Allied Health & Nursing Programs

Wallace Community College

Technical Support

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Tips for PowerPoint: The Do's and Don'ts

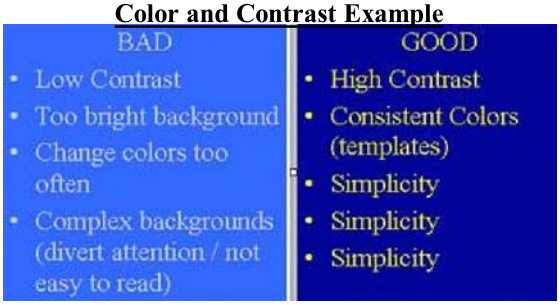
1. **DO K.I.S.S**: Keep it simple silly. Less is more when it comes to PowerPoint. Don't overuse graphics, colors, transitions, or sounds because that takes away from the purpose of the presentation. It is hard for someone to focus on what the speaker is trying to say if they are distracted by the presentation.

2. **DON'T** read the presentation. If you are going to read the presentation to the audience, why are you there? You might as well as give them a copy of the presentation to read on their own. PowerPoint is a tool to enhance a presentation, it is not a screen to read from.

3. **DO** chose an appropriate font. Titles should be at least 36 to 40 points and the body text should be no less than 24 points. Smaller fonts are harder to read, especially if you are in a large classroom. Try to remember where you will be with this presentation. A large class room will require larger fonts for ease of readability.

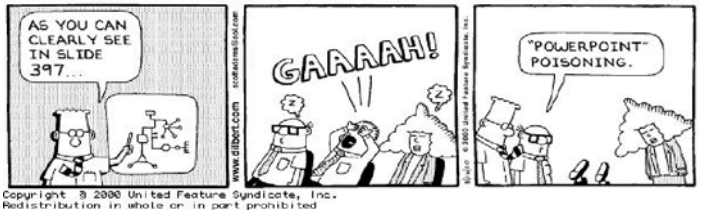
4. **DON'T** use dark fonts on dark backgrounds or light fonts on light backgrounds. This makes the slides hard to see. A good rule is to use dark font's on a light background. Also be aware that there may be students who are colorblind or color sensitive.

Color and Contrast Example



5. **DO** be brief on each slide. Using bullets covering the main points is the best way to create a slide. A slide filled with text is overwhelming to the viewer. Use the 6 x 6 rule where you only use six lines of text per slide and six words per line. You do not have to put everything you know on the slide. If you do this, the audience will read the slide and not pay attention to you.

Power Point Overkill



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For more information about Power Point Presentations, or any technical questions,
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