How to Create a Pecha Kucha PowerPoint Template

Preparing a Pecha Kucha PowerPoint is quite simple

1. Open PowerPoint. In slide view, right-click on the first slide on the left and select **Layout** and **Blank**. This creates a blank canvas.

2. Right-click again on the slide and select **Duplicate Slide**. This creates another slide just like it.

3. Since the **Duplicate** command is already in PowerPoint’s memory, use the shortcut **Ctrl-Y** to repeat the duplicate (or just right-click duplicate again) 18 more times, for a total of 20 blank slides.

4. Use **Ctrl-A** to Select all slides in the left, and then go to **Transition Tab**, advance slide and set it to 20 seconds.

5. You can also **select transition styles and speed** here. Just don’t choose Dissolve—the simplest is the best. Maybe nothing more than a simple fade.

6. **Now create** your slides with the story and information you want to share with your audience. Remember each slide will only last 20 seconds so be concise with your slides.

7. **Practice your presentation** repeatedly until you get it just right. If you are new to presenting, use the narration the tool/rehearse timings in PowerPoint. The general word count is dependent upon your own pacing, but no more than 60 words per slide is a good start.