

Criteria For Effective PowerPoint

- Do not read the presentation!
- Do not turn your back to the audience.
- Only use all caps for titles.
- Check the spelling and grammar.
- Select colors carefully.
- Font size should be 24 or greater.

6 X 6 Rule

For bullet points, use the 6 x 6 Rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide

Criteria For Effective PowerPoint

Text and graphics should be large enough to read, but not so large as to appear "loud."

Criteria For Effective PowerPoint

Do not read from your slides.
The content of your slides is for the
audience, not for the presenter.

Criteria For Effective PowerPoint

Do not speak to your slides. Many presenters face the direction of their presentation rather than their audience.

Criteria For Effective PowerPoint

Use contrasting colors for text and background. Dark text on a light background is best. Patterned backgrounds can reduce readability of text.