**PowerPoint Presentations**

**Do's and Don'ts**

**DO'S**

**Text**
- Keep slides concise
- Font size should range between 18 to 48 (according to importance)
- Use fonts that are easy to read, such as Arial, Helvetica, Times New Roman, etc.
- Use uppercase letters for the first letter
- Leave space between the lines of text
- Use statements, not sentences
- Use keywords to help the audience focus on your message

**Noise Effects**
- Use sounds to help convey, complement, or enhance the message

**Color**
- Limit the use of color to 2 to 4 colors/shades
- Use colors that will stand out and will be easy on the eyes (dark backgrounds and light text is best)
- Remember, the colors projected from a data projector will look different than the colors on your computer screen

**Images and Shapes**
- Include images that make the issue you are presenting more true to life, so your audience will understand and identify with it
- Only include 1 to 2 images per slide
- Use shapes to illustrate complex topics

**Graphs and Charts**
- Include graphs and charts that show relationships, comparisons, and change
- Illustrate your point by verbally discussing the graph or chart

**DON'TS**

**Text**
- Don’t include too many details and data (no more than 7 words to a line and 7 lines to a slide)
- Don’t crowd the information
- Don’t use flashy or curvy fonts
- Don’t use all uppercase letters (they are difficult to read and will appear to your audience that you are yelling)
- Don’t use abbreviations
- Don’t use punctuation marks for bulleted items

**Noise Effects**
- Don’t use sounds when they aren’t appropriate
- Sounds can be distracting and can make your presentation less effective

**Color**
- Don’t have multiple color schemes
- Don’t use dark colors on a dark background (red, blue, and black should not be used together as text and background)

**Images and Shapes**
- Don’t use too many graphics (can be distracting)
- Don’t use low-quality images (images should not be pixilated) (Pixilated images appear unprofessional)

**Graphs and Charts**
- Avoid meaningless graphs that are difficult to read

**Online Resources:**
http://graphicdesign.about.com/library/color/blweb.htm
http://www.colormix.com/
**DO'S**

**Transitions**
- Use transitions to help your presentation make more of an impact by varying the way one slide replaces another
- Keep transitions to a minimum
- Use the same transition or a variation of the transition

**Practice Your Presentation**
- Use a data projector to view your presentation:
  - Is it easy to read the text?
  - Is the amount of information on each slide kept to a minimum?
  - Are there any distracting elements?
- Ask others for feedback

**DON'T'S**

**Transitions**
- Avoid flashy transitions (too much movement will distract your audience)
- Avoid using random slide transitions

**Practice Your Presentation**
- Don’t read your material directly from the screen (use the slides as prompts, outlines, or conversation points, not cue cards)
- Don’t leave all the lights on in the room (be sure people can actually see the screen)

**Good Layout**

<table>
<thead>
<tr>
<th>HEADING</th>
<th>Fact 1</th>
<th>Fact 2</th>
<th>Fact 3</th>
</tr>
</thead>
</table>

**Bad Layout**

| HEADING | Lorem ipsum suspendisse potenti. Nulla arcu. Cras mi diam, cursus vitae, condimentum iaculis, tincidunt in, nulla. Praesent rutrum, leo ac porta porttitor, lectus velit suscipit lorem, eget |