PowerPoint Guidelines

* Keep the Text to a Minimum
* Use Large Font Sizes
* Make Sure Fonts Are Readable
* Use Color Sparingly
* Enhance the Data With Charts and Graphs
* Design for Wide Screen Formats
* Be Consistent With Style Settings
* Use Animations Sparingly
* 5/5/5 rule: No more than five words per line of text, five lines of text per slide, or five text-heavy slides in a row