

PowerPoint (and Overhead) Standards

PowerPoint Slides (and Overheads) are being used more consistently in business and; therefore, a requirement for specific presentations in course work. The following list is an abbreviated list of standards for School of Business coursework. A more detailed, with examples, set of standards is presented in Appendix D.

- Font Style to be Times New Roman, Century Gothic, or Arial.
- See detailed standards for Font Size in Appendix D.
- Appropriate color combinations for ease of reading when image is projected
- NO more than 5 bullets per slide, keeping wording to one line.
- NO slide animation for titles, bullet points and “whizzing by” pictures; that is, trying to add razzle-dazzle to a presentation that lacks content depth isn’t a good idea. Professors will see through that ploy as well as almost any audience will too.
- Add slide animation that makes sense to the audience. For example, “the flipping of a coin” rather than a picture of a coin would add emphasis, or clarity, to a concept.
- Use recommended Standards for bulleted text as described with examples in Appendix D.
- Use charts, graphs, pictures as appropriate, erring on the “lesser” side. If charts, graphs or pictures are used, add bulleted text to define or describe the content; preferable on the same chart.
- Use quotations sparingly, citing the source of the quote on the slide.
- Handouts should always have, at a minimum, a header with name of presentation, date, and page number. Headers and Footers will display only on the printed copy.
- Recommend printing only two slides per page for handouts.
- Lastly, proof for quality assurance purposes – a typo blown up 10 times its size looks disastrous and adds room for doubt about the content.
- Last page of a presentation is a blank slide.