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## SENIOR RESEARCH ( SENIOR PROJECT I )

10-51-501

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### GUIDELINES FOR SUCCESSFUL SLIDE PRESENTATIONS

#### PREPARATION

##### Layout

- Use horizontal on screen format
- Each slide should illustrate a single point or idea
- Use large Arial or Helvetica fonts (Bold and Shadow)
- Space between lines should be at least the height of a capital letter
- Use *7-Rule* -No more than seven (7) words per line; No more than seven (7) lines per slide

##### Title

- Use no more than five (5) words

##### Color

- Use light colors on a dark background. Yellow on dark blue works best. (... remember from that color science course?)
- Busy and/or animated backgrounds distract from the message of your talk.

##### Tables

- Keep them brief.
- Use two or more simple slides rather than 1 complicated slide.

##### Graphs

- Use graphs instead of tables whenever possible  
Label axes. Use large data points, error bars, legends, etc.
- Use rounded figures (numbers)
- Keep graphs simple, uncluttered

#### PRESENTATION

- Edit slides beforehand to ensure they are in proper order
- Review your slides along with your narration/speaking notes
- Do not read to your audience from text or note cards.
- Be sure your slides are clean
- Use duplicate slides if you will be referring to the same slide at different times during your presentation (Don't go backwards!)
- Use the pointer sparingly to *emphasize*