

Best Practices: PowerPoint Classroom Presentation

Formatting:

- Use San-serif fonts (Arial, Helvetica, Calibri, etc.).
- Use readable font sizes (32 for 5-7 bullets) viewable from front and back rows.
- Use white background.
- Aim for 5-7 bullets per slide.
- Maintain white space in margins for note-taking.
- Integrate images into slides.

Advantages:

- Create colorful, attractive designs with templates.
- Quickly reorder slides with easy drag and drop feature in Slide Sorter view.
- Advance slides with one key stroke.
- Integrate audio clips, animation and video.

Techniques:

1. Add an embedded video into the presentation.
2. Captivate audiences with transitions or animations.
3. Integrate data from other applications such as, an Excel graph, Word table, etc.
4. Use the Notes feature to write a script.

SAMPLE

KEY FUNCTIONS

- **Motility:** movements that mix GI contents and propel them along the GI tract
- **Secretion:** processes by which glands in the GI tract release water and other substances
- **Digestion:** processes by which food is broken down into smaller, absorbable molecules
- **Absorption:** processes by which nutrients are taken up by cells lining the GI tract

Resources Available:

Short Videos:

- [How to Use PowerPoint 2010](#)
- [How to Design an Effective Presentation](#)

Website:

- [Getting Started with PowerPoint](#)

Need Help?

Contact:

CurriculumDesign@mcw.edu

Diane Wilke-Zemanovic,
414-955-8387

Sue Korek, 414-955-8655

Diane Brown, 414-955-4331

