

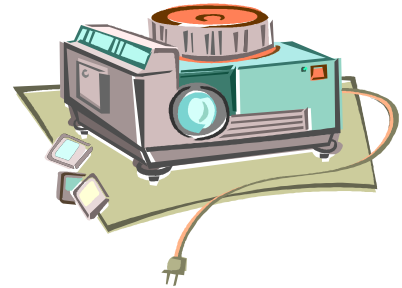
Five Simple Steps to Great PowerPoint Presentations

1. Keep it simple

- ☑ Show 5 or 6 lines max
- ☑ Use short phrases
- ☑ Make one point

2. Use a big font

- ☑ People can't read small text
- ☑ The audience isn't at your PC
- ☑ The audience is out in the room



3. Avoid meaningless tricks

- ☑ Weird transitions and wipes
- ☑ Strange fonts
- ☑ Pointless pictures

4. Highlight with slides

- ☑ Don't write your entire presentation on slides
- ☑ It's very boring for the audience to see every word you say
- ☑ Hit the big points
- ☑ Leave out the details

5. End gracefully

- ☑ Don't just stop
- ☑ Include a summary slide, or closing thoughts, questions, discussion points, your personal opinion, ideas, notable quote, etc.

Hints and Tips for Creating PowerPoint Presentations

Hints for a Successful Presentation

- ✍ Plan carefully, do your research
- ✍ Know your audience
- ✍ Time your presentation
- ✍ Practice your presentation, maintain eye contact with your audience
- ✍ Speak comfortably and clearly, do NOT read off the screen
- ✍ Do not just stop your presentation, have a definite end to the presentation

Effective PowerPoint Slides

- ✍ Use design templates
- ✍ Standardize positions, colors, and styles
- ✍ Include only necessary information
- ✍ Limit the information to essentials
- ✍ Content should be self-evident
- ✍ Use colors that contrast
- ✍ Be consistent with effects, transitions, and animation
- ✍ Too many slides can lose your audience

Text Guidelines

- ✍ Generally no more than 6 words a line
- ✍ Generally no more than 6 lines a slide
- ✍ Avoid long sentences
- ✍ Larger font indicates more important information
- ✍ Font size generally ranges from 18 to 48 point
- ✍ Be sure text contrasts with background
- ✍ Fancy fonts can be hard to read
- ✍ Words in all capital letters are hard to read
- ✍ Avoid abbreviations and acronyms
- ✍ Limit punctuation marks

Clip Art and Graphics

- ✍ Should balance the slide
- ✍ Should enhance and complement the text, not overwhelm
- ✍ No more than two graphics per slide

<http://mason.gmu.edu/~montecin/powerpoint.html>

