How to Make PowerPoint Slides

Yuying Chris Chang
yuying@slhs.tp.edu.tw



Content

1. Outline
2. Fonts
3. Colors
4. Background
5. Images—pictures & graphs
6. Animated and sound effects
7. Spelling and Grammar
8. Conclusion



1. Outline

e.g. Content page

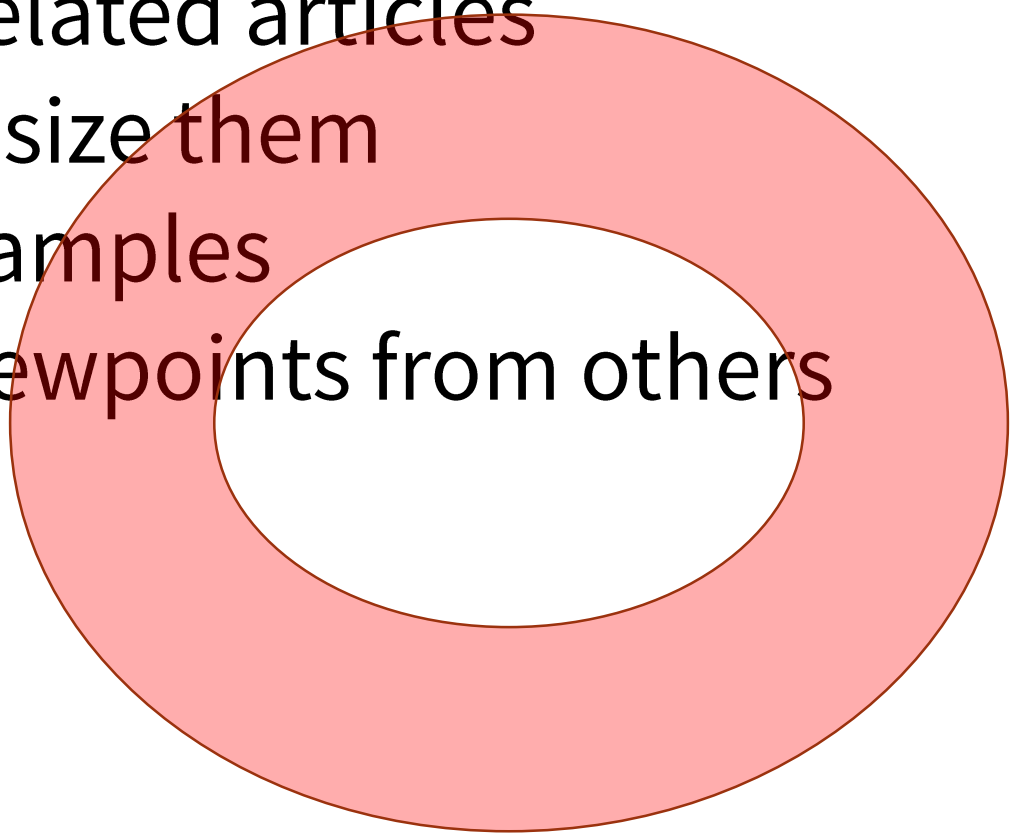
- Show the following order of your talk
- Show only main
- use key words and phrases, not complete sentences
- Numbers usually mean the sequence of importance, whereas points mean the major parts

Example

- In the fast moving *world, people who* can observe the environment, have rich, critical thinking, seek effective approaches and tackle new challenges, *are urgently sought* throughout all vocations and professions. These people are also geared toward collaboration, team risk taking, and finding ways to offer unique contributions. Based on the assumptions, the Ministry of Education (MOE) are therefore preparing for developing students with innovative minds to meet the requirements. The course of "project learning" was integrated into the normal curricula of vocation high schools in 2008 and has demonstrated its benefits to student learning.

Example

- Read related articles
- Synthesize them
- Use examples
- Give viewpoints from others



2. Fonts

- Use a standard font

  (e.g. Times New Roman or Arial)
- Use different size fonts for main points and secondary points

  (e.g. title font: #36 ~ 54, content font: #28 ~ 32)

3. Colors

- Use a color that contrasts sharply with the background

  (e.g. white→ black or dark blue)
- Use different color to emphasize a point

Color—examples

- Using a font colour that does not contrast with the background colour is hard to read



- Using color for decoration is distracting and annoying

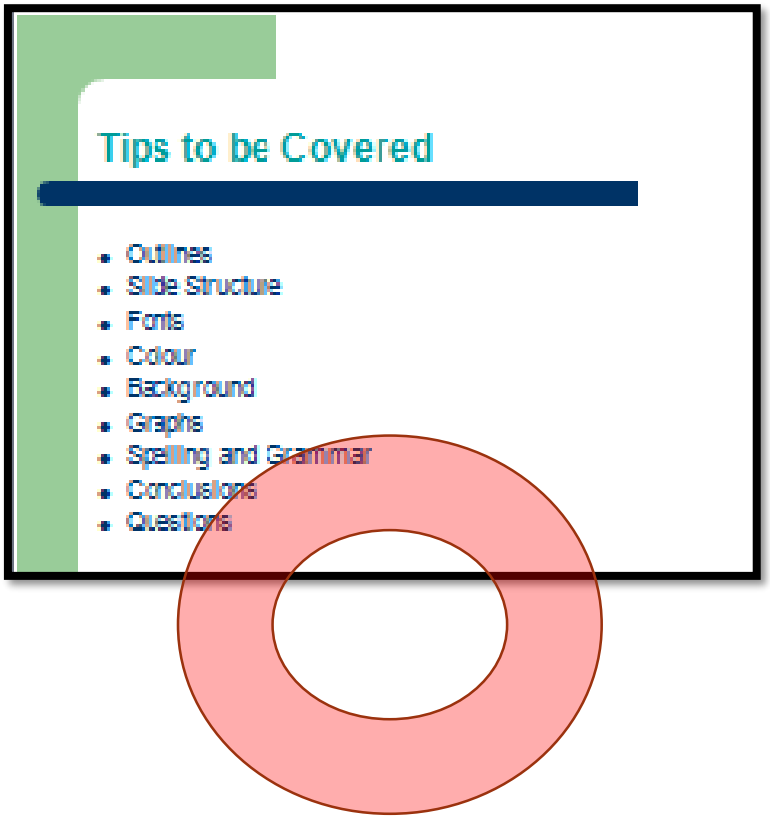


4. Background

- In a dark room, use light backgrounds
- In a light room, use dark backgrounds
- Use the same background consistently throughout your presentation

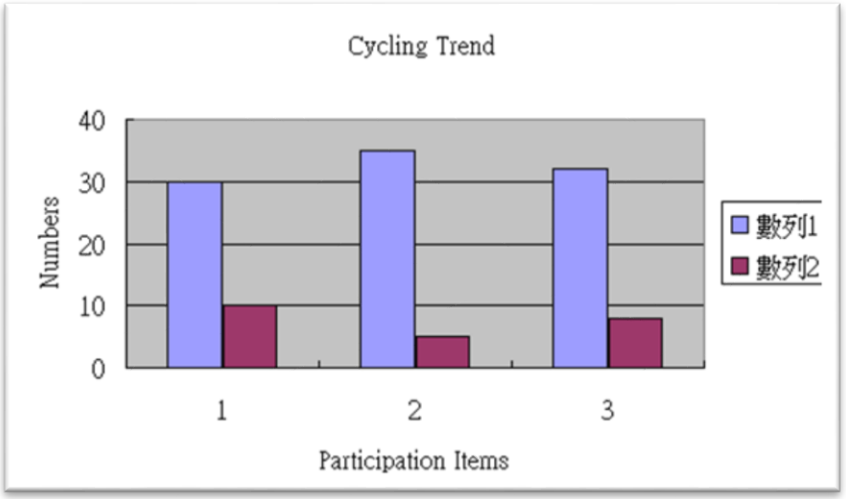
5. Background—examples





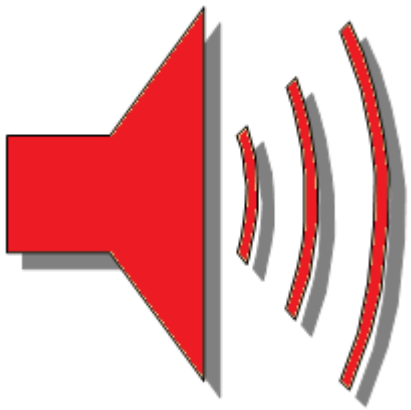
5. Images—Pictures & Graphs

- Use pictures related to the content
- Use graphs better than words or charts
- Title your graphs



6. Animated & Sound Effects

- Give constraint on effects of animation and sound in a formal presentation
- Unless contain purposes



7. Spelling and Grammar

- Avoid typos: spelling & grammar
- Have someone else check for you

8. Conclusion

- Use an effective and strong closing
- Use a conclusion slide to summarize the main points of your presentation

It’ s your turn!

