Guidelines for Preparing Power Point Slides:

Power Point Slides should emphasize key points and provide the visual information your audience needs to understand your topic. The following suggestions should help with your presentations:

- Start with a Title slide.
- Keep wording simple. An outline format is easier to follow than complete sentences.
- Bullet key points. Capitalize the first word after the bullet only, unless a word is normally capitalized.
- Do not address more than one topic per slide.
- Try to follow the "6 by 6" rule. This means no more than six lines of text per slide with no more than six words per line.
- Select a readable Type Font Size
  - Minimum 36 points for Titles
  - Minimum 24 points for body text
- Select a readable Typeface and Font examples: Times New Roman, Arial, or Courier
- Be consistent with color of backgrounds and fonts throughout presentation. Light lettering on dark backgrounds or dark lettering on light backgrounds works best.
- Only add graphics to support what you are trying to say and to help clarify ideas. Do not add more than 3 graphics per slide.
- To present data use simple tables, charts or graphs. (Use Excel.)
- Experiment with animating the transition between slides and within the content of each slide. Decide on your favorite, then be consistent.

- Rehearse presentation. Presentation skills to remember:
  - Articulate (speak clearly and project voice)
  - Make eye contact with the audience.
  - Use positive body language—let the audience know you find your presentation interesting!
    - Do not read your notes or slides word for word.
    - Be fluent and knowledgeable about material being presented.
- Print handouts of slide show for class.
- It’s also a good idea to have handouts and/or overheads in case of computer equipment problems.
This slide is too busy with too much text. It was very hard to read when projected on a classroom wall. It also contains several typos.

Definitions

• Use a definition to clarify terms, concepts, and acronyms that your audience might not be familiar with.

• Example: Some of you are in favor of gun control. But what exactly does “gun control” mean?

• Vietnam is approximately 127,000 square miles with about 80 million people (2004).

This slide is much more readable.

This slide makes good use of bright colors and a meaningful graphic (map).