

## Powerpoint Presentation Guidelines Group \_\_\_\_\_

1. Keep your words large enough---at least size 24.
2. Limit the number of words you put on a page
  1. Avoid paragraphs
  2. Use bullet points
  3. Use succinct phrases instead of sentences
  4. Limit each slide to 6 bullet points
3. Fancy is not always better! Stick with simple fonts!
  1. Fonts "with feet" are easier to read (in a paragraph)
  2. Fonts "without feet" make nice titles
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. Fill out a storyboard before you begin to put your presentation together. It will help you stay organized, and things will get done faster.
8. 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.
9. Proofread and spell check! Proofread and spell check! Proofread and spell check!

### Text

- \* Every bullet is followed by a capital letter
- \* Each bullet has eight words or less
- \* Keep font style simple
- \* No complete sentences
- \* No periods, question marks, or exclamation points
- \* No ALL CAPS

### Graphics

- \* Add to the message of the slide
- \* Face the middle of the slide

### Transitions

- \* Use one transition for all slides

### Proofreading

- \* Check for spelling errors
- \* Check for DOL errors

### Effects and Animations

- \* Use up to three different effects on bulleted text
- \* Avoid animation effects on graphics copied from Internet

### Background Sounds