PowerPoints Rules

1. **Limit bullet points and text.** Remember the slides are supposed to support what you are saying, but not have every bit of information that you are presenting. Do not include a huge chunk of text because that won’t be helpful in your presentation. **No complete sentences.**
2. **Follow the 5 x 5 rule**: 5 lines of text x 5 words per line. No paragraphs. Use a large font, but not too big. Your font should be easy to read from the back of the room.
3. **Choose your fonts well.** Use the same font for each slide. Use no more than two complementary fonts in the presentation. Keep the heading font consistent throughout the slide presentation (The heading should not be a sentence, but 3 -4 words that emphasize the key points.)
4. **Use high quality graphics.** Don’t stretch a low-resolution picture. Use a picture that fits the slide and adds to the material presented.  **A picture should not be your background.**
5. **Use appropriate charts.** Only include the data that is necessary to get your point across to the viewer
6. **Use color well.** The right color will enhance your design and your presentation.
7. **Limit transitions and animation.** Use the **same transition** throughout the presentation. Perhaps the first slide could be different, but don’t use the curtains opening for each slide.
8. **Use video or audio.** Use these when appropriate. Using a video clip can help illustrate a point.
9. The basic rule to remember is **Keep it Simple!**