

# PowerPoint Tips



**POWERPOINT**

# PowerPoint Design

1. Use simple design
2. Only a few words
3. Use Sans Serif font
4. Helpful images
5. Clear formatting system
6. Strong facts
7. Edit carefully





# I. Background: The Problem

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## Traffic in Japan

- 79.43 million cars, buses, motorbikes
- \$567 billion per year road building

Simple  
design



*Traffic in Tokyo*

# 2. Only a few words

## II. Solution 2: Park & Ride

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A. Key words  
(no grammar)

- Free parking > free buses
- Pedestrians can relax

B. Presenter  
does the  
speaking!



*Park & Ride scheme*



*Cambridge city centre*

### 3. Use Sans Serif font

44

like Arial, Calibri, Tahoma, or Verdana

Aa

SERIF

Aa

SANS SERIF



30

Titles 44

Text 30+

# 4. Helpful images

## A. Not helpful



*Bollards in Cambridge, UK*



## B. Helpful



*Bollards in Cambridge, UK*



# A. Make a system

# 5. Clear formatting system

## Overview

### I. Background

- ❖ Beautiful cities
- ❖ Problem

### II. Solutions

- ❖ 1. Automatic bollards
- ❖ 2. Park & Ride

### III. Benefits

- ❖ 1. Environment
- ❖ 2. Safety
- ❖ 3. Space



Heavy traffic in Kyoto

**Ban Cars in City Centres**

## I. Background: Beautiful cities

### Verona

- North Italy – beautiful buildings
- 2005 visit – strolling in the city



Verona city centre



Romeo & Juliet

## I. Background: The Problem

### Traffic in Japan

- 79.43 million cars, buses, motorbikes
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Traffic in Tokyo

## Overview

### I. Background

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### II. Solutions

- ❖ 1. Automatic bollards
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Heavy traffic in Kyoto

**Ban Cars in City Centres**

# B. Use numbers or letters



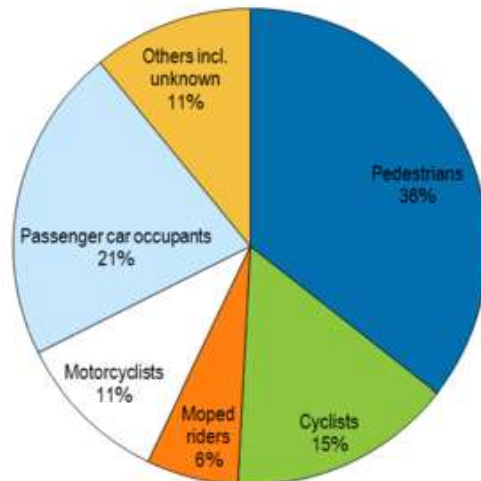
# 6. Strong facts

## I. Background: The Problem

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### The problem of cars

- Cars are noisy (80dB)
- Cars are dirty (CO, NO<sub>x</sub>, SO<sub>2</sub>, O<sub>3</sub>)
- Cars are dangerous: 8,000 deaths per year



*51% of deaths are pedestrians & cyclists*

# 7. Edit carefully

A. No mistakes

B. Use spell checker

Right-click on red line

e noisy (80dB)

e ai

... unknown

noisy

Ignore All

Add to Dictionary

# Poorly-designed Slides

How many problems can you find?

## The Guitar have existed in 3000 B.C!?

- ◆ There is similar kind of the Guitar in wall relief in Egypt in the 3000 B.C.
- ◆ The exact origin is unclear.



Wall painting in Egypt in the fifth B.C.

## What is HANDBALL?

The handball is sports that throw in the ball in the other party's goal by seven two people and compete for the match.



**RUN!!**  
**JUMP!!**  
**THROW!!**



# The Guitar have existed in 3000 B.C!?

- ◆ There is similar kind of the Guitar in wall relief in Egypt in the 3000 B.C.
- ◆ The exact origin is unclear.



Wall painting in  
Egypt in the fifth B.C.

Long title

Exclamation mark

# The Guitar have existed in 3000 B.C!?

Long sentence

- ◆ There is similar kind of the Guitar in wall relief in Egypt in the 3000 B.C.
- ◆ The exact origin is unclear.

Two fonts

Translation software

Poor photo



Wall painting in Egypt in the fifth B.C.

Poor design

Background not simple

# What is **HANDBALL**?

The handball is sports that throw in the ball in the other party's goal by seven two people and compete for the match.



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Long  
“sentence”

## What is HANDBALL?

The handball is sports that throw in the ball in the other party's goal by seven two people and compete for the match.

Translation software



**RUN!!**  
**JUMP!!**  
**THROW!!**



Pink font, green background

Exclamation marks

Very poor photo

# Use good color contrast!

Please remember that to ensure readability, text color must contrast highly with its background. It's usually best to use dark-colored text on a light-colored background. But if you use a dark-colored background, be sure to use light-colored text (just remember: "dark on light", or "light on dark")



Easy to read

Hard to read

Hurts to read



# More PowerPoint Tips

## 1. Shortcuts

Shortcut	Function	Comments
Ctrl+M	New slide	Quick way to add a slide
Ctrl+D	Duplicate slide	Useful for keeping same style for every slide
Ctrl+S	Save file	Save your PowerPoint every few minutes!
Shift F7	Thesaurus	The thesaurus helps you find stronger words.
F7	Check spelling	You should will never have spelling mistakes!

## 2. Compress PowerPoint Pictures

### **VERY IMPORTANT!**

Before submitting your PPTX file, you must compress the photos on your PowerPoint.

Step 1. Double-click on one photo.

Step 2. Click the “Compress Pictures” icon.

Step 3. Uncheck “Apply only to this picture”.

Step 4. Check “E-mail (96 ppi)”.

Step 5. Click “OK”.

Step 6. Save the file with a different name.

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ls  
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ully



1. Double-click on any picture.



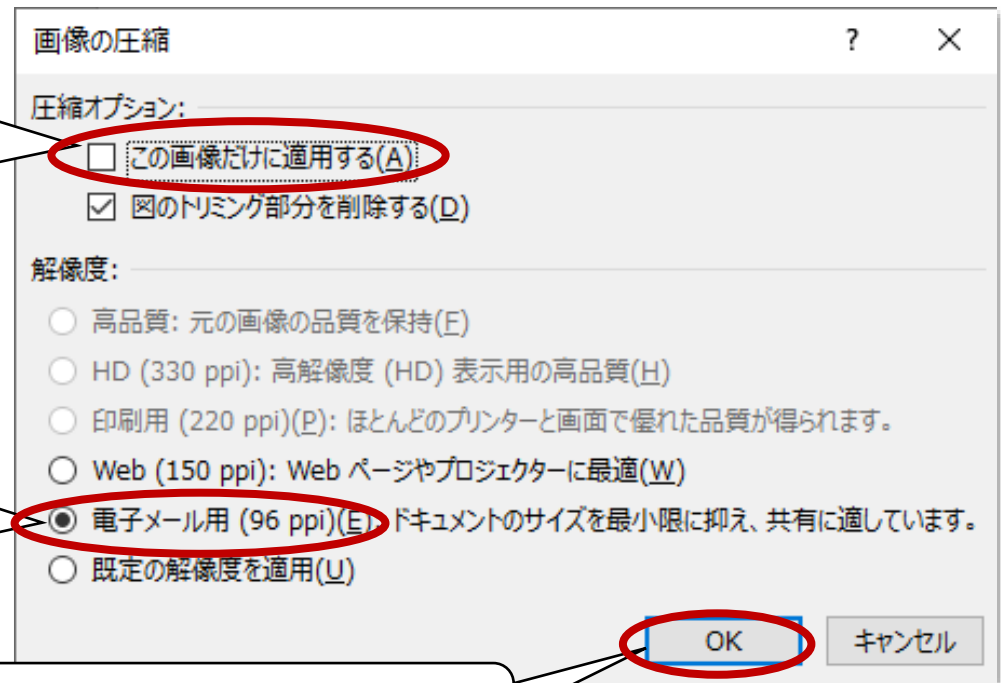
2. Click the “Compress Pictures” icon.



3. Uncheck “Apply only to this picture”.

4. Check “E-mail (96 ppi)”.

5. Click “OK”.



Eiji Miyake - GM presentation 1 - small

PowerPoint プレゼンテーション (\*.pptx)

保存

6. Save as PPTX file:  
<first name+family name+presentation number>

### 3. Record your PowerPoint presentation with video

I suggest you use Zoom. Make a video as you give your 4-5 minute presentation so your eye contact, voice, and gestures can be evaluated. Make sure the final mp4 file size is less than 30 mb, or you won't be able to upload it to Oh-o! Meiji.

Instructions (in Japanese) for "Recording a Zoom Meeting" and "Sharing Your Screen" are on this page: [Zoomビデオチュートリアル](#)

# Review PowerPoint Guidelines

1. Your PowerPoint should have no more than 10 slides.
2. If possible, try to include an image on each slide.
3. Do not write long sentences; only write key words.
4. Research important facts (e.g. dates, data, examples, etc. ) for your slides
5. Use sans serif fonts like Arial, Calibri, Tahoma, or Verdana
6. Font size for titles is 40-44; font size for text is 30 or larger; photo caption font size is 18 or larger
7. Font color must contrast with background color.  
Remember: use dark text on light background or light text on dark background

# Double-check your PowerPoint

*Before submitting your PPT, check everything carefully. In particular:*

1. Is your name spelled correctly?
2. Did you use the spell checker?
3. Is there a picture on most slides?
4. Did you compress the pictures?
5. Did you name the file correctly?
6. Did you record a video of your PPT presentation?

speling.

## PDF/XPS ドキュメントの作成

- レイアウト、書式、フォント、画像がそのまま維持されます
- このドキュメントの内容は簡単に変更できません
- 無料のビューアーが Web 上で配布されています



PDF/XPS  
の作成

**A heartfelt thanks to Prof. Mark Shrosbree of Tokai University for most of the content in this document, courtesy of his presentation at the November 2020 national JALT conference! Thanks, Mark!**