PowerPoint Pointers

Guidelines for creating PowerPoint presentations
What’s wrong with this slide?

- For my graduation project, I volunteered at a local Barnes & Noble store, reading to children during the store’s weekly storytimes.

http://www.google.com
For my graduation project, I volunteered at a local Barnes & Noble store, reading to children during the store’s weekly storytimes.

Font is small, messy style, too many words, and is too dark for this background color.

Pictures are cluttered, don’t add to message of slide, too many, and not cited correctly.

Google does not own the pictures!
Here’s how it SHOULD look...

- Favorite volunteer activity: STORYTIMES!
  - Ages infant to 6 years
  - Held twice a week
  - Included story, song, and craft

Book Covers courtesy of http://www.bn.com
Here’s how it SHOULD look…

- Favorite volunteer activity: STORYTIMES!
  - Ages infant to 6 years
  - Held twice a week
  - Included story, song, and craft

Font is easy to read, no full sentences, and pictures aren’t cluttered.

Book Covers courtesy of http://www.bn.com
PowerPoint Pointers

- Slides MATCH!
  - Layout
  - Font
  - Color scheme
- Be consistent!
  - Fonts and font sizes
  - Colors
  - Boxes and borders
PowerPoint Pointers

- One idea per slide
- Use bullet points
- No more than 6 bullet points per slide!
- Limit full sentences
  - Try to use 6 words or less

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**RIGHT**

Controversies in Gymnastics
- Weight issues
  - Criticism could lead to eating disorders
    - Anorexia Nervosa
    - Bulimia
- Before and After:
  - Christy Henrich
    - Elite gymnast was "too fat" according to judge
    - Died of multiple organ failure - 4'10" & 47 lbs

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**WRONG**

Controversies in Gymnastics
- Many gymnasts are ridiculed about their weight. Many end up with anorexia nervosa and/or bulimia.
- "You know, if I could, I'd take half a point off just because of that fat
PowerPoint Pointers

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http://www.wendymag.com

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PowerPoint Pointers

- Clear font (Arial, Tahoma, etc)
- Appropriate font sizes
  - Readable from the back row?
    - 40-point for title
    - 32-point for subtitle
    - 24-point or more for content
- *Italics* for book, website names, and magazine titles
- Limit underlining
  - Try using **bold** instead
PowerPoint Pointers

- Soft color scheme
  - Bright backgrounds can be too harsh to eyes
  - Dark backgrounds reduce glare
- Consistent graphics style
- Do not use ALL CAPS!
- Correct grammar and spelling
Controversies in Gymnastics

- Many gymnasts are ridiculed about their weight. Many end up with anorexia nervosa and/or bulimia.
- “You know, if I could, I'd take half a point off just because of that fat...”
- Said to Mary Lou Retton during 1984 Olympics
Controversies in Gymnastics

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http://www.wendymag.com
School Uniforms

- Limit students’ freedom of expression
- Very little to no effect on bullying
- Creates burden on families
- Still highlights those that can’t afford new clothes
- Gender biased
- Outdated concept

http://www.google.com
School Uniforms

- Limits to freedom of expression
- Yet to see lesser bullying effects
- Really made for middle class?
  - Can be unaffordable
  - Hand-me-downs are obvious (and mocked)
- Biased against girls

http://www.ProCon.org
Quick Tips and Tricks

- Make pictures lighter
  - Pictures can be used as backgrounds
  - But need to make them “transparent”!

- How To:
  - Right-click on background picture
  - Click on “Image Options”
  - Slide “Transparency” ruler to desired lightness