

Using PowerPoint

Student Guide



Text Must be Clearly Visible

- Use a minimum font size of 28.
- Use a light background and contrasting text.
- Avoid having text overlaid on pictures.

Don't Read What's on Screen

- Use text in bullet point format – key points only.
- Use minimal text on screen (40 words max – usually less).
- Use 'Notes pages' feature for your oral commentary.
- Print out your commentary prior to presentation.

Other Points

- Avoid overuse of animations and sound.
- Only use images if they add meaning.
- Use a consistent colour scheme throughout.
- Reduce picture size before use in presentation.
- Include a bibliography (list of sources)