THE BASICS!

POWERPOINT SLIDES

BOOST YOUR TEACHING & LEARNING GAME

Boosting your teaching and learning game is all about being a growth-minded educator. Is PowerPoint (PPT) one of your main lecturing strategies? If so, build a strong foundation for this "Power"ful tool! Read the tips below to find out how.

CONTRAST BETWEEN SLIDE BACKGROUND & FONT

To be easily readable, slide material needs to contrast with the background; however, too much contrast fatigues eyes. Try a light grey background with black text or light grey text with a black background. Fonts should be clean and easy to read. Consider Veranda, Helvetica, or Garamond.

LAUNCH BUTTON

In the toolbar, some groups of tools have more items available than what is immediately shown. Clicking on the small arrow to the right of a given icon (Launch Button) shows the additional options for that group of tools (e.g., the fonts).

ROYALTY FREE IMAGES
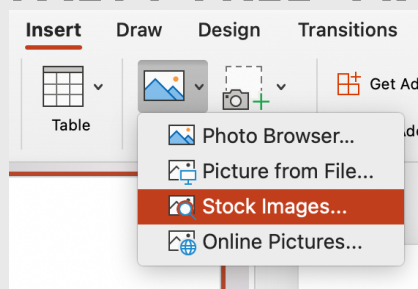
PPT has a variety of stock images for use in your presentation. Click the "Insert" tab, choose "Stock Images," & search in the pop-up window. These high-quality images are royalty free or, in other words, free to use!

SAVING NOMENCLATURE
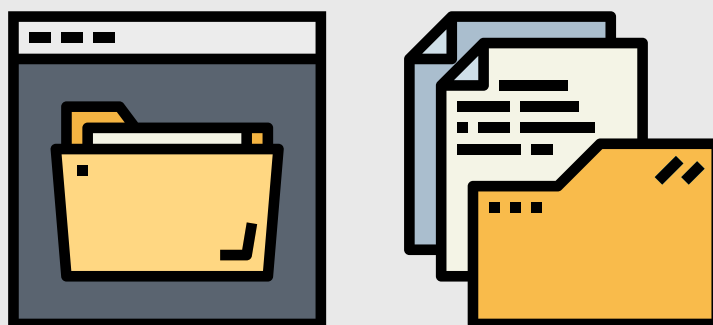
Are you sharing your presentation with your learners? Or do you reuse slides from course to course? If so, use a standard nomenclature to keep you and your learners organized and using the most up-to-date materials. Consider something like this: YY.MM.DD.Subject.ContentTopic
Example: 22.01.01.BIO.CellBiologyIntro

DESIGN IDEAS
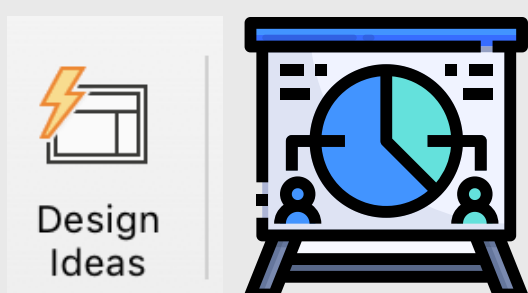
PPT 2019 and beyond, the software examines the content of a selected slide and offers you design options based on what it finds. To use this, select the design tab and then the Design Ideas button.

GUIDES
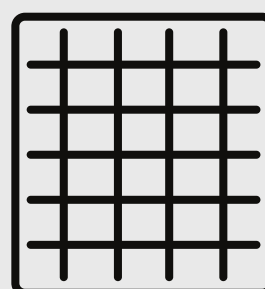
If you want to make sure your items are aligned on your slides, click on the "View" tab and then click the checkbox next to "Guides." This will show gridlines for you to line up your items.

SECTIONS OF SLIDES
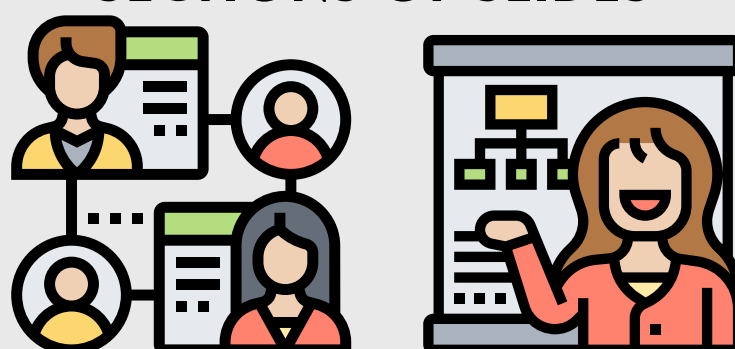
If your presentation has multiple topics, each with multiple slides, you can group them into sections. Create section groupings by selecting slides on the left-hand side of your screen (or from Slide Sort View) and then right click the selection. Select "Add Section" and give your new section a title.