

1 ☐ Good Slide Shows

Anatomy of a good presentation

2 ☐ Begin & End

- Title Slide
 - Shows audience the subject
- Ending Slide
 - Conclusion
 - Summary of whole presentation

3 ☐ Text style

- Newspaper headlines
- Little text per bullet
- Readable fonts
- Complementary colours
- Use SLIDE MASTER for uniformity

4 ☐ Visual Clarity

- Titles : 36 point font
- # fonts – max 2
- Body text : 24 point
- Use Sans Serif fonts

5 ☐ Legibility

- # bullets per slide - max 6
- # lines in title – max 2
- # lines per bullet – max 2

6 ☐ Titles & Footers

- Title equivalent to <H> on the web
- Footer / slide
 - Subject reminder

7 ☐ Animate

- Slide transitions uniform
 - Use slide master
- Bullet animation helps presentation
- Graphics and clipart meaningful

8 ☐ Speaker Notes

- Guide to the presenter
- Helpful when printed
- Often neglected

9 ☐ GET JIGGY WITH IT!