

DO	DON'T
✓ Create your own theme at PowerPoint (use a simple colored background or white background with a different font color) to make your presentation stand out.	X Don't use one of the overused themes/templates available in PowerPoint, especially ones that come with many distracting elements.
✓ Carefully choose your background and font color, so that you ensure your slides are easily readable.	X Don't use font colors similar to your background color (dark background with dark font or white background with light-colored font).
✓ Ensure that there is sufficient contrast (contrast controls your focus) between the background color and font color (for example, use black text on pale background or white text on dark color background).	X Don't use colored text on colored background (white or black text is better) and avoid using sharp contrast between the text and background as this makes it difficult for dyslexics.
✓ Avoid unnecessary clutter (overloading the slide).	X Don't put logos and images on every slide (for example, put a logo on the first and last slide instead).
✓ Simplify your graphs and charts (choose appropriate layout).	X Don't use complex graphs and charts on your slides (if needed, prepare a handout instead).
✓ Present only the data you are discussing.	X Don't present all the data you have collected.
✓ Keep fonts simple and large.	X Don't use WordArt and other fancy fonts which may be difficult to read. Generally, fonts should be at least 24 points in size, sometimes even 30.
✓ Keep animation to a minimum.	X Don't animate all your slides (especially animating all titles or all text at a slide).
✓ Have one message (main idea) per slide.	X Don't have more than one message per slide as the audience will focus on one at the expense of the others.
✓ Use short sentences or keywords.	X Don't use long sentences.
✓ Make simple slides with less busy content.	X Don't use more than 6 objects per slide as it becomes confusing for your audience.
✓ Use free and creative images.	X Don't use images protected by copyright.
✓ Use a combination of styles for your slides to keep the attention of the audience – bullet points, short sentences, pictures, images.	X Don't use only one style for all your slides (you cannot have good presentation slides only with bullet points or only with pictures).
✓ Check your slides for mistakes (as with any other assignment) before you finalize your presentation.	X Don't show slides before you have proofread them.