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 underline 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