



POWERPOINT PRESENTATIONS TIPS & GUIDELINES

Below are general guidelines to help you create a professional, crisp, PowerPoint presentation. Presentations should contain short speaking points from which you can address your audience.

Font & Text

- Large enough for everyone to see—at least size 24
- Use font: Arial, Tahoma, or Verdana
- ALL CAPS Acceptable
- No exclamation points or questions marks

Slides

- Use brief phrases- no sentences
- Limit slides to no more than six (6) bullets
- Use bullet points-eight words or less

Format/Template

- Color combination that is easy to read. The intensity of colors can differ depending on the computer, the projector and/or the room.
- Limit graphics to 1-3 per page