



PowerPoint© Layout of the Slides

Workshop Power Point® Slide Layout for Community Education

- 🥁 Include a photo or drawing on most of the slides to increase interest level
- 🥁 Font size = 32 point font
- 🥁 Font type preferably is something like Arial or another style without curly cues on the font letters



Workshop Power Point® Slide Layout (cont.)

- 🥁 Use upper and lower case letters.
 - ⊕ Avoid ALL CAPS
 - ⊕ Avoid omission of capital letters for the beginning of a header
 - ⊕ Doesn't affect learning to have Title Case in header or just Sentence case in header



Workshop Power Point® Slide Layout (cont.)

- 🥁 Try to limit number of lines on each slide to 8 or less (not counting the slide header)

QUESTION: What is the default font size in Power Point®?

ANS: 24 point font



Workshop Power Point® Slide Layout (cont.)

- Header and content on the slide need to match
- Almost all slides need to include a header
- Literacy reading level needs to be between grade 5-7 (US average reading level)

