



Transforming Your Slides:

10 Tips for Creating Slideshows to Enhance Your Presentations

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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 are 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 pallets and fonts
- Use color palette generators if you want to choose your own colors or accent color
- Use AI recommendations to design your slides
- Choose built-in graphics, icons, images, and fonts
- Choose fonts that are easy to read and don't mix and match unless you have a good reason



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TIP 7 – BE CORRECT

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

TIP 8 – BE FLEXIBLE

- Can you give your presentation without the slides If something happens?
- Are you ready to make a change if needed?

TIP 9 – BE READY

- Rehearse your slideshow in the space with the computer and software you are using in your presentation
 - Make sure fonts, videos, sounds, transitions and animations work as expected
- Know your message well enough to give your presentation without your slides
- Have handouts if needed
- Have the right number of slides for the presentation you are making
- Have you cited your sources?
- Are you leaving time for Q&A

TIP 10 – 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