



**TIPS FOR** \_\_\_\_\_

# POWERPOINT

Let's face it, we know drinking water not PowerPoint. From perfecting your timing to taming the technology, use these tips to create a slide deck that reinforces your point without getting in the way of your message.

# VISUALIZE

## YOUR KNOWLEDGE

You've put a lot of time and thought into your content, but the visual presentation of your information is just as important! Whether you're using PowerPoint or Prezi, keep these four things in mind and you'll be ready for anything.



### Apply the 7x7 RULE

Limit the number of lines on your slides to 7. Each of your lines should be limited to 7 words. Importantly, remember this is a guideline meant to enhance your presentation, not detract from your ability to communicate your point.



### Embrace SIMPLICITY

Avoid complicated slide layouts and text on top of full image backgrounds. The information will be very difficult to read. Similarly, reserve the use of decorative fonts for headers or, again, when you wish to emphasize your point.



### Respect USAGE RIGHTS

Use only properly licensed images in your slide deck and supporting materials. There are many methods for obtaining royalty-free images online. If you are unsure of the usage rights of an image you wish to use, skip it.



### Stay ON TIME

Time yourself giving your presentation aloud. Give yourself enough time to communicate your message, but be mindful of the other panelists' time and the audience's desire to engage and ask questions.

# OTHER RESOURCES



We hope you found some helpful tips in this guide, but there's a universe of information online that can help improve your next presentation. Find more information and additional resources for presenters at [www.asdwa.org/presenter-guidelines](http://www.asdwa.org/presenter-guidelines).