

## Tips for Effective PowerPoint® Presentations

### Slide Formatting

- Select easy to read fonts such as Arial.
- Use no font size smaller than 24 point.
- Clearly label each screen. Use a larger font (35-45 points) for the title.
- Use the 6 x 6 Rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide.
- Use dark text on light background or light text on dark background.
- To test the font, stand back six feet from the monitor and see if you can read the slide.

### Graphics and Design

- Keep the background consistent and subtle.
- Keep the design clean and uncluttered. Leave empty space around the text and graphics.
- Use quality clipart but use it sparingly. The graphic should relate to and enhance the topic of the slide.
- Limit the number of graphics on each slide.
- Check all graphics on a projection screen for clarity before the actual presentation.
- Limit the number of transitions used. It is often better to use only one, so the audience knows what to expect.

### Color

- Limit the number of colors on a single screen.
- Bright colors make small objects and thin lines stand out. However, some vibrant colors are difficult to read when projected.
- Check all colors on a projection screen before the actual presentation. The colors may project differently than what appears on the monitor.

### General Presentation

- Check the spelling and grammar.
- Do not read the presentation as shown to the audience. Practice the presentation so your speech enhances what is shown.
- It is often more effective to have bulleted points appear one at a time, so the audience listens to the presenter rather than reading the screen.
- Do not turn your back on the audience. Try to position the monitor so you can see the slides from it.