**PowerPoint Do’s and Don’ts**

**DO**

* Know the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your presentation.
  + The PP should add to an oral presentation NOT replace it!
* Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ colors:
  + If the background color is \_\_\_\_\_\_\_\_\_, the text color should be light.
  + If the background color is \_\_\_\_\_\_\_\_\_, the text color should be dark.
* Use \_\_\_\_\_\_\_\_\_\_\_\_\_ background colors if you are in dark room
  + Makes it easier to see and take notes
  + Keeps people from falling asleep!
* Use readable \_\_\_\_\_\_\_\_\_:
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ fonts are most legible on screen
  + \_\_\_\_\_\_\_\_\_ fonts can be used but are harder to read especially from the back of the room
  + Cursive fonts fall out of legibility quickly
  + Cutesy fonts aren’t easy to read either
  + A different font that has bold letter strokes can work well
  + Not all computers have the same fonts. If you are showing the PP on a computer other than the one you created it on, use basic fonts!!
* Limit text on slides and make the text \_\_\_\_\_\_\_\_\_, enough for others to read.

**DON’T**

* Put too much \_\_\_\_\_\_\_\_\_, on one slide
  + Slides should resemble an outline more than a \_\_\_\_\_\_\_\_\_.
* Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on backgrounds!!
  + No matter what color text you use it will still be hard to read!
  + Use simple \_\_\_\_\_\_\_\_\_background images if you absolutely HAVE to use an image.
* Use too much \_\_\_\_\_\_\_\_\_
  + If you use too much motion it can be distracting and take away from your purpose!
* Go overboard with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and sounds!
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_your presentations.
  + I suggest that you NOT use timing unless the situation requires it!

**Presentation Tips:**

* Keep your audience in mind when creating the PP.
* If you put animations on your presentation – USE THEM!! Otherwise don’t bother putting them in.