Pointers for Powerpoint Presentations

Background:
- Keep them simple
- Keep them consistent
- Use light backgrounds
- Avoid backgrounds that are busy or difficult to read

Color:
- Use color that contrasts with the background (i.e. dark blue on white background)
- Do not use a different color for each bullet point
- Use color as a highlight
- If the audience is more than 20 feet away from the screen, white lettering on a dark background should not be used

Font:
- Use a set font
- Use a font that is easy to read (i.e. Times New Roman or Arial)
- Never use more than two font types
- Do not use all capital letters as it makes your slide harder to read
- Use italics only for titles, to highlight points, or for quotes
- A larger font can be used to attract attention
- For titles, font should be at least 40 point; for text, use at least 28 point; and if using subtitles, use 32 – 36 point

Bullets:
- Use no more than 4 - 5 bullets on a slide
- Keep bullets concise (one line is best)
- Use key words and/or phrases only

Graphics:
- Use graphics and illustrations carefully so they don't distract from your message
- Simple graphics or diagrams are best
- If using graphs, title them and make them easy to read (no shading or minor gridlines are necessary; be careful with color)
- Use animation carefully so it doesn't distract your audience