8 POWERPOINT EFFICIENCY TIPS: A QUICK GUIDE

Incorporating these simple steps when building your Powerpoint will help students achieve full capacity to understand the materials displayed. Follow these eight easy tips to creating efficient Powerpoint for usability.

Keep Text Simple

Use bullets or short sentences, and try to keep each sentence to one line.

Font Style and Size

Choose a simple font style, such as Arial or Times New Roman, and avoid using font sizes smaller than 18pt

Use Graphics Wisely

- Use graphics to help tell your story but don't overwhelm your audience by adding too many graphics to a slide.
- Stay away from using Smart Object, unless required

High Contrast

Use high contrast between background color and text color. Select the button below to check out what this will look like

Combining colors in PowerPoint – Mistakes to avoid - Microsoft Support

PowerPoint expert Robert Lane writes about what colors and color combinations work best in...

🗔 microsoft.com

Check Spelling and Grammar

Always check the spelling and grammar in your presentation

Create Accessible Tables

- Define Header rows in the table properties
- If you have hyperlinks in your table, edit the link text so they make sense
- Remove all Table images

Create Accessible Charts

- Add ALT text to charts by highlighting the chart> right-click>select Format Chart Area> select Size & Properties > ALT Text
- Add a meaningful Title and Description to chart
- Remove all Chart images

Powerpoint Animation

Remove all animation from slide content to provide clarity for usability