

USING POWERPOINT

- 1. Don't overload the number of slides**
 - rule of thumb: no more than one slide per minute
 - better: one slide every two minutes
- 2. Don't overload any one slide**
 - maximum of four or five lines of text
- 3. Use a large type font**
 - never use less than 28-point font
 - Times, Courier, or Arial fonts are ideal
 - stay away from fonts based on script and handwritten typefaces
- 4. Select color with contrast**
 - lines, bars, and pie pieces of charts and graphs contrast with the background
 - take room light (or lack of it) in consideration
- 5. Avoid unnecessary images and effects**
 - too many clipart images and animations create distraction
 - the message rather than the PowerPoint slides should be the centerpiece of the presentation
- 6. Have a backup plan**
 - what to do if computer fails or files get corrupted?
 - print slides beforehand, copy them onto color transparencies
- 7. Do not read slide to the audience**
 - explain points on the slide
 - provide conclusion, drawn from information on the slide
 - make clear connection between information on the slide and your thesis and/or main points
- 8. Do not use a computer as an anchor**
 - do not stand directly behind the computer when presenting
 - make yourself visible to the audience
 - remote mouse is useful for changing slides smoothly
- 9. Use blank slides to hide your presentation**
 - visual aid should not be visible if they are not referred to
- 10. Practice, practice, practice!**
 - get familiar with the technology used for presentation
 - practice with PowerPoint
 - determine how much time needed to explain each slide