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If you're short on time, this tutorial is the perfect way to get going. I'll share some of my favorite tried and true professional PowerPoint tips. They'll show you how to create presentations. Then, we'll walk through building one together using a professional PPT theme. Inspiring speakers practice and learn their craft. A big part of this is having a professional PowerPoint theme design. A professional design helps you feel confident about your content, such as one of these. Before you read on, be sure to grab our free eBook: The Complete Guide to Making Great Presentations. I'll help you master the presentation process. It takes you from initial idea through to writing, design, and delivering with impact. Now, let's jump into a few quick techniques that'll help up your presentation results. Then, learn how to build a professional PowerPoint presentation quickly using a template. How to Quickly Make Professional PowerPoint Presentations With PPT Templates (Video) Are you ready to start learning how to make a professional PowerPoint using a template? Watch this quick video to find out what you need to know to get started on creating your own professional PowerPoint: Professional PowerPoint Templates on Envato Elements (With Unlimited Use) In this tutorial, you're going to learn the secret to professional presentations: you don't have to do all the work. That's right. The pressure is off. We're going to use a professional presentation template instead of starting from scratch. Your ticket to creating a professional presentation is to join Envato Elements. It includes the best professional presentation templates. The flat-rate subscription unlocks unlimited assets, including top designs for professional presentations. It's a shortcut to learn how to make a business presentation on PowerPoint. Unlock unlimited professional presentation templates with one subscription thanks to Envato Elements. That's right: you don't have to know how to make professional PPT slides all on your own. A template gives you everything you need. It's a blueprint for success with every placeholder and content block you need. You just open it up and fill it in. Check out all the best professional presentation templates you'll unlock on Envato Elements. Instead of buying a single PowerPoint theme, subscribe to Elements. Choose from thousands of PPT template designs, web themes, professional graphics, and more. Download as many as you want for one low price. Now, let's walk through building a professional PowerPoint presentation from a PPT template. How to Make a Professional Presentation in PowerPoint Quickly You don't have to be an expert to make an amazing professional presentation of your own. The best way is to use a template from Envato Elements. You can customize these in only five quick steps. For this mini-tutorial, we'll use the Professional PowerPoint Template from Envato Elements. The Professional PowerPoint Template includes over 60 custom slides. It's a versatile, modern template for all your project needs. This professional presentation template saves you so much time. Download it and follow along with our tutorial. Let's get started: 1. Select Your Slides A professional presentation template like this includes dozens of slides. Odds are, you won't need to use every single one. Working in PowerPoint, go to the View tab and click on Slide Sorter. Select the slides you wish to use in your premium professional presentation design with Slide Sorter view. Here, click and drag slide thumbnails to rearrange their sequence. You can also right-click on them and choose Delete Slide to remove unwanted layouts. When you're finished, click Normal on the View tab to start editing. 2. Customize Text Any professional presentation will include plenty of text. To customize the text in the presentation, you can work with the built-in text placeholders. To start, click into any text box. Then, press Ctrl + A (Cmd + A on Mac) to select all the text inside. Type over the text placeholders in a premium professional presentation so that the slides tell your story. Then, start typing in your own content. The placeholder text will vanish, replaced by the words you type in. Repeat throughout your slide deck, and you'll be on the way to a professional presentation in no time. 3. Insert Images No professional presentation is complete without some images. These are easy to insert. Find a slide like this with an image placeholder on it. Images round out your professional presentation (premium) and they're easy to add to placeholders. Then, browse to an image file stored on your computer. Drag it over the placeholder and drop it into place. PowerPoint will import the image onto the slide, already sized and scaled perfectly. Looking for beautiful images to use? As an Envato Elements member, you've got access to millions of stunning stock photos included at no extra cost. 4. Build Infographics Infographics help you illustrate ideas. Plus, they look great and are sure to impress a professional audience. Templates like this help you add infographics to your professional presentation in seconds. Use infographics with the pre-built designs in premium professional presentations. Infographics work like any other slide in the presentation. Replace the text with words and numbers of your own, click and drag to move objects around, and more. It only takes a few clicks, but it helps guarantee you a successful presentation. 5. Change Shape Colors A pre-built template will include its own default color palette. But you can easily change out individual parts of it. With a shape selected, find the Shape Format tab on PowerPoint's ribbon. Customize your premium professional presentation with your brand's colors. There, click on the Shape Fill dropdown. You'll see a color chooser menu appear. Browse the theme colors, along with gradients and more. Click on any color to apply it to your shape. 5 Quick-Fire Tips for More Professional Presentations Let's start off by reviewing five of my favorite professional PowerPoint presentation tips. These are great reminders to start with when you're preparing to speak. 1. Practice Really Does Make Perfect Practice makes perfect It's a well-known piece of advice for a reason. A well-rehearsed presentation helps you come across confidently and resonate with the audience. Not all practice is created equally though. Here are professional PowerPoint presentation practice tips: If possible, rehearse in the same room that you plan to present in. This gives you a sense of familiarity for your presentation. Use speaker notes in PowerPoint to keep your key talking points in view while presenting. Use a cell phone to record an audience perspective on your presentation. It helps you understand how you'll appear to your audience. 2. Stick to "One Big Idea" Many presentations will overwhelm you with data and details. In an attempt to persuade, presenters include too many reasons and talking points. By the time the presentation reaches its conclusion, your audience may be so overwhelmed with ideas that they'll have missed your most important points. As a presenter, it's your job to be clear. Stick to the key idea that you're presenting to make sure that your audience doesn't get lost in the details. 3. Don't be Afraid to BLUF Sharing a big idea is important, but where you put it is also essential. That's why you should put your Bottom Line Up Front, also known as the BLUF principle. Put the bottom line (the key idea) near the beginning of your presentation. Books and movies take you through a journey that ends with a conclusion. Presentations should give you the answer up front and explain that conclusion with the following slides. Skip straight to the chase by giving your audience the key idea near the beginning of your presentation. The BLUF principle reminds me to cut to the chase when sharing the most important part of a presentation. Get straight to the heart of the message before your audience is distracted or exhausts their limited supply of attention. 4. Include Professional Presentation Graphics For professional presentations, your audience might be more analytical than the average viewer. They're more inclined to view PowerPoint charts and graphs and derive meaning from them than talking points. A graphic like a bar chart can convey data more quickly than speaking points can. Graphics and charts are the quickest way to convey a point. Consider using bar charts and line graphs to show trends and key statistics that reinforce your point. For more bite-sized tips on how to give great presentations, check out Brad Smith's tutorial below. It's got tons of other professional PowerPoint tips. I often read these before I start building a presentation to put good presentation ideas in my short-term memory bank: 60 Effective PowerPoint Presentation Tips & Tricks (To Improve Your Skills) 5. Use Presenter View My final tip is one that enables every other professional PowerPoint presentation tip we've already shared. By using Presenter View, you'll have a view of all the key tools and features in a single view. That means you'll have your speaker notes, a preview of the next slide, and a timer that helps you stay on track. Most presentations are delivered in rooms with more than one screen. Presenter View shows your presentation on one screen that your audience sees. On the second screen, you'll see helpful information to presenters. To turn on Presenter View, jump to the Slide Show tab, and make sure that Use Presenter View is ticked. When you start to present, you'll see two different views. Turn on Presenter View on the Slide Show tab by ticking Use Presenter View. In Presenter View, keep your eye on a few key features as you can see in the screenshot below. Speaker notes live on the right side and help cue up your key talking points. The next slide preview is also a great prompt to help you direct your speaking flow. And finally, don't forget to keep an eye on the timer to stay on track. Presenter View puts all of the key tools that every speaker needs for a professional presentation right in front of you. Check out the tutorial below to start making the most of Presenter View: How to Present a PowerPoint Slideshow With Presenter View (+ Video) The Shortcut to Making Professional PowerPoint Presentations Even if you know exactly what you want to say, building out the supporting PowerPoint slide designs is a serious effort. Opening the app and starting off with blank slides is a major challenge. Time is always short when preparing for a presentation. Don't build something from scratch or use a limited built-in PowerPoint theme. Instead, use professional PowerPoint templates. You can buy and download these Premium designs, then add your own content to them quickly. The Best New Presentation Templates for 2022 (Top PowerPoint PPTs & More) The real value of these pro PPT templates is the presentation slide design ideas that they include. Use those pre-built designs for ideas of how to present your own content. The Motagua PowerPoint theme has 200 slide designs and two different color variants to build professional presentations. In this tutorial, I use the Motagua PowerPoint theme. This is the all-time best-selling presentation theme on GraphicRiver, and it's easy to see why. It's packed with a great looking set of PowerPoint slide designs, which you can work with quickly. How to Make a Professional PowerPoint Presentation (With a PPT Template) For this example, we're going to pretend that we're building a slide deck to encourage someone to invest in our company. This could be for your startup company or even for a small, local business to get things off the ground. Professionalism matters when you're asking for funding. I'm going to highlight five key slide designs that you'll find in decks like these. Even if your presentation idea is totally unrelated, these ideas might help you design your own. We'll customize slides from the premium Motagua PowerPoint template. It's a good example of a professional PowerPoint presentation. 1. Introduce Your Team It's often said that investors invest in teams, not products. While both are required to secure financing for your idea, the point is that investors often focus on the team and their background. To do this, I'm going to recommend Motagua slide design #77. This is a slide with four placeholders for your team's photo and descriptions. Show off the team and their roles to build familiarity with your potential investors. I almost always recommend that a presentation about a product or service includes the team. Build that level of comfort with your audience so that they'll think of you first when they're ready to invest or buy. Other Options: also check out slide design #80, ideal for larger teams. It's not about where your product or service has been, but where it's going. If you're expecting investment or growth in your business, the investors are betting that the future holds more promise than the present. One idea for showing this visually is to use slide design #149, which is an Arrows Infographic. This is a nice-looking design with many points for how your product may evolve. This is a general-purpose slide that could be used for showing any key points about your business. But the numbers make it ideal for showing a progression. Sharing the vision for your product near the beginning of the presentation is a great application of the BLUF mindset. Another Related Option: Slide #155, with three simple graphics to drop your own key ideas into. 3. Show Key Statistics in Data With Charts For startups, one of the most important things to show is your company growth with good data. For businesses that aren't yet earning revenue, investors are betting that a large userbase will eventually lead to customers. A chart is a great way to tell a story without any bullet points involved. For the analytical minds in the audience, a well-placed chart may be the "aha!" moment that they need to see your vision. Slide design 138 has overlapping circles that you can show the opportunity for your startup. Use the smallest circle to show your current revenue base. Larger circles can show the potential if you expand to a new market or develop new products. If your idea hasn't even started yet, consider showing statistics or data on how the need for your product is growing. You could include data about the size of the potential customer base, or the growth of similar services. Another Option: presentation Slide #57 in Motagua is a bar chart that uses a linear curve to show the progression across the bars. 4. Use Graphics to Illustrate the Future Again, investing in a business is all about the future. A timeline can illustrate not only the history of a product, but the future development timeline of the features you plan to add. Slide 60 is the perfect way to show the road map for the product. You can use the points to illustrate new features you've recently added or plan to add in the future. Use each of the milestones on slide 60 to mark a new feature or recent addition. More Options: Motagua Slides #15 through #19 are vertical timeline presentations. They could allow you to focus more on each individual step. 5. Make Your "Ask" Clear You've built up a vision and you're ready to reach a major conclusion. This could be the make or break moment to inspire action in your audience. For our example, let's assume that you're going to ask for investment in your company. Near the end of a presentation, you could use a simple slide design like 21 to make the fundraising goal clear. For startups, this is often expressed as "\$x at \$x valuation." This means that a company raising \$1 million wants to be valued as being worth as \$10 million, effectively giving 10% of the company to investors. Raising funding professional presentation slide design. If you're building a persuasive presentation that's designed to inspire action, you've got to make your "ask" clear. What are you asking the audience to do, if anything? 5 Professional PowerPoint PPT Templates From Envato Elements We've already checked out GraphicRiver, the pay-as-you-go option to source professional PowerPoint presentation templates. But there's another solution that gives you even more creative freedom to source unlimited presentation designs: Envato Elements. All these professional PowerPoint templates are included when you subscribe to Envato Elements. If you want to learn how to make a PowerPoint look professional, studying templates and borrowing the best elements from each one is a surefire solution. Let's check out five of my favorite professional presentation templates from Elements below: 1. Project Professional PowerPoint Template Managing projects is a key part of most professional careers. When you're showing off your project to key decision makers, it's crucial that you build a professional presentation. This template helps you capture just that, showcasing key project steps that can help you win the support of your peers. 2. Business Presentation One of my favorite professional PowerPoint tips is to use the same template in all your presentations. This helps you develop a consistent design style that your audience will recognize. Use a flexible template with plenty of versatility like this one for exactly that purpose. 3. Skyfy Professional PowerPoint Even a professional presentation can have a slick and modern design style. Skyfy is a great choice for professional presentations that show off creative companies, like design agencies, video production studios, photographers, and more. 4. Melbourne Professional PowerPoint Presentation Melbourne is a clear and clean professional PowerPoint template that any business could use. With a few simple tweaks to the color scheme and placeholders, you can use Melbourne to put your business idea in a beautiful format. 5. Pitch Volume 3 - Professional PowerPoint Template A pitch deck is a special type of template that entrepreneurs and startup companies will use to get their idea off the ground. A pitch deck has some specifics to it that great templates like Pitch Volume 3 captures perfectly. Drop in your new company concept to launch your new venture into the future. For even more professional template options, jump over to our guide, 22+ Professional PowerPoint Templates: For Better Business Presentations. Where to Find the Best Professional Presentation Templates in 2021 (Envato Elements vs GraphicRiver) Envato Elements and GraphicRiver both offer stunning professional presentation templates with compelling designs for presentations. They're your best resource in 2021. But which site should you choose? What are the benefits of each? Let's take a look: 1. Key Benefits of Envato Elements Envato Elements has an unbeatable offer: unlimited downloads. As a member, you pay a flat monthly rate. With it, you can download as many presentation templates as you want. Elements also offers a wide variety of creative assets. You'll find music, stock photos, fonts, and more that you can use in presentations and other projects. They're all included in

your membership. Here are the top professional PowerPoint decks available on Envato Elements: Best premium PowerPoint professional presentation templates on Envato Elements (2021.) 2. Key Benefits of GraphicRiver GraphicRiver is a top resource for professional PowerPoint slide decks and other assets. It's part of Envato Market, which serves the needs of creatives everywhere. GraphicRiver has a pay-as-you-go model. That means you buy individual templates, with no subscription needed. It's great if you're on a budget, or only need one file. Here are the top professional PowerPoint templates on GraphicRiver today: Best PowerPoint professional presentation templates on GraphicRiver (2021.) Which Site is Best for You? Maybe you build professional presentations often. Or perhaps you're undecided about your favorite style. Envato Elements offers the flexibility you need. Sign up for Envato Elements today. Envato Elements: the only creative subscription you need. If you only need one professional presentation template for your presentation, jump over to GraphicRiver and find one now. Learn More About Using PowerPoint Professionally If you need more ideas on how to build out a better PowerPoint presentation, check out these guides as well, or download our free eBook that follows: How to Make Creative PowerPoint PPT Presentations (With Unique Ideas) The Best New Presentation Templates for 2022 (Top PowerPoint PPTs & More) How to Quickly Make Simple PowerPoint Presentations Need Help? Grab Our Making Great Presentations eBook (Free) You can find more information in our eBook on making great presentations. Download this PDF eBook now for FREE with your subscription to the Tuts+ Business Newsletter. It'll help you master the presentation process, from: initial creative ideas, through to writing, design, and delivering with impact. Go Design Your Professional Presentation Today You've just learned how to make a professional presentation using some of my favorite professional PowerPoint presentation tips. My top tip for how to make a professional presentation will always be to source templates from sites like Envato Elements and GraphicRiver. It skips you ahead in the process and helps you build the perfect presentation. Remember: your PowerPoint file just reinforces your presentation. Content trumps style every time. But if you can take good content and put it into a professional theme, you reach your audience better. What are your best tips for creating a professional PowerPoint presentation? Let me know in the comments section. Editorial Note: This tutorial was originally published in April of 2019. It's been comprehensively revised to include new information—with special help and a new video from Andrew Childress.

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