

Using PowerPoint

Best Practice Guide for Teachers



Year 7 can use PowerPoint as soon as they arrive

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 the 'Notes page' feature to write your oral commentary.
- Print out the commentary prior to presentation.

Other Points

- Avoid overuse of animations and sound.
- Reduce picture sizes before importing into Powerpoint.
- Include a bibliography (list of sources).