Pointers for Creating a PowerPoint Presentation

“Just because you can doesn’t mean you should”

• Order of Animation (Entrance and Exit)

• Too much animation takes away from the effectiveness of the presentation

• Readability
  o Colors (text-to-background)
  o Size
  o Position
  o Clutter

• There should be substantial white space.
  o Do not fill space with unnecessary pictures

• Be aware of timings.

• Bullets should be short.