

PowerPoint

Do's and Don'ts

Keep It Simple

- ❑ The slide presentation is a projected outline to guide your oral presentation
- ❑ Don't try to fit a whole book of information on each slide
- ❑ Bullets and short phrases are more effective than sentences
- ❑ Use no more than 5-7 bullets per slide
- ❑ Use no more than 3-5 words per bullet
- ❑ You should be able to scan the information on the slide within 15 seconds
- ❑ Slides should support your oral presentation and reinforce the message you are conveying

Color

- ❑ Be careful using too many colors
- ❑ Don't be tempted to go crazy with color
- ❑ Stick to the templates supplied they look best when projected

Backgrounds

- ❑ Keep the same background throughout the presentation
- ❑ Backgrounds that change are a distraction to the audience

Sound Effects

- ❑ Sound effects should be used to enhance a presentation
- ❑ Using sound effects just to use them distracts from a presentation

Animation and Pictures

- ❑ A good way to add interest to your slides
- ❑ Should enhance your slide presentation
- ❑ Over use of animation, or pictures, distracts from a presentation

Fonts

- ❑ Font color should contrast with backgrounds for good readability
- ❑ Color choice should not clash with the background
- ❑ Avoid using red as a font color