



# 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.

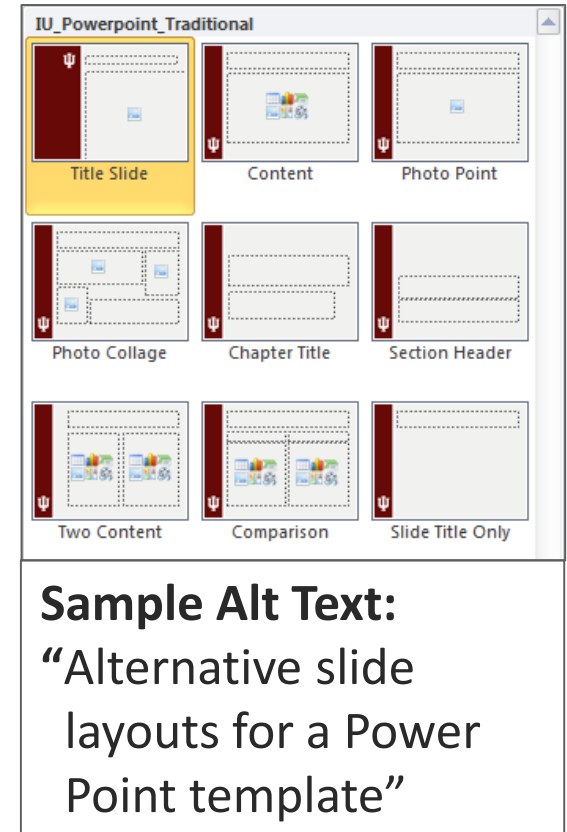


- Limit text to no more than **7 lines**.
- Keep text **left justified**.
- Be **consistent** in your slide layout.



# 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.



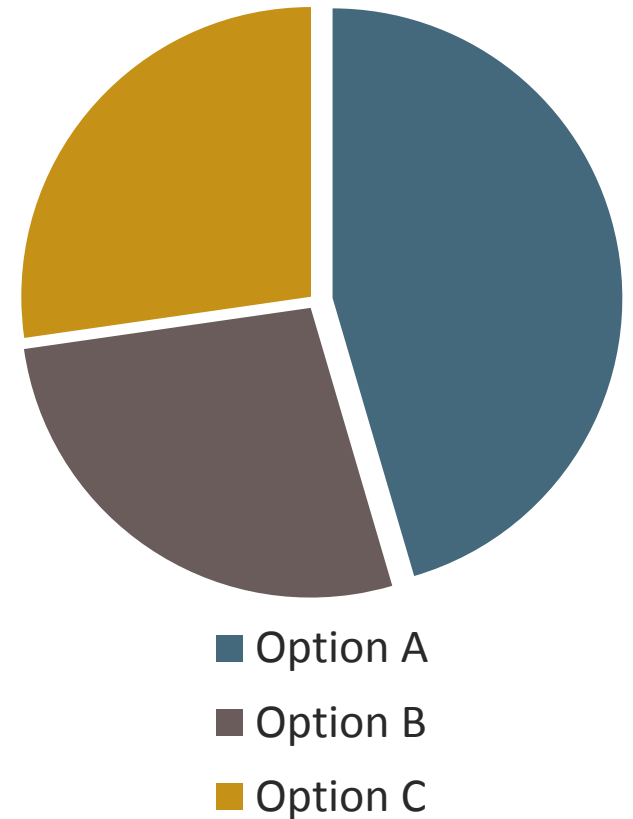


# Make your slides **EFFECTIVE**

## 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.*

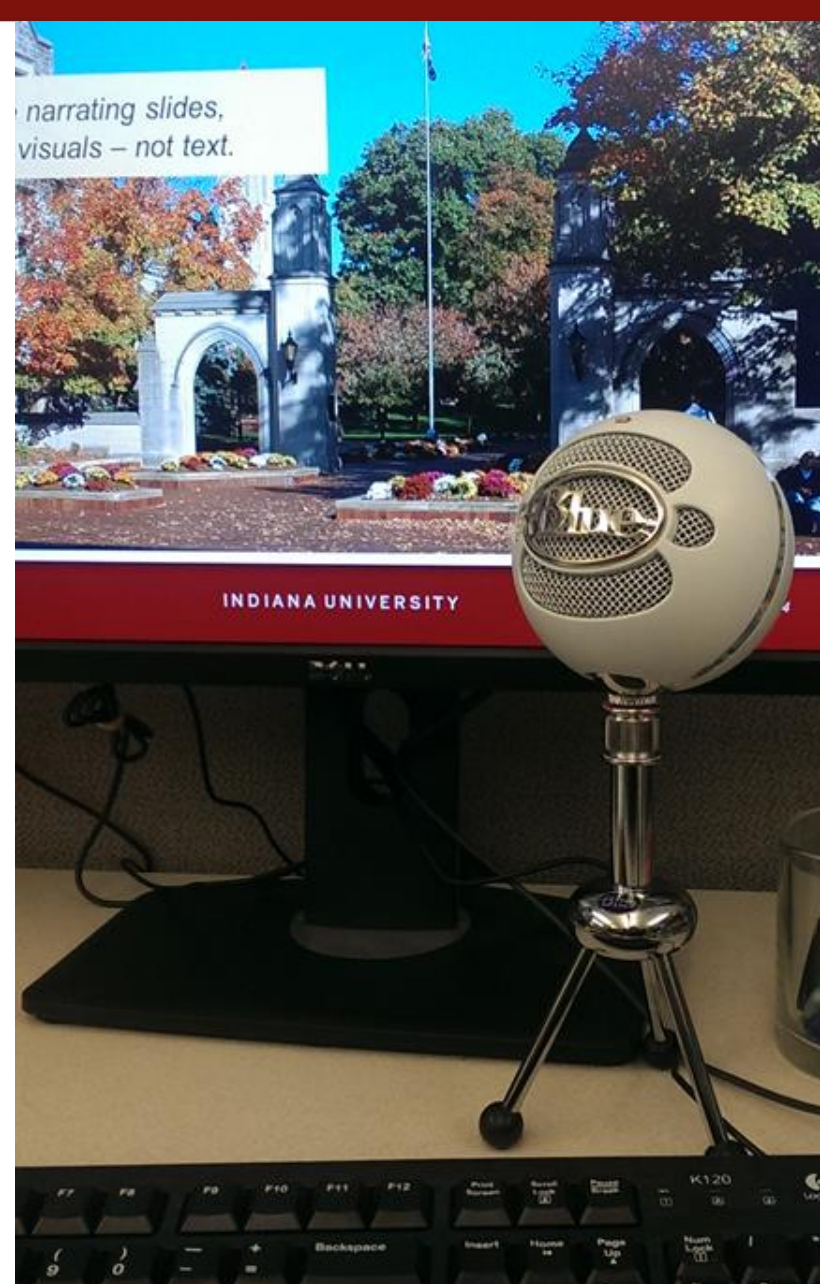




# Slides support NARRATION

Asking students to read and listen simultaneously

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



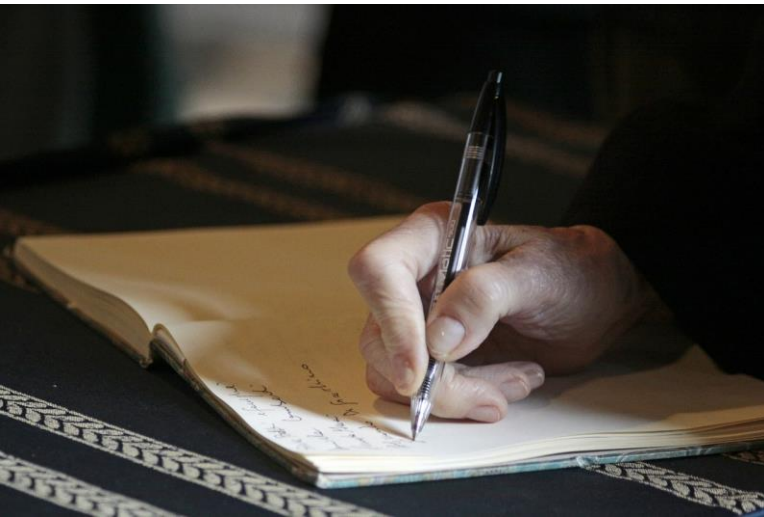




# Make your narration CLEAR

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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- See your teaching and learning center for information on legal images and how to attribute image owners.



# 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!*

