



Tips for Developing Effective PowerPoint Presentations

- Keep it simple.
- No more than 6 words per bullet, 6 bullets per image, and 6 word slides in a row.
- Use the same colors and fonts throughout.
- Use very little, if any, Clip Art.

Source: (<http://desktoppub.about.com/od/microsoft/bb/powerpointrules.htm>)

- Phrases and keywords are better than whole sentences. This is easier for the audience to digest.
- Title slides should be typed in 32-50 fonts and bulleted lists are best read in 20-32 fonts.
- Outline your key points with a bulleted list structure.
- Compare two sets of information in a column layout.
- Make sure the graphics fit the slide and don't distract the audience.

Source : (<http://www.web-conferencing-zone.com/powerpoint-presentation-tips.htm>)

- Avoid using flashy transitions (text or image fly in's). They are more distracting than effective.
- Limit number of slides. Good rule to follow: One slide per minute.
- Text should be large enough to read.
- Do not read or speak from your slides. They should be for the audience to follow, not for one to remember their presentation.

Source:(http://kinesiology.boisestate.edu/kines442/tips_for_making_effective_powerp.htm)

- Use not more than 5 points on a slide. Adding another slide if you have more information can be more effective.
- Choose a background that is simple. Bright colors in the background can distract the attention of the audience from the content.
- Use Less text.

Source: (<http://www.fundsforngos.org/2008/12/how-to-develop-effective-powerpoint.html>)

Annex:

<http://www.fundsforngos.org/2008/12/how-to-develop-effective-powerpoint.html>

<http://owl.english.purdue.edu/owl/resource/686/01/>

[http://74.125.47.132/search?q=cache:rCxIiGIXGrgJ:homepages.csp.edu/saylor/Documents/CREATING AN EFFECTIV.doc+how+to+develop+effective+PowerPoint+presentations&hl=en&ct=clnk&cd=9&gl=us&client=safari](http://74.125.47.132/search?q=cache:rCxIiGIXGrgJ:homepages.csp.edu/saylor/Documents/CREATING_AN_EFFECTIV.doc+how+to+develop+effective+PowerPoint+presentations&hl=en&ct=clnk&cd=9&gl=us&client=safari)

<http://mason.gmu.edu/~montecin/powerpoint.html>