



Tips for Creating and Using Effective PowerPoint Presentations



Hints for a successful presentation

- Plan carefully
- Do your research
- Know your audience
- Practice your presentation
- Speak at a comfortable pace and project to your audience
- Avoid speaking quickly to include more content
- Show enthusiasm for and interest in your topic
- Time your presentation appropriately (PowerPoint's Rehearsal feature lets you time your presentation)

Effective PowerPoint slides

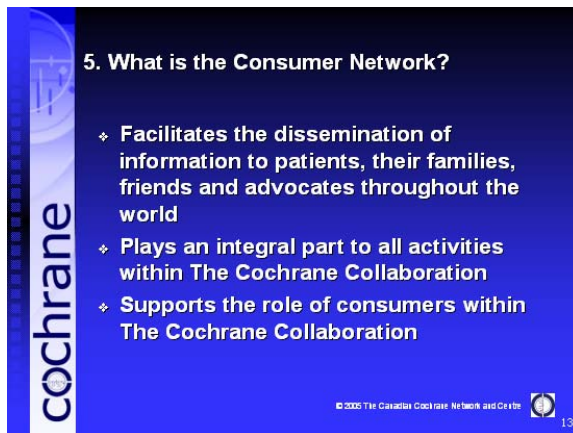
- First slide should include your presentation title, your name, organization logo and date
- Use design template to standardize position, colours and styles
- Use colours that work well together (Such as yellow or white on a dark blue background. Avoid use of red)
- Limit the information to essentials
- Use effects, transitions and animation very sparingly
- Limit the number of slides (no more than 12 for a 10-minute presentation)
- Do not apologize for any slide. If the content is hard to read, redo it

Text guidelines

- Generally no more than 7 words a line
- Generally no more than 7 lines a slide
- Avoid long sentences
- Provide only key points on your slides
- Larger font indicates more important information
- Font size generally ranges from 18 to 48 point
- Be sure text contrasts with background
- Fancy fonts can be hard to read
- Words in all capital letters are hard to read
- Avoid abbreviations and acronyms
- Limit punctuation marks
- Spell check and proofread your work

Clip art, graphic and other features

- Use clip art, pictures, charts, tables and diagrams to enhance presentation content
- Use sound and video when appropriate to content
- Use a chart or graph to present statistics
- No more than two graphics per slide



Example of a good slide



Example of a bad slide

Acknowledgements

- Tips for Creating Effective and Interesting PowerPoint Presentations, Eccles Health Sciences Library, University of Utah website, viewed April 28, 2005, http://medlib.med.utah.edu/ed/eduservices/handouts/PowerPoint_Web/ppp-tips.pdf
- Creating an Effective PowerPoint Presentation, Virginia Montecino, George Mason University website, viewed April 28, 2005, <http://mason.gmu.edu/~montecin/powerpoint.html>