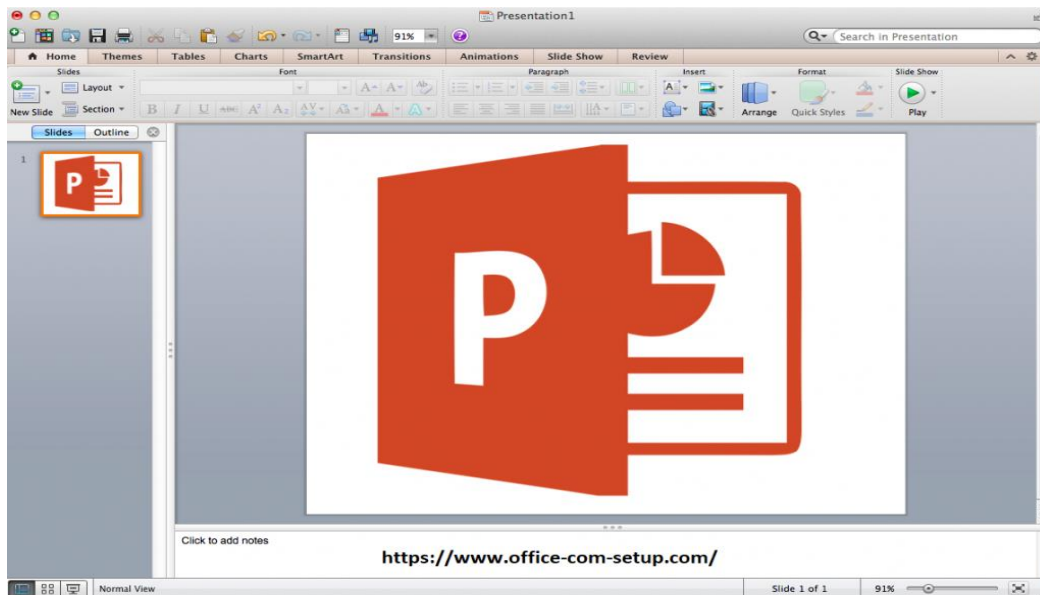# Basics Tips You Should Know For PowerPoint Presentation

If the user wants to create the effective and powerful presentation, then you should follow some tips. To install MS PowerPoint just visit to the site via **www.office.com/setup**. In this blog, you will learn how to create a effective presentation.

Tips For PowerPoint Presentation: office.com/setup

1. Choose an Appropriate Template:

For this, you should go to File. And then you have to select New option. After this, you should Browse by category or just search for a specific type of template. At last, you should choose the template which you want to use and then select Create.

2. Display PowerPoint Shows in Widescreen:

In PowerPoint on a PC, you should go to Design. Then, you have to select Slide Size in the Customize group. After this, you should choose Widescreen (16:9).

In PowerPoint for Mac, you should go to File. Then, you have to select Page Setup. Now in the Page Setup dialog box, you should choose Widescreen (16:9) under Slides Sized For.

3. Limit Fonts:

You should stick with two attractive fonts throughout your slideshow. Just choose one font for the titles and the other font for the other content. This will give a refined appearance to your presentation.

4. Insert Quality Images:

It is advised you should add professional stock photos, or the high-resolution pictures which you took yourself, or the other high-quality graphics to your PowerPoint slides.

5. Go Easy on the Animations:

You should use an animated transition which grabs your audience's attention during a slideshow presentation. Don't use too many animations.

6. Show and Tell:

Do not give too much information at one time. Just you should cover a single point on a slide. You should ensure that the slide title show the point which you want to make and you can add bullet points to just clarify your message.

7. Resume Your PowerPoint Show After a Pause:

You should stop the presentation for some time and then resume after a short break. Here, you can pause and then resume a slideshow with ease. You should press B to pause with a black screen or just press W to pause with a white screen. After this, you should press B or W again just to resume the presentation.

8. Create an Obvious Ending:

You should inform your audience that the presentation is over. For this, you should create a slide with message that the slideshow has finished.

9. Start Another Presenter's Slide Show:

For this, you should select text or an object on the final slide of the first presentation. And then click on this, just to go to the next slideshow. Now, you should go to Insert option. Then, you have to select Link or Hyperlink just to open the Insert Hyperlink dialog box. After this, you should choose Existing File or Web Page. Now, you have to go to the presentation file which you want to link to. Then, you have to select Bookmark and then choose the title of the slide which you want to link to. At the end, you should select OK option.

These are the basic PowerPoint Presentation Tips which everyone should follow. If the user need help, then just go to the site of MS Office via **www.office.com/setup**.

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