### Designing PowerPoint Slides Effectively

#### BEST PRACTICES for Each Slide

- Simple information. Few, simple words.
- Clustered ideas.
- One major idea per slide.
- No more than 6 words per line.
- No more than 6 lines per transparency.
- The size of font is at least 18 point.
- Use a readable simple font.
- No more than 2 styles of type.
- Use **bold** color (black, dark blue) for text color.
- Use sentence or title case.
- Use some custom slide animations to keep participant’s visual interest.

#### AVOID!

- Difficult information with long words and sentences.
- Scattered ideas.
- Too many ideas on one page.
- More than 6 words per line and 6 lines per slide.
- Small font.
- **Hard to read** font.
- Light color text on light color background.
- Too many custom slide animations.
- ALL CAPS.