

Larner College of Medicine PowerPoint Tips

1. Start by creating an outline

Create a good structure for your presentation by reflecting on the goal of the presentation, what your audience is thinking right now, and what points you need to make in order to move the audience from where they are to where you want them to be.

Know your presentation time allotment and plan on ~one minute per slide.

2. Font size and colors are important: We've done the hard work for you.

Please use the PowerPoint **Blank Template** provided on the [Graphics Toolbox](#) page. This template has been branded with UVM Larner College of Medicine colors and fonts and consistently applies the look. See page options under Home>New Slide dropdown.

Note: 24 point is best; 18 point font is the absolute minimum size for readability.

3. Limit the amount of text per slide

Use key phrases and simplified language for the text. You should not be reading the slide; you should be presenting the full message. Limit moving text so the focus is on you, the presenter, not the distracting text movement.

Instead of using slides that only contain text, use visuals such as graphs, diagrams, photos and media clips to engage the audience.

Simplify the text in the graphs and diagrams to ensure readability.

4. LCOM photos add interest

Visit the [Graphics Toolbox](#) page for Campus, Research and Active Learning photo images. Please avoid clipart.

5. Test the Technology

If possible, test your presentation in the room/system you'll use for your presentation. This is especially the case if you need to link to an outside URL. Be sure to test the Internet connection and have a plan if it doesn't work. Be prepared with a backup file on a flash drive etc.