

OLLI

## **Pointers for PowerPoint Presentations**

Keep it simple!

Slides are not meant to be the star. The audience wants to hear from you.

- Slides are meant to support the narration of the speaker NOT make speaker superfluous.
- Text should reinforce main points in your presentation.
- Understanding is enhanced when slides feature specific numbers or direct quotes, enabling the audience better to grasp such detail.
- Don't read from slide word for word.

Four to six lines per slide is a good rule of thumb.

Use a font large enough to be seen in a large room (at least 24 point, preferably larger). The larger the room, the larger the font. If you are presenting via Zoom, text should still be at least 24 point.

Sans-serif fonts such as Arial and Arial Bold are easier to read than serif fonts like Times New Roman, especially in a large room.

Use the same font throughout presentation.

Avoid "reverse" type: white lettering on dark background.

Use photos and graphics judiciously and with purpose.

Anything on the slide should support/enhance what is being said/taught.

Use plenty of "white space" or "negative space."

The less clutter you have on your slide, the more powerful your visual message.

If you are not sure how to build a PowerPoint show and would like assistance, please contact Bob Michl in the OLLI office: 402-472-6206 or [bmichl2@unl.edu](mailto:bmichl2@unl.edu). He would be happy to help.