**Jefferson County Guide to Evaluating PowerPoint Presentations**

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PowerPoint Presenter Qualifications:

* Junior, Intermediate, and Senior 4-Hers may use PowerPoint in presentations/demonstrations.
* PowerPoint presenters must know how to set up all needed equipment including computer, projection screen, projector, etc. with minimal or no help.

PowerPoint Evaluation Guidelines:

*Text*

* Fonts, sizes, styles, and colors are used consistently.
* Language is simple and direct.
* One major point or a series of related points I presented on each slide. (A general rule to follow: no more than six lines on each slide and no more than six words on each line.)
* Uppercase and lowercase letters are used.
* Audience members can easily read the text from anywhere in the room.

*Visuals*

* Visuals, graphics, and animations are used to focus audience attention or to convey content, not just for decoration or entertainment.
* Charts and graphs are clearly labeled and data can be read from anywhere in the room.
* Proper credit is given for photos/visuals used with permission from outside sources.

*Color*

* High-contrast colors are used for fonts and backgrounds to increase visual appeal and legibility.
* Color is used purposely – to highlight key points, visually guide viewers, etc.

Tips for PowerPoint Presenters:

* Always have a “back-up” plan in case of technical difficulties (posters, note cards, etc.).
* Talk to the audience, not to the computer or projection screen.
* Elaborate on information presented on-screen and do not read directly from the slides.
* Stand so that all audience members can see the entire screen.
* Remember to think about your audience: What do you want them to learn? How will you know whether they learned it?
* You (the presenter) should be the CENTER of the presentation – the PowerPoint, poster, or other visual aid is there only to support what you are saying.
* Choose the most effective presentation methods. If posters or actual items/demonstrations will work as well or even better, why use PowerPoint?
* A simple, consistent design allows the audience to focus on your message. Too many different fonts, styles, colors, images, or sounds can be distracting.
* Not all the templates supplied in the PowerPoint software are visually pleasing or well designed. You can create your own clean, simple template using basic colors and text.
* It is important to be prepared: extra cords, batteries, overheads or posters in case the computer doesn’t work.

*Content adapted from Iowa State University and Jennifer Hoyer, 2005 Ag Education graduate.*