POWERPOINT & PRESENTATION TIPS

Slideshow Presentations

Presentations can be an effective way to relay information if put together with clear purpose. Slideshows, through programs like PowerPoint, Google Docs, or Prezi, are ideal ways to manage presentations by setting an agenda, providing visual cues, and helping presenters stick to a script. The tips below can help presenters create an engaging slideshow presentation.

Tips

Set an Agenda

After the title slide, an agenda slide helps the audience better understand the points that will be discussed in the presentation. Agenda slides should be simple and describe the different sections of the presentation clearly; they should act as a table of contents for presentations.

Create Sections

Creating sections that have a logical progression helps presenters stay on track and helps the audience better understand the shift between different topics. In the STEM field, for example, the sections might be Introduction, Methodology, Results, Analysis, and Discussion.

Keep Slides Simple

Do not place paragraphs or large amounts of information on slides. Limit slide design to bullet points, with 2-4 points per slide. Slides with images should have no more than two points, and the image should have a purpose. Additionally, colors and fonts should be readable, simple, and aligned either left or right for visual clarity.

Engage the Audience

Engage the audience in the presentation by incorporating questions into slides or at the end of sections. Engagement can help with audience understanding and convey the meaning of the presentation more thoroughly.
Tips continued

Write a Script

Do not depend on slides to provide content for presentations; instead, use slides to show the audience key points in the script. A script helps keep the presentation focused without overwhelming the slides with information. Scripts can be written on notecards or in the speaker notes area of PowerPoint.

Cite Your Sources

Always cite your sources for images, figures, or data.