



PowerPoint Tips

PowerPoint is a wonderful teaching tool that can help you organize your content, stimulate interest, & 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), & sans serif font (ex: Arial & Calibri)
- Highlight key words (ex: bolding)
- Use images (charts, diagrams, photos, etc.), case studies, algorithms, & 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” & “search tools” to search for “noncommercial reuse” - & give proper attribution

Animation Effects

- Use to gain & 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 & organize information
- Reduce (as much as you can) looking at your slides & maintain eye contact with your learners - using a hand held remote allows you to move away from the computer
- Smile & share your enthusiasm for teaching with your learners!

