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## Discussion Board#3

If you want to have effective PowerPoint Presentation check out the following tips; First, should have a little planning. Writing a script for you to see the outline of the presentation if it follows good storytelling conventions: give it a beginning, middle, and end. A word or sentence will drive creativity more than a long sentence or paragraph because nobody from your audience would be able to view the latter. Pay attention to the design that you make. Use plain background you shouldn't think of decoration, but of connection. All information to your slides should have a good impact on the idea you are communicating. Concentrate on simple design and avoid making your templates complicated. For the body text use a san serif font, for slides header use decorative fonts, for the light background put dark text, always align text left or right and avoid clutter. Express one idea per slide. One main idea per slide makes a difference. You can make an outline to your presentation and add bullet points to an idea in a slide . Support the headline with graphic evidence. Two images per slide are enough in a presentation. Also, use images only when they give meaningful data. You can also use video and audio to convey your information effectively. Balance the slide, enhance and complement the text, not overwhelm. Have some animations and transitions. You can use charts in your presentation when you want to see the comparison of some data.

## References

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