



tipsheet

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PowerPoint Presentations

The following four "quick tips" will help you with your next PowerPoint Presentation:

1. "4x6 Guideline" - No more than four bullets per slide, and no more than six words per bullet point.
2. Minimum font sizes for PowerPoint slides should be 32-point font for slide titles and 18-point font for the body of each slide.
3. Sans serif font (rather than serif font) projects a clean, sharp on-screen image and is easier to see when viewed from a distance. Examples of sans serif font include Arial or Tahoma.
4. Graphics should be used instead of bulleted text any time you are referring to quantifiable information within your presentation.

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