Guidelines for Preparing an Awesome PowerPoint Slideshow

Outline Formats are Easier to Follow

- Left justify all text
- Be Consistent from slide to slide
- DON’T USE ALL CAPS

Use Bullets, Not Numbers

- Bullets imply no significant order
- Use numbers only to show rank or sequence
Use the 6 X 6 rule:

- 6 lines of text
- 6 words per line

No More than One Topic per Slide

- The Bengal Tiger is a large cat.
- Weighs up to 400 pounds (male).
- White with black stripes.
- Thick coat.
- Like Siberian, except white instead of orange.

Allow plenty of room around borders and illustrations
Avoid Text Overload

Having too much text on a 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 quickly lose interest. List only the key points.

Select Readable Type Size - 40 point

- Minimum 36 point for titles
- 24 - 32 point for body text
- This is 24 point
- This is 32 point
- 45 point
- 40 point
- 35 point
- 30 point
- 25 point
- 20 point

Use a Readable Typeface and Font

- Use Sans serif (no curly feet) such as Arial or universal for body text
- Use serif such as a roman for titles and bullets
**Typeface Examples**

- Arial
- Times New Roman
- Courier New
- Comic Sans MS

---

**Adjust Lettering to emphasize**

- Make titles a larger type size than body elements
- **emphasize** important statements or words with **bold**, **italic**, **underline**, larger size or different fonts.

---

**Choose Color Carefully**

- Use the same color consistently throughout the presentation
- Use light letters on a dark background
- Use dark letters on a light background
Colors

- Avoid placing saturated primary colors (red, green or blue) adjacent to each other.
- They may create a third color where the two colors meet.

Use Solid Colors instead of fill Patterns on Charts

- Patterns on bars or pie slices cause confusion.
- Solid colors convey a clear bold message

Your Slides are Not your Presentation

- Your slides are a focus for your presentation
- Your presentation is not proof of your information
- Your paper is proof
- You present your presentation with slides to focus interest on what you think is important
You can't stop talking

- Recall: You cannot start talking until the audience has finished reading
- But: You can't stop talking
- So: You end up reading your slide to the audience.
- Which is: Really annoying

Use Simple Tables to Present Numbers

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Clipart

- Add Clipart where appropriate
- If ever
Pictures and Graphics

- Never pixelate (increase image size)
- Don’t overload
- Not too small