Widescreen
Most computer monitors are now widescreen and your older presentation should be updated to display properly so your presentations are not boxed with large black margins.

In PowerPoint, you can convert your old presentations to wide screen format by going to the Design tab, slide side and choosing Widescreen.

However, you will notice that you may need to adjust positioning of each item on each slide and resize graphics that have been stretched. You can scale up high resolution images to fill up your slide and add background images to help fill the extra space on your wider presentation.

Engage Your Audience
Hone your presentation skills. Try to incorporate ways to engage audience, such as using varied questioning techniques. Jump around in your presentation and minimize your screen as needed.

How to design a Better PowerPoint Presentation
Known your material - Organize your content in an outline

Pick (or design) a simple template that doesn’t distract from your story

Limit the text on each slide to 6 lines or less. You will be narrating these slides, so speak to your audience.

Make it readable on the screen – Use San Serif Fonts, make sure your font is at least 24 point size, and use contrasting colors in a limited palette.

Avoid bullet points

Don’t use animation or transitions

Use meaningful high quality images that effectively support your story not distract from it

Use consistent fonts, colors, and types of images on all your slides.

Avoid visual clutter - use single image on screen or create visual interest with word art and organization with tables.

Choose a relevant slide design

Acknowledge your sources

Contact Our Instructional Technology team, if you would like more help@ Lehigh.edu/help