



HOW TO CREATE A GREAT POWERPOINT PRESENTATION

A 12-point checklist to help you create a great PowerPoint presentation.

1. Ideally, present one idea per slide.

2. Use more pictures and fewer words.

Since most people are visual learners, more pictures and fewer words make for more powerful slides.

3. Follow the 4x4 principle.

If you use text, the 4x4 principle says that each slide should have no more than 4 bullet points, and each bullet point should have no more than 4 words after it.

4. Moving through a series of slides quickly is better than staying on one slide for a long time.

5. Consider using builds (a feature that reveals one line or bullet point at a time) or bold words in the slide for emphasis.

6. Dark text on a light background is the most readable.

Avoid light colored text on a dark background. Also, avoid red and other brightly colored text.

7. Use standard fonts, such as Arial.

Fancy fonts are difficult to read. Upper and lower-case text is better than all-caps. The minimum point size should be 24. Anything smaller will be difficult to read.

8. A PowerPoint presentation does not replace quality written materials.

Your PowerPoint presentation should dovetail with your written materials and highlight the important points.

9. Do not hand out PowerPoint slides.

People will inevitably read ahead and not pay attention to your presentation. Don't include any important information in your PowerPoint presentation that is not in your written materials.

10. Avoid sound effects and visual gimmicks, such as "flying text".

11. Please email your PowerPoint to us beforehand. For security reasons, we cannot transfer it from a flash drive.

12. Test embedded video clips ahead of time.

Video clips must be linked to the computer from which you are presenting. They are not saved automatically to a flash drive.

Minnesota CLE gratefully acknowledges the contributions of Steve Hughes to this checklist.

We greatly appreciate your willingness to contribute your time and expertise to this continuing legal education program. Thank you for your commitment to provide us with a PowerPoint presentation by the deadline set by the program coordinator.