

Tips for PowerPoint Success

Plan your script:

- Start with a script or an outline, visualizing how the PowerPoint fits the script, rather than developing your PowerPoint first.
- Similar to any good story, be sure your presentation has a beginning, middle and end.
- The beginning of your presentation should reel in the audience. The most powerful beginning appeal to the audience's emotions.
- Whenever possible, leave them wanting to learn even more on the topic and the resources to do so.

Limit information and text:

- What is contained on the slides should simply reinforce what you say, not contain all of the information.
- Use lots of images

Font selection:

- Avoid the temptation to use fading, swiping, and flashing texts or decorative fonts. Stick with sans serif fonts (such as Arial, Helvetica, or Calibri) or serif fonts (such as Times New Roman) for body text because they are easiest to read.
- Beware of narrow fonts (Arial narrow).
- Decorative fonts should be reserved for slide headers and only used if easy to read. Serif fonts like Georgia and Baskerville are decorative but easy to read options.
- Limit the use of italics.
- Text should be aligned to the left as centered text is more difficult to read.

Font size:

- Avoid any font smaller than 18 point, but it is preferable to use 24 point if possible.

Color selection:

- To make slides easier for the audience to read, there must be a significant contrast between the background color and text color, such as dark blue background with white letters.

Transitions and movement:

- Use simple transitions of slides and movements of text. Avoid text that zooms or spirals in.

Tips:

- **Practice your presentation.** Even if you have given the presentation before, review your slides and practice what you intend to say. This will assist you in keeping your voice lively and personable.
- **Modulate your voice.** Speak as if you were carrying on a conversation with a colleague or friend, rather than a camera, to help you avoid a droning voice without inflection.