

## PowerPoint Tips & Best Practice

1. Keep the lights on, and use a powerful projector.
2. Use no more than three slides per minute.
3. Ban all fonts lower than 24 point.
4. Always use light backgrounds and dark type.
5. Avoid turning your back to the class.
6. Don't read each slide out loud.
7. Decide in advance whether the slides are for simplification or elaboration.
8. Use PowerPoint for preview and review, not for presentation.
9. Build some slides that can be reused. Concentrate the perishable information on a few revisable slides.
10. Distribute printed copies of the slides.
11. Tell your audience what's coming, what is, and what's been said.
12. Don't be embarrassed by content-filled slides (without big-time multimedia).

1. Use PowerPoint interactively.
2. Have student teams prepare presentations.
3. Open a blank slide and type in the main points as they emerge from a classroom discussion.
4. In a lecture outline (with slides printed out in advance) leave some points blank, so that during class students must figure out what's missing.
5. Number the points so that students can quickly focus their questions.
6. Remember the "Joy of Six": maximum of six points per slide and six words per point.
7. Use text sparingly.
8. Use contrasting but complementary colors.
9. Use the Floor Test: Can you read a print-out on the floor from a standing position?
10. Minimize or avoid animated text, sounds, and fancy transitions.
11. Keep unity of design from slide to slide; use a master slide.
12. Avoid switching between programs (such as calling up a Web page.)
13. Enable students to take notes on three handouts of three slides per page.
14. Three slides per minute (in my January list) is 150 slides in 50 minutes: way too many slides.
15. Black out the screen (use "B" on keyboard) after the point has been made.
16. Avoid laser pointers.