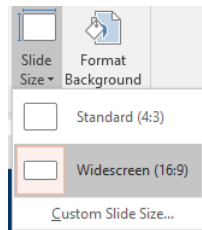


Top 5 Tips for Top Notch PowerPoints

Give your PowerPoint Presentations a Face Lift!

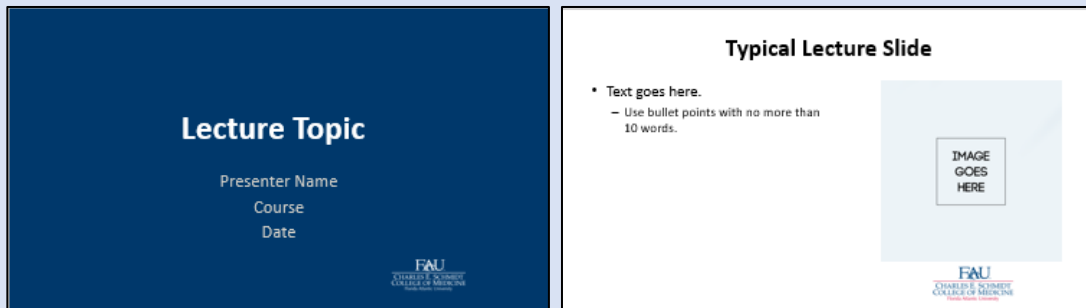
Tip #1: Size Up!

A simple solution to maximize your slide “real estate” and to instantly modernize your PowerPoint is to use the “widescreen” slide size option as opposed to the “Standard 4:3” size option. This setting is located under the “Design Tab” → “Slide Size” → “Widescreen” option.



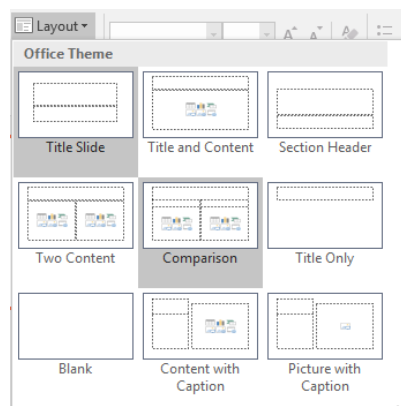
Tip #2: Use a Template!

Use the COM PowerPoint Template. It provides consistency in branding and follows PowerPoint best practices. It is located here: <https://goo.gl/JxRbZN>



Tip #3: Be Consistent!

Avoid creating or moving text boxes. Use the “Layout Templates” available to you. This allows for the text boxes to be consistently placed and the fonts to be consistent colors/sizes. Layout templates are located under the “Home” tab → “New Slide” or “Home” tab → “Layout.”



Tip #4: Manage Cognitive Load

- **Be Consistent**

- Keep the same slide format, colors, and fonts throughout your presentation.

- **Be Concise**

- No more than 10 words per bullet point. No more than 7 lines per slide.


- **Be Conservative**

- No more than 2 images per slide. When paired with content text, images should not take up more than 1/3 of the slide. Keep animations at a minimum.

Typical Lecture Slide





- Text goes here.
 - Use bullet points with no more than 10 words.

IMAGE GOES HERE



Tip #5: Build in Student Engagement

iClicker Cloud Polling is a quick and easy formative assessment tool. Simply add multiple choice, short answer, numerical, or target (touch) questions to your PowerPoint. iClicker can do the rest. Contact the Ed Tech Team for initial setup information.

<p><u>iClicker</u> Question Template #1- Multiple Choice</p> <ul style="list-style-type: none">• Question #1<ul style="list-style-type: none">A. Answer ChoiceB. Answer ChoiceC. Answer ChoiceD. Answer ChoiceE. Answer Choice 	<p><u>iClicker</u> Question Template #2- Short Answer</p> <ul style="list-style-type: none">• Question <p style="text-align: center; font-size: small;">Type in your short answer and tap "send" to submit.</p> 
<p><u>iClicker</u> Question Template #3- Numerical</p> <ul style="list-style-type: none">• Question <p style="text-align: center; font-size: small;">Type in your numerical answer and tap "send" to submit.</p> 	<p><u>iClicker</u> Question Template #4- Target Question</p> <p>Directions-</p> <div style="border: 1px dashed gray; width: 150px; height: 100px; margin: 10px auto; text-align: center; padding: 5px;">Click icon to add picture</div>  <p style="text-align: center; font-size: small;">Tap image to answer. Don't forget to submit your answer.</p>

Interested in a one-on-one PowerPoint Redesign Session?

Contact the Ed Tech Team at COMEdTech@health.fau.edu