

Some Tips for Creating Effective PowerPoint Slides*

- ♣ Avoid too much information or too many slides – General guidelines:
 - Limit information to 6 words per line, 6 lines per slide
 - No more than 15 – 20 slides per presentation
 - Expect to spend approximately 1 – 2 minutes talking about each slide

- ♣ Limit each slide to one topic, key idea or phrase

- ♣ Have a good reason for showing each slide – e.g.,
 - One of the main points that you want students to remember
 - A graphic that helps explain a complex concept
 - A transition point that helps you keep the lecture on track

- ♣ Make sure that the content on slides is self explanatory – no abbreviations or acronyms unless they are well known

- ♣ Use high-quality plain fonts at least 1/4 inches high (18 to 48 point)

- ♣ Use pictures, graphs, diagrams, etc. to make your point when possible

- ♣ Avoid using all capital letters (Harder to read)

- ♣ Use colors that contrast with background; no more than 3 colors per slide

- ♣ Be consistent with your use of font size, color, etc. to emphasize key points

- ♣ Clip art or graphics should support – not detract from – the message on a slide

- ♣ Don't overuse clip art or graphics – maximum of 2 per slide

* Prepared by Howard and Sue Lamb, Lamb & Lamb, Alexandria, USA