

Tips for Better Power Point Presentations

1. Avoid Complex Backgrounds.
Use solid colors, so the text **stands** out.
The presentation should still look good printed or displayed in black and white. Avoid using red font.
2. Use a San-Serif font vs. a Serif Font
Use Arial, Verdana or Helvetica rather than Times New Roman.
28 pt or Better Font Size for Body Text. 24 pt minimum
3. Design with high Contrast in Mind.
Dark backgrounds require very bright foreground font colors and vice versa.
4. Maintain a "Safe Area."
Use an imaginary border around your presentation screen and void placement of objects and text in that area.
Consider only 80% of the area of your slide will survive display to your audience.
5. Stay Consistent.
Maintain the same font and relative size for text objects in each slide.
6. Keep it Simple.
Avoid overloading your slides with too much information
Break up complex single slides into multiple slides
7. Enhance your Presentation.
Use **Bold** or Shadow to emphasis text or objects
8. Using Images.
When using images, limit image dpi to 72dpi. Consider using a shadow or additional background to enhance visibility.
9. Have a backup.
Always backup your presentation on a disk or CD
Print out the presentation on overhead slide material.
10. Review your presentation.
Have someone proof your slides.
Run spell check.
Rehearse in front of someone.