**PowerPoint presentation**

Name

Institution

Course

Instructor

Date

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PowerPoint presentation is challenging and requires good skills to ensure that it is perfect. My comfort level when making PowerPoint presentations is choosing themes and colors. I am always confident when choosing presentation themes based on the topic. Different topics require colors that may be colorful depending on the target audience (Moran, 2023). Therefore, I am always confident when choosing these themes. I also feel confident selecting pictures and animations to make the presentation colorful. I always ensure that I choose images that relate to the topic and be pleasing to the audience. However, I always have challenges when summarizing points in the slides. I find it challenging to bullet point, and I sometimes put more content in the slides. That is because I feel confident when I support my content.

My favorite tip when making a presentation is to use clear font colors. Choosing word colors should ensure they are visible based on the background color. Also, I choose the presentation color based on the audience and topic. The best practices when making a presentation are ensuring the fonts are in the right size, avoiding abbreviations to ensure no confusion, clearly labeling each slide, and using a consistent font (Golder, 2022). I also confirm that the images are not noisy and relate well to the topic. Mostly, I use Microsoft Office PowerPoint as my resource to help me make an effective summary presentation. The resource has all features essential for making a good presentation.

This week, I will begin my presentation by finding the best way to make short, concise bullet points. Making short points that have a whole meaning is very challenging. However, working more on summarization skills can help when making presentations. My first step in the creative process is researching what summary entails. That will provide insights on what I should do to ensure my slides are informative but straightforward. Moreover, before the week’s presentation, I will do more practice on my own to ensure that I perfect areas that need improvement.

**References**

Golder, K. (2022). Presentation font size: Dos and don’ts. *brightcarbon*. <https://www.brightcarbon.com/blog/presentation-font-size/>

Moran, M. (2023). 22 Best PowerPoint Color Schemes to Make Your Presentation Stand Out in 2023. *designbombs*. <https://www.designbombs.com/best-powerpoint-color-schemes/>