



Presentation
Studio

PowerPoint layout guide

How to use this guide

Every great presentation ensures the story and information are easy to understand and simple to navigate.

At Presentation Studio, we help hundreds of clients craft their presentation flow using our expertise in design and formatting.

By exploring the importance of key layouts and sections such as covers, dividers and content slides, this guide helps you to understand the different variations within templates that you can create to ensure a powerful delivery that resonates with your audience.

We hope this resource inspires you to create organised and more engaging presentations.

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Level 2, 65-71 Belmore Road
Randwick, 2031
NSW, Australia
Ph: 02 8378 9106

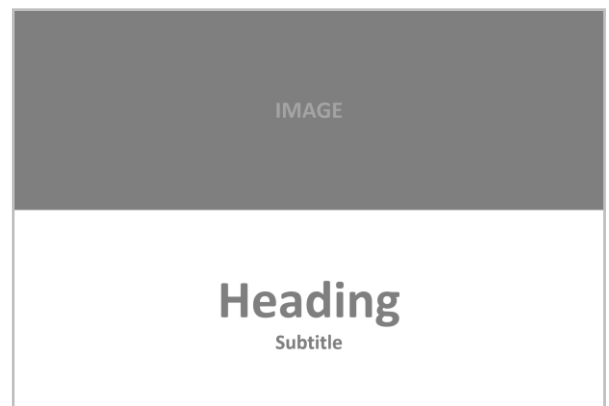
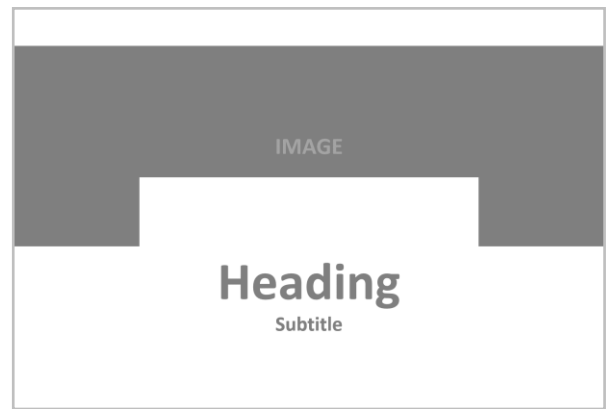
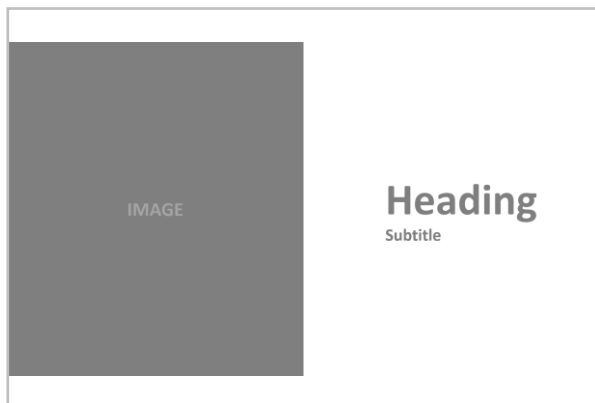
01. Covers

First impressions matter!
The cover slide is the first slide of every presentation.

It sets the tone and style of the presentation through its use of imagery, colour and font.

Cover slides typically are made up of an image, title and subtitle/ name of the presenter.

We can create interesting and more engaging cover slides by rearranging these elements across the layout.

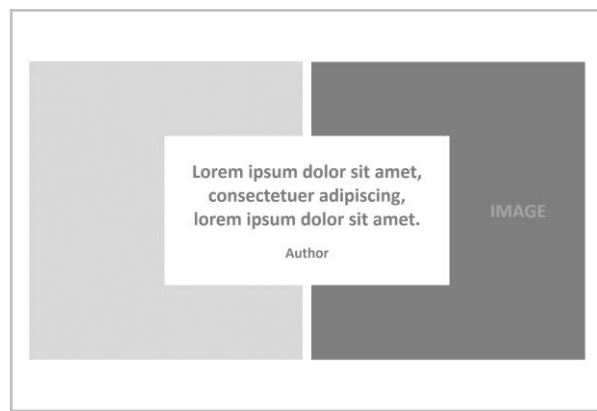
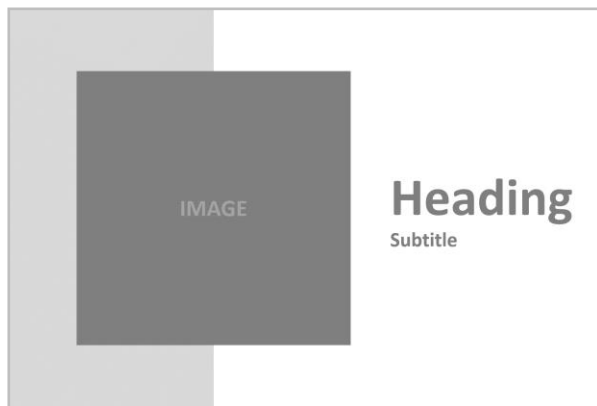


02. Dividers

Divider slides let the user know that a section of the presentation has finished and the next one is about to start.

An image, title, and a small introductory paragraph are the main elements of a divider slide.

They can also be helpful when making a closing statement, establishing a call-to-action, or referencing a quote.



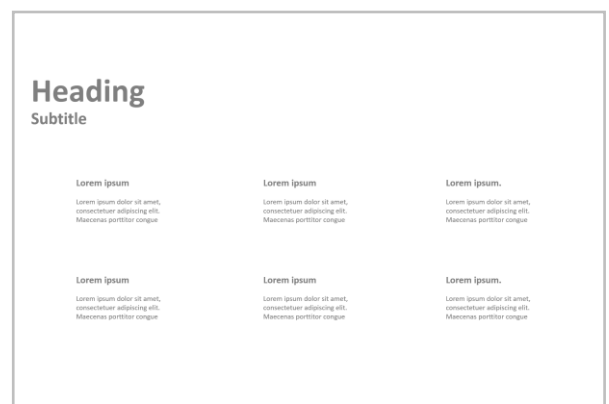
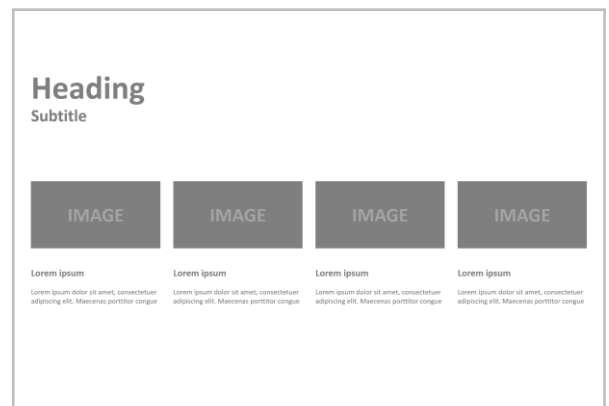
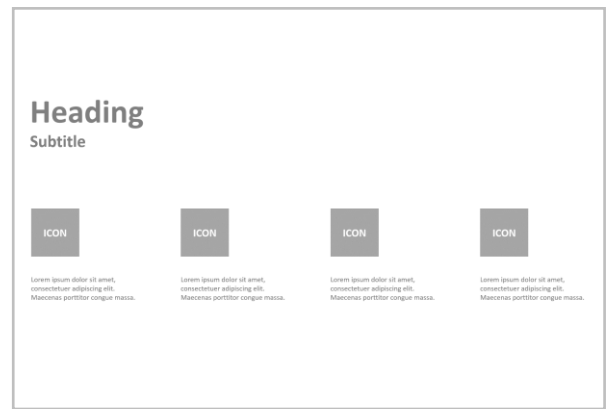
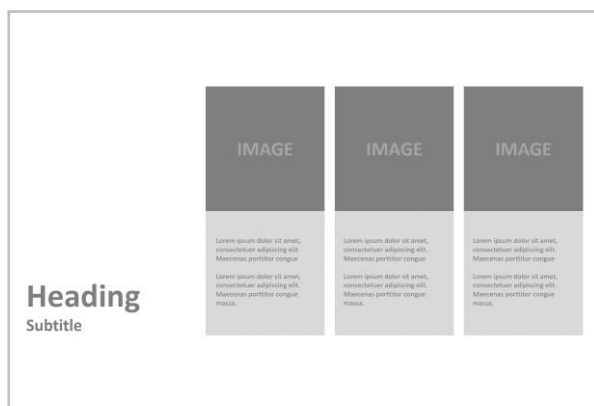
03. Bullet points

The ordinary vertical arrangement of bullet points can become boring and repetitive.

Change it up!

For slides with more content, try splitting each point into separate sentences. Add icons or images to make each point more engaging.

Develop balance within your presentation by centering your content across the slide.



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