

# Creating Effective PowerPoint Presentations

Microsoft's PowerPoint is a very powerful software tool with many features to enhance your presentation, however, a powerful presentation still is based on its content. Remember that your PowerPoint presentations compliment your verbal presentation. Here are several ideas to make an exciting visual presentation that will help you and your content get noticed:

1. **Keep it simple.** Remember the presentation is designed to convey information rather than show that you have used all of PowerPoint's multimedia features.
2. Make sure your **content is organized**, focus the main ideas present in **short, clear statements**.
3. **Be consistent.** Use one of PowerPoint's many template backgrounds. If you use your own background, use consistent colors and graphics throughout your presentation. Remember to keep your font style and size consistent as well.
4. **Keep your bullet points to a minimum** on each slide. Remember that people are reading your slide as you are talking. Too much information on the screen will take away from your verbal presentation.
5. **Make the text easy to read** (contrasting colors, fonts, less than three fonts on a page, etc.) Try to keep the number of lines on a page to **5 or 6 lines** and the number of **words in a line to 6 or 7**.
6. Use a **font size** of at least **24 points** for text. This will enhance readability. **Arial** or **Helvetica** are good font choices. You can also try **New Century Schoolbook** or **Palatino** to combine with Arial and Helvetica.
7. **Use high contrast colors.** Make sure that your text color is distinct from your background color.
8. **Compliment text with clipart or photographs.** Remember that more than three or four graphics on a page will be distracting (Hint: Count your background as a graphic if it is highly visual.)
9. **Use consistent transition effects.** Pick one that you like and use it throughout your presentation.
10. Before you do your presentation, **spell check and review all slides** for content and transition.