

# How to Make an Effective PowerPoint

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# Make Sure People Can Read Everything

- Colors: Use dark fonts on light backgrounds or light fonts on dark backgrounds
- Use large font sizes. Not everyone is in the front row.
- Use pictures.  
But don't overdo it.



# Make Sure People Can Read Everything

- Don't put too much on one slide. Use more slides instead.
- Don't put everything up at once. Use Transitions.
- Keep transitions simple.

# Keep it Simple

Simplify your ideas. There is no need to write complete sentences or drawn out paragraphs. You are not being graded by how many words you write. People will be taking notes on your PowerPoint and if it takes them forever to copy down what you wrote, you are going to feel awkward standing in the front of the room waiting for them to finish copying down your PowerPoint slides.

Here's an example slide:

# Macbeth Act 1 Scene 5

- Lady Macbeth learns of the witches' prophecy
- She tries to convince Macbeth to kill the king
- “Look like the innocent flower/  
But be the serpent under't”  
-Lady Macbeth to Macbeth

