



PowerPoint Presentation Tips

Fonts, colours, and text

- Be consistent AND include some (not too much) variety
 - Although each slide does not have to be the same, it is recommended that we use the same fonts and colours throughout the entire presentation
 - Choose a font that is easy to read
 - PowerPoint typically has a font for each of its templates; change when difficult to read
 - Pick colours that contrast each other to increase readability
 - Black on white, white on black, yellow on dark blue, etc.
 - Beware of colours that cause trouble for those who are colour blind
 - Try blue/orange or purple/yellow
 - Do not use red/green
 - Try out the templates available on PowerPoint – be careful of the odd layouts such as sideways
 - Use bold text on keywords to catch the attention of your audience and increase the potential for them to remember them!
 - Do NOT use all caps for emphasis – it seems like SHOUTING

Less is more

- Restrict the number of slides
 - With fewer slides, you are less likely to rush through the presentation
 - CAUTION: do not put too much on each slide to compensate
 - Plan for about one minute on each slide, if/when possible



- Avoid the use of excessive text
 - Only use the slides to provide the main points of your presentation
 - The PowerPoint is there to support the information being presented, not present it for you
 - Instead of writing all the information on the slides, use keyword that give a brief description and then provide a more full verbal explanation
 - Attempt to limit yourself to 5 lines of text per slide - with no more than 6-8 words per line
 - If needed, have index cards or the “Notes” option on PowerPoint to serve as memory aids for what you want to say in the presentation

Visuals speak louder than words – Be Creative!

- Add images
 - It is easier to describe an object or topic when there is a visual for the audience
 - Images are essential for visual learners
 - Be aware of copyright for images pulled from the web
 - PowerPoint has images available under Pictures – Stock Image
- Use diagrams or charts – when applicable
 - The use of diagrams and charts can simplify difficult topics; and make numbers ‘pop’!
 - Your verbal presentation/description should be directly connected to the chart or diagram
 - When needed describe the layout of the diagram/figure
 - Graphs can be copied and pasted directly from Microsoft Excel or be created in PowerPoint
 - Ensure a large enough font is used for the legend and data



- Animation and special effects
 - The use of animation and special effects are fun and may attract/keep the attention of your audience – if/when we keep it simple!
 - Be careful the animations do not distract from the main point(s) of the presentation
 - Avoids animations that could cause nausea such as too much movement, spinning, etc.
 - If there are too many animations that require you to click quickly through, be careful of how hard you press 'advance' on the computer as the sound of the clicking can be very distracting for the audience
 - You might also ask yourself if rapid animations are distracting vs. enhancing

References:

How to Use Color Blind Friendly Palettes to Make Your Charts Accessible. Venngage. (2021, April 9). <https://venngage.com/blog/color-blind-friendly-palette/#4>.