Tips and Techniques for Creating Slides in PowerPoint™

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1. **Slide** - this is a window representation of what your slide will look like.

2. **Outline** - this area shows a mini thumbnail of your slides.

3. **Task Panel** - this area gives you menus to choose different characteristics to apply to your slide. This area is the most crucial for stylizing and adding things to your presentation.

4. **The Notes** . . . is where you would put your own notes to yourself to help you remember what topics to highlight and talk about when giving your presentation. You can enter separate notes for each slide.

**Making a Good Visual**

When organizing what you want to convey in your presentation, remember to keep it simple. If the visual contains too much detail or too many ideas, its value is lessened.
Creating Powerpoint Presentations

Line Thickness and Type Size

Use solid thick lines, not hairlines. Try not to use more than 9 lines of text per slide
Minimum font size no less than 14pt

Balance, Simplicity and Contrast and Colors

Try to fill your slide area. Use simple graphics. Either use dark background with light text color or the opposite, light background with black or dark color text. Use the palette colors that PowerPoint™ has created for its slide. They will give you the best results. Be careful . . . Red and Greens do not mix!

Design your visuals to be seen by the back row of your audience.

Type Size and Contrast

Try not to use more than 9 lines of text per slide
Minimum font size no less than 14 pt.

Either use dark background with light text color or the opposite, light background with black or dark text. In fact use the PowerPoint templates as they are. They are made to be readable.

Stylizing your presentation

Before you begin inserting your information, lets think about the overall look that you are wanting for your presentation.

Click on the “Design” tab in the task panel. Click on one of the templates shown and it will change the look of your slides. Even though you have chosen that style, you can also go to the far right of the task panel and select a different color scheme if you wish.
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**SAVE YOUR PRESENTATION**

Remember to save your presentation ever step or so to make sure you don’t lose vital information and have to start over.

**Inserting Your Information**

Let’s start adding your items into your presentation.

*Using the Slide* - Clicking on each placeholder already in the slide window will allow you to type right into the box the new information you wish to put into that slide.

To INSERT a NEW slide . . . Click on the “HOME” tab and click on the “insert new slide” button.

**Adjusting Additional Elements**

Click on the task panel and select whatever button needed to change them.
Inserting a Chart

Select the graph icon in the center of the place holder of the slide. Select the style of chart you wish to use.

An excel spread sheet will appear and allow you to input your data. As you enter the data, the chart on the slide will adjust accordingly. You can select and right click on any element in the chart and adjust it to your needs.

Inserting SmartArt Graphics

Select the SmartArt icon in the center of the place holder of the slide. Select the style of the SmartArt you wish to use. Use the task panel at the top or right click on any element of the SmartArt to modify or adjust colors, fonts, etc.

Inserting Tables

Select the table icon in the center of the place holder of the slide. Enter in the correct values for Rows and Columns. Insert your information in the table cells. You can right click on any item in the table and change its color, line, etc.
Insert Picture

**DO NOT COPY AND PASTE IMAGES FROM OTHER PROGRAMS!!!** It is only taking a screen capture of that image. It is better to aim to get the best image possible for your presentation. You stand a 50/50 chance of that image NOT showing up.

Use a “Tiff” or “JPEG” file from Photoshop or any other photo/graphics program you may be using.

Use the “Insert Picture” function from the menu. Browse for that file, and place it into your slide.

Try NOT to use “HUGE” files. It will slow down your presentation by redrawing it. AIM for 3”x4” at 150ppi when you save them.

You can modify the image once you insert it into Powerpoint. Just right click on the image and bring up the editing menu. Play around with the setting. See what is best for your monitor.

**Slide Transitions and Animation**

Adding slide transitions and animations to your slides is a great way to add a little punch to your presentation. The best way to view what that transition or animation will do is make sure you are in the “Slide Sorter”. Click on the “VIEW” tab. Select “slide sorter” tab. You can select hold and grab the slide and move them around to the correct order you want them to come up.

Now to start adding animations select the thumbnail you want to modify, then click on the animation or transition you want to apply. Watch the thumbnail as it animates.

**Slide Show**

Select the “Slide Show” tab.

Select the set up show icon. Be careful what you select. You don’t want slides advancing on you when you are still discussing something about what you have on it.
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If you have added movies or sound clips. Make sure you leave enough time for it to play.

Displaying your presentation

Click on the first button to start displaying your presentation. You can use a remote if your LCD projector is set up for this or you can advance slides manually by clicking the mouse.

tips . . .
You can, instead of clicking on that navigation icon, use these quick tips too...

Pressing . . .

“n” will go to the next slide.

“b” once will make the screen go black, pressing it again will bring back the last slide.

“w” once will make the screen go white, pressing it again will bring back the last slide.

“esc” will stop the show and bring you back to the normal window.

Final Touches

Some departments add logos to their presentations.

You can find Wayne State University logos and the DMC logo on the design services page of our website: www.med.wayne.edu/biomedcom