



Templates for Powerpoint Slides

[Recommendations](#) | [Download templates](#)

Use this page to locate and obtain Powerpoint slideshow templates for classroom environments.

Is Powerpoint the best means of online delivery?



There are many challenges to using Powerpoint slides even in traditional settings, with a skilled and engaging lecturer -- and even when "telling about" is more effective than "showing". These challenges are compounded online, especially when slideshows are used not simply as visual aids, but as the conveyor of the primary message itself. It may seem self-evident, but it bears repeating: *a series of bullet points cannot replace the words and ideas they are intended to **summarize**.*

You can add an audio track to capture the lecture your slides support. But there's a missing critical element: a live presenter, whose visual cues and adaptability can make a lecture a truly interactive experience, rather than a passive, TV-like one. So just adding an audio track doesn't turn a slideshow into a lecture.

In short: *Caveat praeceptor*. Putting a slideshow on the web is not "putting a lecture on the web", although it can be one component of a good instructional presentation.



Recommendations

- **Switch** from outline/slideshow mode to narrative/discursive mode so students will get the material your slideshow is designed to summarize (i.e., send them a document instead).
- **Replace** your large, slow-to-download file with one that is dramatically smaller, using a simple "Save-As" operation. "Save as", click options and check the box for "compress graphic files" to greatly reduce file size and increase convenience to students.
- **Reduce** font sizes so you can combine slides and reduce overall file size. Students seated at a computer monitor can read many more words per slide than an audience seated 20 or more feet from a screen.
- **Avoid** overuse of clip art and animation effects. Not all of these will transfer well to the web, and they add download time. Use only the minimum required to convey the instructional message, and test these carefully.

- **Don't even think about** adding audio and video components unless you use a compression/streaming tool (e.g., [PowerConverter](#), [Apresso](#), etc.) and/or **deliver these rich media via a streaming server**, CD-ROM or other hard copy.
- **Consider** your audience's ability to access the information you are providing to them. For example, be sure to make a transcript available for hearing-impaired students when using an audio-narrated slideshow.
- **Resist** the temptation to use Powerpoint's (or any MS Office tool's) "save as web page" function, which has serious drawbacks. If you want to provide HTML pages, use a quality web tool such as Macromedia Dreamweaver, or learn HTML and use a straight code editor.

Download Powerpoint Template

Note: to *download* the template, right-click (control-click on Mac) and save, then open it on your computer.

- [Light/White Background](#)
- [Dark/Garnet Background](#)

More templates will be added as they become available.

Instructions:

1. Download the file (right click and save or control click and save) to your local computer.
2. Open a new, blank presentation in Powerpoint.
3. In Powerpoint, go to the Format menu and select Apply Design Template, then select the template you downloaded in step 1.
4. Finish constructing your Powerpoint slides and save the presentation.

Is Powerpoint Evil?

So says information-design guru Edward Tufte in the [September 2003 issue of *Wired*](#). And in "[Powerpoint Makes You Dumb](#)," the New York Times reports that investigations of the shuttle Columbia accident named over-reliance on Powerpoint as a contributing cause!

We leave you with something Abraham Lincoln might have said: "*Nearly all men can stand adversity, but if you want to test a man's character, give him powerpoint.*" See Peter Norvig's [The Gettysburg Powerpoint Presentation](#) for a humorous illustration of how Powerpoint can both aggrandize and trivialize your message.