

Using PowerPoint in the Classroom

- Hold on to and apply the principles of good teaching that you have already learnt.
- You're giving a classroom lesson to school students not a talk/lecture.
- What may be appropriate PowerPoint use for general talks is not necessarily appropriate in the classroom setting.

Some questions to ask when considering using PowerPoint presentations:

- Will my use of PowerPoint enhance the students' learning?
 - My presentation illustrates concepts visually.
 - My presentation makes appropriate use of some or all of the following: pictures, diagrams, tables, annotated graphs and figures.
 - My presentation encourages student participation and discussion.
- Am I using PowerPoint solely for the sake of using technology?
 - My presentation only has text and cosmetic images.
 - My presentation is heavily animated.
 - My presentation does not invite interaction between the students and myself.
 - My presentation consists of notes that I would not give to students in any other format.

Six Tips for Better PowerPoint Presentations

The way you set up and use your PowerPoint slides will make a big difference to your presentation. **In general:** don't put too much on slides and make sure they are easy to follow and read. The information each slide contains has to be available at a glance. There's not much time for re-reading, so what you write has to come across clearly first time.

1. Keep text brief

- It's *PowerPoint* not *PowerEssay*! Don't put too much text on a slide.

Too much text leads your audience into reading the slide rather than listening to you, and it leads you into reading the slide aloud, rather than using it as a memory aid. Put just the core of your message on the slide, so the audience has to watch you to get important extra information.

- Have a maximum of 4 bullet points per slide.
- Have only a sentence or two at most per bullet point.

2. Keep animations simple

- Choose one, or maybe two basic animations and transitions for the whole presentation. Less is often better.
- Use an occasional fancy animation to emphasise a point or to generate interest. Don't go overboard - these can detract from your message or become tedious for the viewer.

3. Choose colours carefully

- Make sure your text is easy to read.
- Use light text on a dark background.

4. Use fonts sparingly

- Use 1-2 fonts per presentation.
- Use sans-serif fonts as these are more readable. E.g.: Arial, Verdana.
- To make it more interesting, use different sizes of text, bold and italics. In most presentations, you should need nothing more than this.

5. Use quality images

- Make sure they are relevant to the content.
- Make them consistent in size and quality.
- Don't go overboard with clip art or well-known images.

6. Keep your preparation simple by using templates

- Focus on getting your content on the slides first then apply a template style.
- Go to View/Master/Slide Master and all the elements of the template become editable. This way, your slides will have a consistent look.
- Any changes you make will be reflected in all slides using so it.