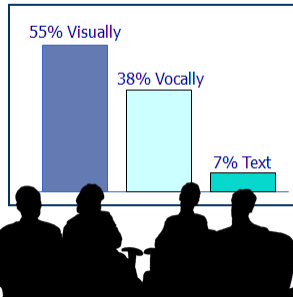


PowerPoint Tip Card Sheet

POWERPOINT TIPS

How People Take In Information



According to a UCLA study, a visual presentation is five times more likely to be remembered after three days than a presentation using bullet points.

General Suggestions

1. Communicate no more than one idea per slide.
2. Avoid color combinations that are difficult to read: red/green; brown/green; blue/black and blue/purple
3. Ask yourself for each slide: "So What? – What point am I trying to make and is it clear?"

Text

1. Use UPPERCASE sparingly
2. Put reverse type in **BOLD**
3. Use contrasting type and backgrounds
4. Use short, simple words and phrases
5. Make body text at least **20** point
6. Follow the **6x6 Guideline**: No more than six words per line and 6 lines per slide
7. Use no more than 2 or 3 different font styles in a presentation
8. Avoid *italics* and underline – hard to read
9. Avoid red type – hard to read
10. Avoid condensed type – hard to read

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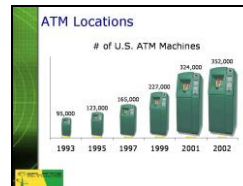
POWERPOINT TIPS

Graphics & Animation

1. 50% or more of slides should include pictures, photos or shapes
2. Avoid flying words, bullets and pictures if they don't help make a point
3. Pointer Rule – if you need a pointer to show where to look, use animation to guide your audience's eyes
4. Photo Resources:
 - Bigstockphoto.com
 - Istockphoto.com
 - Dreamstime.com
 - Flickr.com

Charts/Graphs/Tables

1. Round off numbers
2. Use animation to introduce data gradually or to highlight key data
3. Use shapes, pictures or illustrations to show data.



4. Don't show source data on a slide with a chart/graph, instead provide it in a handout

Presentation Tips

1. Use a wireless mouse so you are not chained to the computer
2. Press the "B" key for a "black" screen, or "W" key for "white" screen when not talking to a slide. Press that key again to return to slide show
3. Never turn your back to the audience and read to them
4. Position your laptop so that you can see the slides while also looking at the audience
5. Always bring a back-up copy of presentation on a jump drive

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