



Effective PowerPoint Presentations

For use with Activity 4 – PowerPoint Salvage Operation

Presentations by the Numbers

- 5/5/5 Rule – This suggests no more than 5 words per line, 5 lines of text per slide, and not more than 5 text heavy slides in a row.
- 1x6x6 Rule – This is slightly different and refers to bullet points – one thought per line, no more than 6 words per line, and no more than 6 bullet points per slide.
- 10/20/30 – Some experts recommend only 10 slides, making it a 20 minute presentation, and using size 30 font.
- Other experts suggest a minimum of 24 point font for body of text and 35-45 point font for titles.

Font Hints

- Avoid italicized words unless it is a book or movie title.
- DO NOT USE ALL CAPITAL LETTERS as they are harder to read.
- Keep the font style clean and simple.

Graphics and Design Hints

- Keep the background consistent and subtle.
- Use the built-in slide layouts.
- Use minimal text when presenting charts or graphs.
- White backgrounds can be blinding with some projectors, however very dark backgrounds may make it difficult to read any color text other than white.
- Be consistent with the style of graphics you are using.

Color Palette Hints

- Limit the number of colors on a single screen, some experts say no more than four.
- Check colors by projecting them on a screen, they may look very different.
- Avoid harsh, intense colors that overpower the text or message.

Always Remember

- Check spelling and grammar.
- Never turn your back on the audience while you are speaking.
- Don't read the slides to the audience. You should be able to talk about the key points without reading them.
- Practice, practice, practice.