



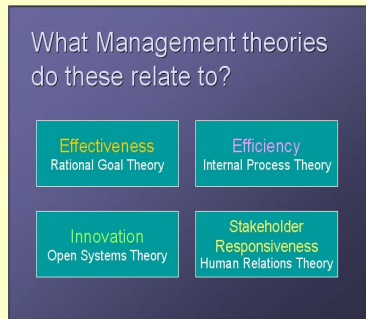
Eight PowerPoint slides
to help make your
presentation successful



Slide design

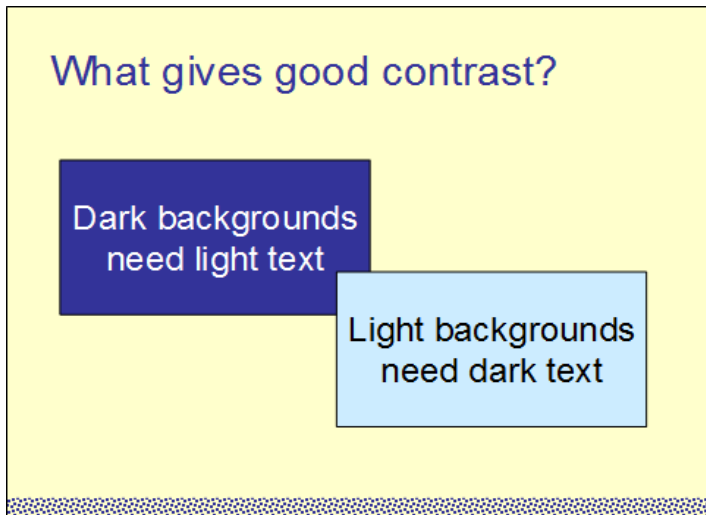
What makes effective slides?

- Keep it simple
- 24 pt minimum font size
- 2 fonts only
- Good contrast
- Simple animations

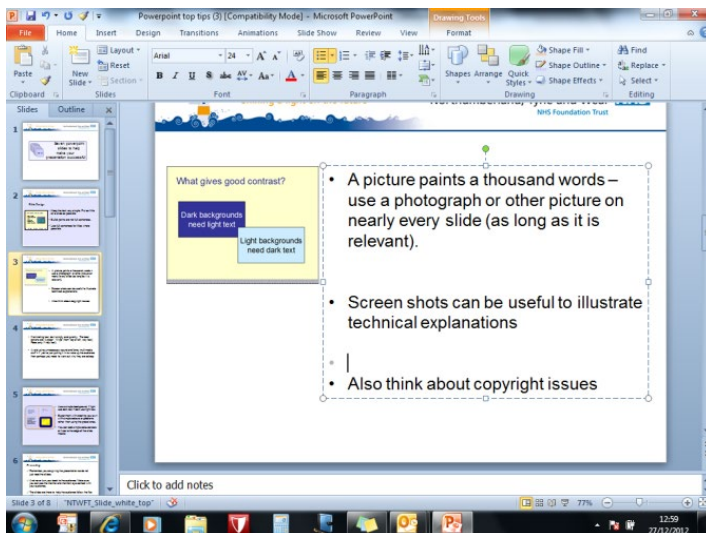


- Keep the text very simple. Put as little on a slide as possible
- Bullet points are not full sentences.
- Use full sentences for titles where possible.



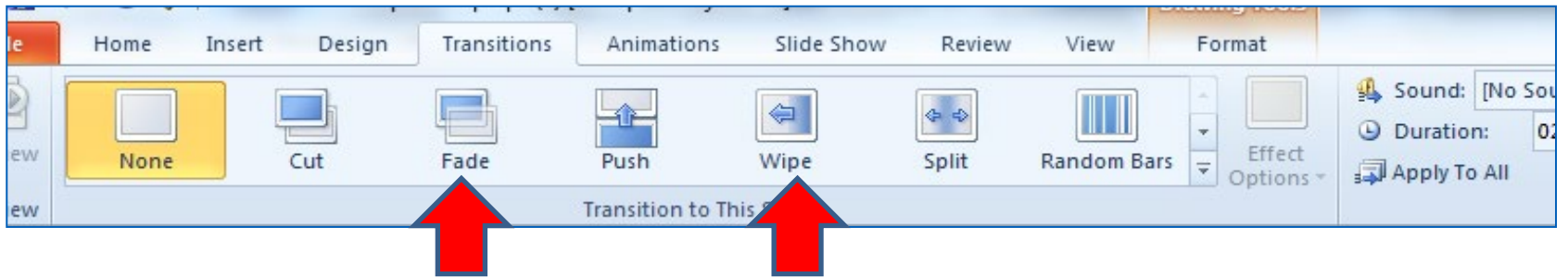


- A picture paints a thousand words – use a photograph or other picture on nearly every slide (as long as it is relevant). Contact the Patient Information for advice about images.



- Also think about copyright issues. Contact the Patient Information Centre for advice.
- Screen shots can be useful to illustrate technical explanations.





- If animating text, do it simply and quickly. The best options are “Appear”, “Wipe” (from top or left, very fast), Fade (only if very fast).
- Avoid using unnecessary sound and fancy multimedia stuff – if you’re just putting it in to wake up the audience then perhaps you need to work out why they are asleep.



Use a clear font such as Arial 24

Take care using colours as they may be difficult to see

Too many fonts can confuse the audience.
Underling and it alics makes it harder to read

Think about the contrast which depend partly on where the powerpoint will be shown

- Use a simple background, if light use dark text if dark use light text.
- Experiment with creating your own with simple colours or gradients rather than using the pre-set ones.



Presenting

- ✓ Remember you are giving the presentation so do not just read the slides.
- ✓ And never turn your back to the audience. Make sure you can see the monitor and maintain eye contact with your audience.
- ✓ The slides are there to help the audience follow the flow of the presentation and listen to you.
- ✓ If you are just going to read your slides then you can save time for both parties and just give them a handout.



ICES
Cumbria, Northumberland,
Tyne and Wear
Health and Care

TOP TIPS

Eight PowerPoint slides to help make your presentation successful

Caring | Discovering | Growing | Together

Slide design

What makes effective slides?

- Fewer slides
- 14 characters per line
- 7 words only
- Good contrast
- Simple animations

- Keep the text very simple. Put as little on a slide as possible
- Bullet points are not full sentences.
- Use full sentences for titles where possible.

Caring | Discovering | Growing | Together

What gives good context?

- A picture paints a thousand words – use a photograph or other picture on nearly every slide (as long as it is relevant). Contact the Patient Information Centre for advice about images.
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Animating text

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Don't just use the Handouts option in PowerPoint. Give out more detailed handouts so that you can keep your slides simple.

Remember you can export your slides to Word (File, Send to, Microsoft Word) and put extra notes alongside or beneath each slide.

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Don't annoy your audience

Many people get annoyed by PowerPoint presentations by simple things which can be easily fixed.

These are the top irritants:

Top audience irritations

- | | |
|---|---|
| 1 | The speaker reads the slides to us |
| 2 | Text so small I couldn't read it |
| 3 | Full sentences instead of bullet points |
| 4 | Slides hard to see because of colour choice |
| 5 | Moving/flying text or graphics |
| 6 | Annoying use of sounds |
| 7 | Overly complex diagrams or charts |

