

Powerpoint Takeaways

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General tips for putting together great slide presentations:

- The PPTs you made for a lecture hall usually don't work well for online.
- In this case, you are “in the PowerPoint.” You have to make room to stand somewhere, usually to one side or the other.
- PPTs for online should be in widescreen format, 16x9 to be exact because that's the format of the video itself. (You can set this in PowerPoint via File/Page Setup/On-Screen show: 16x9/ but WAIT: If you do that on PPT13 for Mac, it will stretch the content of your existing slides to widen them. They'll look terrible and you will have to resize every image on every slide. PowerPoint 2015 offers a “Scale” option, and that will place your 4x6 slide in the center of a 16x9 canvas. From there, it's easy to move content to one side and provide yourself a place to stand. Windows PPT offers the scale option as well.)
- Use a high-contrast but attractive color scheme. Say “no” to crazy fonts that are hard to read.
- Keep the amount of text to a minimum – bullet points only – and no small type
- Interesting graphics and photos make more attractive slides and more engaged students.
- Create a “theme” slide to use as an opening/closing background image.

Good luck!!!