

## Keep in Mind When Creating a PowerPoint Presentation



A few tips to keep in mind as you work on a PPT presentation:

Strive for high contrast between the background color and the text. Light on dark is better than dark on light for reading online.	
Limit your text to no more than five words per line and no more than five lines per individual slide. Never say, "I know you can't read this, but . . ."	
Talk to your audience, don't read your text. The slides should be a summary or reminder, not your presentation.	
Plan to print your slides (3 per page with space for notes is often best). Make additional handouts if you need more space than you have room for on the slideshow.	
Use San-serif fonts ( <b>a</b> ) versus serif ( <b>a</b> ) fonts.	
Be careful with data, charts, etc. These can be difficult to read from a distance!	
People typically remember objects and pictures better than their names.	
People typically remember the first and last parts of a message better than the middle.	