MAKING POWERPOINT SLIDES: GRAPHS

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GRAPHS - GOOD

Use graphs rather than just charts and words

Data in graphs is easier to comprehend & retain than is raw data

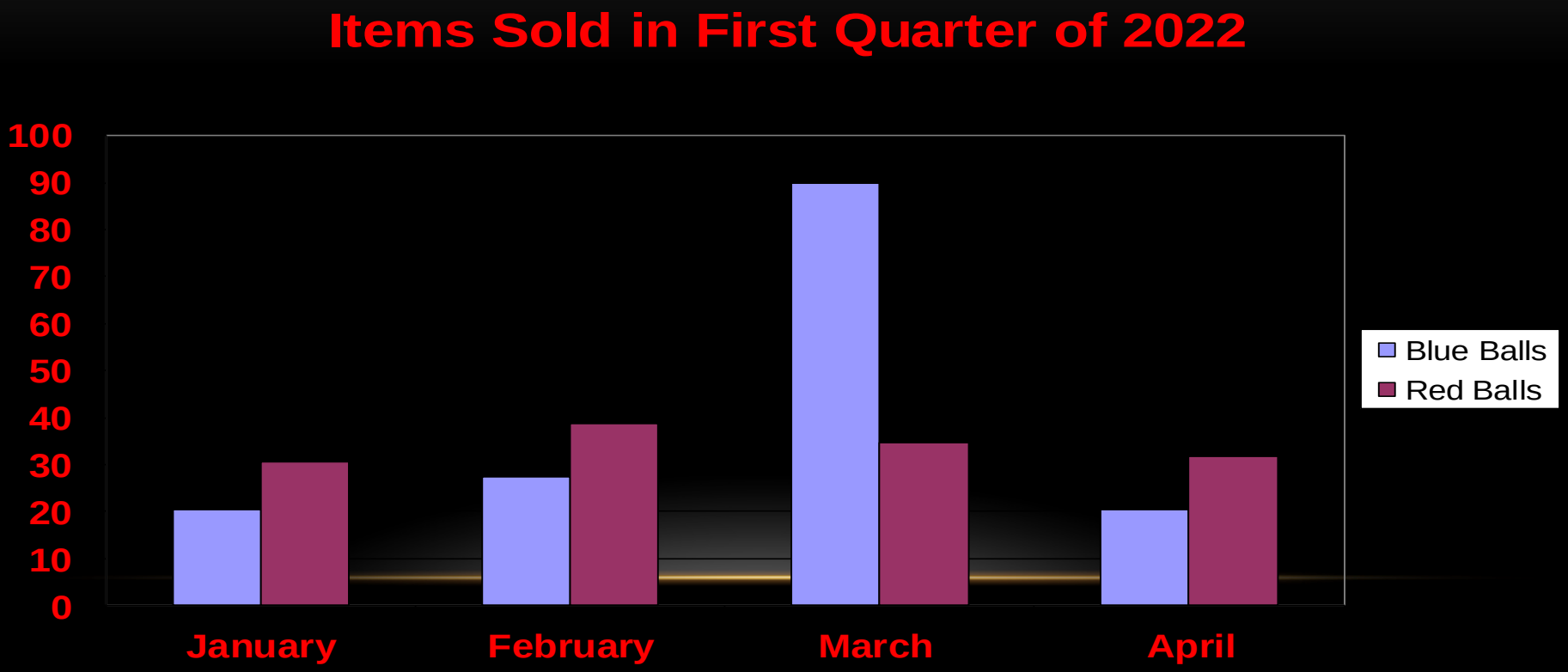
Trends are easier to visualize in graph form

Always title your graphs

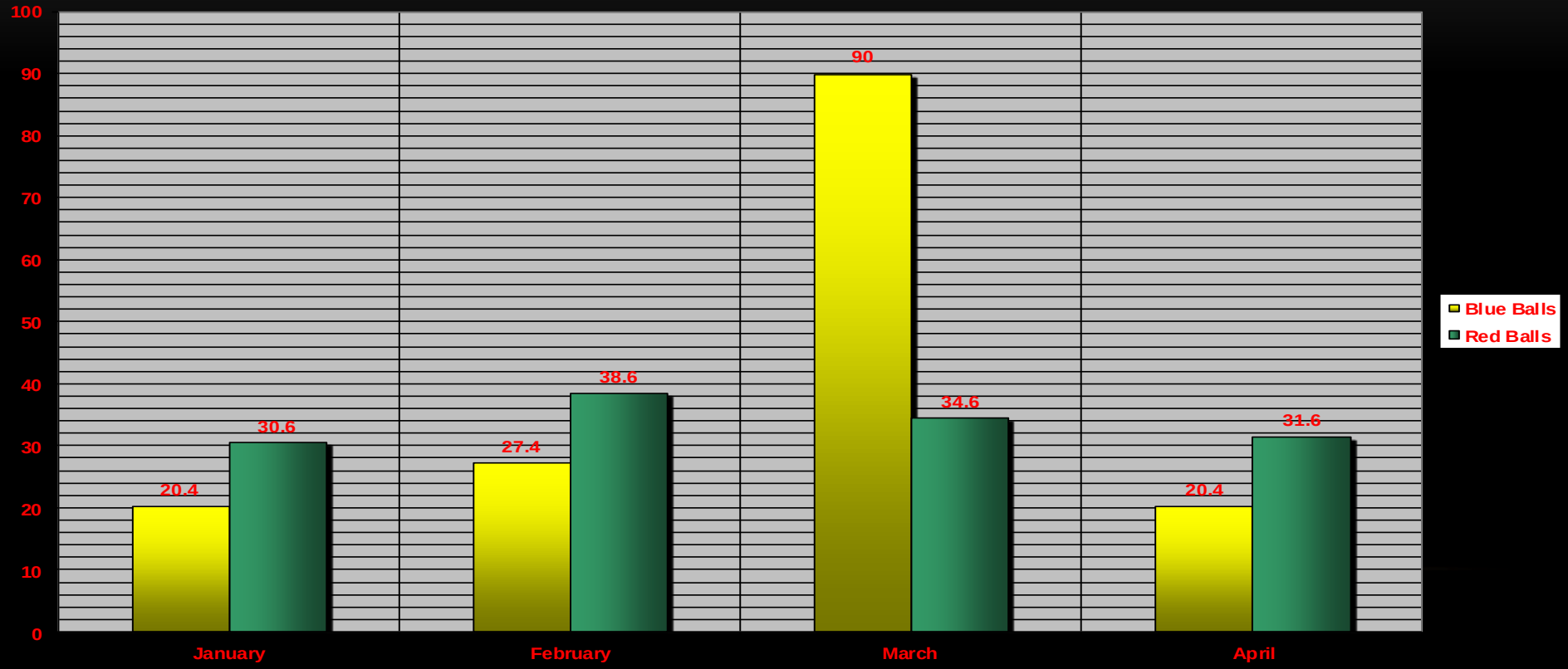
GRAPHS - BAD

	January	February	March	April
Blue Balls	20.4	27.4	90	20.4
Red Balls	30.6	38.6	34.6	31.6

GRAPHS - GOOD


Items Sold in First Quarter of 2022
100
90
80
70
60
50
40
30
20
10
0
January
February
March
April
Blue Balls
Red Balls

GRAPHS - BAD


100
90
80
70
60
50
40
30
20
10
0
20.4
30.6
27.4
38.6
90
34.6
20.4
31.6
January
February
March
April
Blue Balls
Red Balls

GRAPHS - BAD

Minor gridlines are unnecessary

Font is too small

Colours are illogical

Title is missing

Shading is distracting

SPELLING AND GRAMMAR

Proof your slides for:

speling mistakes

the use of of repeated words

grammatical errors you might have make

If English is not your first language, please have someone else check your presentation!

CONCLUSION

Use an effective and strong closing

Your audience is likely to remember your last words

Use a conclusion slide to:

Summarize the main points of your presentation

Suggest future avenues of research