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How to use PowerPoint effectively by [Theodore Sumrall](#)

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Microsoft's one of the best tool for those who is very busy in presentations. Microsoft PowerPoint is a very useful tool for making the presentations and to impress the viewers. One can use it in a very better way and make the presentation in a very effective.

For making your slide more impressive and effective you can follow these few points. While making the slides you have to make your audience engaged and you have to clear out the points which you want to convey.

While making the presentations you should know that you need not to write big paragraph. You have to avoid writing complete sentences, just use bullets and numberings and use short phrases.

You also have to keep in mind about the contrasts like use light on dark and also dark on light. Just stick with two or three font sizes and font styles. The fonts should not be too small that it is unreadable by the people in the last row. Do not use styles like italics or blinking and even do not use serifs. Drop shadows and other text effects should be used carefully and wisely wherever it is required.

Put the images, fonts and other graphical things in your presentation in an effective way. Use of images and graphics makes the presentation more appealing and more impressive. The diagrams should be simple and the charts that are used should be broken up in small pieces so that it is easier to explain about it to the audience.

The pace of the slides and your speaking speed should be normal and should be audible to all the people sitting even at the back. The voice should be clear and loud. Avoid the situation of misunderstanding by going very fast. You can do it in an effective way just by practicing.

For making your presentation more effective you should use videos and images. This will make your points more clearly and understandable. When the viewers will see through images then it will clarify them in a better way. In the Microsoft PowerPoint you can edit the photos also. You can also remove the backgrounds of the images used and even compress them in the size.

You can change the shapes and sizes of the images to be used in the presentation. You can remove the parts of the image through cropping feature.

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