Worksheet 4.5  

**PowerPoint Guidelines**

- Include only essential information. Don’t type large amounts of content into your slides.

- Use design and graphics to add interest.

- Don’t read word for word from the slides.

- Use a consistent design.

- Use special effects sparingly.

- Use contrasting colors so participants can read easily.

- Use the Rule of Seven: No more than seven lines per slide, no more than seven words per line.

- Use only one idea per slide.

- Use simple fonts for readability.

- Don’t use more than two fonts per slide.

- Don’t use CAPS.

- Use fonts in sizes ranging from 18 to 48 points.

- Proofread carefully.

(Adapted from Presentation Skills Training, 2007, Christee Gабour Atwood. ASTD Press, Alexandria, VA)