

# GUIDELINES: Planning an Effective Presentation

**PowerPoint Assessments are worth 20% of your Final Grade**

## Planning an Effective Presentation

### Determine

1. What is the Purpose of the presentation?
2. What is the Message you want to communicate?
3. Who is your Audience?

## PowerPoint Design Guidelines

### Make it Big

- (Use a minimum of 18 point font size for your TEXT)

### DON'T USE ALL CAPS

Υσε α χομμον Φοντ (Use a common Font)

### Keep Message Short

- Use key phrases not full sentences.
- **6 x 6 Rule**
- **\*\*Maximum: 6 lines per slide, 6 words per line\*\*.**

### Use Graphics

- Emphasize your ideas with pictures. *"A picture is worth a thousand words".*

### Be Careful with Slide Layout

- Do NOT put too much on the slide

### Custom Animations

- **\*\*Do NOT Overdo!\*\***

### Color Combinations

- Background Theme, Text Color

### ✓ Spell Check (F7)

**Test your Slide Show before presenting**