OLLI

**Pointers for PowerPoint Presentations**

- **Keep it simple:**
  - Slides are not meant to be the star. The audience wants to hear from you.
  - Nothing in your slide should be superfluous.
  - Have plenty of “white space” or “negative space.”
  - Don’t fill empty spaces with logo or other unnecessary graphics or text boxes that do not contribute to better understanding.
  - The less clutter you have on your slide, the more powerful your visual message.

- **Limit bullet points and text**
  - Slides are meant to support the narration of the speaker NOT make speaker superfluous.
  - Don’t read from slide word for word.
  - 4-6 lines per slide is a good rule of thumb.

- **Create font large enough to be seen in a large room (at least 24 point, preferably larger).** The larger the room, the larger the font.

- **Serif fonts (Times New Roman) “get lost” due to low resolution of projectors;**

- **Sans-serif fonts such as Arial and Arial Bold are easier to read, especially in a large room.**
  - Keep font same throughout presentation.

- **Create with contrast – black lettering on white (light) background or white lettering on black (dark) background.**

- **Limit transitions, graphics, and animations**
  - Remember, the slides are not what the audience is there to “hear.”
  - Anything on the slide should support/enhance what is being said/taught.

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