PowerPoint:
Suggestions

Text and Font Considerations

Certain font types displayed in PowerPoint presentations are easier to view. For titles the standard serif font, Times New Roman is sufficient. Sans serif fonts tend to be easier to view for the body of slides.

Pronounced *san-serr-if*, it refers to a category of typefaces that do not use *serifs*, small lines at the ends of characters. Popular sans serif fonts include Helvetica, Avant Garde, Arial, and Geneva. Serif fonts include Times Roman, Courier, New Century Schoolbook, and Palatino.

According to most studies, sans serif fonts are more difficult to read. For this reason, they are used most often for short text components such as headlines or captions. (Source: http://www.webopedia.com)

<table>
<thead>
<tr>
<th>Serif font samples</th>
<th>Sans serif font samples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Times New Roman</td>
<td>Arial</td>
</tr>
<tr>
<td>Courier</td>
<td>Tahoma</td>
</tr>
</tbody>
</table>

Title: Times New Roman

* Body Text: Arial
* Body Text: Arial
* Body Text: Arial
* Body Text: Arial
* Body Text: Arial

Font Size

* This sentence is in 10 point font size.
* This sentence is in 12 point font size.
* This sentence is in 14 point font size.
* This sentence is in 18 point font size.
* This sentence is in 20 point font size.
* This sentence is in 24 point font size.
* This sentence is in 28 point font size.
* This sentence is in 34 point font size.
* This sentence is in 44 point font size.

Please note that the slides in this handout are scaled down.

The default font size settings in PowerPoint should suit your needs and provide your audience with a good viewing experience. However, sometimes you will need to adjust the font size. For titles, be sure to stay at or above 36 points. For body text a minimum font size of 20 points is suggested.
Modifying Text using Slide Master

The Slide Master view allows you to change the font size and color for all slides in a presentation (except with some template designs you will have a title slide which is modified similarly through the Title Master option). To view the slide master for your presentation, open the presentation you want to modify. Then, click on the View pull-down menu and click on Master. A menu will appear to the right. Click on Slide Master. The slide master view for the slide will then appear.

Any changes made while in the slide master view will be reflected on all other slides (except the title slide). To change the font size or color for an item, position the mouse pointer to the end of a line of text, and click once with the left mouse button and drag over to the left. The selected text will appear to be highlighted.

In the example shown on this page, the title line of text is selected. With the text selected, adjust the font size and font face by choosing from the font list and font size options.
To change the text color for the selected text, click on the upside down triangle next to the text color icon from the drawing toolbar located towards the bottom of the screen. Choose one of the colors that appear on the pop-up menu, or click on **More Font Colors …** to select from a wider range of color choices.

**Click on a color from the selection of colors. And then click on the OK button.**

### Slide Colors and Backgrounds

Slide schemes with high contrast between the text and background are suggested. A background with a subtle gradient can work well so long as the text contrasts against it.

**Good color combinations include:**
White background with blue text, black or dark green text  
Blue background with yellow, or white text

**Bad color combinations include:**
Green background with blue text  
Purple background with red text
Applying Design Templates

Design templates provide a quick way to change the formatting of PowerPoint slides including the background colors and patterns, text size and font size. When a design template is applied, all of the slides in the presentation are changed. To apply a design template, or change an existing design template, click on the **Format** drop-down menu. Then click on **Apply Design Template**. A new window will then open, allowing you to choose a template from the list of available templates. Click on the name of a template from the list to see a preview. Click on the **Apply** button to apply the design template to the entire presentation.

Example of a slide with two different design templates:

Notice that the fonts are larger in the slide shown above on the right side. Templates provide another means of increasing the font sizes of all slides in a presentation.
Inserting Images

Microsoft PowerPoint accepts a variety of image formats including the popular .jpeg and .gif web image formats (pronounced “jay-peg” and “jiff” respectively.)

When inserting images into PowerPoint, a larger image is easier to see. However, larger images can lead to large file sizes. The .jpeg and .gif formats should be used for images whenever possible.

To insert an image into a PowerPoint presentation, click on the Insert drop-down menu, and then click on Picture. Another menu will appear to the right of the first drop-down menu. Click on From File… to select the image file you wish to insert.

General Tips

- Use the 6x6 rule (no more than 6 words per line and 6 lines of text per slide)
- Allow plenty of room around borders and illustrations
- Title text should stay at or above 36
- Body text should stay at or above 20
- Avoid more than two lines of text in your title
- Avoid punctuation in bulleted lists
- Avoid reading your slides
- Avoid unnecessary clip-art
- Avoid unnecessary audio
- Test your presentation before hand in the appropriate version of PowerPoint
  - A presentation created with PPT XP with extensive use of animation will not present the same on a PPT 2000 system
  - Use of “exotic” fonts in the original presentation may not carry over to the presentation computer
  - Test any hyperlinks to other presentations, files or websites