How to Make a PowerPoint

Getting Started
When you open the program, a selection screen like this appears:

This selection screen allows you to choose from a variety of pre-created themes. Themes can be a great way to ensure that the PowerPoint-making process is as simple and user-friendly as possible. There are hundreds of different templates, so if you do not find one that you like, feel free to search for more templates and themes with the search bar at the top of the page.

After you have selected your template, you may be able to adjust the color of your template in this preview screen. Make sure that the color does not distract from your content.

To start creating your PowerPoint, hit the CREATE icon.

You should use a title page format for the first slide that gives your Title, your Name, your Instructor’s Name, the Class Name, and the Date.

In PowerPoint, the text resizes based on the size of the textbox. You want to make sure the font is large enough for you to be able to read from a distance, so adjust the size of the text box by pulling on one of the dots on the border of the text box.
PowerPoint gives you a variety of slide designs to choose from. Each slide design serves a different purpose and is meant to help keep you organized as well as help you present your ideas as clearly as possible.

To select a slide design, open the New Slide tab and then click on the design you like.

Unlike in essays, PowerPoint presentations do not require you to use any particular font, size, or color. It is entirely up to you! We do suggest that you use the font, size, and color that your chosen Template or Theme automatically selected. If not, make sure the font, size, and color are readable at a glance.

The only thing you need to worry about, though, is content.

If you want to rearrange the order of your slides, you do not have to recreate the slide again.

Just look at the icons lined up along the left side of your document. Click and drag the icon for the slide you want to its new position.

The other slides will shift down one space automatically.
Keys to a Good Presentation

1. **Proofread**
   - Make sure there are no obvious typos or broken videos, images, or links. The night before your presentation, make sure everything works the way it should.

2. **Practice**
   - Do not do your presentation without running through it at least once.
   - Make sure the slides and your presentation notes correspond correctly.
   - Your presentation should flow. Do not waste time by stumbling over your notes or slides.

Things to Avoid in a PowerPoint

**Animations**
Though animating your text and slides might seem like a quick and easy way to bring life to your presentations, they can often do the opposite and make it distracting and hard to follow, especially when they are unnecessary. You should only animate your text if you need to reveal a point - but animation should be used sparingly.

**Clip Art**
Clip art are the little stock images that allow you to access lots of images and sounds that can give your audience something to look at instead of just text. Just like how it is tempting to include animations, many people believe that clip art can be used to bring life to your presentation. In reality, the wrong image can make your presentation look childish and unprofessional. If you do not have any images in your presentation, but you feel like there should be, consider including a relevant graph or chart, or perhaps a screenshot of a document.

If you still want to use an image, make sure the image does not distract from the text or the rest of the presentation.

**Transitions**
Unlike in essays or other assignments, how you transition in your presentation is entirely up to you. What you should not do, however, is animate your transitions. Simply cutting away to the next slide is clean, professional, and will not distract your audience with silly movements.

**Wordiness**
Do not write every word on your slides that you are going to say in your presentation. Your slides should give the highlights of your presentation. The words you say should shine overall. Instead, stick to 6 or so words per line and no more than 6 bullet points per slide.

If you need any help constructing your presentation, please do not hesitate to contact your instructor or the Writing Center for more information.