GUIDELINES AND TIPS FOR CREATING AN EFFECTIVE POWERPOINT PRESENTATION

Rules to follow:
- Never use whole paragraphs of text
- DO use only 3-5 bullet points per slide
- Use short and descriptive language in each bullet point
- Avoid unnecessary transitions and animations.
  - Emphasis for certain aspects of the presentation is okay, not okay is using animations for every bullet point or the dissolve transition between every slide.
- Make sure the fonts and text look good at a large presentation size, generally near size 50 font with a serif font for headers, around 24 point for subsequent text.
- DO follow the guidelines of the template but feel free to adjust and change as needed.

Tips to Consider:
- DO NOT read from a slide word for word
  - Some specific quotes or points are okay but largely people should be reading the points and listening to your overall points regarding the slide.
- DO build in slides for questions to be asked throughout the presentation
  - Most people cannot remember until the end their questions from the first five or so slides, so make quick slides that allow for viewers to reflect and ask questions.
- Make sure your visual content – photos, graphics, clipart, and icons – complements the overall themes and purpose of the presentation.

Guidelines for Presenting:
- Prepare for the room and presentation space ahead of time by calling and asking about equipment, sound, and size of the room and placement of viewers.
- Utilize the room and avoid staying stationary, move around and discuss while presenting.
- Make eye contact every slide with a different person in the room.
- Practice the presentation – OUT LOUD – at least two times all the way through and know your timing per slide.
- Always have a back up available on your person, i.e. Flash Drive or CD with the presentation loaded onto it.