

PowerPoint Guidelines Activity

Review these guidelines and think about presentations that you have been to or given. Would you eliminate any of these guidelines? Modify them? Add to them? Strongly agree with any of them? Add, change, delete, or strongly agree with at least 3 (total) guidelines.

Draft Guidelines for of PowerPoint for Presentations

1. Do not start off with a slide—start with yourself
2. Use PowerPoint Slides judiciously—you are communicating to the audience, not moderating a slideshow.
3. Follow the principles of good public speaking and good teaching—engage your audience in a variety of ways—be yourself, be credible, and be knowledgeable about the topic.
4. Give helpful and complementary handouts, not a copy of the slides.
5. Use the black and/or white screen feature to temporarily turn off your presentation (Shift+B and Shift+W) to make your talk the center of attention
6. Do not read from the slides—prepare and rehearse with notes using the comments feature
7. Avoid distracting effects (e.g. custom animation and fancy slide transitions)
8. Consider the effects of varied or uniformed layouts
9. Avoid the design templates that come with PowerPoint
10. Avoid clipart
11. Avoid too much text on a slide
12. Avoid a reliance on bullet points and the use of nested bullets
13. Use relevant images and graphics

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