Guidelines for PowerPoint Presentations

- **Appropriate use of color so the presentation is readable.**
  - (Dark on light or light on dark)
  - (Yellow is a bad color to use for text even if on a black background)

- **Appropriate use of font size so the presentation is readable**
  - Generally: Title (minimum 44 point font), bullets (minimum 28 point font)

- **Bullets should be short**
  - (Generally 7 words or less.)

- **Limited number of bullets on a slide.**
  - (Generally less than 7 bullets per slide.)

- **Adequate use of white space**
  - (Generally: maximum 2 pictures/clip art per page)

- **Good use of Animation**
  - (Entrance, emphasis, exit, and/or motion paths are not distracting from presentation and do not interfere with the flow of the presentation.)
  - (Generally: Exit animation should be used sparingly if at all. Every object does not have to be animated.)

- **Slide transition are smooth and timely.**
  - (Generally: uniform transitions are preferred)

- **Uniform templates preferred**
  - (If making your own template, keep the general form consistent for the entire presentation.)

- **Do NOT read off of the projection**
  - (PowerPoint should not be used as a script to read from. PowerPoint is an outline for your audience.)