

# Pointers for PowerPoint

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## **Use colors that are easy to read.**

White and black, blue and yellow, etc.

## **Use special effects sparingly.**

Picture: Pictures are often necessary and excellent ways of emphasizing the information you are presenting. However, too many pictures can be distracting.

Motion: Keep motion to a minimum. This can be distracting and unscholarly, so practice good judgment before you use it.

## **Use your space wisely.**

Use the entire slide, not just the top section.

## **Use the PowerPoint as an aid or outline.**

**Do not put all your information on your slides.** You will be too tempted to read directly off the screen. Also, this generally makes the slides look too crowded.

Use as few words as possible. Your PowerPoint should act as a guide and highlight the main ideas.

## **Watch your punctuation.**

Since you should generally not write complete sentences, you should not use many periods. This slows the reader down, distracting them from the information you are saying. You want the reader to be able to read quickly so they can listen.

Punctuation is still necessary if you use quotes.

## **Do not forget to cite your sources!**

Information and pictures must still be cited when using a PowerPoint. Often, this means including a reference slide at the end of the presentation. Remember, if you borrowed the idea/work, give credit!



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