

INSTRUCTIONS: "HOW TO MAKE A POWER POINT IN HISTORY"

How to make an effective PowerPoint presentation

Open the PowerPoint program on your PC.

In the left pane, select New.

Select an option: To create a presentation from scratch, select Blank Presentation.

To use a prepared structure, select one of the templates.

Create presentations that are short and to the point.

Choose fonts carefully.

Use a custom theme.

Save time with predefined layouts and templates in the slide.

Pay attention to alignment.

How many slides can you use?

Consider an average of one minute for each actual slide, so excluding the one with the title of the chosen paper and the final one with the acknowledgements.

So if you have 10 minutes, start preparing between 10-12 slides.

Rules to follow:

- 1) Define the style of the presentation (the title).
- 2) Choose legible fonts.
- 3) Use large pictures and any audio with background music.

- 4) Make good use of tables and charts with important historical dates.
- 5) Do not overdo animations.
- 6) Align the contents of each slide.
- 7) Review the preview of the presentation.
- 8) Acknowledgements at the end of the slides.

Good Work