

## 10 Essentials of PowerPoint by [www.presentationhelper.co.uk](http://www.presentationhelper.co.uk)

1. Apply the rule of three or six for the number of bullets per slide. For clarity, less is more.
2. Use text sparingly. Font size should range from 24 – 36. Ariel, Tahoma and Verdana work well for impact. Use the ‘floor’ test for readability. Print out a slide containing text, and then place the page on the floor. Can you read it from a standing position? If yes, then your audience will be able to read it from their seats.
3. Keep colours simple and **bold** . Make sure they work well on screen. Use Slide Master to ensure all your slides are correctly formatted.
4. Press the ‘**B**’ key to turn the screen black. Press again to revert back to slideshow. This can be used for impact and grabbing the audience’s attention or dealing with questions without distractions.
5. To jump from slide to slide simply type in the slide number and hit return. To return to the original slide, press the slide number and press return again. This is far more professional than having to search for a specific slide.
6. Use relevant graphs, pie charts, diagrams, tables and pictures to articulate messages and enhance retention. [www.gettyimages.com](http://www.gettyimages.com), [www.googleimages.com](http://www.googleimages.com) and [www.presentationhelper.co.uk](http://www.presentationhelper.co.uk) offer lots of practical tips and demonstrations.
7. Timing. Use a max of 10 slides for a 20 minute presentation. To project more authority and gravitas, remember to pause when switching slides. Silence creates anticipation space and enables your audience to absorb your message.
8. [www.bitbetter.com](http://www.bitbetter.com) offers over 100 tips to for PowerPoint and best practice examples.
9. PowerPoint keyboard shortcuts include: F7 to spell check and ‘**B**’ to blank screen.To show or hide pointer press ‘**A**’.
10. Remember you are the most important visual aid. Be positive and practice!