

**Helpful Tips:**

- Begin creating your presentation by determining the overall objectives:
  - o What is the purpose of the presentation?
  - o What are the main points you want to make?
  - o Which points are the most important?
  - o What order should they be presented in?
- If you have to apologize for the appearance of a slide, it **should not** be shown
- Project **every** slide in as large a room as possible to evaluate appearance and readability
- Always bring your final presentation on a memory stick.

**Check your presentation against the following:**

**Slide format**

- I have used a master slide (preferred) to maintain a similar format/background for all slides within my presentation
- I have used a sanserif font such as Arial rather than a serif font such as Times New Roman to enhance readability
- Slide backgrounds are not too dark
- Slide backgrounds are not too bright
- Fonts on slide titles are no smaller than 36 point and bullets are no smaller than 24 point
- Fonts are not dark over a dark background (for example, red or green on blue background)
- I've avoided using bright orange and reds since they "play tricks" with eyes
- I've avoided red/green conflicts (~20% of your audience has color impaired vision)
- I have used a consistent font on all my slides such as Arial
- I do not have more than eight lines per bullet slide (a bullet = a statement on the slide)
- Information is short and to the point

**Chart/Graph Slides**

- I've labeled all x and y axes
- If my axes are labeled, they are the same as the legend
- I've avoided over 3 lines per graph (limit of 2 is even better and less confusing)
- I've avoided importing scanned graphs/spreadsheets (these do not project well and are very difficult to read)
- I've used the graphing/spreadsheet function of the program instead of the scanned graphs