

Power Point Tips

- www.PresentationZen.com
- www.istockphoto.com
- Image before information
- Do not put sound in the slide
- Don't walk in the light
- 6 lines max per slide / 6 words max per line
- Use top 2/3 of slide
- Font size for titles 44+ text 32+
- Use Reveal the next line
- Use charts and graphs
- Upper and lower case letters
- Black/white the screen with B or W key
- Black projector when discussing a point...refocuses them to you
- Use the same font on all slides throughout presentation
- Teach every slide that appears and if you don't want to teach a slide...HIDE IT!
- Don't walk in front of the projector
- Make sure image is square, key stoned and fills the screen

