

PowerPoint Guidelines

As you develop a PowerPoint presentation, it is important that the slides contain brief, concise, descriptive phrases that will help you remember what you want to present and serve as a reminder to your audience. Please consider the following criteria when creating your slide show:

- Each slide should contain main points, not the entire text of your presentation. You should use the points for elaboration.
- Slide Titles should be no less than 44-point type.
- Body text font size should be no smaller than 32 points and the style should be consistent throughout the slide show.
- Text will be easier to read when formatted in sans serif font such as Arial or Helvetica.
- Font color should contrast with the background color. Font color, typeface and contrast should be visible.
- Images should reinforce or extend the content and be visible from the back of the room.
- Use a lot of "white space," refraining from cluttering each slide.
- Use sound prudently—only for extending or supporting the content.
- Slide transitions should be consistent throughout the presentation.
- If linking to web sites, those should also be visible from the back of the room.
- Use correct grammar, spelling, punctuation, and capitalization.
- Try to rehearse your presentation with the computer connected to the projection device.

Reference:

Hollinsworth C. (2003). Web by Design: PowerPoint Basics. Accessed April 5, 2004 from http://www.iupui.edu/~webtrain/tutorials/powerpoint2000_basics.html.