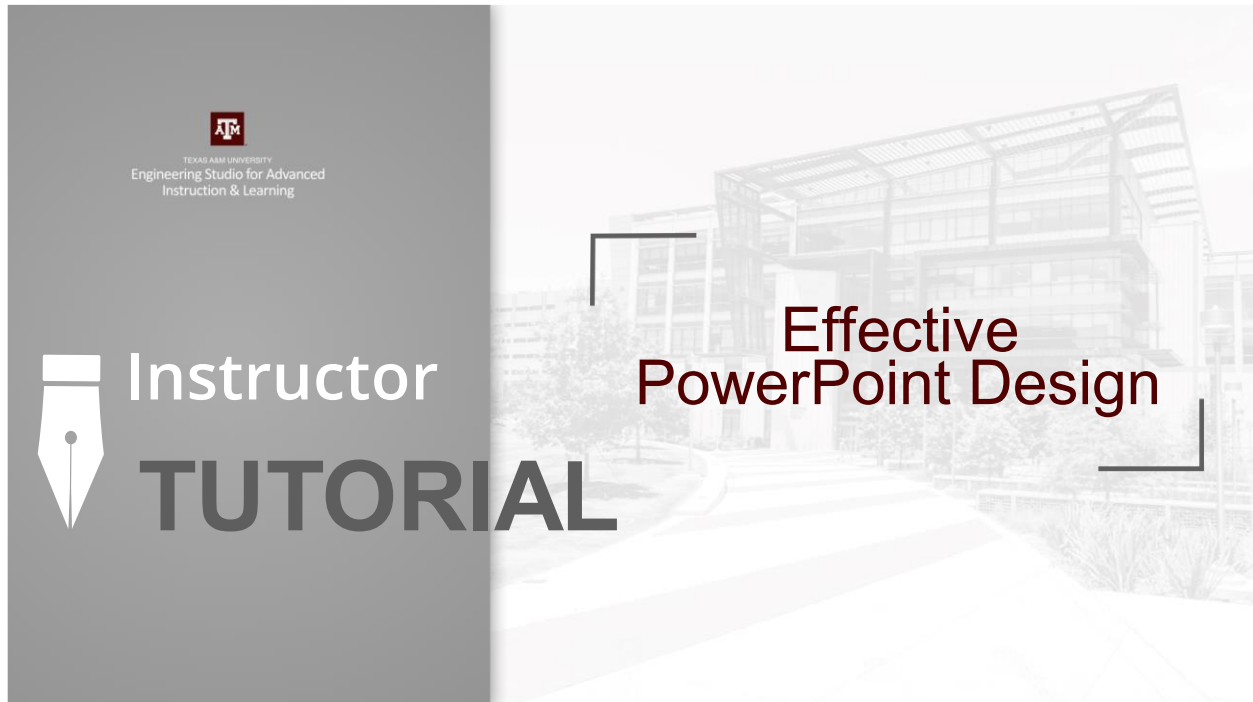
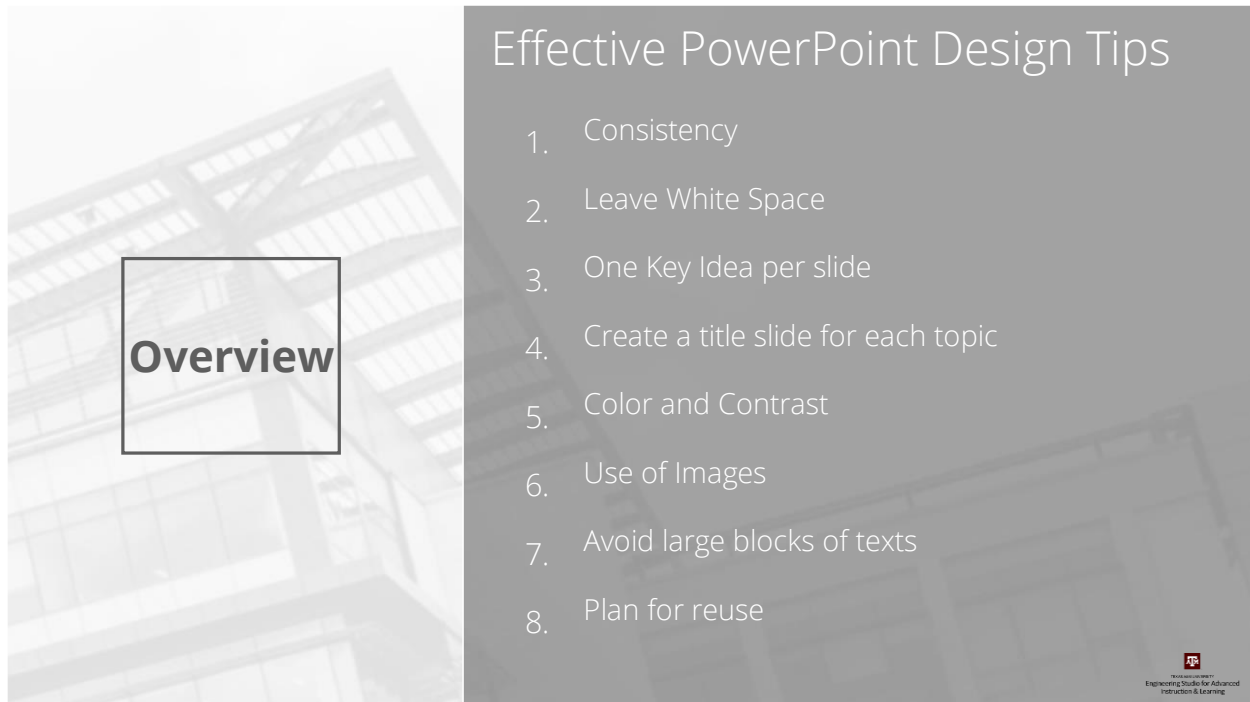


Effective PowerPoint Design Transcript

Slide 1



Effective Powerpoint Design



Effective PowerPoint Design Tips

1. Consistency
2. Leave White Space
3. One Key Idea per slide
4. Create a title slide for each topic
5. Color and Contrast
6. Use of Images
7. Avoid large blocks of texts
8. Plan for reuse

Overview

Engineering Studies for Advanced Instruction & Learning

In this tutorial, we will cover tips on designing an effective power point. We will talk about creating a consistent design; leaving enough white space on your slide, having one message or key idea per slide; creating a title slide for each topic; using the right contrast for font and background colors; using images effectively; avoiding large blocks of texts and leaving out information that quickly becomes outdated.

Slide 3



Consistency

Slide 4



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

Slide 5



Leave White Space.

Slide 6

White Space

- Limit number of Items on each slide
- Use white space to separate items

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

Use white space to separate items on your slides and to make your content more visually appealing.

Slide 7



One Key Idea

Slide 8



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

- **Avoid Clutter**
- **More Slides with focused content**

One Key Idea

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

Slide 10



Create a title slide.

Create a Title Slide

Create a Title Slide for Every Topic



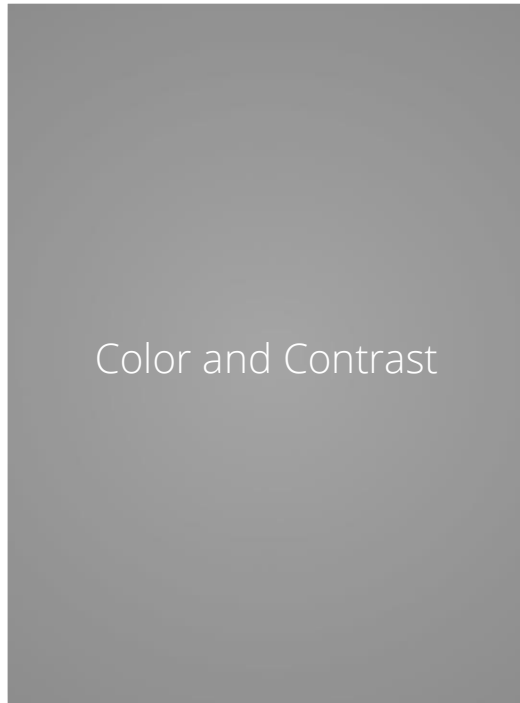
Start each new topic with a title slide. This will help your audience to follow along and know what to expect.

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



Colors & contrast

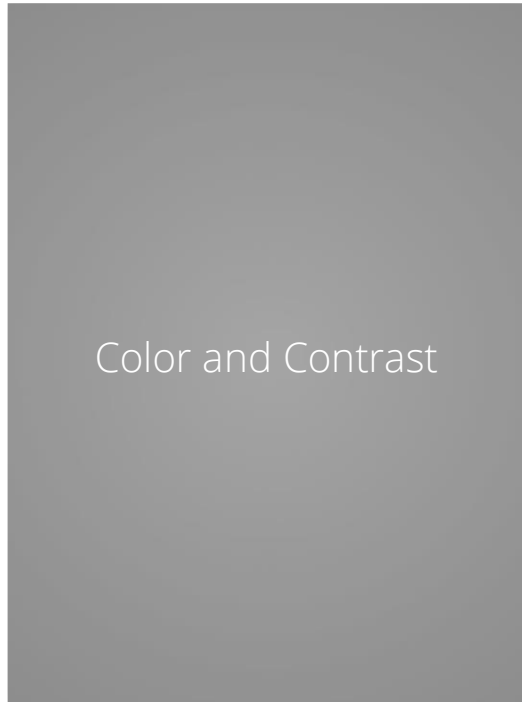
Slide 13



Fonts should contrast
with the background

Make sure that your fonts contrast sufficiently with the background of your slides.

Slide 14



Fonts should contrast
with the background

This will make your text easier to read.

Slide 15

Color and Contrast

Light Color

Use light color text on dark backgrounds.

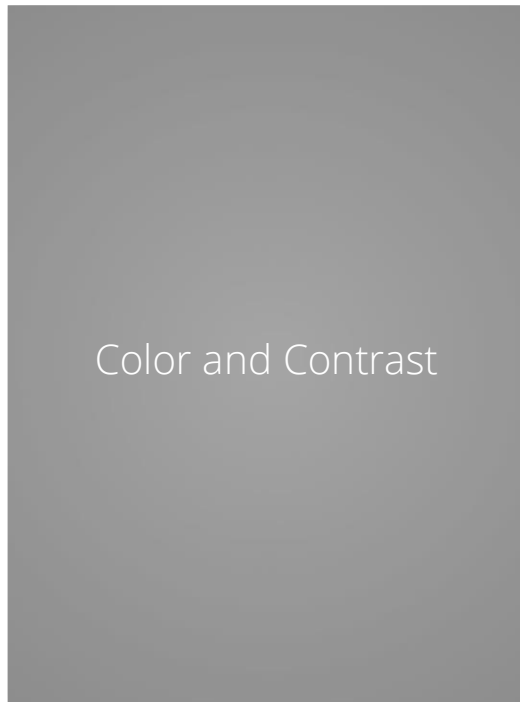
Slide 16

Color and Contrast

Light Color

Dark Color

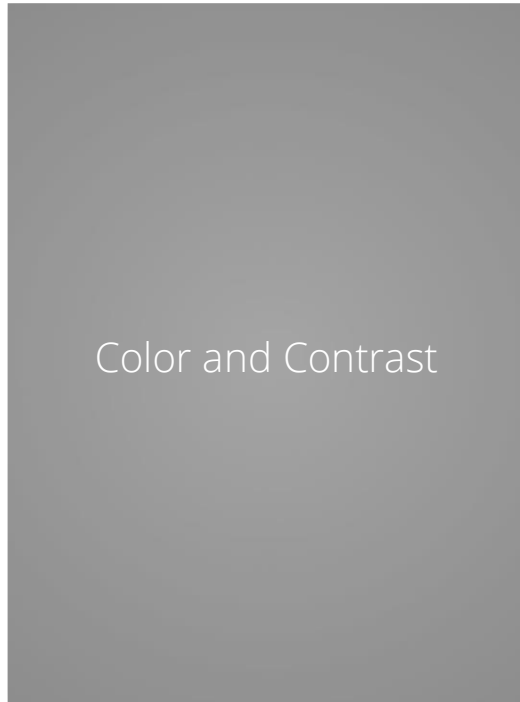
Or dark color text on light background.



Avoid **Red and Black**

or **Red and Green**

Avoid using red and black together or red and green together. These color combinations can be difficult to read and may cause eye strain.



Avoid **Red and Black**

or **Red and Green**

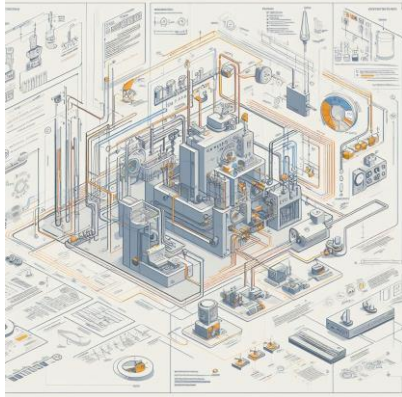
Avoid **Orange** and
Yellow text

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



Images

Slide 20



How to optimize a factory layout using simulation software

- Use Images Purposefully

Use images purposefully to illustrate concepts.

Slide 21

FPM	Drive Only	Precision w/ Urethane	Commercial w/ Steel shaft	OSHA Threshold Limit
100	49.5	36	67	85
150	49.6	50	72	85
200	52.2	51	75	85
250	52.2	53	77	85
300	52.8	53	79	85
350	52.8	53	81	85
400	53.5	53	82	85
450	54	55	84	85
500	55	55	85	85
550	55.6	56	86	85
600	56	56	87	85

- Avoid images of text

Avoid images of text such as screenshots of text or equations.

Slide 22



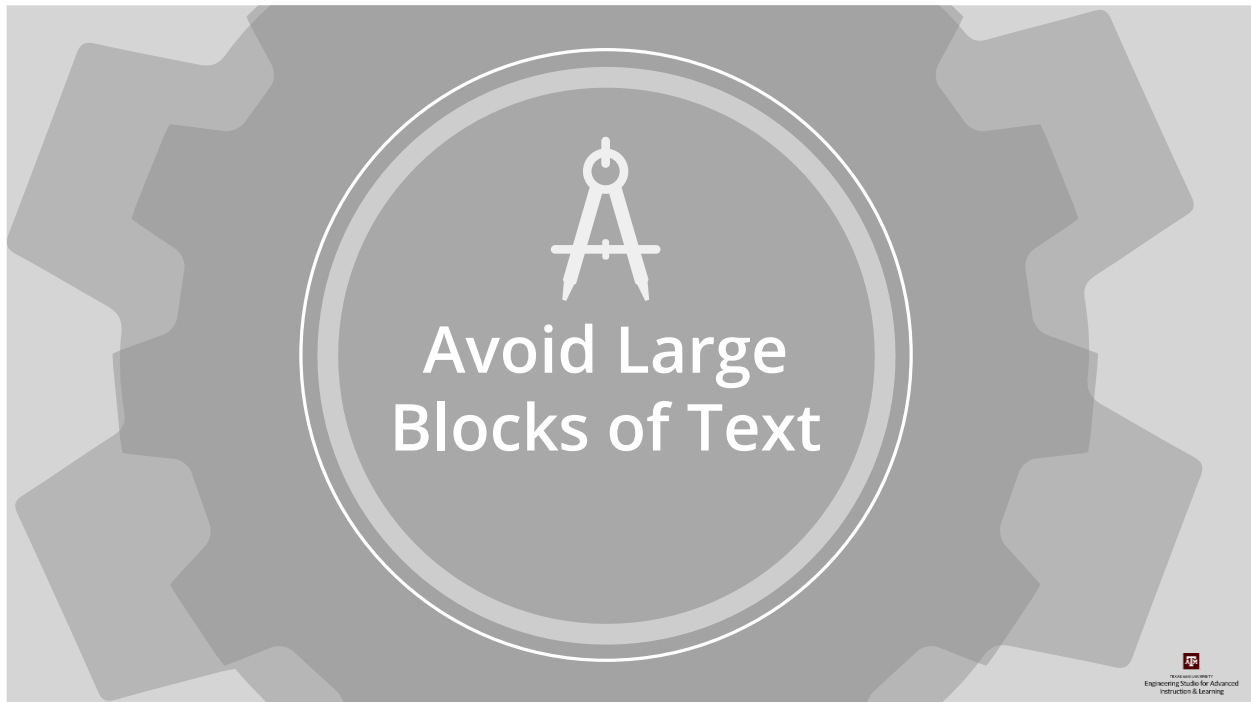
How to optimize a factory layout using simulation software

FPM	Drive Only	Precision w/ Urethane	Commercial w/ Steel shaft	OSHA Threshold Limit
100	49.5	36	67	85
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200	52.2	51	75	85
250	52.2	53	77	85
300	52.8	53	79	85
350	52.8	53	81	85
400	53.5	53	82	85
450	54	55	84	85
500	55	55	85	85
550	55.6	56	86	85
600	56	56	87	85



- Avoid using too many images

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



Avoid large blocks of text

Avoid Large Blocks of Texts

Forming Solutions

- A **solute** is the compound being dissolved in a medium.
 - The **solvent** is the medium in which the compound is being dissolved.
- Dissolving compound in liquids, such as water, is very common, so it would be valuable to understand how and why compounds form solutions. To address these questions, we must examine what happens when you add a compound to a liquid:
- Step 1: the solute particles separate (overcoming the intermolecular attractive forces).
 - Step 2: the solvent particles separate (overcoming the intermolecular attractive forces).
 - Step 3: the solute and solvent interact to form the solution.

Break down into several slides instead of having all together!

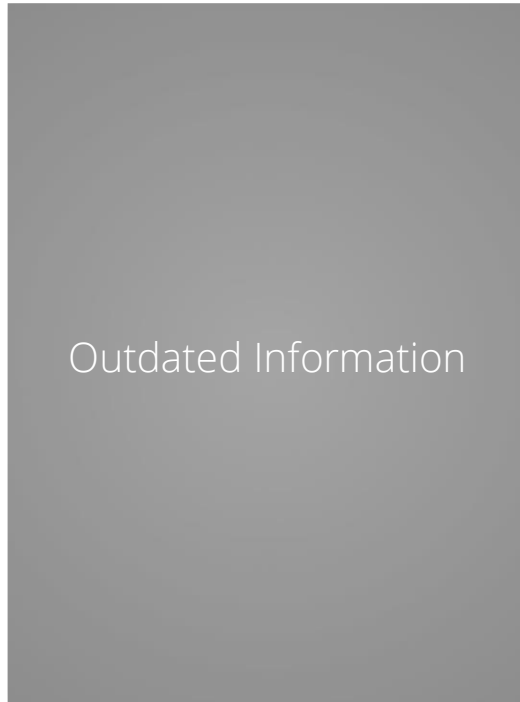
The human brain cannot process complex written information simultaneously with spoken information.

Break up large blocks of text into smaller, more manageable chunks.

Use bullet points and numbered lists to organize your text.



Leave Out Outdated Information



- Dates (including test dates, week #, day of class, Semester and year)
- Room Numbers
- Specific information that does not repeat each time you teach the information

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.



Remember to help be consistent, use a template; keep to one key idea per slide which helps in using white space and avoiding large text blocks; create a title slide for each topic; use font and background colors that create contrast; use images effectively; and leave out information that becomes outdated.

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, create a title slide for each topic, using images effectively, using the right contrast for font and background colors, avoiding large blocks of texts, and leaving out information that quickly becomes outdated.



Need **more?**

esail@tamu.edu

Thank you watching this tutorial, we hope this has been helpful. For more information on using PowerPoint, please send us an email at esail@tamu.edu.