Powerpoint slides

1st or 2nd slide should be an outline

Main points in outline, become titles of the other slides

1-2 slides per minute, points are in point form, 4-5 points per silide

Show one point at a time, use consistent animations, if at all

18 pt font at least, use standard sans serif fonts, or if serif, use big font

Colour of font should contrast with background, only rarely emphasize words

Consistent background

Use graphs to represent data, charts are boring but are good too

Always title graphs

Conclusion: effective and strong closing, summarize the main points of the presentation and suggest what may happen in the future

Or end with a question, to invite the audience to ask questions