



PowerPoint Tips

PowerPoint is a wonderful teaching tool that can help you organize your content, stimulate interest, and enhance visual components to aid learning. However, to maximize its effectiveness, it is important to follow some key best practices.

Guiding principle: PowerPoint is a visual aid, not a replacement for an engaging, enthusiastic teacher!

Content Management (visual appeal & readability)

- Minimize text – use key words only
- Ensure your font is easy to read – large enough, strong colour contrast with background, space between bullet points (use the entire slide), and sans serif font (ex: Arial & Calibri)
- Highlight key words (ex: **bolding**)
- Use images (charts, diagrams, photos, etc.), case studies, algorithms, and handouts to supplement your text

Use of Images

- Use images relevant to your content
- Use to clarify a point, capture attention, augment memory, or explain a relationship
- SmartArt (in the top ribbon) will quickly convert text into a variety of images
- Use your own photos or purchase from an online library (ex: iStockphoto)
- If using Google, use “tools” and “search tools” to search for “noncommercial reuse” - and give proper attribution

Animation Effects

- Use to gain and maintain attention but don't overuse to the point of distraction
- Use to withhold information to make your session more interactive by asking questions
- Use to keep learners focused on the point you are currently discussing

Delivery

- Don't read busy slides – give time for your learners
- Slow down to give learners time to process and organize information
- Reduce (as much as you can) looking at your slides and maintain eye contact with your learners - using a hand held remote allows you to move away from the computer
- Smile and share your enthusiasm for teaching with your learners!