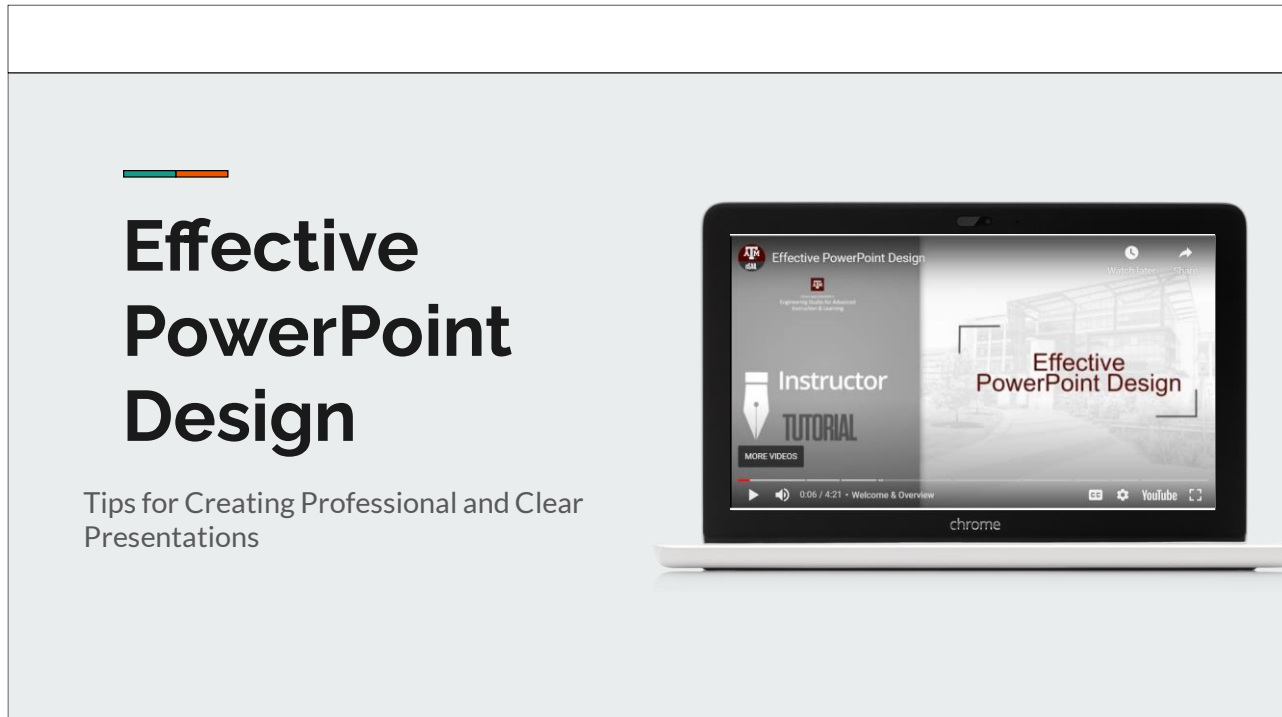




Effective PowerPoint Design Transcript

Effective PowerPoint Design – Tips for Creating Professional & Clear Presentations



In this tutorial, we will cover tips on designing an effective PowerPoint presentation.



Outline



Outline

Consistency
White Space
One Key Idea
Title Slides
Color and Contrast
Images
Reuse

We will talk about:

- creating a consistent design
- leaving enough white space on your slide and avoiding huge blocks of text
- having one message or key idea per slide
- creating a title slide
- using the right contrast
- using images effectively, and
- leaving out information that quickly becomes outdated so you can reuse the information.



Consistency



Consistency

Utilize a template for a unified look.

Maintain consistent slide design, theme, and font.

Use a template to help keep consistency throughout your presentations. Use the same slide design, theme, and font throughout the course. This creates a sense of unity and professionalism.



Leave White Space



Limit items on each slide to 2 -4.

Use white space to enhance visual appeal and readability.

Avoid large blocks of text

Limit the number of items on each slide to 2 to 4. This will make your slides easier to read and understand.

You also want to avoid using large blocks of text. The human brain cannot process complex written information simultaneously with spoken information.

Break up large blocks of text into smaller, more manageable chunks. Use bullet points and numbered lists to help you organize your text.



Use One Key Idea



Focus on a single message or idea.

Avoid clutter, opt for more slides over crammed ones.

Each slide should focus on a single message or key idea. This helps your audience follow your presentation and understand the main points.

Avoid cluttering your slides with too much information. It's better to have more slides with focused content than to have fewer slides with too much text.



Title Slides




Create a title slide.

Start each new topic with a title slide. This helps your audience follow along and know what to expect.

Your title slides should be clear, concise, and visually appealing.



Color & Contrast

 Color and Contrast	Essential for Readability Helps emphasize important points
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Make sure that your fonts contrast sufficiently with the background of your slides.

This makes your text easier to read.



Color & Contrast – Basics



Color and Contrast Basics

Use high contrast between
text and background.

Light text on dark
background or dark text on
light background.

Use light-colored text on dark backgrounds or dark-colored text on light backgrounds.



Color & Contrast – Avoid Problematic Color Combinations



Avoid those problematic color combinations. Don't use red and black together or red and green together. These color combinations can be difficult to read and may cause eye strain.

Avoid using orange and yellow text as well. These colors can also be difficult to read.



Use Images Effectively



Use Images Effectively

- Use images to illustrate and reinforce your points.
- Choose high-quality images that are directly relevant to the content.
- Avoid images of text such as screenshots or equations.
- Limit the number of images per slide to avoid distraction.

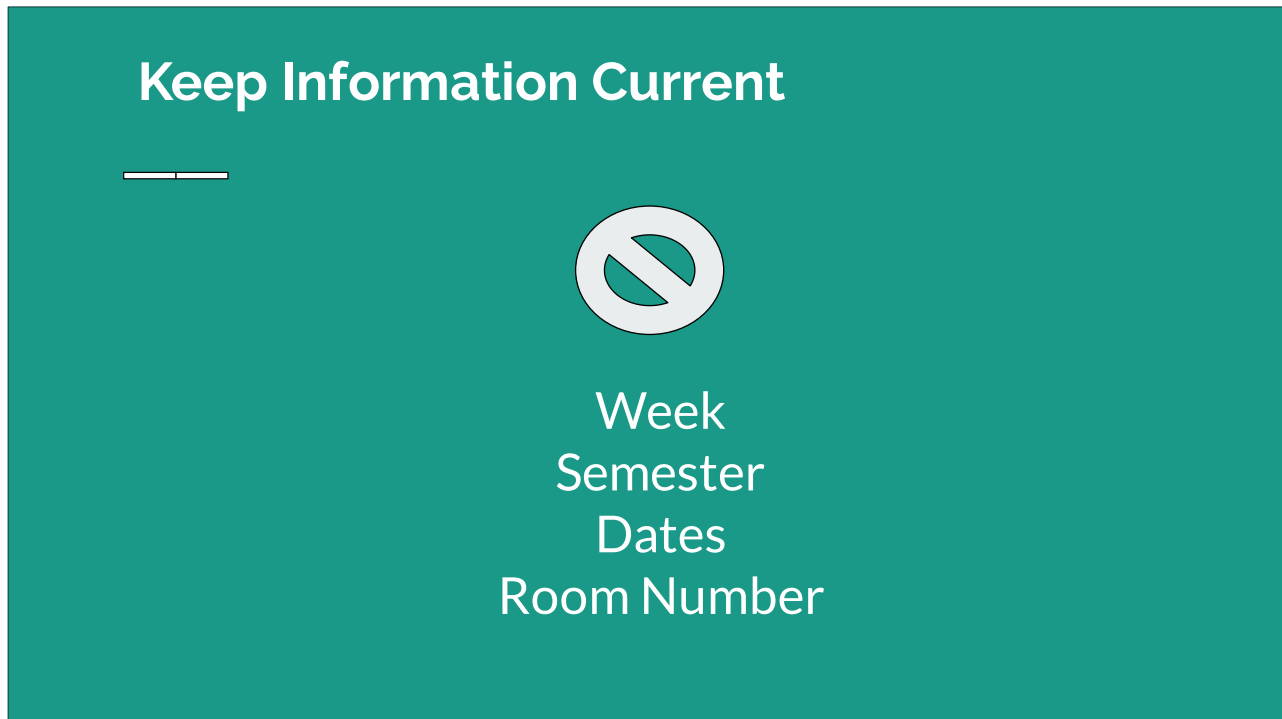
Use images purposefully to illustrate concepts.

Avoid using images of text, such as screenshots of tables, text, or equations.

Avoid using too many images on each slide. This can be distracting and overwhelming for your audience.



Keep Information Current

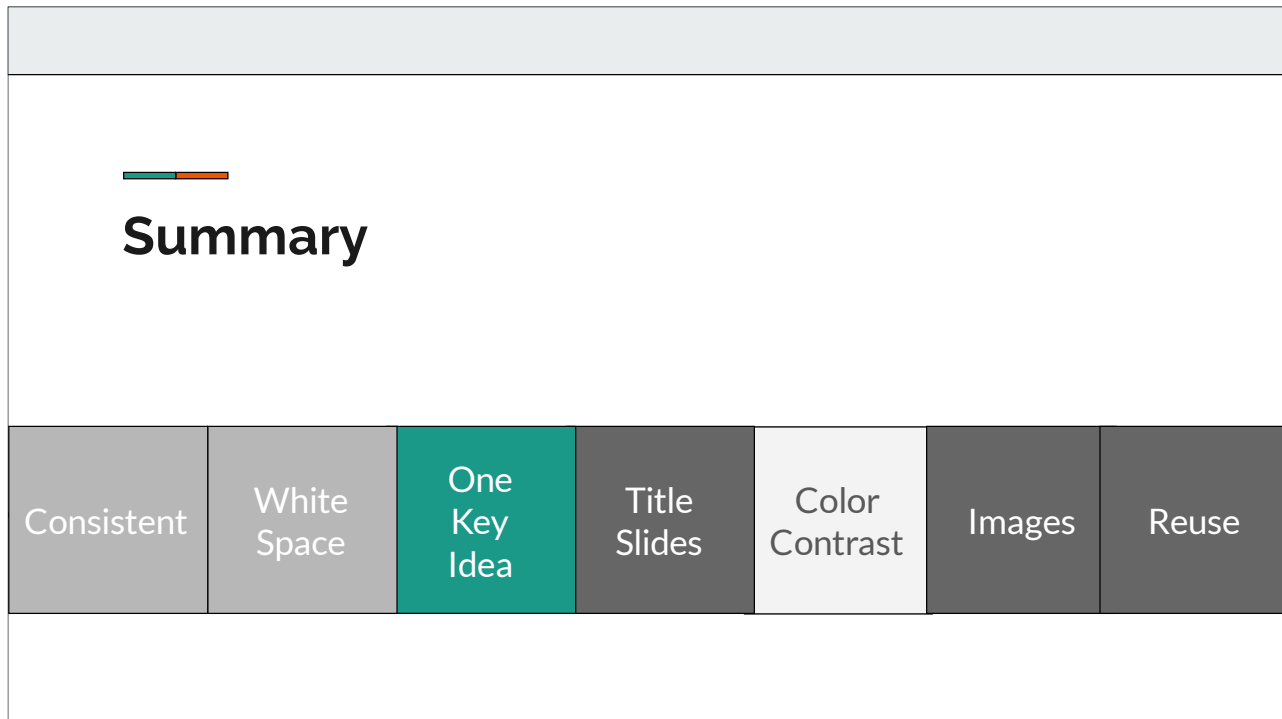


Leave out dates, room numbers, and other specific information that may be outdated next semester.

This information can be added to your presentation verbally on the day of the lecture.



Summary



This concludes our tutorial on effective PowerPoint design.

We covered how to design an effective PowerPoint by:

- being consistent,
- leaving sufficient white space,
- sticking to one key idea per slide,
- creating a title slide for each topic,
- using the right contrast for font and background colors,
- using images effectively, and
- leaving out information that quickly becomes outdated.



Need more?



For more information, reach out to us at esail@tamu.edu.

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