

CREATING A KEYNOTE PRESENTATION

Overview

Know Your Topic

Key Points Only

Layout

Avoid Fancy Fonts

Backgrounds and Colour

Style

Know Your Topic

- Do the research first and know your material.
- Think through what you will present before beginning the project on the iPad.



Taken from dailyclipart.net

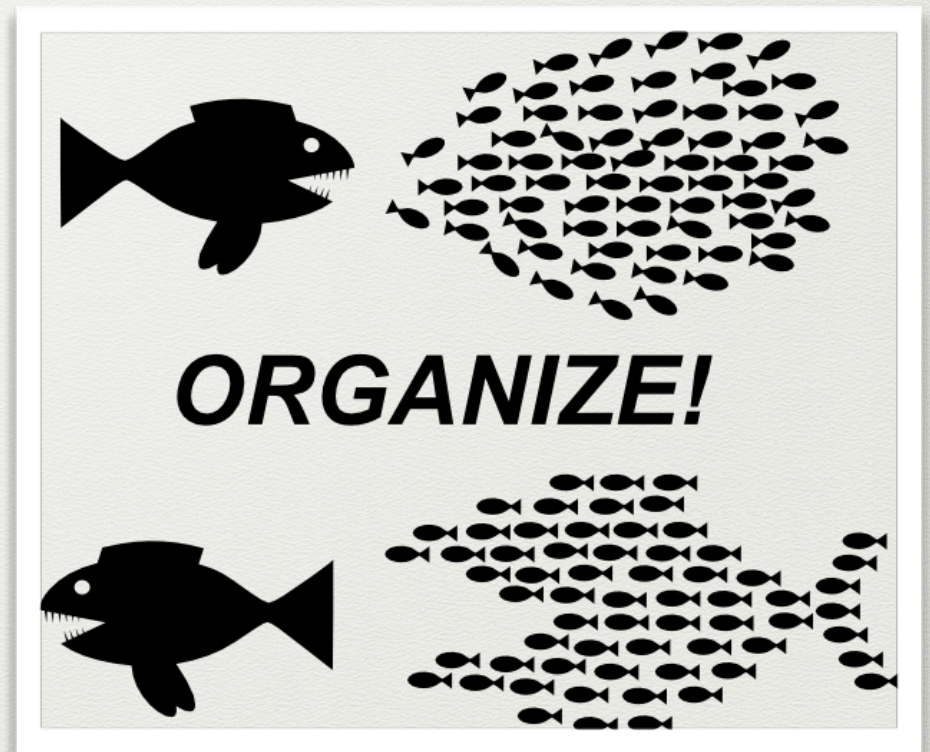
Key Points Only



- You only need to include the most important information. You do not need to include the whole speech.
- Write in the form of bullet points on slides. Use simple language and limit the number of bullets to three or four per slide.

Layout

- Put the title at the top where your audience expects to find it.
- Phrases should read left to right and top to bottom.



Taken from dailyclipartnet

Avoid Fancy Fonts and Too Many Effects

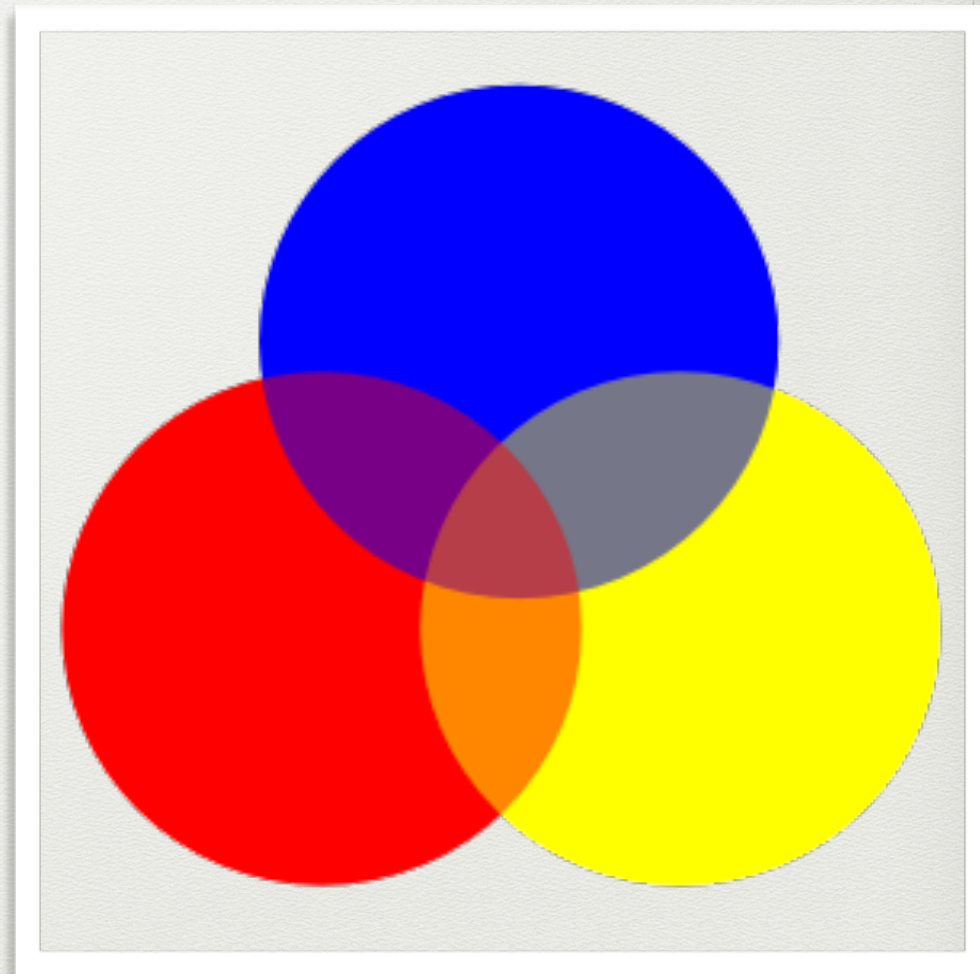


Taken from dailyclipartnet

- Choose a font that is simple and easy to read.
- Don't use more than two different fonts – one for headings and another for content.
- Keep all fonts large.
- Avoid excessive special effects.

Backgrounds and Colour

- Text is difficult to read on patterned or textured backgrounds.
- Keep your color scheme consistent throughout your classroom presentation.
- Dark text on a light background is best.



Taken from dailyclipartnet

Style

- Use a slide design template to keep your look consistent.



Taken from dailyclipart.net

Bibliography

- The information for this presentation was researched from about.com Presentation Software:
presentationsoft.about.com/od/classrooms/tp/student_tips.htm