

# PowerPoint Presentations

## PREPARING FOR THE PRESENTATION:

### Fonts / Text

- Use sans-serif fonts, such as Arial or Helvetica. Avoid Times New Roman, and fonts that may not be installed on the computer you will be using for your presentation.
- Keep the same font throughout the presentation, but you can use bold or underline (not italicize) for emphasis.
- Make your font size 24-point or larger.
- Follow the 6 x 6 rule for text on slides: generally no more than 6 words per line, and generally no more than 6 lines per slide.
- Make sure your grammar and spelling is correct! There is nothing more distracting or unprofessional than having grammar or spelling mistakes.

### Graphics / Design

- Keep your slides simple, the colours subtle and consistent.
- Avoid using Clipart, and if you do, make sure it is of good quality.
- Don't clutter up the slides with graphics; use them sparingly. Remain consistent, and use the same style of graphics or photos throughout the whole presentation.
- Do not use animated graphics, or ones that make noise, unless it is absolutely necessary to the presentation.
- Avoid having flashy transitions, such as text flying in or dissolving out.

### Colours

- It is best to use dark-coloured text on a light-coloured background.
- Try to limit the number of colours on a single slide.

## GIVING THE PRESENTATION:

- **DO NOT READ FROM YOUR SLIDES** and do not turn your back to your audience.
- Give a brief overview at the start, and then do your presentation. At the end, review the important points.
- Try to have your bulleted point appear one at a time. Otherwise, your audience tends to read ahead on the screen and not listen to you as closely.
- Always have a backup plan, as there may be technical difficulties (projector not working, power failure); print out the slides in your presentation the night before.
- Limit the number of slides in your presentation. Constantly flipping forward distracts the audience. Try having a maximum of one slide per minute (and less is even better)
- Make sure you pace yourself, and don't speed through the slides, especially if the slide includes a chart or graph.
- **Finally, ALWAYS practice your presentation before you have to do it for class!**