

POWERPOINT SLIDES GUIDELINES

1. Don't read all the text off your PowerPoint slides. Try to prepare your PowerPoint presentation.
2. Don't use too many animations or effects unless they are crucial to your presentation. These things are a distraction to your audience.
3. Be consistent with size and fonts. Use the same font for titles, content, etc...
4. Add a Bibliography slide / copyright material.
5. Have title in all the slides if possible.
6. Font color should be visible from background. Don't have too many background colors. Consistency is the key.
7. Minimal sound/animation effects.
8. Run spell check.
9. Keep your slide transitions simple and consistent.
10. Don't pack too much information onto a slide, in PowerPoint, less is more.
11. Don't use too many images on a slide.
12. Generally, you should have no more than 6 words per line, per slide, and no more than 6 – 8 lines.
13. Keep in mind that you are the presenter and PowerPoint is your visual aid.
14. Slides that look great on your computer screen may not look as good projected on to a screen or in video/web converted presentations.
15. Do come early as possible, to make sure the equipment and your presentation are working well in the room the presentations is given.....
16. You should use bullets.
17. Stay away from condensed or narrow font, they are not readable at a distance.
18. While you are developing your PowerPoint slides, save your presentation often. Back it up to a floppy disk after saving it to the C drive of the machine you are using. If for any reason, the files are too big and cannot get copied to a floppy, just let me know. We can burn those files to a CD-R or CD-RW here in the lab.