

Design

- DO** Tell Three Times: Tell the audience what you are going to tell them! Tell them! Tell them what you've told them! * **DO KISS:** Keep It Simple Stupid! Each slide should make a specific point and reinforce your primary goal.
- DO** maintain a consistent look; use the same background and color settings throughout. You may utilize a change for emphasis, but do so sparingly.
- DO NOT** use too many words! Try to use no more than 6 lines of 6 words.
- DO NOT** use too many slides. Participants will try to keep up with the slides and stop paying attention to the lecture.
- DO** avoid the use of complicated graphics or charts that are difficult to read.
- DO** use care in color selection. Try to maintain a high contrast between the background and text. Some colors bleed into each other making them appear blurry. Use basic colors where possible; remember that different equipment may not project your presentation the same way it appears on your computer screen.

Delivery

- DO** begin with a title/credit slide so the audience isn't reading ahead during your introduction.
- DO NOT** walk in front of the projector.
- DO** use a remote control to advance the slides.
- DO** speak to your audience; **DO NOT** turn your back to the audience to talk about the slides.
- DO NOT** read what is on the screen. Slides should supplement what you say, not repeat it.

Fonts

- DO** use a font that is appropriate for your message and audience.
- DO** use a font that is easy to read and can be seen in the back of the room. Older audiences may need a larger font. Try to maintain least 24-point type.
- DO NOT** overuse bold! A **BOLD** typeface may appear blurry when projected since it tends to "fill-up" blank space.
- DO** maintain the same layout, positioning, and spacing from one slide to the next.
- DO** use key phrases and words that quickly communicate your main points. Leave your detailed explanations for your lecture and syllabus.

Graphics, Images and Movies

- DO** use images and graphics to enhance your message
 - DO NOT** use them for the sake of using them.
 - DO** make sure graphics are large enough to view from the back of the room.
 - DO** use screen capture rather than live internet access. A slow internet connection will put your audience to sleep; a dead connection can end the presentation.
 - DO** remove the tool bars from all screen captures, unless they are a part of the lesson.
- Animation and sound
- DO** use animation and sound to communicate your message; skillfully used, animations will keep the attention of your audience.
 - DO** use animation to draw attention to important points; use underline, highlight, circle, or arrows.

Other Information

Open source substitutes are available and while considerably less expensive, most reviewers seem to feel they don't quite match up overall. Impress and Micro Persuasion are two principle open source programs that may be used. Many presentations are now being produced in HTML, which is compatible on the web as well as being usable for classroom presentations. This generally requires some HTML programming knowledge for the more advanced techniques.

Microsoft PowerPoint® Help: <http://office.microsoft.com/en-us/help>

Clip Art: <http://office.microsoft.com/clipart/default.aspx>

Slide Templates: <http://office.microsoft.com/en-us/templates>

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