# Basic Power Point Guidelines

## Tips to Make Your Presentations Presentable

# Presentation Design

- Light text on a semi-dark background is best.

- Stick with a single slide background.
  - The background is the stage for your information.
  - Set the stage and leave it alone!

# Fonts

- No more than 2 font types – either very similar or very different
- Stay away from gimmicky fonts unless for a theme.

- Keep type sizes consistent.
- Serif vs **San Serif**.
- DON'T USE ALL CAPS.

# Ugly PowerPoints

FONTS SHOULD BE:

- *Easy to Read*

- **Consistent**

- *Common …*

- ***Avoid*** the "Ransom **Note!**" look

# Graphics

- Don't try to dazzle the audience with graphics or style…but with your information.

- The PowerPoint is not the focus.

- The *information* is the message.

# Basic Rules

Keep it simple..

- Write bulleted points highlighting focus points.

- Keep text easy to understand.

- Use concise wording.

- Presenter provides elaboration.

- Keep font size large.

# Balance is important
## **Don't do this!**

- Do not center bullet points.

- It makes the text ragged.

- And hard to read and follow with your eyes.

# Basic Rules for Presentations
## Do this!!

Balance.

- Generally, left-justify bullets.
- This keeps things neat..
- and easy to follow.

# Slide Balance.
## Do this!

- Place graphics off-center.

- More room for text.

- Better balance.

- More pleasing to the eye.

- Left placement leads the eye to the text.
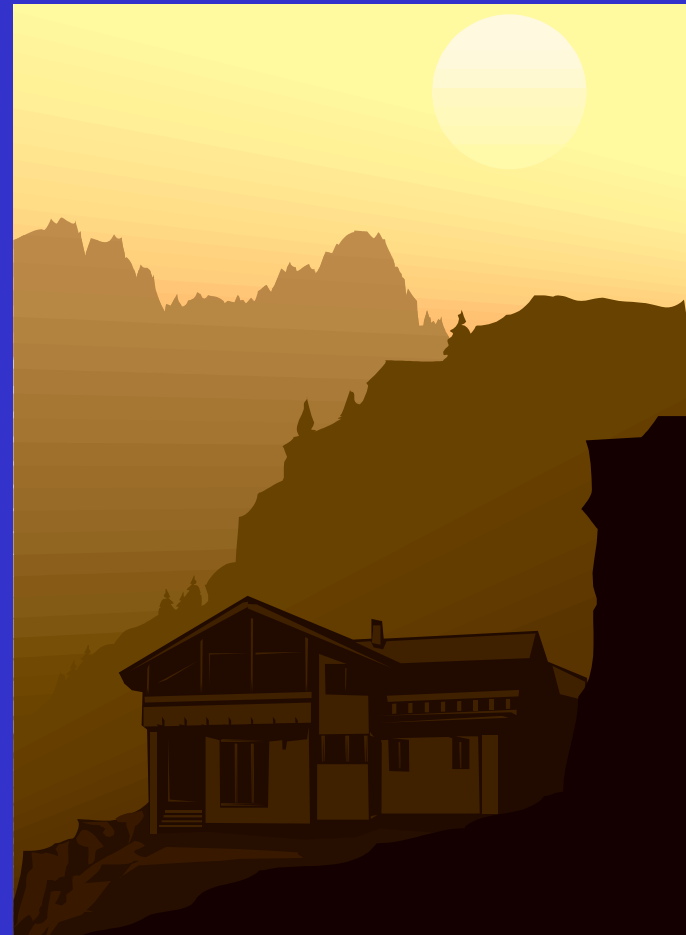
# Choose Fonts Wisely

- *Italics are more difficult to read.*

- Use **bold** when you want some words to stand out.

- Font size
  - Not Easy to read (18 pt)
  - Somewhat Easy to read (24 pt)
  - Easy to read (32 pt)
  - Easy to read (48 pt)

# Avoid Text Overload

Having too much text on the screen can defeat the purpose of using PowerPoint. The slides begin to look like a jumble of text, making slides difficult to read and unrecognizable from each other. People will either try to read everything or copy everything down or they will lose interest. List only the key points. If you have more info to include use more slides or create handouts.

# Basic Rules That You Must Have to Have a Good Presentation.

- One of the most common mistakes in creating a presentation is to place too much information on the screen. This can cause the reader to become distracted from the speaker…just like you are now. Audiences are much more receptive to the spoken word.

# Slide Guidelines

- Only one slide transition type.
- Don't use complete sentences.
- Six words per line.
- Six lines per page maximum.

# Choosing a Color Scheme

- Stick with power point defaults.

- What may look good on your computer may be unreadable in the classroom.

- Remember to use strong, contrasting colors.

# Use Contrasting Colors

- Light colors on dark background.

- Dark colors on light background.

# Clip Art & Graphics

- A few excellent graphics are better than many poor ones.
- Photographs can be powerful.
- Use sparingly!

•Don't do this!!

Martin Luther King Jr.

✤ Religious Leader
✤ Civil Rights Activist
✤ Author/Poet
✤ Labor Activist
✤ Minister
✤ Antiwar Activist

# Martin Luther King Jr. Do this!!

- Religious leader
- Civil rights activist
- Author/poet
- Labor activist
- Minister
- Antiwar activist

# Manual Spell/Grammar Check

- *I half a spelling check, it came width my pea see. It plainly marquees four my revue miss steaks I can not sea.*

- I have a spelling checker; it came with my PC. It plainly marks for my review, mistakes I cannot see.

# Bullets

- We all love
- a good bullet
- because it adds
- emphasis to the
- important part of
- our slide.
- However,
- if you overuse
- the bullets
- they become
- annoying.
- Someone even
- suggested
- that
- the term "bullet"
- comes from
- shots fired
- at
- annoying
- presenters

# Basic Presentation Mistakes.

- Don't read off the screen!

- Use each bullet as a trigger to remember what you want to say.

# Be Confident.

- Everyone wants to hear
- Be proud of your work!!
- Speak loud and clear
- Speak slowly
- Allow for questions after