



PowerPoint Presentation Tips

General Rules for Slides:

- Pictures, charts, and graphs are always better than words!
- 5x5 rule (don't have more than 5 words across or five bullet points on one slide)
- Fill the screen – don't leave a lot of blank space on slides

Font on Slides:

- Use same font or two fonts throughout your whole presentation
- Font for wording should be never be smaller than 24 pt.
- Test readability by standing back from monitor 6 feet and see if you can read
- Titles should be 44 font; use all caps or capitalize each word of title
- Bullet points should be consistent

Color & Pictures:

- Don't distort pictures! It is unprofessional! Always size from diagonal to keep proportions
- No more than 4 colors to a slide (excluding photos)
- Use light v. dark contrast
- Try to use consistent, same style graphics (all photos, all animation or all clip art) Try Google images!
- Avoid noisy or irritating animation
- Give pics a finished look: use effects, outlining, cropping, etc.

Finishing touches:

- Always PROOFREAD your slides!
- DO NOT read slides word-for word
- Make sure you have clear intro and conclusion slides!