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
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.

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

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

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
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**RIGHT**

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- 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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    - Anorexia Nervosa
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- Before and After:
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http://www.wendymag.com
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