

# **Slide Design Guidelines for Minor Project**

**Dinesh Baniya Kshatri**

Lecturer

(Project Coordinator + Lab In-charge)

Department of Electronics and Computer Engineering  
Institute of Engineering, Thapathali Campus

May 10, 2019

# Cover Slide – Design / Contents

- Plain and white background with black text
- Project title – (Arial, bold, 44)
- Team members – (Arial, bold, 22)
  - Name and Roll Number
- Supervisor – (Arial, bold, 22)
  - Name and Designation
- Department name – (Arial, 20)
- Institute and campus name – (Arial, 20)
- Presentation date – (Arial, 20)

# General Slide Template

- Background should be plain and white
- Slide text should be black
  - Text in tables / figures / equations should be black
- Animations should be avoided
- Slide footer (except on cover slide):
  - Presentation date on the left
  - Slide number on the right

# Slide Titles

- Titles should be concise
- Titles should focus on one idea per slide
- Titles should be relevant to slide contents
- Titles should be centered
- Title font type and style = Arial and Bold
- Title font size = 36 (min), 40 (max)

# Slide Text

- Lines should be left justified
- Maximum of 6 main bullets per slide
  - Can use sub-bullets (limited to 2 or 3)
- Maximum of 8 words per bullet
- Text font type and size:
  - Font type = Arial
  - Font size = 28 (main bullet), 24 (sub-bullet)

# Slide Figures & Tables

- One image / chart / graph / table per slide
- Text in images / charts / graphs / tables:
  - Font size = 24 (min), type = Arial, color = black
  - Applies to axis labels / units
- High resolution images ( $> 300$  pixels per inch)
- Lines in charts / graphs / tables:
  - Line color = black
  - Variable line styles for multiple lines (use legends)