

PowerPoint Presentation Guidelines

1. Choose a Design Template which matches the tone of your presentation topic
 - Change color scheme
 - Change font and/or font color
 - Use master slide
2. Choose from a variety of slide layouts
3. Utilize Rule of 6
4. Insert slides
5. Re-order or move slide
6. Add slide transitions
 - Apply same transition to all slides
 - Apply individually to each slide
7. Insert ClipArt and/or pictures
8. Add Custom Animation
 - All animation must start on click
 - Titles must animate FIRST
 - No text/objects should fly over other text/objects
 - No more than one animation per text/object
 - Use **ENTRANCE ANIMATION** only
 - Dim bullets
 - Multiple-level animation
9. Insert Sound File
 - Insert sound to the slide transition
 - Insert sound to an actual textbox/object in custom animation
 - Only one sound file on one slide allowed
10. Keep it simple—Be consistent
 - No more than two fonts used throughout the PowerPoint
 - Use spell check—leave no typographical errors!
 - Check for consistency on all slides—punctuation, capitalization, fonts, colors, etc.
 - **DO NOT USE COMPLETE SENTENCES**—provide **KEY POINTS ONLY**
11. Play the Slideshow
 - Slideshow/View
 - F5
 - Click button in bottom left corner of PowerPoint screen

RULE OF 6

No more than 6 bullets per slide

No more than 6 words per bullet