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?