

PowerPoint - Presentation Guidelines

Remember, your presentation is for your audience to see, not for you to read from. This implies several things:

1. Keep your words large enough---at least size 24.
2. Limit the number of words you put on a page
 - a. Avoid paragraphs
 - b. Use bullet points
 - c. Use succinct phrases instead of sentences
 - d. Limit each slide to 6 bullet points
3. Fancy is not always better! Stick with simple fonts!
4. Choose color combinations that make your text easy to read.
5. Limit your graphics to 1-3 per page. Too many graphics can be distracting.
6. Slides are designed to supplement your presentation---not to be your presentation. Keep it simple, and don't read your presentation word for word from your slides.
7. Basic rule of presentations----Bells and whistles are fun to put in, but they tend to be distracting for the viewer. Make sure that special effects have a purpose.
8. Proofread and spell check! Proofread and spell check! Proofread and spell check!