1. Follow the 6x7 rule

6 points max per line

7 words each line

2. Bullets not sentences

3. Body font – minimum of 24 font

- use Comic Sans MS, Arial, Times New Roman, Helvetica

4. Pictures support text

5. Background has a hint of colour – not just white which is hard on the eyes

6. All words are clear

7. No unnecessary sounds or gimmicks

8. Clear tables or graphs – not too much information on them

9. Lots of slides so information is NOT crowded