

Creating an Effective PowerPoint Presentation

Hints for a successful presentation:

- Plan carefully
- Do your research
- Know your audience
- Time your presentation
- Practice your presentation
- Speak comfortably and clearly

Effective PowerPoint Slides

- Use design templates
- Standardize position, colors and styles
- Include only necessary information
- Limit the information to essentials
- Content should be self-evident
- Use colors that contrast
- Be consistent with effects, transitions and animation
- Too many slides can lose your audience

Text guidelines

- Generally no more than 6 words a line
- Generally no more than 6 lines a slide
- Avoid long sentences
- Larger font indicates more important information
- Font size generally ranges from 18 to 48 point
- Be sure text contrasts with background
- Fancy fonts can be hard to read
- Words in all capital letters are hard to read
- Avoid abbreviations and acronyms
- Limit punctuation marks

Clip Art and Graphics

- Should balance the slide
- Should enhance and complement the text, not overwhelm
- No more than two graphics per slide

* PowerPoint presentations can also be saved in HTML format and inserted in a Web page.

