Creating a Quality Presentation

A quality slideshow presentation looks good, is easy to read from a distance, and communicates a message. Creative use of color and fonts can make a presentation more visually appealing. Images, audio, and video can communicate a lot of information very quickly. Special effects such as animations and transitions can add action and momentum to the presentation.

Presentation Dos and Don'ts

You can apply basic principles of design to what you learned about presentation tools. Use design elements correctly and sparingly. Your design should not look cluttered or be difficult to read or view. You want your audience to understand your message clearly

Some basic "dos and don'ts" can help you design a quality presentation:

What to Do When You Design a Presentation
- Focus on a single concept on each slide
- Use key phrases from your main points as titles
- Use fewer than five bullet points and keep the text simple
- Use key phrases from your supporting points as bullets
- Maintain a consistent look by repeating colors and fonts
- Use contrasting colors for text and background
- Use fonts that are easy to read from a distance
- Align fonts and graphics so they are easy to view
- Leave white space and balance the content of each slide
- Add multimedia that conveys information about the topic
- Add special effects when they serve a specific purpose
- Check spelling
- Use consistent punctuation
- Proofread the presentation

What Not to Do When You Design a Presentation
- Put more than one main idea on a slide
- Write long titles that require two lines or a small font
- Use more than five bullet points on a slide
- Try to include every detail from your essay on a slide
- Use too many colors or fonts
- Use colors or fonts that are difficult to read from a distance
- Feel like you need to fill up every inch of a slide
- Add multimedia that is unrelated or weakly related to the topic
- Add special effects that disrupt the flow of the presentation
- Think that spelling and punctuation are unimportant in a presentation