Microsft PowerPoint

**Text**

* PowerPoint content is not a tool for speaker to help her remember the entire script.
* Space - leave white space - negative space
* Having more negative space improves the readability of your slide

**Use colour**

* colour should attract
* colour should contrast
* colour should connect

Online colour tools to help you find colours that work well together:

* https://webaim.org/resources/contrastchecker/
* [https://color.adobe.com](https://color.adobe.com/)
* https://colourlovers.com

**Create contrast through ...**

* colour
* size
* shape (occasionally uses triangles or circles, not always boxes)

**Use chunking as an alternative to bullets**

* Chunking – take something that is long and break it into smaller bite-sized pieces

**Alignment**

You can turn on the Ruler and Gridlines (on the View tab)

* drag the mouse around the items you are aligning
* On the Format tab, click on Arrange --> Align
  + - be sure to choose Align selected objects instead of Align to slide
    - Align --> Distribute Horizontally

Move several items as a group

* wrap the mouse around the items
* hold down the SHIFT key, then move the items with the mouse or with the arrows on the keyboard