

A Beginner's Guide To Designing Presentations

At the heart of it, presentations entail the use of a visual aid to accompany a talk. Microsoft Powerpoint is the go to option for creating visual slides whether it is a poster or to support a talk. Then there are alternatives such as Prezi, which are fancier in nature. Since bad slides are worse than no slides at all, this simple guide will get you started on how to prepare the most effective slides.

DESIGN

Just because the program has templates does not mean they are any good. You want simple colors that are not too bright so it does not distract. There are some great tools for [choosing color schemes](#).

STRUCTURE

Slides are a supporting tool, so let the content serve as guide posts rather than reading notes. The title page can set the tone of your presentation whereas the final slide leaves an impression; don't waste these.

FONTS

The size of your text should make it easy to read without being too large. There are also various font types with some considered *less formal* than others. You want the right [font type](#) for your message and audience with the occasional **HIGHLIGHT** to grab attention.



BULLET POINTS

Bullet points can be used as highlights to convey the most important parts of your message. They also allow you to minimise the amount of text. Afterall, the slides should not contain everything you want to say verbatim, remember they are just guide posts

IMAGES

A picture is worth a thousand words, so throw in some quality images to break up the text. They can also be used as a source of humour. Be sure to credit images or get free ones online ([Pexels](#)).

ANIMATIONS

Simple animations can help you control when the audience sees some of the information on your slide. This requires you to do more practise before presenting. Do not use fancy animations which can be a distraction.