



# Transforming Your Presentations:

## 10 Tips for Creating Slideshows to Enhance Your Presentations

November 11, 2025

**ABOUT THE PRESENTER:** Andrea Tantillo, DTM, is an award-winning communications professional with more than 30 years of experience across multiple industries. She is a Principal Communications Planner at the Houston-Galveston Area Council and was an adjunct instructor in the Entertainment and Media Arts Department at South Arkansas College. In 2024, she won a Public Relations Society of America – Houston Chapter Gold Excalibur Award for her work as the 2023-2024 Public Relations Manager for Toastmasters District 56. She holds a master's degree in communications from Purdue University and has been a member of Toastmasters since 2016.



### Personalizing Pre-Outlined/Scripted Speeches

- Review the outline and remember it is just a guide
- Choose an element that has meaning to you
- Highlight one element and include stories and specific examples (no one else should tell YOUR stories)
- Summarize other points from the outline, just including the highlights
- Don't worry about the timing requirements, those are just a suggestion

### Tips for Transforming Your Slides

#### TIP 1 – AVOID WORDINESS

- No large blocks of text and no sentences
- Emphasize main points
- Use large, 30+ point type
- 6x6 rule, such as 6 bullets
- Don't be afraid of white space

#### TIP 2 – USE PHOTOS, MULTI—MEDIA (WHEN APPROPRIATE)

- Are they relevant to your message?
- Not too many elements on your slide
- Aren't distracting or overwhelming

#### TIP 3 – CHOOSE APPROPRIATE COLORS AND CONTRAST

- High contrast is best – dark letters on a light background or dark letters on a light background
- Templates provide good color combos, just check them before presenting
- Dark backgrounds work best in darker rooms, while light backgrounds work best in brighter rooms
- Print your slides in black and white to test your contrast

#### TIP 4 – CHOOSE APPROPRIATE ANIMATIONS

- Too much animation can make your presentation distracting and can look unprofessional
- The right amount of animation can help you highlight your main points
  - Change sizes and colors of words to show emphasis
  - Use motion with the bullets to highlight your message
  - Animations can also be used to show progression or transition



### **TIP 5 – USE INTERACTIVE ELEMENTS**

- High-tech, interactive tools using software and audience's personal devices to respond to questions
- User controls, such as clickable links for information or navigation
- Low-tech surveys using raised hands, clapping, etc.

### **TIP 6 – BE CONSISTENT**

- Use templates for consistent layouts color palettes, graphics and fonts
- Choose graphics and icons that use similar styles
- Choose fonts that are easy to read and don't mix and match unless you have a good reason

### **TIP 7 – BE CORRECT**

- Read your slides before your presentation to check your slides grammar and spelling errors

### **TIP 8 – BE FLEXIBLE AND READY**

- Can you give your presentation without the slides If something happens?
- Have handouts if needed
- Do you have the right number of slides?
- Review your slideshow in the space with the computer and software you are using for your presentation
  - Make sure fonts, videos, sounds, transitions and animations work as expected

### **TIP 9 – YOUR SLIDES ARE YOUR VISUAL AID**

- Your presentation is more important than your slides!

### **SOURCES**

10 Tips to Make Your PowerPoint Presentation Effective (24slides.com)

<https://24slides.com/presentbetter/10-tips-to-make-your-powerpoint-presentation-effective>

Top 6 PowerPoint Tips and Tricks for Creating Effective Presentations in 2024 - INK PPT

<https://www.inkppt.com/post/powerpoint-presentation-tips-2024>

Top PowerPoint Presentation Design Trends for 2024 - SlideGem

<https://slidegem.com/top-powerpoint-presentation-design-trends-for-2024/>

Quite Possibly the World's Worst PowerPoint Presentation Ever

<https://slideplayer.com/slide/1406718/>

How to avoid death By PowerPoint | David JP Phillips | TEDxStockholmSalon

<https://youtu.be/lwpi1Lm6dFo?si=a-GkM6frxpgFRN14> (He is also author of the ground-breaking book "How To Avoid Death By PowerPoint" published in more than 30 countries.)

**Slides from today's presentation are available at [tantillos.com/toastmasters](https://tantillos.com/toastmasters)**