

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?