



Using PowerPoint Online

Guidelines and Best Practices (v.3.2)

eLearning Design and Services
Learning Technologies
UITs





Make your slides READABLE

- Use a font **no smaller** than 24 point.

28 point

24 point



20 point

18 point

- Use a **sans serif** font like Arial, Calibri, or Trebuchet.
- **Avoid** Comic Sans and other *handwriting-style fonts*.



Make your slides **READABLE**

- Use **dark text** on a **light background** for good color contrast.

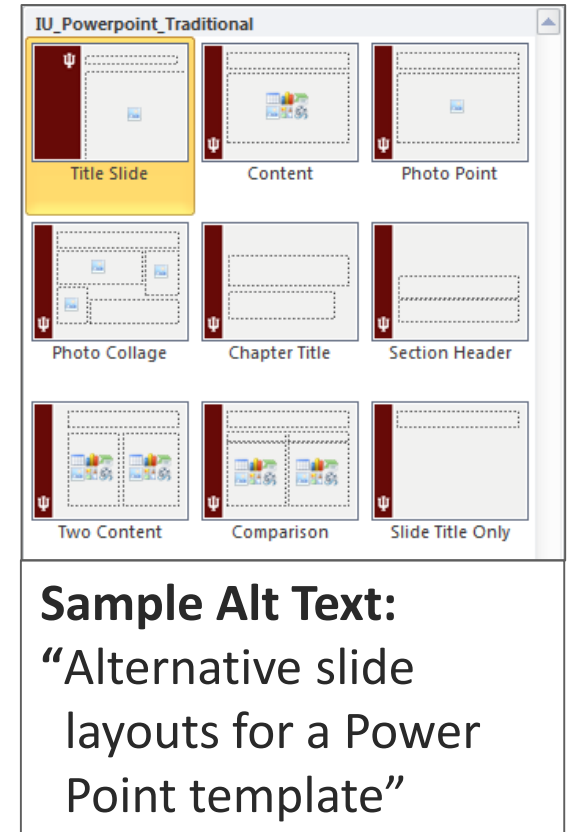


- Limit text to no more than **7 lines**.
- Keep text **left justified**.
- Be **consistent** in your slide layout.



Make your slides ACCESSIBLE

- Use a standard PowerPoint template layout.
- Avoid using color alone to indicate categories or that something is **important!**
- Add “alt text” descriptions for images that convey meaning.



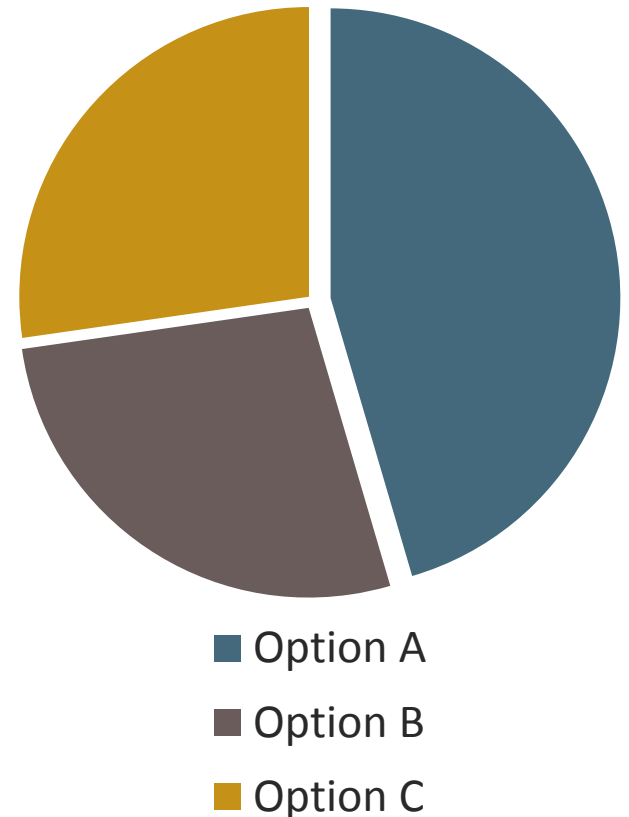


Make your slides **EFFECTIVE**

Show the Content Visually

- Use text to **highlight important terms** only.
- Include images, diagrams, illustrations, etc. to **display concepts**.
- Use **animations that show** functions and connections.

Option Distribution





Make your slides **EFFECTIVE**

Avoid Distractions

- **One larger image** is better than several small images.
- Use decorative images sparingly and avoid **duplicative images**
- Avoid **animations that distract** from the content.



Dogs

- Something important about dogs
- Something else about dogs



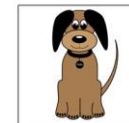
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6



Dogs

- Something important about dogs
- Something else about dogs



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Clean vs. Cluttered



Talk to your students

*When narrating slides,
focus on **visuals** - not text.*





Slides support NARRATION

Asking students to read and listen simultaneously

- **splits their attention** and
- **reduces comprehension** and **retention.**





Make your narration **CLEAR**

Start with a **script**.

A script keeps you on track, reduces awkward pauses, and provides a good basis for closed captioning.



Practice your presentation.

Practice improves delivery and tells you how long your presentation will take.



Audio quality matters!





Make your presentation REUSABLE

Avoid including (either on slides or in audio):

- Semesters, module **dates**, or other current dates
- Page or chapter **numbers** from a text





Make your presentation LEGAL



Photo Credit: [Tim Caynes](#)

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Best Practices for PowerPoint Online

- **Keep it short** – 5-15 minutes. Students are often watching presentations between other activities.
- **Keep it visual** – focus on 1-2 images, 1 diagram, or 1 SmartArt, per slide. Remember, lots of words on a slide splits student attention and lots of images dilutes their impact.
- **Keep it consistent** – consistency in layout, fonts, font sizes, and colors orients students and reduces extraneous cognitive load.
- **Keep the audio clear** – good narration is well planned, practiced, and avoids external noise.



Questions?

Visit your Campus Teaching and Learning Center!

