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# *Power Point Tips*

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## Overview

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- Slide Guidelines
- Fonts/ Size
- Colors
- Graphics/Pictures
- Animation/Sound

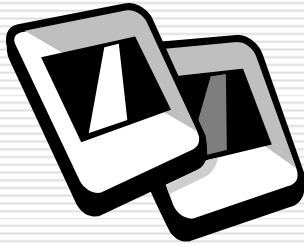


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# General Slide Guidelines

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- ❑ Present one idea per slide.
- ❑ KISS (Keep it Short and Simple)
- ❑ Make text concise.

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# Selecting Fonts

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- ❑ Two types of fonts
  - Serif: curls or tails, ex: Times New Roman, Georgia
  - Sans Serif: plain tails and simple curls, ex: Arial
- ❑ Limit number of fonts (one or two fonts is best)
- ❑ Mix serif and sans serif
- ❑ Use upper and lower case
- ❑ Use ALL CAPS for emphasis only

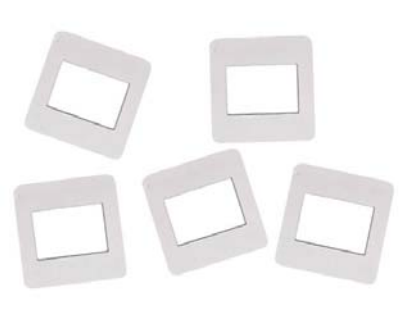
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## Text Size

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- ❑ Title slides should have the largest font size.
- ❑ Title text should be at least 40.
- ❑ Text size should be at least 20.

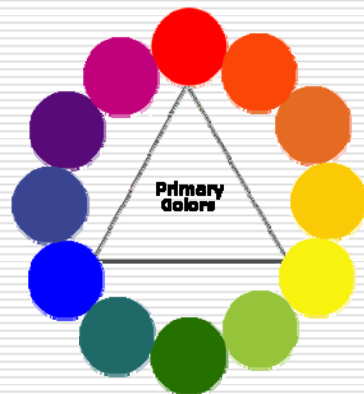


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## Using Color

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- ❑ Color can be a powerful tool for presenting information.
- ❑ It conveys meaning and influences attitudes.
- ❑ The colors you choose and the way you use them together can have a strong impact on your audience.

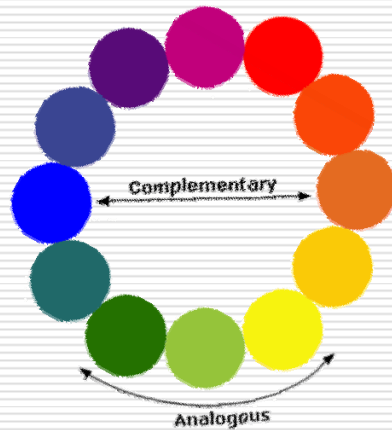
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## Using Color

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- ❑ Colors have specific relationships depending on their location on the color wheel.
- ❑ Colors opposite one another are called complements.
- ❑ Colors directly next to each other are called analogous.



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## Color Selection

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- ❑ Consider your audience.
- ❑ Strike a balance between professionalism and attractiveness.
- ❑ Use dark text on light background.
- ❑ Use light text on dark background.
- ❑ Use the predefined color schemes in Microsoft PowerPoint.

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## Color Combinations

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- ❑ Color combinations may look different when projected.
- ❑ Certain color combinations provide high contrast for ease of reading.
- ❑ When using graphics in your presentation, try to choose one or more colors from the graphic to use as text colors.

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## Colors and Accessibility

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- ❑ According to various sources, 5 percent to 8 percent of men have some form of color blindness.
- ❑ Avoid relying exclusively on color to present information.



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## Graphics/Pictures

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- ❑ Use graphics and pictures to enhance your presentation.
- ❑ Images should face the center of the screen.
- ❑ They should relate to the subject of the slide.



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## Animation/Sound

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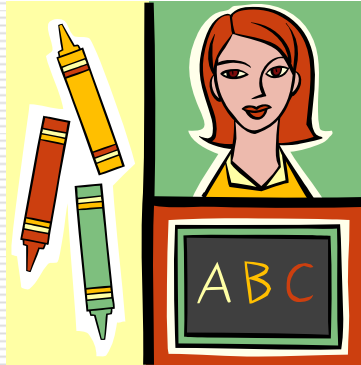
- ❑ If you use animations, use natural transitions.
- ❑ Too many things flying around on the screen detracts from the message and slows down the presentation.
- ❑ An occasional burst of music or sound can focus the audience on the slide show.
- ❑ Don't overdo it—Frequent use of special effects can draw attention away from the content.
- ❑ Not every slide needs to be animated.

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## Finishing Touches

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- ❑ Check grammar and spelling.
- ❑ Check timing for transitions and builds.
- ❑ Last slide should be blank, or say something like, "Questions?". This will direct audiences' attention to you.

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## Helpful Resources

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- ❑ [http://www.uwm.edu/Dept/LTC/pptdesign\\_files/frame.htm](http://www.uwm.edu/Dept/LTC/pptdesign_files/frame.htm)
- ❑ <http://www.actden.com/pp/>
- ❑ [http://www.fultonschools.org/teacher/sarent/comp\\_a\\_pp/PowerPoint%20Design%20Tips\\_files/frame.htm](http://www.fultonschools.org/teacher/sarent/comp_a_pp/PowerPoint%20Design%20Tips_files/frame.htm)
- ❑ <http://office.microsoft.com/en-us/FX010857971033.aspx>
- ❑ [http://cla.umn.edu/itfp/tel/power\\_point\\_design/index\\_design.htm](http://cla.umn.edu/itfp/tel/power_point_design/index_design.htm)

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# Questions?

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