



# PowerPoint Presentation Tips

- Use 18-24 point font size.
- Use standard fonts that are common to every computer such as **ARIAL** and **TIMES NEW ROMAN**. Stick to two or three fonts for the entire presentation; Consistency is the key to a good presentation.
- Use capital letters sparingly.
- Remember that Power Point isn't autonomous; the audience has to hear you. Make sure your spoken remarks are just as compelling as your visual presentation.
- Keep it SIMPLE, i.e. easy to read charts, no clutter, no distracting backgrounds.
- Try to have 5 words per line, and no more than 5 lines per slide.
- Use graphics to convey the statistics - detailed numbers and figures go on handouts.
- Don't read from your slides. Discuss rather than repeat what is on the screen.
- Striking contrast between words, graphics, and the background can be very effective. Test this out before you present – how do your slides look at the back of the room?
- Use images that work in the context of your presentation; do not hesitate to import from outside of Power Point. Do not be afraid to use video and audio to convey your message more effectively. But remember, Power Point should not be a substitute for you and what you have to say.
- Do not distract the audience - leave any handouts for the end of the presentation.
- If something is unappealing, distracting or confusing, edit it out. Don't assume your audience is familiar with your topic – are there gaps in your sequence?
- Do not use animation, e.g. spiral, or fly-in effects or moving text as this is very distracting.
- Turn off the mouse pointer when presenting. Press CTRL-H to stop the pointer from appearing on the screen. Press the A key to have it reappear.
- Have a blank or neutral slide for the end of the presentation to be used during Q & A.
- Blank the screen if all the attention needs to be focused on the speaker. Press B to make the screen entirely black. Press B again to continue with the presentation.