Tips for how to make a Presentation look *Professional*

1. **Consistency**
   - Use the *same font face and colors* throughout the presentation
   - Use *theme fonts and colors* to easily switch themes later
   - Add variation to attract *attention*

2. **Use Animations Sparingly**
   - Animate with a *purpose*
   - *Avoid* elaborate slide transitions
   - Too many animations & transitions can *distract* from content

3. **Stay Focused**
   - Don’t put too much information on a single slide
   - Let your slides *breathe*

4. **Keep your Audience in Mind**
   - What do they know?
   - What do you need to tell them?
   - What do they expect to learn?
   - What will be interesting to them?
   - What can you teach them?
   - What will keep them focused?