

**Let's
Guide!**



PowerPoint General Guidelines

Version 1.0

General tips

- Keep it simple!
- Highlight key points.
- Text should be short and to the point.
- Use high-quality graphics. Graphics and illustrations should be used only when needed.
- Keep bullet points brief.

Layout

- Headings, subheadings, and logos should show up in the same place on each frame.
- Margins, fonts, font size, and colours should be consistent with graphics located in the same general position on each frame.
- Lines, boxes, borders, and open space also should be consistent throughout.
- Use the same background on each slide. Changing the style from slide to slide is distracting.

Fonts

- Font style should be easy to read. Use a sans serif font for better results.
 - ✓ Recommended fonts: Arial, Calibri, Verdana, Tahoma
- If you are going to make a presentation to an audience, font size should be large enough, so as each frame to be readable, even at the last seats of the room.
- Do not exaggerate in using CAPITAL LETTERS, **bold** or *italics*.
- **Remember!** Dark-coloured letters on light-coloured backgrounds (recommended) and vice versa.

Resources

- www.slideshare.net/kharth/powerpoint-guidelines
- www.garreynolds.com/preso-tips/design
- www.lifehack.org/articles/featured/10-tips-for-more-effective-powerpoint-presentations.html

