Tips for Better PowerPoint Presentations
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The way you set up and use your PowerPoint slides will make a big difference to your presentation. In general: don't put too much on slides and make sure they are easy to follow and read. The information each slide contains has to be available at a glance. There's not much time for re-reading, so what you write has to come across clearly first time.

Keep text brief
- It's Power*Point* not Power*Essay*! Don't put too much text on a slide.
  Too much text leads your audience into reading the slide rather than listening to you, and it leads you into reading the slide aloud, rather than using it as a memory aid. Put just the core of your message on the slide, so the audience has to watch you to get important extra information
- Have a maximum of 4 bullet points per slide
- Have only a sentence or two at most per bullet point

Keep animations simple
- Choose one, or maybe two basic animations and transitions for the whole presentation. Less is often better
- Use an occasional fancy animation to emphasize a point or to generate interest. Don't go overboard – these can detract from your message or become tedious for the viewer

Choose colours carefully
- Make sure your text is easy to read
- Use dark text on a light background is best

Use fonts sparingly
- Use 1 – 2 fonts per presentation
- Use sans-serif fonts as these are more readable. E.g.: arial, century gothic, verdana
- To make it more interesting, use different sizes of text, bold and italics. In most presentations, you should need nothing more than this

Use quality images
- Make sure they are relevant to the content
- Make them consistent in size and quality
- Don't go overboard with clip art or well-known images

Keep your preparation simple by using the provided template
- We have provided a PowerPoint template for you that will ensure all your slides have a similar look.
- Use insert/new slide to select different slide styles as you add each new slide

Ka Mua, Ka Muri Looking back in order to move forward