

Tips for designing Presentations

- ✓ Every presentation should have a title slide. Make sure the title relates to the project and catches the attention of the audience.
- ✓ Maintain a consistent color scheme throughout the presentation.
- ✓ Keep the background simple, making sure the text can be seen clearly.
- ✓ Avoid long lines/paragraphs of information.
 - No slide should consist of more than seven lines.
 - No line should consist of more than 7 – 10 words.
- ✓ Avoid small text.
 - No line should be less than 24 point type.
 - Title text should be 36 point type.
- ✓ For bulleted text:
 - Avoid using a single bullet.
 - Do not use more than two levels of bullets.
 - Use consistent wording in bulleted lists.
- ✓ Clip Art:
 - Use clip art that relates to the content and does not distract from the message.
 - Avoid the temptation to “jazz up” a slide show with too much clip art.
- ✓ Keep the graphs easily understandable and non-distracting.
 - Make sure that your audience can easily understand them.
 - Avoid too many lines/bars.
 - Place your individual trials into charts/tables
 - Place your averages into graphical format
- ✓ Include a resource slide at the conclusion of your presentation to give credit to the sources used.