

Design tips for effective use of PowerPoint in the classroom

1. The goal is improved learning
2. Be conservative – keep it simple
3. Use lots of white space
4. Use contrast (dark-on-light or light-on-dark, for example)
5. Design from top left to bottom right
6. People see graphics first, then text
7. Use large font size – minimum of 18 or 24 points
8. Limit use of boldface, italics, and underlining
9. Don't write in all upper case letters
10. Use common fonts (Times New Roman, Arial, etc.)
11. No more than two fonts on a screen
12. Be concise with text
13. One concept per slide
14. Plan on spending two minutes per slide
15. Limit use of special effects (animation, sound, transitions)
16. Background patterns usually make screens harder to read
17. When creating original media, use the best equipment you can find
18. Edit files to a minimum meaningful length and size