



Core units: Inquiry and skills

Illustration 2: Contemporary geographical issues and the media – Year 6

## A guide to constructing PowerPoint presentations

PowerPoint is an example of multimedia presentation software. It is capable of combining various types of media, including text, graphics, clip art, digital photographs, video, sound effects and even music in a slideshow format.

Outlined below is a set of guidelines designed to enhance the effectiveness of your PowerPoint presentations.

### General guidelines

- Use a common design template throughout your presentation.
- Limit the number of slides you use – too many slides can overwhelm your audience.
- Include only essential information.
- Standardise the positioning, colour and style of headings.
- Text styles and images should be used consistently throughout.
- Use colours that contrast (for example, black text on a light-coloured background works well).
- Be consistent with sound effects, transitions and animations. They are, however, best used sparingly.

### Text guidelines

- It is best to have no more than six lines of text per slide, with no more than six words a line.
- Avoid long sentences.
- Use a larger font to highlight key points.
- Select a suitable font size – in the range from 18 to 48 point.
- Avoid fancy fonts as they can be difficult for the audience to read.
- Be sure the text contrasts with the background.
- Avoid words in all capital letters as they are hard to read.
- Avoid abbreviations and acronyms (for example, approx. and UN).

### Clip art, photographs and graphics

- Ensure any clip art, photographs or graphics you use balance the slide and enhance and complement the text, not overwhelm it.
- Present any data in a graphic form.
- Include no more than two graphics per slide.

### Presenting your PowerPoint presentation

- Practise and time your presentation.
- Distribute a printout of your presentation with spaces for note-taking.
- Speak confidently and clearly.

### Expand your horizons!

Make your presentation available on the World Wide Web. PowerPoint allows you to turn your presentation into a ready-made web page. Go to 'Save as'. In the 'Save file as type' list, select 'web page' and then 'save'.