

# POWERPOINT PROJECT TIPS:

- ❑ **Plan** or **storyboard** your show before going to the computer...
- ❑ Don't break the **6 x 6 rule**: no more than 6 lines of text, no more than 6 words per line.
- ❑ Use Graphics that are **meaningful to your message!**
- ❑ Don't go overboard with **colors, fonts, clip-art**: do they compliment or obscure?
- ❑ **Special effects** are good... only if they relate to your message.
- ❑ To give all slides the **same look**, use the **Choose a Design Template**.
- ❑ Use The Drawing Toolbar to add Word Art, Draw Objects or change your fill or text colors of your objects.
- ❑ **Practice** any show. Anticipate the **pace**.
- ❑ When using **technology**, always have **Plan B**. It looks great tonight, but it may not work tomorrow!

## **REMEMBER TO INCORPORATE THESE ELEMENTS OF GOOD DESIGN:**

- ❑ **ALIGNMENT**- left alignment is easier to read.
  - ❑ **BALANCE**- too many elements will confuse the user.
  - ❑ **BREVITY**- short sentences instead of long paragraphs.
  - ❑ **COLOR**-use a consistent background and keep the number of colors to a minimum.
  - ❑ **EMPHASIS**- use sound, animation, video to enhance key concepts.
  - ❑ **FONT SIZE**- make sure the audience can read your text.
  - ❑ **FORMATTING**-use formatting like bold or underling to improve readability.
  - ❑ **NUMBER OF IDEAS**- limit the ideas per page and add pages for multiple ideas or concepts
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