

## Microsoft PowerPoint 2016 Resources:



### Library and Online Resources

- **GCF Global**—<https://edu.gcfglobal.org/en/powerpoint2016/>
  - GCF Global provides open access technology tutorials on a variety of subjects. Tutorials usually include text, pictures, and sometimes video.
- **Microsoft Support**—<https://support.office.com/en-us/powerpoint>
  - The Microsoft Support site for PowerPoint provides tutorials on frequently used features and tasks.
- **Lynda.com**—log in through the Skokie Library website with your Skokie library card.
  - Lynda.com provides a series of video tutorials on a wide range of topics related to technology, including most Microsoft Office apps.
- **Gale Courses**—sign up through the Skokie Library website with your Skokie Library card.
  - Gale Online Courses offers a series of structured online classes with an instructor available to answer questions.

### PowerPoint Best Practices: Tips and Tricks:

#### Working with Text Checklist:

- Keep it simple!
- Use sans serif fonts like Ariel, Verdana, Helvetica, or Geneva.
- Use font sizes 24 or larger for body text; titles should be at least 36.
- Use contrasting font and background colors.
- Limit the number of font styles to two per slide.
- Use italics, bold, or color to emphasize content.
- Avoid slides with dense text. Use brief points instead of sentences or paragraphs.
- Use lists and bullet points when possible.

#### Design and Images Checklist

- Keep it simple!
- Use images selectively—they should be relevant to what you want to convey.
- Use high-quality images.
- Consider the location of your presentation when you select colors, fonts, and design.
- Pick a color scheme and stick with it.
- Try to use a limit of two to three colors on a slide.
- Use contrasting font and background colors.
- Use a distinctive title for each slide.

## Presentation Tips

- Keep it simple!
- Plan your presentation in advance and practice!
- Present one idea per slide.
- Use animations sparingly.
- Use images selectively—they should be relevant to what you want to convey.
- Keep your audience in mind—what strategies will be most engaging?
- Think about your tone and body language—these will both help to communicate with your audience.
- Pace yourself and remember to speak clearly and slowly.
- Remember that your PowerPoint is only one part of your presentation—you should be the focus.**