

Tips for Effective PowerPoint Presentations

DESIGN:

- Text
 - Maximum five lines of text per slide
 - No more than 20-25 words per slide
 - Slides should not contain complete sentences
 - Use short bullets that emphasize or reinforce what you are discussing
 - 10 Second Rule – If it takes longer than 10 seconds to read the slide there is too much content
- Font
 - Use easier to read sans serif fonts such as: Arial, Tahoma, Verdana
 - Avoid serif fonts such as: Courier, Times New Roman, and Garamond
 - Use 44 font size for headings
 - Use 32 font size for bulleted points
 - Minimum of at least 28 size font
 - Remember person in back of audience must be able to read text
- Color
 - Avoid using black and white for the color of all slides
 - Avoid background colors like red and yellow
 - Use dark background colors like blues and greens
 - Always use bright colors for lettering
 - When designing charts make sure to use a contrast of colors
 - Recommended that you use between 3-6 colors per slide
 - Use color to help separate concepts.
 - Highlight important information
 - Presentations may look different when using an LCD projector. You may want to test slides ahead of time
- Content
 - Picture should match what you are discussing
 - Try and keep charts free from clutter and make it simple
 - Avoid using too much audio, can be distracting

PRESENTATION:

- Practice beforehand
- Try moving around the room. Do not stand behind a podium the entire presentation.
- Avoid reading what is exactly on the slide.
- Avoid presentations that have 40-50 slides. The students will not remember any information presented to them.
- Try and interact with participants as much as possible by asking questions and include problems and tasks within the presentation
- 10 Minute Rule – Do not give more than 10 minutes of information at one time. Give students the opportunity think about what they have just learned and apply this new knowledge to discussions, reviews, and solving problems. This will help better retention and allow for some interaction between participants and instructor.
- Do not give out hard copies of your slides as notes.
Students need opportunities to reflect on their own learning by taking notes, drawing illustrations, and organizing material that is better suited to their own background and learning style.
- When having a break do not leave slide up it is distracting. Use a blank or black slide.
- Less is more – a picture can tell a 1000 words

