

### Suggestions for PowerPoint Use:<sup>1</sup>

#### **Presentation Design**

- Don't overload your slides with too much text or data.
- FOCUS. In general, using a few powerful slides is the aim.
- Let the picture or graphic tell the story. Avoid text.

#### **Visual elements**

- A font size of 28 to 34 with a bold font is recommended for subtitles. The title default size is 44. Use a san serif font for titles.
- Use clear, simple visuals. Don't confuse the audience.
- Graphics should make a key concept clearer.
- Place your graphics in a similar location within each screen.
- To temporarily clear the screen press W or B during the presentation. Press Enter to resume the presentation.

#### **Text**

- Font size must be large enough to be easily read. Size 28 to 34 with a bold font is recommended.
- It is distracting if you use too wide a variety of fonts.
- Never Read Your Slides.
- Overuse of text is a common mistake.
  - Too much text makes the slide unreadable. You may just as well show a blank slide. Stick to a few key words.
  - You can use Word Art, or a clip art image of a sign, to convey text in a more interesting way.

#### **Backgrounds**

- Backgrounds should never distract from the presentation.
- Using the default white background is hard on the viewer's eyes. You can easily add a design style or a color to the background.
- Backgrounds that are light colored with dark text, or vice versa, look good. A dark background with white font reduces glare.
- Consistent backgrounds add to a professional appearance.
- For a long presentation, you may want to change background designs when shifting to a new topic.

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<sup>1</sup> Adopted from "PowerPoint Presentation Advice" by Mike Splane (2006)  
[http://www.cob.sjsu.edu/splane\\_m/presentationtips.htm](http://www.cob.sjsu.edu/splane_m/presentationtips.htm)

## **Sensory Stimulation**

- Slides for business presentations should be dull! You don't want to distract the audience.
- Sounds and transition effects can be annoying. Use sparingly.
- Animation effects can be interesting when used in moderation.
  - Too much animation is distracting.
  - Consider using animated clip art.
  - Consider using custom animation.
- You can insert video and audio clips into PowerPoint.
- You can also insert hyperlinks.

## **Engaging Student Through PowerPoint:**

- Present material (e.g., an image, a graph, a quote) that prompts discussion and/or problem-solving.
- You can break up a long lecture period with a PowerPoint Presentation.
- You can provide instructions for in-class group/team work.