

Creating a slideshow

There are two steps to creating a good slideshow. First, you want to prepare your information and create a plan, and then you want to design a captivating slideshow.

Step 1. Prepare

Do plenty of research on your topic before you start and create a plan/script.

Your presentation should generally follow an introduction-body-conclusion structure. Begin by introducing your topic and setting the scene for the presentation. In the body, provide the relevant information and evidence and then conclude by summarizing the key points of your presentation.

Step 2. Design

There are a variety of tools you can use to design a slideshow, the most common is Microsoft PowerPoint. Other programs include Canva, Adobe Spark and Animoto (keep in mind, you need to be familiar with the technology so it doesn't impact your presentation on the day). There are five key concepts to keep in mind when creating a slideshow: simplicity, consistency, readability, creativity and credibility.

Simplicity

Use as few slides as possible (one per minute) and keep your slides simple. Present one idea/topic/point of discussion per slide. Keep words on the slides to a minimum, i.e. try not to have long sentences and lengthy text, you want the audience to be listening rather than reading. You can use the notes section to include all the information you wish to discuss in presenter mode but keep in mind you may need to present in slideshow mode so make sure you print your notes before the presentation.

Consistency

Use consistent formatting, i.e. colour, font, text size, slide structure, transitions. Templates are very useful for this (Figure 1). Use the designated template provided by your Unit Assessor.

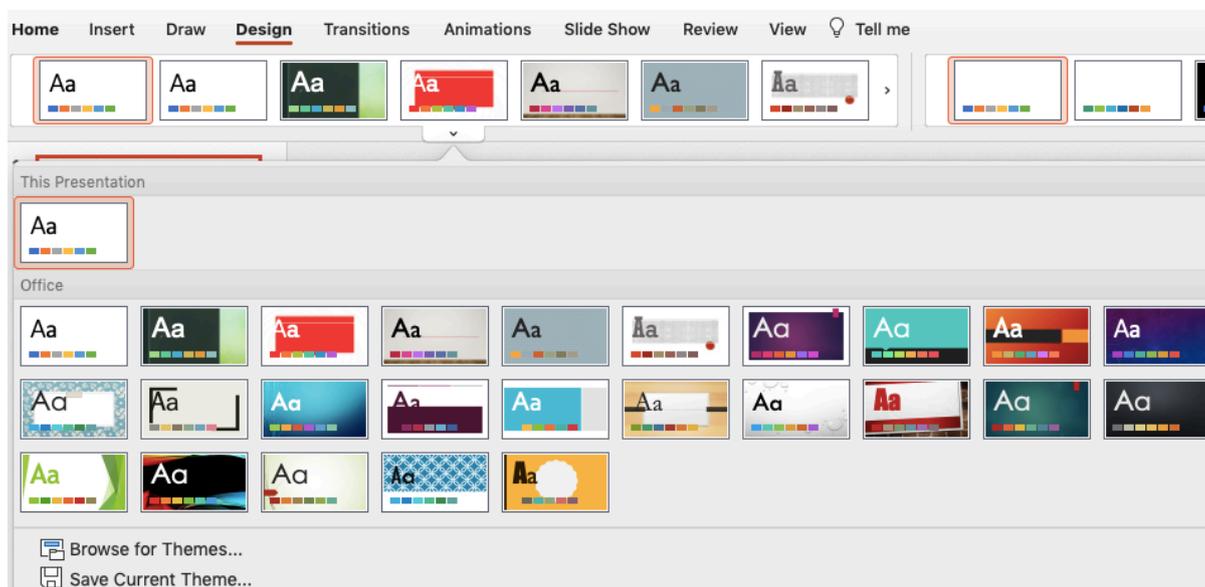


Figure 1. Templates in Microsoft PowerPoint.

Readability

Make sure all elements are readable from the back of the room, i.e. use large font (>30) and try to avoid white/light text on colour background.

Creativity

Infographics are a great way to simply convey complex information. You can use SmartArt in Powerpoint (Figure 2) or if you want a greater range of figures and illustrations to work with, you can use Visme or Canva.

If you want to use images, use Unsplash or Flickr (just make sure to check copyright and cite accordingly).

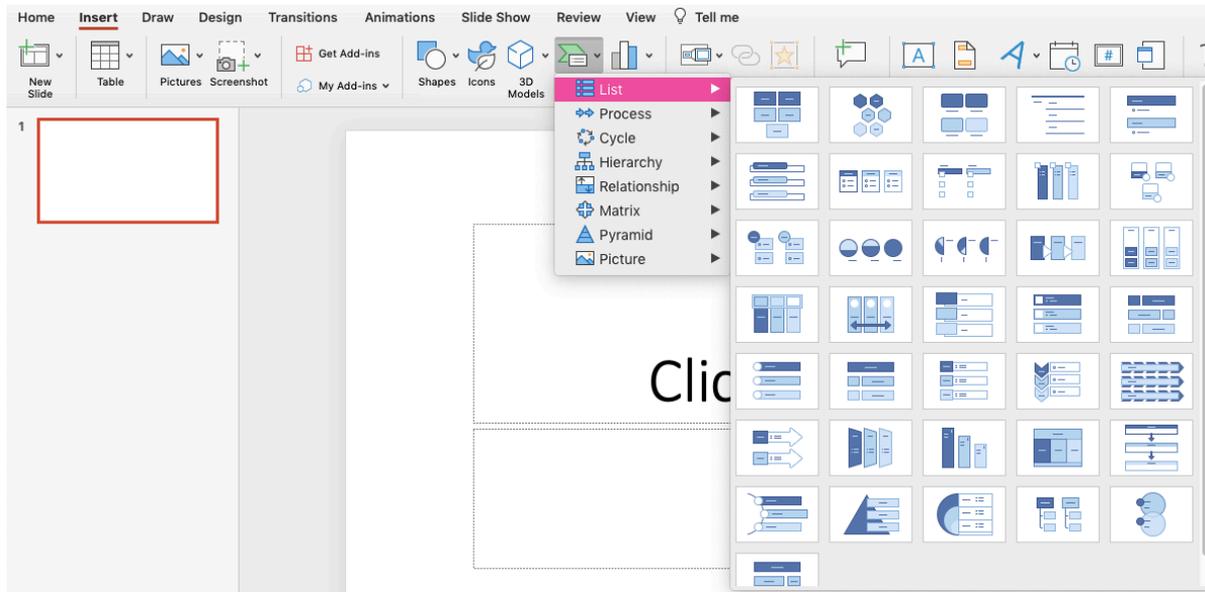


Figure 2. SmartArt in Microsoft PowerPoint.

If you would like to include a video in your presentation, you can include the link within an image. A good idea is to screenshot the video on YouTube and paste that image in your slideshow. You can then right-click the image and choose "Link...", this will open a window where you can enter the YouTube link of the selected video (Figure 3). Once that is included, you can simply click on the image during your presentation and it will take you to the YouTube video. If you make a video yourself, you can privately load it to YouTube and use the link in your slideshow.

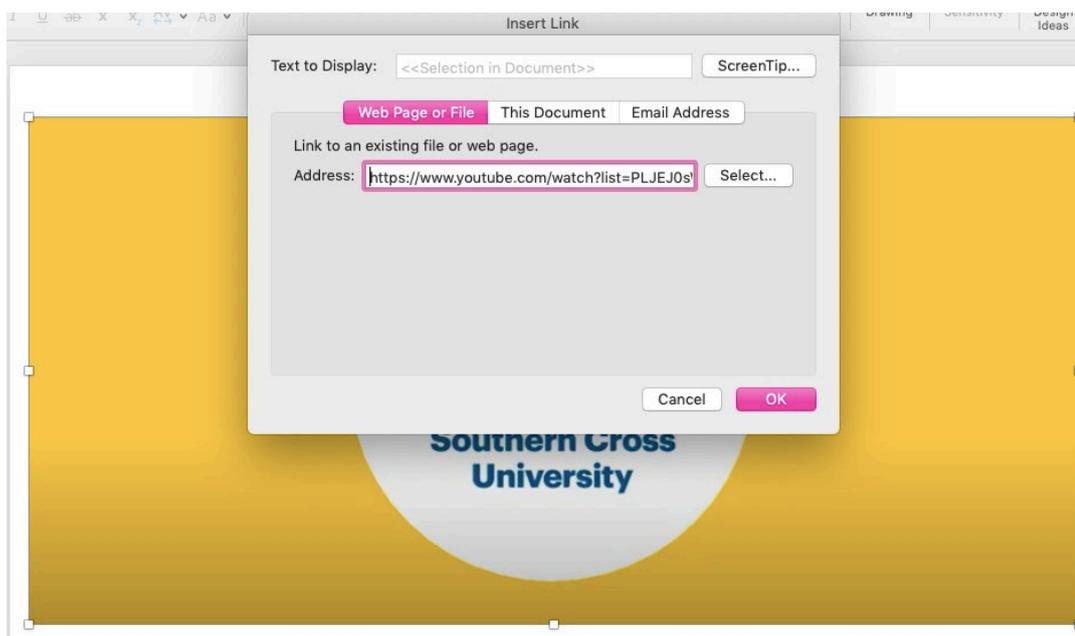


Figure 3. Embedding a video link into a picture.

Credibility

Reference all information used in the slideshow and use the final slide as a reference list. Using these key concepts, you can design a great slideshow for your presentation. For information on presenting, see the Oral Presentations quick guide.