

## **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 Gabour Atwood. ASTD Press, Alexandria, VA)