

Gopal R. Patil, Ph.D.

Preparing power point presentation: Following are some of the suggestions for preparing the presentation. *Minor violations of the following suggestions need not affect your grades.*

- Do not use too many slides. A rule of thumb is one slide per minute
- No animation sounds
- Do not write too much on slides
- Writing complete sentences is usually not necessary
- Do not use any distracting background color or image
- Avoid too many variations of text animations and slide transitions
- Try to limit the minimum font size for text to 20. (Tables and Figures can sometimes have smaller font size, say 16)