

Tips for Preparing a PowerPoint Presentation

- **Number of Slides:** Assume that the viewer will spend about one minute per slide. One minute of viewing typically allows the viewer enough time to absorb the information but not enough time to become bored.
- **Slide 1:** Begin with the title and subtitle page.
- **Slide 2:** Introduce yourself and list the subjects that you intend to cover.
- **Slide 3:** State the name of the first topic and list the related information you will present.
- **Slide 4:** Begin to discuss the first topic. Include as many slides as you need to note essential related points.
- **Next Slide (number may vary based on the number of slides used with slide 4 above):** Summarize critical points at the end of each topic discussion when topic discussions span several slides.
- **Slides About Other Topics:** Follow the pattern set by Slides 3 and after.
- **Final Slide:** Summarize the topics you have covered and suggest actions that your audience might wish to take to follow up on the points you've raised in your presentation.

STYLE CONVENTIONS: TEXT

- **Titles:** Set the title text at 44-point Arial Bold. Limit the title to five words. Use upper and lower case letters.
- **Content:** Set the content text at 28-point Arial Regular. Use upper and lower case letters.
 - Can this slide be broken into more than one slide?
 - Avoid overwhelming amounts of text
 - Use bullets
 - Use more than one slide if necessary to clearly show text information
- **Margins:** Keep the text within the 1-inch margin (top, bottom, and sides).
- **Words:** Limit the words per page to 15.
- **Fonts:** Serif vs. San Serif
 - Avoid Serif type fonts, such as Times Roman. Serif fonts are those fonts with little feet or curly q's on the stems of letters. These extra bits are likely to cause blurring and fuzziness when compressed.
 - Use clean, simple fonts such as Arial.
 - Avoid using italics, and shadowing on text.
- **Background**
 - Avoid complicated backgrounds. Simple one-color backgrounds are best.
 - Use contrasting colors for text and background.
 - Light colored text on a dark background works best.

STYLE CONVENTIONS: GRAPHICS

- **Capture Interest:** Retain viewer interest in your presentation by using charts, graphs, tables, illustrations, or photographs to break up a series of text slides.
- **Partial Screen Image:** Maintain the template background when showing a partial screen graphic image.
- **Full Screen Image:** Use the entire allotted space on the slide when you are showing a full screen graphic image.