PowerPoint for Students

Build and Deliver a Good Presentation in a few Easy Steps

Main Topics

1. Organizing your Ideas
   o What is your Topic?
   o What are the Supporting Topics?
2. Styling your Presentation
   o Themes and Fonts
   o Colors and Contrast
   o Adding Pictures
3. Presenting!

Organize your Ideas

- List your topics near the beginning of your presentation so your audience knows what you are speaking about

- Choose keywords or phrases to describe your main topics as opposed to lengthy titles

- Keep the presentation simple, elaborating when you speak!

What is your Main Topic?

- Think about the "big picture" or message
- Plan on telling a story or progression
- Build to main topic with supporting ideas

What are the Supporting Topics?

- Use supporting topics to help your audience understand your main topic
- Build a base of knowledge
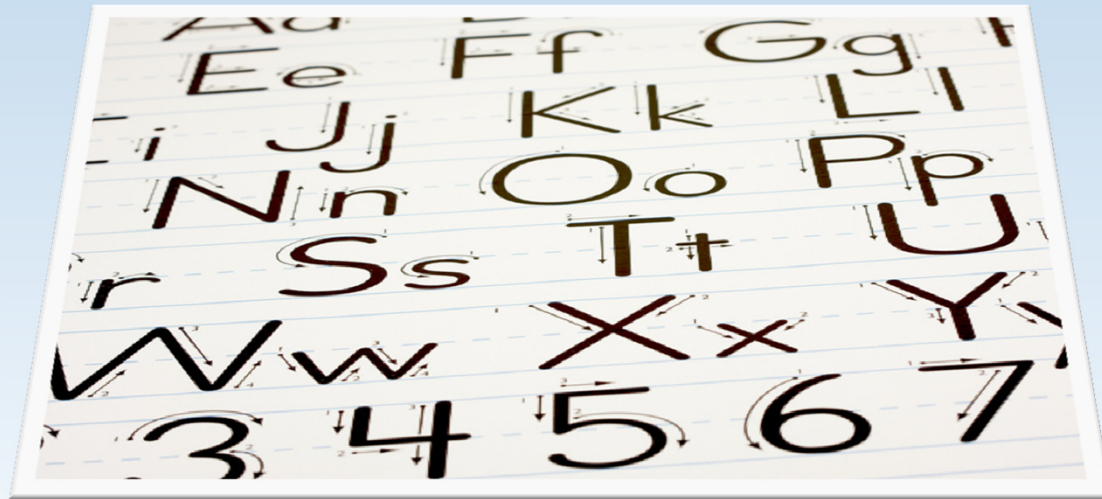- Don't get delayed by details, keep moving!

Themes and Fonts

- Choose a basic PowerPoint theme
- Use a Sans-serif Font, avoiding fancy lettering

Arial or Helvetica work well!

Themes and Fonts II

- Use appropriate font sizing
    - Font size 49 for headings
    - Font size 36 for body or short lists

Colors and Contrast

- Pick a simple color scheme
- Use complementary colors, nothing too harsh!

Add Images to your Presentation

- Use relevant images to engage viewers
- Avoid confusing or unrelated images
- Crop and edit images before inserting!

Presenting!

- Practice delivering your presentation
- Dress professionally
- Speak clearly
- Give eye contact to audience
- Be ready to answer questions