Tips for A Successful Power Point Presentation

- **Don't overload slides with too much text**
  - People cannot read text and listen to a speaker at the same time. If you are afraid they may miss some vital information you can include it in your handouts.

- **Remember the 6x6x6 Rule**
  - 6 Words per bullet
  - 6 Bullets per slide
  - 6 Lines per slide

- **Title every slide**
  - Place a title in every single slide unless you have a special effects page i.e video of full page photograph

- **Use the same color scheme all the way through**
  - Avoid the circus look

- **The 7 second rule**
  - The audience needs to grasp the message within 7 seconds of the slide appearing

- **Use quality clipart**
  - If it's not good quality it's better to use none at all

- **Visual break**
  - Supplement slide after slide of straight text with some graphics just for a change of view

- **Keep it simple**
  - Do not mix more than two transitions or animations together. Don not try to put too much of anything on a slide – add another slide.

- **Make sure type in graphics is legible**
  - Use charts and graphs that have been formatted specifically for a presentation

- **Backgrounds**
  - Keep backgrounds simple so they do not distract from the information you are presenting

- **Fonts**
  - Do not use fonts smaller than 24 points
  - No more than 3 fonts to a presentation
  - Avoid overuse of bold, italic and especially ALL CAPITALS!
  - Keep titles for each slide to 35-45 points
  - Keep titles short and to the point
  - Use sans serif fonts (Helvetica) to maximize clarity
  - Contrast title and body text by size and color i.e. use one color and large font size for the title, smaller font and different color for body text
  - Minimize text when using charts or graphs, using text only for labeling – graphics should speak for themselves.

- **Transitions**
    - Adding transitions allows one slide to dissolve gracefully in to the next

- **Bullets**
    - Use bullets instead of numbers, numbers tend to prioritize items

- **Finally, when you are finished with your presentation, step back about 5-6 feet from your slides on a 17" monitor. If you can read the lines clearly your presentation text is large enough for the audience to read.**