PowerPoint Presentation Guidelines

Presentation Layout:
- Layout continuity from frame to frame conveys a sense of completeness
- Headings, subheadings, and images should show up in the same spot on each slide
- Margins, fonts, font size, and colors should be consistent with graphics located in the same general position on each frame
- Lines, boxes, borders, and open space should be consistent throughout

Slide Layout:
- Limit each slide to one idea
- Use bullet points to cover components of each idea
- Make no more than six points per slide and use no more than six words per line
- Use the same background for each slide
- Use the same transitions for each slide
- Limit animation – more than one can be distracting
- Do not clutter the slide

Design:
- Font should be clear (e.g., Arial, Tahoma, Verdana)
- Font size should be readable from the back of the room
  - 40 point is a good title size
  - 32 point is a good subtitle or bullet point size
  - Content text should be no smaller that 24 point
  - Use small fonts for source citations within the presentation and the final works-cited screen
- Do not use all CAPITAL LETTERS
- Use italics for book, journal, or magazine titles
- Choose a color scheme that is easy on the eyes
  - White backgrounds can be blinding in a dark room
  - Dark backgrounds with light colored text works best (reduces glare)
- Keep the style of the graphic images consistent throughout the presentation
- Illustrations should relate to the message and help make the point
- If using video clips, presentation should contain no more than 2 minutes total of video

Presenting:
- Speak slowly and clearly when presenting so your audience can hear you
- Prepare notes to help deliver an effective and dynamic presentation
- Rehearse your presentation before delivering it to your audience
- Have a classmate proofread and critique your presentation before you present it

Remember,
the media should ENHANCE the presentation,
not BE the presentation!