



May 2007

# Animating PowerPoint: Tips and Techniques

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## Recommended Citation

Weaver, Roger, "Animating PowerPoint: Tips and Techniques" (2007). *Library Publications and Other Works*.  
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# Animating PowerPoint

TLA Regional Workshop

# PowerPoint Design Tips

- Don't Overuse Effects
- Don't Overcrowd Slides
- Use Bulleted Points Effectively

# PowerPoint Design Tips

- Think Like Someone in Your Audience
- Never Forget Your Conclusion Slide
- Don't Read Your Presentation

# Slide Design Elements

- Repeat Design Elements
- Space Consistently
- Be Brief

# Slide Design Elements

- Limit Lines to 6 – 8 Per Slide
- Leave Space Between Lines
- Use a Consistent Typeface

# Slide Design Elements

- No More Than 2 Typefaces
- Sans Serif Only
- Avoid ALL CAPS

# Slide Design Elements

- Use **Bold**, *Italics*, or **Color** for Emphasis
- Avoid Busy Backgrounds



# In Summary

- Don't Overuse Effects or Overcrowd
- Think Like Someone in Your Audience
- Don't Read you Presentation