

Helpful Tips:

- Begin creating your presentation by determining the overall objectives:
 - What is the purpose of the presentation?
 - What are the main points you want to make?
 - Which points are the most important?
 - What order should they be presented in?
- If you have to apologize for the appearance of a slide, it **should not** be shown
- Project *every* slide in as large a room as possible to evaluate appearance and readability
- Always keep a hard copy of your outline in case something goes wrong and you are unable to project your slides

Check your presentation against the following:

Slide format

- I have used a master slide (preferred) to maintain a similar format/background for all slides within my presentation
- I have used a sanserif font such as Arial rather than a serif font such as Times New Roman to enhance readability
- Slide backgrounds are not too dark
- Slide backgrounds are not too bright
- Fonts on slide titles are no smaller than 36 point and bullets are no smaller than 24 point
- Fonts are not dark over a dark background (for example, red or green on blue background)
- I've avoided using bright orange and reds since they "play tricks" with eyes
- I've avoided red/green conflicts (~20% of your audience has color impaired vision)
- I have used a consistent font on all my slides such as Arial
- I do not have more than eight lines per bullet slide (a bullet = a statement on the slide)
- Information is short and to the point

Chart/Graph Slides

- I've labeled all x and y axes
 - If my axes are labeled, they are the same as the legend
 - I've avoided over 3 lines per graph (limit of 2 is even better and less confusing)
 - I've avoided importing scanned graphs/spreadsheets (these do not project well and are very difficult to read)
 - I've used the graphing/spreadsheet function of the program instead of the scanned graphs
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