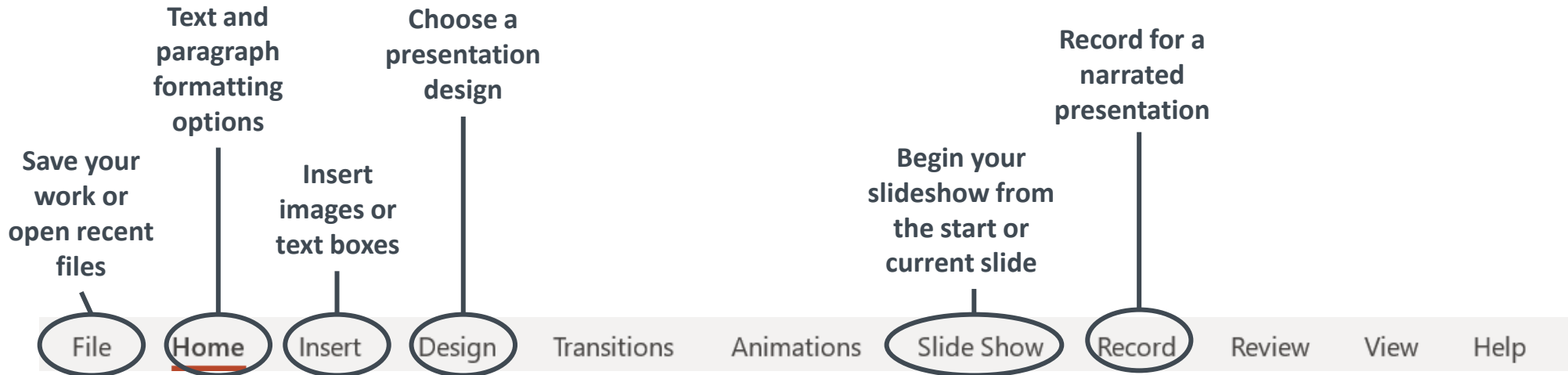
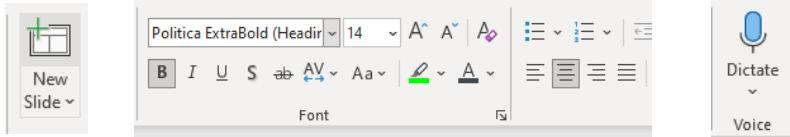
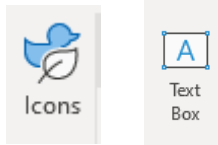
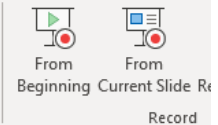


# Important features of PowerPoint

## Using the toolbar (some important tabs and features)



Tab	Notable feature	Reference image
<u>Home</u>	<ul style="list-style-type: none"> <li>Add a new slide</li> <li>Format text and paragraphs</li> <li>Dictate</li> </ul>	
<u>Insert</u>	<ul style="list-style-type: none"> <li>Insert icons/preloaded images</li> <li>Insert textboxes</li> </ul>	
<u>Record</u>	<ul style="list-style-type: none"> <li>Recording options for narrated PowerPoints</li> </ul>	

## Some features of effective PowerPoint slides

### Text colour

- Choose colours that are high contrast (easy to read)
- Do not over-use colourful text
- Only use colours to emphasise very important points (but do so sparingly)

### Font size and style

- Make text size 24pt where possible (headings can be larger)
- Chose a font style that is easy to read

### Use of images

- Do not over-use images (one per slide is adequate)
- Use only relevant images that enhance your presentation
- Images sourced from webpages should be referenced

### Considerations for effective slides

### Use of text

- Where possible, use brief bullet points
- Do not include entire paragraphs on your slides

### Slide design

- Choose a design that is professional
- Avoid designs that are very colourful and distracting



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