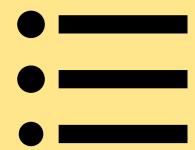# QUICK TIPS

POWERPOINT PRESENTATION

CTLD

TIPS ON BEST PRACTICES

GOALS

Create the content outline of your presentation based on your goals and knowing your audience.

CONTENT OUTLINE

SIMPLE AND CLEAN

SLIDES

- A simple and clean design supports the speaker
- One idea per slide
- Keep text to a minimum
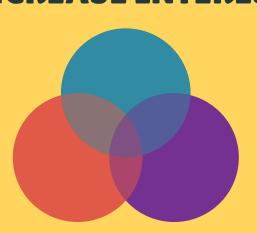- Avoid unnecessary graphics

FONTS

SANS SERIF

- Sans Serif fonts such as Arial, Calibri, Verdana, etc. are the recommended fonts for screen presentations.
- Avoid using more than two font types and keep the content font size to 32+

POPULAR SANS SERIF FONTS:

Agency FB regular
Arial Narrow
Arial Regular
Arial Black
Arial Rounded MT Bold
Bauhaus 93
Berlin Sans FB
Calibri
Century Gothic
Franklin Gothic Book
Franklin Gothic Demi
Franklin Gothic Heavy
Gill Sans MT
Gill Sans MT Condensed

Gill Sans Ultra Bold Condensed
Impact
GT-HelveticaPPlot
Lucida Sans
Microsoft Sans Serif
Myriad Roman
Myriad Pro Condensed
Myriad Pro Regular
Segoe UI
Tahoma
Trebuchet MS
Tw Cen MT
Tw Cen MT Condensed
Verdana

INCREASE INTEREST

VISUALS

- Use SmartArt and Chart to replace text/data with images
- Images must be relevant
- Bring other people's views with videos