

Design Tips

- Slides should be of a consistent design throughout the presentation
- Use graphics and pictures when possible
- Remove unnecessary information and graphics
- Use contrasting background and text colors
- Keep the number of fonts used in the presentation to 3
- Keep the fonts consistent throughout the presentation

Presentation Tips

- Identify the critical information for your presentation
- Use no more than 6 bullets per page
- Bullets should be short ideas, not complete sentences (these should be your talking points)
- To start the Slide Show, Click **Slide Show** on the **Presentation Views** group on the **View** tab
- Use the arrow keys to move forward or backward in a presentation
- Press the **Escape (Esc)** key to end the slide show
- A pen tool is available for drawing on the screen with the mouse. Press **CTRL+P** or click the right mouse button at any time and a popup window will appear. Choose **Pen** and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the **E** key to erase all pen strokes. Press **CTRL+A** to disable the pen feature and revert the pen back to a pointer arrow.
- If you would like to use the pen to draw on a blank screen during a presentation, press the **B** or **W** keys, or select **Screen/Black Screen** from the popup menu and the screen will turn black. Press **B** or **W** again or choose **Next** from the popup menu to return to the presentation when you are finished drawing.
- To hide the pointer and button from the screen press the **A** key.
- Be sure to preview the slide show using a projector if one will be used during the presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.

Spell Check

To check the spelling throughout a presentation:

- Click the **Spelling** button in the **Proofing** group on the **Review** tab

