

Creating UniSA presentations with PowerPoint



University of
South Australia

Top 5 tips

1. Start and end with UniSA slides

2. Keep font, colours and sizes consistent

- > Use a maximum of two fonts per presentation - Arial is preferred
- > Keep size consistent - minimum point size is 20pt (36pt for headings)
- > Use bold or colour to highlight text (two colours/slide max) and avoid using UPPER CASE

3. Keep text simple

- > Use dot points rather than text blocks; or graphics rather than text
- > Headings should tell the story - eg: '2014 revenue' is a title, while '2014 revenue grew 44%' creates a headline

4. Use high quality images

- > Make sure images add value to your presentation (never simply stretch a small, low resolution photo to fit)
- > Do not place text over images
- > Use a big image and minimal text if the image is the hero; or use smaller image and more text if the image is a visual aid
- > Make use of the University's photo library – Asset bank – to find suitable images to add to your presentation. Visit assetbank.unisa.edu.au

5. Use animations carefully

- > Using 'builds or transitions' can add interest and introduce content individually but limit to one style per presentation
- > Avoid more distracting animations such as 'zoom', 'boomerang' or 'swivel'

How to use these templates

These templates are provided to help you get the most out of your presentations and are intended as guides only. Feel free to adjust all slides between the start and end slides to suit your needs as required. Alternatively, you may also choose to create or use your own PowerPoint presentation if preferred. Note these templates have been set up in the 16:9 aspect ratio and must be used with these settings to avoid distorting the images/graphics within.

If you're having trouble creating your presentation or using PowerPoint please visit office.microsoft.com/powerpoint for assistance.

Step 1

View the three PowerPoint templates from [Asset Bank](#) (search for PPT template) and choose your preferred option. All three start and end with a UniSA slide but in between you can choose to use either:



Option 1: Bar footer



Option 2: Logo footer



Option 3: No logo

Step 2

Customise your start and end slides with your title (if applicable). On the home tab, click on the arrow under the 'New Slide' icon and begin choosing new slides to create your presentation. You'll see five options ranging from heading and text only, through to full image slides and you can pick and choose to suit your goals.

Step 3

Continue building your presentation by adding and customising new slides and don't forget to save.

Add Key Selling Point (KSP) visual slides

Step 1

Enhance your presentation with full-page visual slides containing University highlights such as rankings, campus facilities and more. View these slides in the five available presentations: Corporate, Teaching and Learning, Research, Community and Student Experience.

Step 2

Choose the slides you'd like to add, then simply copy and paste into your own presentation.

More presentation design tips and advice

- garreynolds.com/preso-tips/design
- speakingaboutpresenting.com/articles/powerpoint
- presentationmagazine.com/powerpoint-design-tips-1301.htm