

## **Technology Presentation Advanced Computer Applications Slides Guidelines**

### General Guidelines

- Quantity (10 slides minimum)
- Text on each slide
- Graphics on each slide
- Balanced appearance
- Student name on all slides
- Are slides numbered?

### Text:

- Follow the Rule of 7
  - No more than 7 bullets on a slide
  - No more than 7 words in a line
- Size, color, initial caps—no all caps
- Sans serif, bold
- No parenthesis
- Spelling, grammar
- Bullets
  - Indent properly
  - never only one by itself
  - Some lists “dimmed” as you use them
- Brief, concise--phrases, no complete sentences
- Quote
- Cited Reference

### Slide Background—Design your own in Photoshop

- Do not use photos for backgrounds
- Appropriate to topic
- Appropriate colors/designs
- Is text too easy to read?

### Graphics/Clip Art/Photos/Video

- One on every slide including title slide
- Appropriate size
- Appropriate placement on slide
- Animation of text and/or graphics on all slides
- Video approx 15-20 seconds illustrating a topic in your presentation. You make the video.
- Hyperlink links to a web page on the Internet that illustrates a topic in your presentation
- Background music somewhere

### Slide Presentation

- Blank slide—start and end
- Transitions on every slide

Name \_\_\_\_\_

- Animations on every slide
- Timings—do items disappear too quickly?
- No “blank background” beginnings

Handouts

6 per page, Pure B&W