

PowerPoint Guidelines

Don't read from your slides!!!

Fonts

- No more than three easy-to-read fonts throughout your presentation.

Font Size

- Make it big enough to read (at least 24 points).

Color

1. Use a small set of colors consistently throughout your presentation.
2. Use a high-contrast color for text.

Text:

1. Use no more than six bullet points on a slide.
2. Write fewer than six words on each line of text or bullet point.
3. Use the 'notes' feature of PowerPoint to expound upon your bullet points; this feature is like the 3 x 5 cards of yore.
4. Use appropriate punctuation and use it consistently.
5. Always use upper case and lower case letters.
6. Use bolding to emphasize words, but avoid using italics unless citing a resource.

Layout

- Use a consistent layout for all of your slides; this is easily done by creating a master slide prior to starting.

Animation

1. Use animation and transitions sparingly and consistently; dissolves, blinds and fly-ins distract the audience from your message.
2. The only sound your audience should hear is your voice or other audio content; turn off sound effects on any animations you choose to use.

Graphic Elements

1. Photographs, graphic designs and clip art can be distracting when they do not directly support the point(s) of the current slide.
2. Use only high-quality photographs or graphic designs.
3. Use photos that are large enough to show the details of the image
4. Use one graphic element per slide.

Works Cited: You must give credit where credit is due!

More guidelines, advice and examples: <http://mason.gmu.edu/~montecin/powerpoint.html>

Adapted from "PowerPoint Guidelines." Capital University. 6 Oct. 2005.
<http://www.capital.edu/15342/>