



# Mahatma Gandhi Central University

Motihari, East Champaran  
Bihar

## **GUIDELINES FOR PREPARATION OF POWERPOINT PRESENTATIONS**

- 1. Less is more.** 20-25 slides work well for a one hour presentation.
- 2. Create sections.** Use a title slide to start a new section or change the subject to organize your presentation and make sure it flows logically.
- 3. Avoid clutter.** Use three to five bullet points per slide *at most*. Bullet points should contain key words — not complete sentences. Experts suggest using **the 5/5/5 rule**: no more than five words per line of text, five lines of text per slide, or five text-heavy slides in a row.
- 4. Make it readable.** Rule of thumb for fonts: 28-40 point for headlines; 18-28 for text; 12-14 for references. Use *sans serif* fonts, and make sure you have a strong contrast between the background and text (e.g., black or dark blue text on a white background; white text on a blue background). Don't use ALL CAPS; underscore a point by putting it in italics or bold (underlining can make the text more difficult to read). Dark text on a light background is your best bet for visibility.
- 5. Use visuals:** A single image of something particularly relevant to your work is more engaging and has the potential to convey more information than words.  
It's important to keep the visual simple — an image of a single cell or pathway, for example. If you use graphs to show comparisons or results, indicate what the axes represent and which variables (ideally, not more than two or three) you're displaying.
- 6. Highlight large images:** Many PowerPoint slides include placeholders for inserting images. While using these placeholders lets you place text alongside your pictures, it can also detract from the power of your images and make all of your slides look the same. If your presentation includes important images, try making them cover the entire slide. While you won't be able to include much text on these slides, displaying the right image can be an effective tool to reinforce an important point in your presentation.
- 7. Use interesting fonts:** Including more than one font is key to making your slides look **well-designed**. Websites like DaFont and Font Squirrel have thousands of beautiful fonts you can download for free, and the Internet is filled with resources to help you learn how to choose which fonts to use. You can even find plenty of suggestions for font pairings that work well (Google **font pairings** for more ideas). Once you've found some fonts you like, you can even customize PowerPoint theme fonts to include your favourites.
- 8. Create your own colour scheme**  
PowerPoint themes also include premade sets of **colours**. Don't use more than four or five main colors, or your presentation will look busy and disorganized. Just like with theme fonts, you can also create custom theme colours.
- 9. Use animations sparingly to enhance your presentation:** Generally, manage clear of videos.
- 10. Check your spelling.** Nothing takes away from credibility like misspelled words, especially if they're up on large screen for a minute or more — or worse, repeated throughout your presentation. After you use spell check, proof your presentation yourself. Let a day go by if possible; it's easier to pick up errors after a break.

### **REFERENCES:**

1. How to give a dynamic scientific presentation Convey your ideas and enthusiasm – and avoid the pitfalls that put audiences to sleep By Marilyn Larkin - August 4, 2015; Elsevier Connect.
2. <https://edu.gcfglobal.org/en/info/resources-and-tools/1/>