

- Use only a few words to make a point—keep text to a minimum, just to remind you and your audience of the key points.
- Keep the overall number of slides to a minimum.
- Make sure the font is large enough for the group to read (size twenty-four, at least).
- Combine text with visuals to hold the attention of the audience.
- If accessing the Internet, sound, or videos during your presentation, test your multimedia components as you are setting up, and be prepared to skip them or use local copies on your computer (as opposed to streaming or clicking on embedded multimedia in your presentation).
- If presenting to a large audience in a well-lit space, consider using a dark background and lighter text, as this is often better for viewing in such cases.

Figure 7.3: Tips for creating PowerPoint slides.

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