



Guidelines for using Ms PowerPoint Slide

This provides a general guideline to using a Microsoft PowerPoint slide template.

PowerPoint allows for the best presentations and gives good visual presentation to its audience.

1 Font and text design tips

- 1. Use Arial this font is easier to read
- 2. Use **bold** and <u>underline</u> tools only to emphasise
 - a. Avoid using *italics*, which are hard to read quickly when projected.
- 3. General guidelines for font size are
 - a. Main Title 60pt
 - b. Main Subtitles 36pt
 - c. Content titles 44 pt
 - d. Content subtitles 28pt -34 pt
 - e. Bullet points no smaller than 24 pt
- 4. Avoid too much text on one slide, it is distracting and hard to read instantly.

2 Adding slides

A new slide can be added in the following ways

- a. To pick the correct slide, go to Home and select Layout.
- b. Press the Enter key on the keyboard when working on a slide

3 General Background Colour Tips

Colour can be divided into two general categories – cool (such as blue and green) and warm (such as orange and red)

- a. Cool colours work best for the background
- b. Warm colours work best for objects in the foreground
- c. A safe colour standard is a blue background with white text

Be aware that some people are red/green colour blind. As such, avoid using these colours for contrast (i.e. comparing different pieces of a pie chart).

4 Graphics, Animations and General Design Tips

Keep background consistent and simple, avoid too many text and graphics in one slide