PowerPoint Presentation Guidelines

TIPS FOR DEVELOPING ENGAGING PRESENTATIONS
Overview

• KISS
  ○ Limit Slides
  ○ Limit Text
  ○ Limit Animations & Graphics

• Consistency
  ○ Background & Layout
  ○ Color Scheme
  ○ Font Style & Size

• Content
  ○ Write to Your Audience
  ○ Add Interaction
  ○ Review Quiz

• Reminder

• Resources

Remember to include an overview slide
KISS

KEEP IT SHORT & SIMPLE
Limit Slides

- Limit each slide to one idea
  - Use bullet points to convey components of each idea

- Limit number of slides used
  - Approximately one slide per minute of presentation
    - If not presenting in person, slides should take approximately one minute to read
Limit Text

- General rule: 6 x 6
  - 6 bullet points per slide
  - 6 words per bullet point

- Keep bullet points brief

- Avoid full sentences or paragraphs

- Limit text even when presenting electronically
  - Ex. web conference or online classroom
Limit Animations & Graphics

- Animations and graphics are entertaining but distracting
  - Audience misses message of presentation

- PPT presents graphs and charts well
  - To make them meaningful, ensure graphics
    - Significantly add to purpose of presentation
    - Are large enough to be easily read
CONSISTENCY is Key

DESIGN TEMPLATES HELP MAINTAIN CONSISTENCY

Background – Layout – Color Scheme – Font Style & Size
Background & Layout

- Use the same background for each slide
  - Changing backgrounds distracts the audience

- Utilize a similar, logical layout for each slide
  - Title at top
  - Content written from left to right, top to bottom
  - Important info at top
    - Audience may not be able to see bottom of screen
Color Scheme

- Use the same color scheme on each slide

- Utilize contrasting colors for background and font
  - Dark text on light background
    - Avoid white backgrounds
      - Can be blinding in dark rooms
  - Light text on dark background
    - Dark background on computer reduces glare
    - Good for close viewing
      - Do not use if audience more than 20 feet away
Color Scheme Examples

- **Utilize**
  - White on Brown
  - Orange on Blue
  - Purple on Yellow
  - Black on Light Blue

- **Avoid**
  - Orange on Green
  - Yellow on White
  - Purple on Blue
  - Red on Green

  Red on green provides good contrast, but some people are red-green color blind
Font Style & Size

- Use easy to read styles
  - Examples: Arial, Tahoma, Verdana
  - Avoid fancy, difficult to read fonts

- Larger font is better
  - 40 pt. for title
  - 32 pt. for subtitle
  - 24 pt. for content text

Fonts smaller than 24 pt. are difficult to read
Content

- Write to your audience
  - Know your audience
    - Who are they? What do they already know?
  - Provide needed background
  - Avoid unnecessary info

- Add interaction (poll, quiz)
  - Click on one of the links below to continue with this presentation
    - Link to Review Quiz
    - Skip the Review Quiz
**Review Quiz – Do or Do Not**

<table>
<thead>
<tr>
<th>Statement</th>
<th>Do or Do Not?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use bullet points to convey information.</td>
<td>Do or Do Not?</td>
</tr>
<tr>
<td>Write in full sentences with appropriate punctuation when presenting slides in an online classroom setting.</td>
<td>Do or Do Not?</td>
</tr>
<tr>
<td>Utilize detailed animations to keep the audience focused on your presentation.</td>
<td>Do or Do Not?</td>
</tr>
<tr>
<td>Use a consistent background and layout for each slide within a presentation.</td>
<td>Do or Do Not?</td>
</tr>
<tr>
<td>Present ideas in red font on a green background to provide good contrast for ease of reading.</td>
<td>Do or Do Not?</td>
</tr>
<tr>
<td>Utilize easy to read fonts, such as Tahoma or Verdana.</td>
<td>Do or Do Not?</td>
</tr>
<tr>
<td>Know your audience, and write specifically to them.</td>
<td>Do or Do Not?</td>
</tr>
</tbody>
</table>

*Continue with Presentation*
Review Quiz – Answer

DO

Continue with Presentation  Back to Quiz
DO NOT

Continue with Presentation

Back to Quiz
REMINDER

The media (PPT) does not constitute your presentation.

It only enhances it.
Resources


Don’t forget to cite your sources