

## Staff Development Spring 2005 Transitional Studies

### Things to Consider When Creating a PowerPoint Presentation

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- ❑ Brainstorm ideas for the project.
- ❑ Choose the topic and plan how you will tell the story (Are you using pictures? Graphs?).
- ❑ Storyboard your story (decide where you will place the graphics and/or pictures, what the text and titles will be and in which slide they will go).
- ❑ Create titles and/or graphics.
- ❑ Add Clip Art, drawings, graphs, and/or pictures to your presentation.
- ❑ Add transition (effects) and animation to pictures and/or titles.
- ❑ Add background music (audio) to the presentation.
- ❑ User-test the video to get feedback from their peers.
- ❑ Analyze the feedback and made modifications.
- ❑ Create handout pages to support your presentation.

### Tips and Tricks

- ✓ Give a consistent look to your presentation (Use same background for all slides, same fonts, etc.).
- ✓ Make sure to choose a readable font style, color, and size.
- ✓ Do not put too much text on each slide.
- ✓ Adjust the alignment and line spacing of the text to achieve the best look and make it clearer.
- ✓ Make sure that the background does not distract the viewer from the message.
- ✓ If you are adding pictures to your presentation, lower down their resolution so that you don't have a big PowerPoint file.