

# PowerPoint Design

How to tweak your PowerPoint slides for easier understanding

## General tips

1. Cut as much as possible of your story from your slides.
2. Avoid borders around images or text blocks
3. Use bullet points only for an actual list - your slides are not your cheatsheet.
4. Put your organisation/faculty logo only on the title and end page.

## Use of Fonts

1. Use uppercase letters for short titles & avoid underlining.
2. Sans serif fonts for small amounts of large text.
3. Serif fonts for longer paragraphs or quotes.
4. Use fonts of the same typeface (e.g. bold and thin).

## Placement

1. Use line spacing of at least 1.15, depending on your font.
2. Align all elements, using a grid.
3. Left align all text, except for titles.
4. Distribute items horizontally instead of vertically.

Show a quote in a speech balloon. Add, if possible, a picture of the person who said it.

