

PowerPoint Tips

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Focus on Content

- ▶ Write lists with parallel wording
- ▶ Use 6X6 Rule
 - ▶ No more than 6 words per line
 - ▶ No more than 6 lines per slide
- ▶ Remember that this is a visual OUTLINE
 - ▶ You fill in the details during presentation
- ▶ Know your audience
 - ▶ Research ahead of time

Design Elements



- ▶ Make text 32 point or larger when possible
- ▶ Keep background simple
- ▶ Choose colors so all can be seen
- ▶ Be consistent

Vary Your Slides

- ▶ Use slide layouts for variety
- ▶ Use graphics and shapes to highlight
- ▶ Illustrate with pictures
- ▶ Choose images that complement



End with a Flourish

- ▶ Always include a conclusion slide
- ▶ Reinforce your key points
- ▶ Give the audience something to remember
- ▶ Make it simple and memorable

Conclusion

Content	Layout	Graphics	Conclusion
Parallel wording	Vary	Illustration with pics	Always include
Use 6X6 Rule	Distinct Title Slide	Use graphics to highlight	Summarize key points
One idea per slide	Use charts & tables	Choose images carefully	Simple, but dramatic