

Presentations ~ Microsoft PowerPoint

PowerPoint Rules



1. Remember a PowerPoint is a visual aid during a presentation
2. **Keep it simple!**
3. Text:
 - 5x5 rule (5 lines per slide, 5 words per line)
 - Each slide present only one idea
 - Use specific wording
4. Fonts:
 - Avoid fancy fonts
 - Use simple and easy to read
 - Large enough to be read at a distance
 - Avoid using ALL CAPITAL LETTERS.
 - Use *italic*, **bold** or underline to emphasis words
5. Pictures/Graphics:
 - No more than 2 pictures per slide
 - Place off-center
6. Layout:
 - Keep titles at the top
 - Use only 1 background
 - Use charts, graphs, and pictures to get your point across
 - Do not center bullet points
7. Contrast: Use good contrasting colors between the font and background on all slides
8. Transitions:
 - Smooth and interesting.
 - They should Enhance the presentation
 - Not distracting
 - Keep special effects to a minimum
9. Mechanics: No spelling or grammar errors. All text should be in your own words.