

POWER POINT, A GREAT TOOL: USE IT WISELY!

I. PREPARING THE POWERPOINT

- A. Use Key Words, not Complete Sentences
- B. Check Template Visibility
 - 1. Lights On—Light Template, Dark Type
 - 2. Lights Off—Dark Template, Light Type
- C. Keep Slides Simple
- D. Use at least 24 pt. Font
- E. Proofread! Then Ask a Friend to Proofread!
- F. Limit the Number of Slides

II. PRESENTING THE POWERPOINT

- A. Show Bullets One at a Time
- B. Discuss each Slide
- C. Look at Audience, not Screen
- D. Display Presentation Only when Using It
- E. Be Certain that the Screen is Visible to All

*Information provided by the
Department of Communication and the
Speaking Lab consultants*

Need More Information?

The Center for Student Learning at the Addlestone Library

843.953.5635

www.cofc.edu/~csl

