

CREATING AN EFFECTIVE POWERPOINT PRESENTATION

The following points contain information that can help strengthen the visual part of your presentation.

- 1. The “joy of six” is a helpful rule of thumb.** Use a maximum of six points per slide and six words per point.
- 2. Use same fonts.** Use the same font and style throughout presentation. Italic and serif fonts are hard to read.
- 3. Select colors with care.** Pink, yellow and blue text is very difficult to read and should be avoided.
- 4. Keep unity of design from slide to slide.** Using one, or several, of the master slides provided in PowerPoint can help avoid problems of this nature.
- 5. Font size is important.** Font size should be between 24 and 48 pt.
- 6. Minimize or avoid animated texts, sounds, and fancy transitions.** These can be effective in certain situations, but often distract your audience from the main points you are making.
- 7. Avoid switching between programs (such as calling up a Web page).** This takes extra time and can make it difficult for your audience to remain focused on your presentation.
- 8. Do you want people to take notes during your presentation?** Leave them sufficient time to do so.
- 9. Timing.** Use three slides per minute as a maximum.
- 10. Visual images can be great,** but they need to be selected carefully and be appropriate to the point(s) you want to make. Watch size, too--images too small are not helpful. And if formatting visual images to fit a slide, be sure to keep the dimensions of the original! Avoid pixilated images and only use 2 images per slide.