Guidelines for Effective PowerPoint Presentations

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Outline

- Hints for a successful presentation
- Effective PowerPoint slides
  - Text guidelines
  - Clip art and graphics
- Content
- Transitions
- Navigating through your presentation
Hints for a Successful Presentation

- Plan carefully
- Do your research
- Know your audience
- Time your presentation
- Practice your presentation
- Speak comfortably and clearly

Effective PowerPoint Slides

- Use design templates
- Standardize position, colors and styles
- Include only necessary information
- Content should be self-evident
- Use colors that contrast
- Be consistent with effects, transitions and animation
- Too many slides can lose your audience
Text Guidelines

- Generally no more than 6-8 words a line
- Generally no more than 6-7 lines a slide
- Larger font indicates more important information
- Font size generally ranges from 18 to 48 point
- Be sure text contrasts with background
- Fancy fonts can be hard to read
  - San Serif typefaces are among the most readable
- Avoid abbreviations and acronyms
  - Unless well known within the context of your audience

Clip Art and Graphics

- Should balance the slide
- Should enhance and complement the text, not overwhelm
- No more than two graphics per slide
  - More if you only intend to highlight major points or trends
- Graphics should always be of the highest quality
  - Always readable
  - Neat, aligned, well constructed graphics
Borderline Graphic

Fourth Clock Cycle: str
Enters the Pipeline
- add is idle in stage 4
- Success of brl changes program counter to 512

512: sub ...
112: str r12, #32
108: brl r9, r11, 001
104: ld r7, r5, #128
100: add r4, r6, r8

Better Quality Graphic

Detects 101 sequence
Content

- Content is the most important part of your presentation
- The quality of the research
  - The topic should be thoroughly researched
  - If you do not understand something DO NOT put it on a slide
  - Using visual images?
    - Should be appropriate to the point(s) you wish to make
- Organization and transition
  - Logical flow from beginning to end
  - Avoid jumping from one point to another
  - Create an outline before you begin assembling slides

Transitions

- Keep unity of design from slide to slide
  - Using one, or several, master slides to avoid problems of this nature
- Minimize or avoid animated texts, sounds, and fancy transitions
  - These can be effective, but often distract your audience from the main points
- Avoid switching between programs
  - This takes extra time and can make it difficult for your audience to remain focused on your presentation
Navigating Through Your Presentation

- Learn to navigate your presentation in a non-linear fashion
  - PowerPoint allows the presenter to jump ahead or back without having to page through all the interim slides
- Know how to and practice moving forward AND backward within your presentation
  - Audiences often ask to see the previous screen again
- However, do not flip back and forth through your presentation
- Number your slides for easy reference

Presentation Basics

- Do not read from your slides
  - The content of your slides is for the audience, not for the presenter
- Do not speak to your slides
  - Many presenters face the direction of their presentation rather than their audience
- Do not apologize for anything in your presentation
  - If you believe something will be hard to read or understand, don’t use it
- Don’t rush through a slide
  - Average rate of 1-2 slides per minute
  - Slower for more technical details
Summary

- The quality of your presentation will directly impact your audience’s perception of you
- Most presentation problems are avoidable
  - Spend enough time to create quality presentation
  - Rehearse your presentation
  - Make sure the presentation is appropriate for your audience and for the time frame