

A Guide to PowerPoint Presentations

When giving a PowerPoint presentation, it is important to remember to be clear, concise, and informative. However, it is also important to be sure that the PowerPoint itself does not detract or distract from your speech. Here are some hints to help you prepare the best PowerPoint presentation you possibly can.

1. One helpful guide to follow is the **10-20-30 rule** (developed by Guy Kawasaki. For more info, look for videos on Youtube.com).
 - a. **10:** Plan on having about 10 slides in your presentation. This way, you're not presenting too many ideas for your audience to try to comprehend, but you have enough space to be thorough.
 - b. **20:** Your speech should be under 20 minutes long. In a classroom, this rule may not apply. Be sure to leave yourself enough time to ensure that the technology you're using works properly, and time for a discussion after the speech, if applicable to your situation.
 - c. **30:** Try not to use font smaller than 30 point. You want your entire audience to be able to read your slides!

Here are some other things to keep in mind while compiling information and creating your PowerPoint:

2. **Don't use too many words on one slide.** You don't want your audience reading the whole time you're speaking. Nor do you want them to have to! Explain more in your speech than you type out on your slides.
3. **Be sure your slides are clear and readable.** If you have text, be sure it is in a font, size, and color that everyone can read easily. If possible, it's a good idea to test your slides on the screen where you will be presenting them before you give the presentation, since some projection screens will distort your colors.
4. **Pictures should be big and easy to see, as well.** Additionally, try to balance the amount of words and pictures on each slide (so that there are not tons of pictures but no words, or vice versa).
5. **Grammar is less important to your slides than good ideas.** Bullet points and main ideas are acceptable, as long as your audience will understand what you're talking about. Figure out what is important enough to include in your slides, since you shouldn't try to include everything you're going to say.
6. **Practice your speech with the PowerPoint.** That way, you know how the entire presentation will work, and hopefully there will be no hiccups caused by your PowerPoint not meshing with your speech.
7. **Make sure your slides (and your speech) flow easily from one thought to the next.** Work on transitions to help this happen smoothly.

