

Proper PowerPoint Presentation Techniques

Background and Text Quality

CLARITY-it should be easy to see and read

Don't distract your audience with cluttered backgrounds, multiple fonts and too many animations

Don't let the theme interfere with the message

Adjust the resolution of the images so they are not blurry

CONTRAST-use high contrast between slides and text

(as pretty as they are, don't use yellow or neon)

Text

KEEP IT SIMPLE!

Use short bullet points

NO MORE THAN SIX BULLET POINTS PER SLIDE (less is better)

ONLY KEY POINTS-remove all unnecessary words

This should be a framework or outline for the presentation-it is *not a script*.

Use at least size 28pt font

Transitions, Animations, Sound

Only use subtle transitions-*and use them sparingly*

(I only use "Appear" but others in the subtle category would be acceptable)

Any animations or sounds should be relevant to your presentation

Technology

Make sure you "check your tech" BEFORE your presentation is due. The last thing you want is to have to present and for your file to be corrupted or unavailable. Bring a backup. Bring any cords, plugs, adaptors, etc. you may need to run your technology Don't assume internet access.