

# Tips for An Effective PowerPoint Presentation

# Don't put too much text on a slide



Make it easy to read (fonts and background)



High Contrast  
Professional Font  
Attractive Colour Combinations

Low Contrast  
Unprofessional Font  
Unattractive Colour Combos  
High contrast of colours in background

and  
**contrast**  
is your friend

Use animation  
to enhance...



...Not distract

- **\*ONE\*** type of animation per slide
- “BASIC” or “SUBTLE” ones
- Avoid “EXCITING” except if needed
  - To highlight
  - Help audience remember



A picture is worth a thousand words

