

11 Tips for a Better PowerPoint Presentation

- 1 Font size: 24 point or larger (no smaller than 18 point ever!) Don't have too much information on your slide – if it is so small you have to apologise, rather don't present it all.
- 2 Spelling and grammar are important – please check and double-check your presentation for typographic and spelling errors. Ask a friend to read it through after you have used the spelling check function in the package. If you are stating formulae and units (e.g. H₂SO₄ and mm² should be H₂SO₄ and mm²) ensure you use the superscript and subscript functions in PowerPoint).
- 3 Use a Sans Serif font if possible (Arial, Verdana, Century Gothic) – they are easier to read. And use the SAME font throughout the presentation – for headings and text.
- 4 DO NOT use all CAPITAL LETTERS - this is perceived as shouting and is difficult to read (and spelling errors are generally missed).
- 5 Ensure you have good contrast – either black (dark) text on a light background (usually the better option) or a white (light) font on a dark background.
- 6 Less is more! Do not fill your slide with graphics and text – blank space is acceptable.
- 7 Don't read your slides – the audience can do that faster than you can! Use them as the framework of your presentation. If you want the audience to read a lot of text, give them time to do so before you continue speaking.
- 8 Use animations (object builds) and slide transitions with caution. A few keep interest, too many can be distracting.
- 9 Use high-quality graphics - if using online images please be aware of copyright issues. Do not include too much data in tables and charts.
- 10 Use Slide Sorter view to see the logical flow of your presentation.
- 11 Practice, practice, practice Make sure you are confident using any video / audio clips embedded in your presentation and that you are well-prepared for your audience. They will appreciate it.

See also <http://office.microsoft.com/en-001/powerpoint-help/tips-for-creating-and-delivering-an-effective-presentation-HA010207864.aspx>