Overview

• Create slide shows with PowerPoint
  – Better than transparencies or slides
  – Changes made easily
    • Especially at the last minute
  – Rich colors displayed
  – 35 mm slides very costly
• Included in Office XP and 2000

Layout Suggestions

• Choose template
• Change colors carefully, if at all
• Use special effects sparingly
  – Complex transitions
  – Sound effects
  – Background motion
• Slide builds can be effective

More Layout Suggestions

• Keep consistent layout across slides
  – Change Slide Master if need be
• Make text terse
  – Don’t write lengthy novel
• Slides are notes, not complete paragraphs
• Avoid small point sizes

Graph Example

Monthly Payment Comparison

<table>
<thead>
<tr>
<th>Annual Interest Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0%</td>
</tr>
<tr>
<td>2.0%</td>
</tr>
<tr>
<td>3.0%</td>
</tr>
<tr>
<td>4.0%</td>
</tr>
<tr>
<td>5.0%</td>
</tr>
<tr>
<td>6.0%</td>
</tr>
<tr>
<td>8.0%</td>
</tr>
<tr>
<td>11.0%</td>
</tr>
</tbody>
</table>

Screen Capture