master, and surprise surprise, its called the *Title Master*.

Once you are happy with the way you have defined your masters, you should save your presentation as a template for future use. (Again, ensuring that the slide is set up as 35mm).
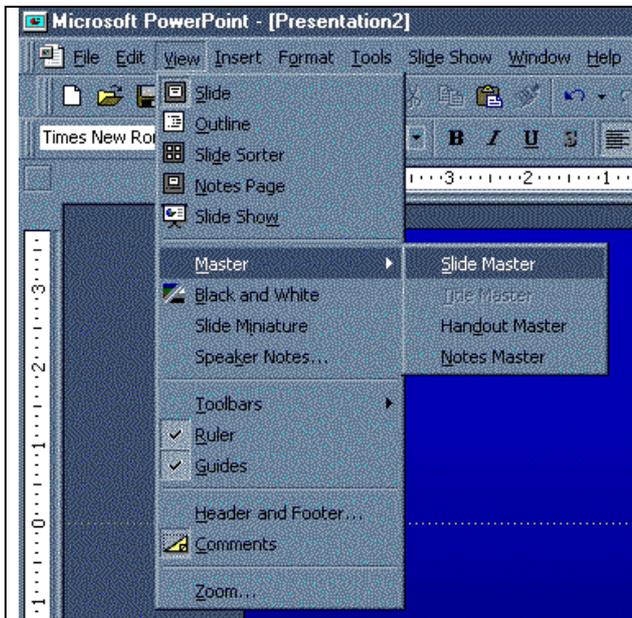
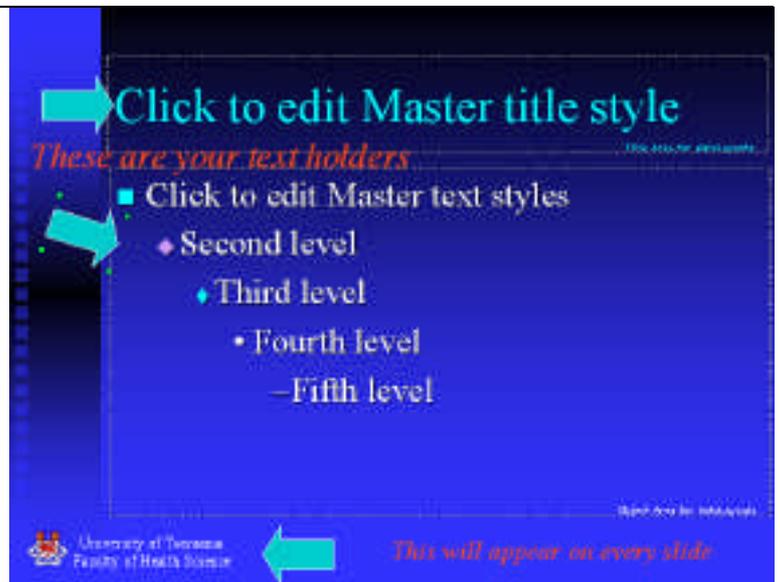|	
Figure 2a. Go to the Slide Master View.	Figure 2b. The Slide Master

Note: The Master slides will only control text which is contained within a placeholder. Any additional text boxes that are added to an individual slide will not be controlled by the masters.
Note: To get back to a normal slide after defining your master, go to View/Slide.

3. Use a template set-up as 35mm

If you do a lot of presentations, and you want to keep the same look so you can mix and match presentations, then you can use a template to record settings such as slide set-up, colours, fonts etc.
After using the slide master to define properties such as fonts, bullets, text position, text formatting, background, text colour, logo etc. (with the slide set-up as 35mm), you can save your blank presentation as a template. When you need to do a new presentation, you simply open your template, and all of your settings are preserved.

To make a template, ensure the presentation has all the above properties set as desired (via the Master Slide), go to the "Slide Sorter"view (View/Slide Sorter), delete all slides, return to "Slides" view (View/Slides), then save the presentation as a "Presentation Template".

The best place to save the template is C:Program FilesMicrosoft OfficeTemplatesPresentation Designs, then when you make a new presentation in powerpoint using a template, you will see you template immediately. But you can save your presentation anywhere, as long as its easy to find.
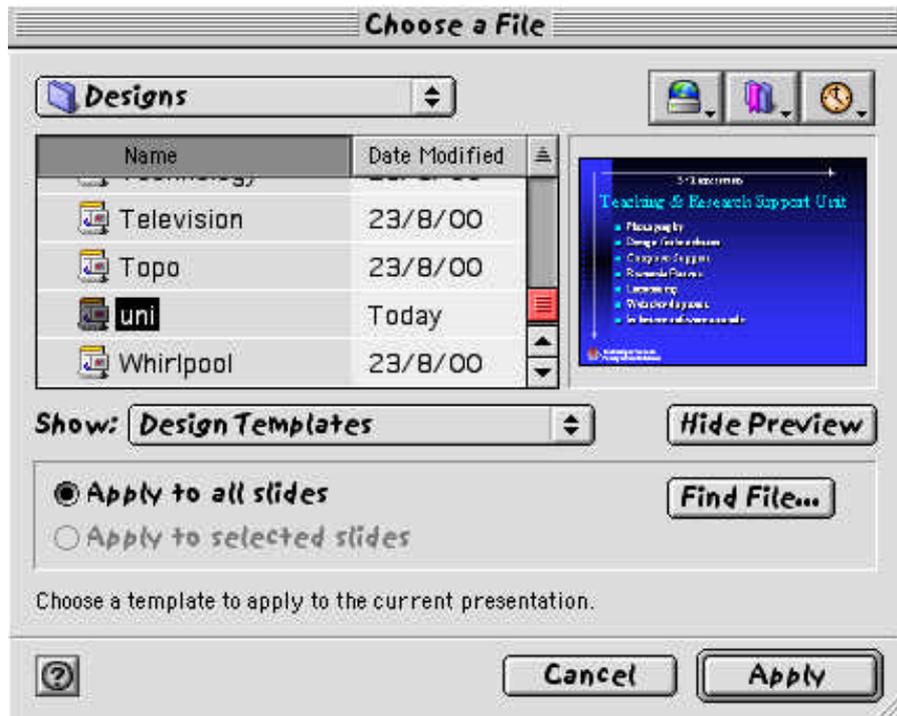
Figure 3. If you save your template in "Presentation Designs", as above, when you make a new presentation using a template, it will appear as below, with all of the default templates. Rather handy.

4. Colours

Be careful with the use of colour. A good guide is to use a deep blue or green background colour, with white, yellow, orange and cyan text and lines.

White is dominant therefore it is good for highlighting text.

Due to the sensitivity of our eye, yellow letters will appear to come forward; dark blues and deep reds will recede, so yellow on blue, for instance, will make a slide that is easy to read.

Avoid red text, especially on a blue or green background, as it is very hard on the eyes, and often impossible for your audience to read. In fact there will most likely be a portion of your audience who is colour-blind.

Never use blue letters on a black background or black letters on blue as our eyes are not very sensitive to blue and there is not enough contrast between these colours to make these combinations easy to read.

Don't be tempted to go crazy with color: Just because you can use 27 different color combinations on a single slide doesn't mean you have to!!!!

If you don't want to go with the "tried and true" white & yellow on blue slides, then a good starting point is to have a look at the templates supplied with powerpoint, as most of the colour schemes work well when projected.

5. Backgrounds

Backgrounds often look good if they are graduated for example, from blue, to darker blue, but avoid using a graduation of two colors for a background.

Darker backgrounds with lighter text tend to be easier to read than light backgrounds with dark or black text, especially in a darkened room, as is usually the case when projecting slides.

Whatever you choose, keep the same background throughout the presentation. for a consistent presentation. Consider using a small logo on the background throughout your presentation.

6. Keep it simple

Don't try to fit a whole novel on each slide. Bullets and short phrases are more effective than sentences. If you can shorten a point, then do so. A good guide is to use no more than 5-7 bullets per slide, and no more than 5-7 words per bullet.

Try holding a slide at reading distance to see if you can read it or go to View/Slide Show, move back about 5 feet from your monitor (for a 15 inch, more for larger monitors), and try to read your slide from here. This will give you a good representation of what the audience will see.

One concept/slide at a time is a good guide; or use progressive disclosure slides (using animation) where the audience only sees the point you are about to talk about.

Word slides should be used to outline and emphasise key words.

Ask yourself whether you can scan the information on the slide in 15 seconds because this is what your audience will do.
Try to change slides every 30 -60 seconds to give a good pace to your talk and keep your audience interested.

The use of graphs or graphics can add interest as well as simplify the information.

Above all slides should support you and reinforce the message you are conveying.

Don't be tempted to go right to the edge of the slide. Apart from looking over crowded, you will not get everything you see on the slide.
The slide mount is smaller than the image area. Rule of thumb - keep all objects a mouse pointer (approx. 3/8 inch) away from the edge of the slide.

7. Don't use Excel for your graphs !!!

Graphs are a great way to present a great deal of information to your audience. It is much easier to view a graph than digest a series of numbers in a table.

But don't do your graphs in Excel and then import them into Powerpoint. Excel is used for number crunching by accountants etc, not by people trying to make a cutting edge presentation: that's what Powerpoint is for.

Powerpoint has a fantastic graphing program all of its own, and the graphs it produces are more pleasing to the eye, behave better, and fit into the look of your presentation. The graphing program built into Powerpoint is very similar to the one in Excel, but it simply works better. Even if you are producing a graph for a journal or other publication, use Powerpoint.

There may be occasions where you need to use the power of Excel to extrapolate data or statistics to obtain a result. The you simply copy the data from an Excel workbook, and paste it into the data sheet in Powerpoint's graphing program. The latest version of Powerpoint will even do graphs with error bars.

8. Typefaces (Fonts)

You more than likely, have at least 100 different fonts on you computer. Some people see this as a reason to use all of them throughout their presentation, with disastrous results.

Use just one or two fonts throuhout your presentation. Use large, bold type for titles and headings, plain text for the body of your slides, and italics for highlighting. Color can also be used for highlighting a point, but use restraint.

Don't go for funky fonts that look like spilt milk or hand writing. They are too hard to read on a slide. Go for one of the standard fonts, such as Arial or Helvetica (Sans Serif), or Times New Roman (Serif). As a rule, the Sans-Serif fonts are easier to read.

Avoid making all of your text bold. Text is only bold when it is bolder than the text around it, relatively speaking. If you make all your text bold, you have just created a heavier typeface! Also, DON'T MAKE YOUR TEXT ALL UPPER CASE, AS TOO MUCH OF IT IS TOO HARD TO READ.

9. Clip Art: Friend or Foe?

We have about 40,000 cliparts. Occasionally you will find just the right one for your presentation; one that hasn't been used to death by everyone else.

But if you can't find something just right and you need some specific graphics produced (i.e. medical illustration, logo, video or photography), please contact us, as we have a team who can help you.

The right graphic can add impact to a slide, and if it is clear, you audience will immediately understand its purpose, and it will strengthen your presentation.

10. Check your slides

Did you know you can spell-check in Powerpoint? Its under the Tools menu so it's an easy final step to run a spell-check before bringing your slides to us rather than having to redo a slide because of a wrong phrase or word. And there's nothing worse than that pesky person in the audience counting up every spelling mistake you made rather than listening to what you have been saying!

It may help to print out your presentation, and get some one else to read it. Often after looking at your presentation for hours on end, you may not see a mistake that someone else will instantly pick up and remind you about forever!

Also handouts are great in some circumstances, and Powerpoint has the ability of giving you a variety of printouts for handing out.

11. 48 hours is a safe turnaround time

We really appreciate it if you can give us 48 hours to image, process and mount your slides. This way if anything goes wrong, and it sometimes does) we still have time to get your slides to you on time. If you are desperate though we will certainly oblige where we can but there will be a surcharge, and it becomes harder to guarantee that we will have your slides ready before you catch that plane to the U.S.!!!!! Be assured that if we can possibly do it, we will!

For your convenience, you may e-mail your presentation to us trsu@utas.edu.au. If you do choose to e-mail files to us, please supply your name (some people don't), address, phone number, and department/cost centre code if you have one. Also give your files a useful name, like yours or the topic…we get lots of presentations called presentation.ppt.

If in doubt or you need help we are here to help you call us on 62 26487 to arrange a time for a quick tutorial or trouble shooting session.