

POWERPOINT PRESENTATION GUIDELINES

The KISS Principle...Keep It Super Simple

The “6” Rule

1. No more than 6 bulleted items.
2. No more than 6 words per bullet (use information crunching).
 - Take out sentences and replace with key phrases.
 - Eliminate punctuation.
 - Try to begin each bulleted item with a similar part of speech. Active verbs are an excellent choice as they engage the audience.
3. Six word slides in a row means it's time for something that is visual. A visual will help to engage the audience once more.

Keep it Short and Simple

1. Elaborate designs will destroy the impact of the message with the intensity of the design.

Consistency

1. Create a style or look for your entire presentation. Use the same fonts, colors and graphic styles for continuity and flow. A consistent look will help your audience focus on the content of your presentation not the razzle-dazzle.
2. Use a consistent style for your bulleted items. Action items should begin with a verb. Use the same part of speech for each bulleted item.

Fonts

1. Use a font style that is easy to read; after all, isn't that what you want people to do?
2. Minimum size for fonts for bulleted items is typically 16 pt. Anything smaller will be difficult for your audience to read.
3. Fonts come in font families. That means there are variations within one font. Choose a maximum of two font families for your presentation.
4. Carefully select standards for titles, subtitles, copy, footnotes, etc.

Colors

1. Select colors that match or compliment your project. Complimentary colors should be used to enhance your presentation. Charts and graphs should stand out, but not like a sore thumb. When creating those, think of the color scheme you have selected for your presentation.
2. Remember contrast. If you want people to read your message, there must be contrast between the words and the background. (Dark on light, light on dark).

Spell Checking

1. Be sure to run a spell check prior to your presentation.
2. Don't rely on your spell checker alone. Be sure to use a thesaurus to add variety. And trust your eyes...they know what to look for!

Slide Notes

1. Be sure to utilize the slide notes (underneath each slide) to elaborate on the ideas contained on your slides. You have a wealth of important information, so you want to make sure you're expanding on your ideas. The slide notes section is a great place to do this!