



IARE
INSTITUTE OF
AERONAUTICAL ENGINEERING

Creating Effective PowerPoint Slides

Text Fonts

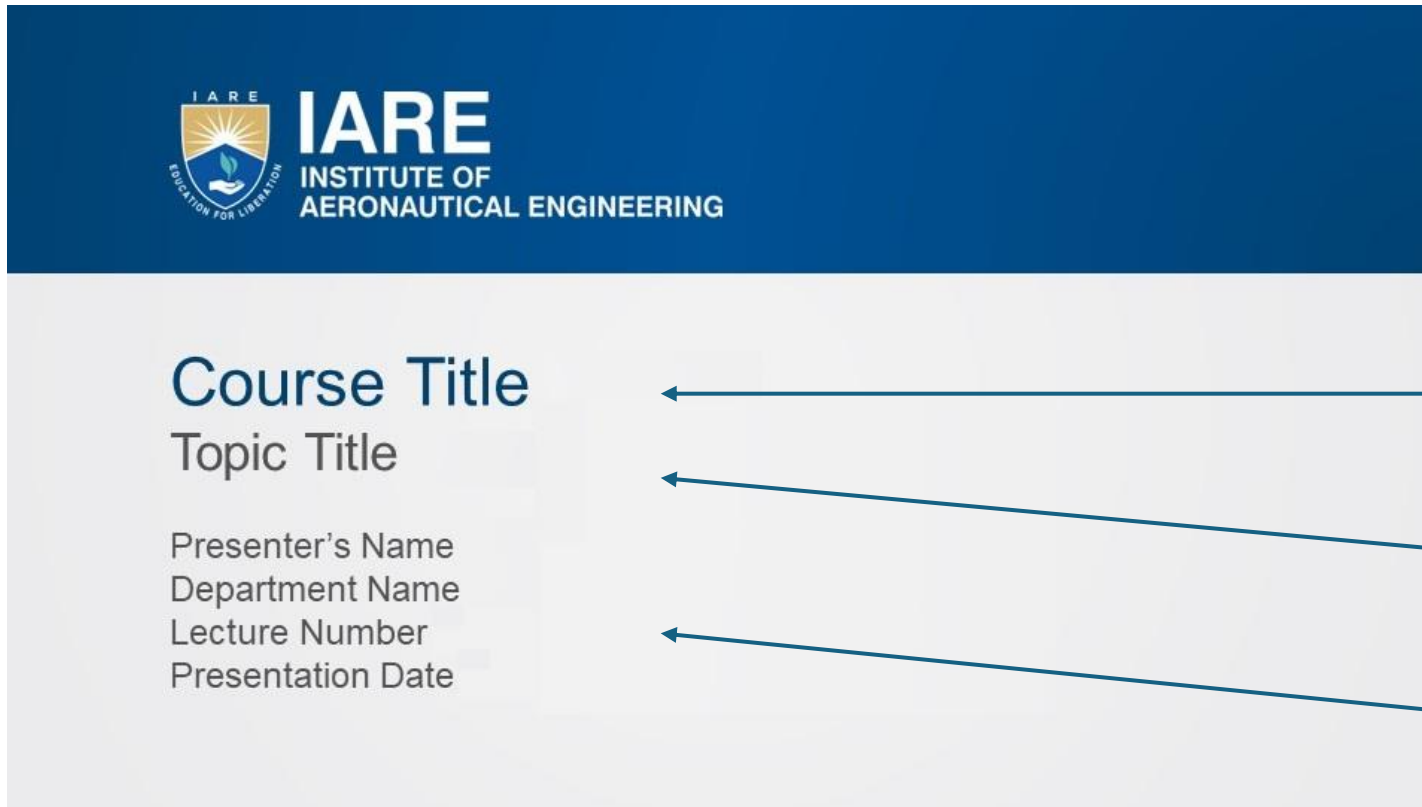
1. Where possible, include a heading for each slide.
2. Use bulleted points and avoid long sentences (it is often suggested that you include no more than 6 lines per slide or 6 words per line).
3. Font sizes for text:
 - Main Title : Ariel 30 points
 - Sub Title : Ariel 24 points
 - Body : Ariel 21 points
 - Two column text : Ariel 18 points

Tables, Figures and Images

- Ensure images are clear and relevant
- Label all figures and tables
- Put units beside numbers on graphs and charts

PowerPoint Template Fonts - Standard 16:9 Format

Opening PowerPoint Slide Template: Recommended Format



Recommended Font Treatment

Presentation Title

Arial at a font size of 34 point in mainly blue (RGB: 0, 65, 112).

Subhead

Arial at a font size of 26 point in dark grey33 (RGB: 82, 82, 82).

Presentation Information

Arial at a font size of 18 point in dark grey33 (RGB: 82, 82, 82).

PowerPoint Template Fonts - Standard 16:9 Format

Interior PowerPoint Slide Templates: Recommended Format

Course Outcomes



At the end of the course, students should be able to:

CO1: write CO1 here.

CO2: write CO2 here.

CO3: write CO3 here

Recommended Font Treatment

Presentation Title

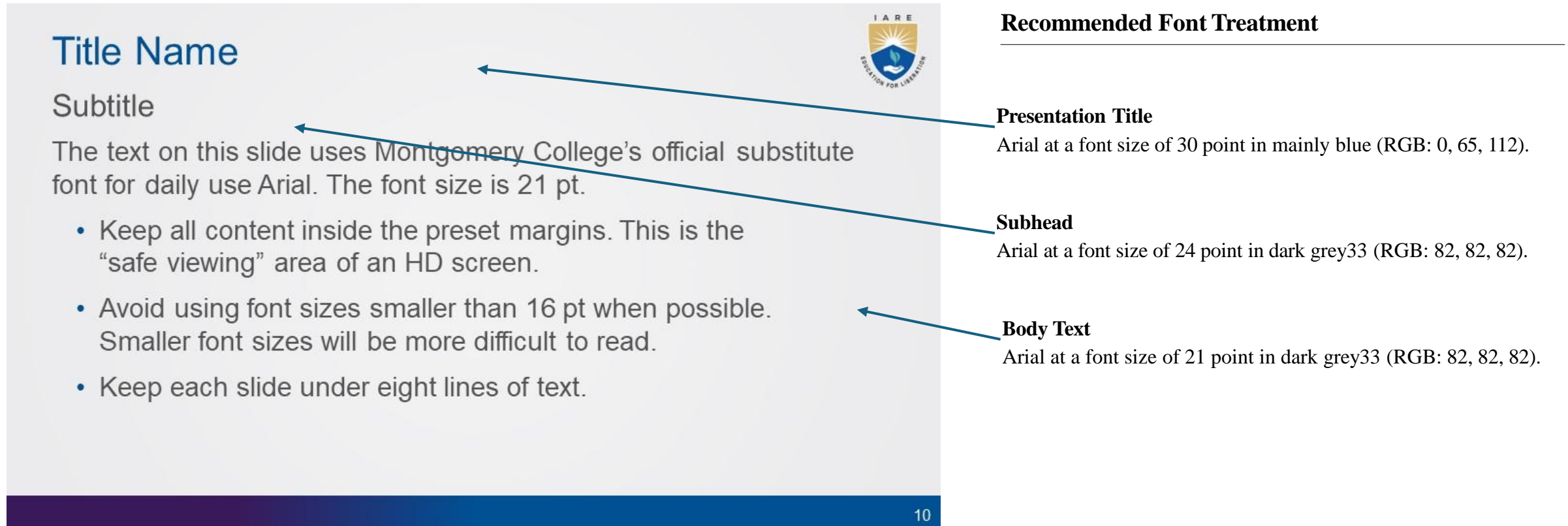
Arial at a font size of 30 point in mainly blue (RGB: 0, 65, 112).

Body Text

Arial at a font size of 21 point in dark grey33 (RGB: 82, 82, 82).

PowerPoint Template Fonts - Standard 16:9 Format

Interior PowerPoint Slide Templates: Recommended Format



The diagram illustrates the recommended font treatment for a PowerPoint slide template. It shows a slide layout with a title, subtitle, main text, and a list of guidelines. Arrows point from the text on the right to the corresponding elements on the slide.

Title Name

Subtitle

The text on this slide uses Montgomery College's official substitute font for daily use Arial. The font size is 21 pt.


- Keep all content inside the preset margins. This is the "safe viewing" area of an HD screen.
- Avoid using font sizes smaller than 16 pt when possible. Smaller font sizes will be more difficult to read.
- Keep each slide under eight lines of text.

Recommended Font Treatment

Presentation Title
Arial at a font size of 30 point in mainly blue (RGB: 0, 65, 112).

Subhead
Arial at a font size of 24 point in dark grey33 (RGB: 82, 82, 82).

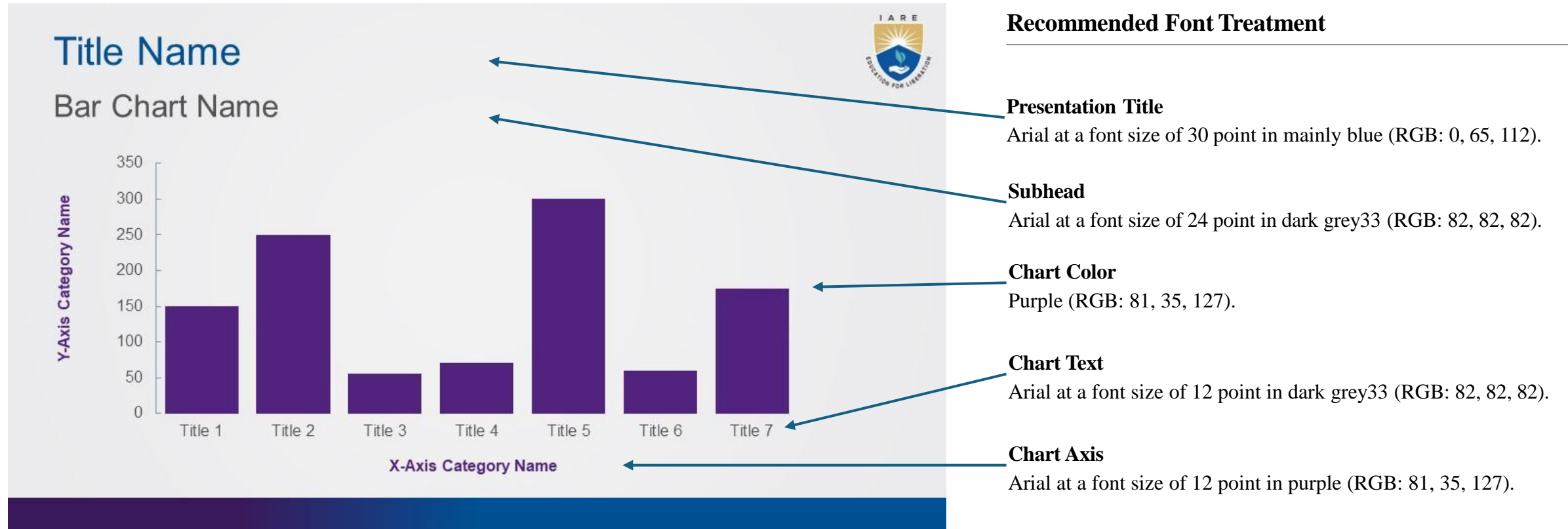
Body Text
Arial at a font size of 21 point in dark grey33 (RGB: 82, 82, 82).



10

PowerPoint Template Fonts - Standard 16:9 Format

Chart PowerPoint Slide Templates: Recommended Format



PowerPoint Template Fonts - Standard 16:9 Format

Table PowerPoint Slide Templates: Recommended Format

The diagram illustrates a PowerPoint slide template with the following elements and font recommendations:

- Title Name:** Indicated by an arrow pointing to the main title area.
- Table Chart Name:** Indicated by an arrow pointing to the subtitle area.
- Table:** A table with 3 columns and 7 rows. The first row is the header, and the last row is the total row. Arrows point to the table borders, the text within the table, and the table title.
- Logo:** The IARE logo is located in the top right corner.

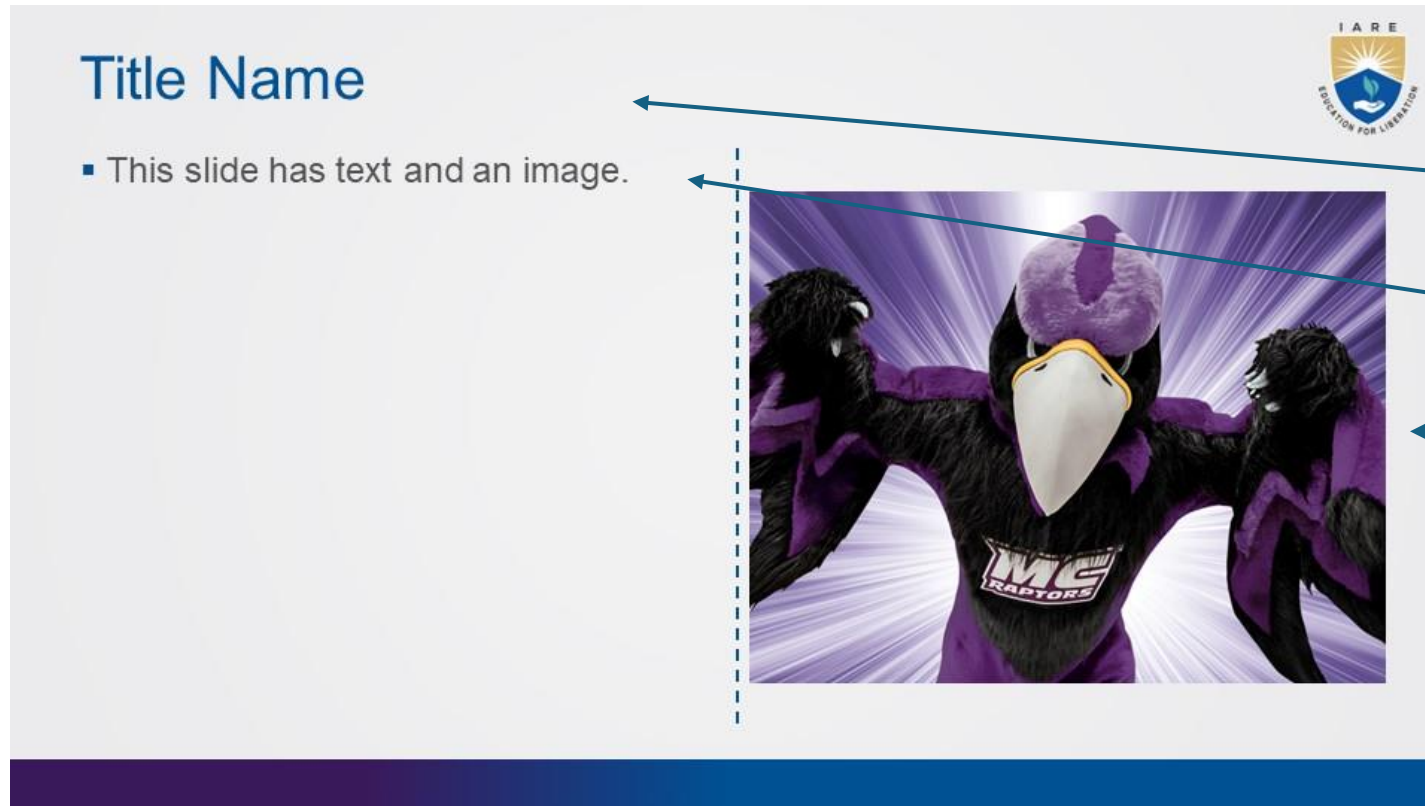
Title	Subject Title	Subject Title
Title 1	Data	XX%
Title 2	Data	XX%
Title 3	Data	XX%
Title 4	Data	XX%
Title 5	Data	XX%
Title 6	Data	XX%
Total	Data Total	

Recommended Font Treatment

- Presentation Title:** Arial at a font size of 30 point in mainly blue (RGB: 0, 65, 112).
- Subhead:** Arial at a font size of 24 point in dark grey33 (RGB: 82, 82, 82).
- Table Borders:** Inside horizontal border in mainly blue (RGB: 0, 65, 112).
- Table Text:** Arial at a font size of 15 point in dark grey33 (RGB: 82, 82, 82).
- Table Title:** Arial at a font size of 14 point in mainly blue (RGB: 0, 65, 112).

PowerPoint Template Fonts - Standard 16:9 Format

Text and an Image PowerPoint Slide Templates: Recommended Format



Recommended Font Treatment

Presentation Title

Arial at a font size of 30 point in mainly blue (RGB: 0, 65, 112).

Subhead

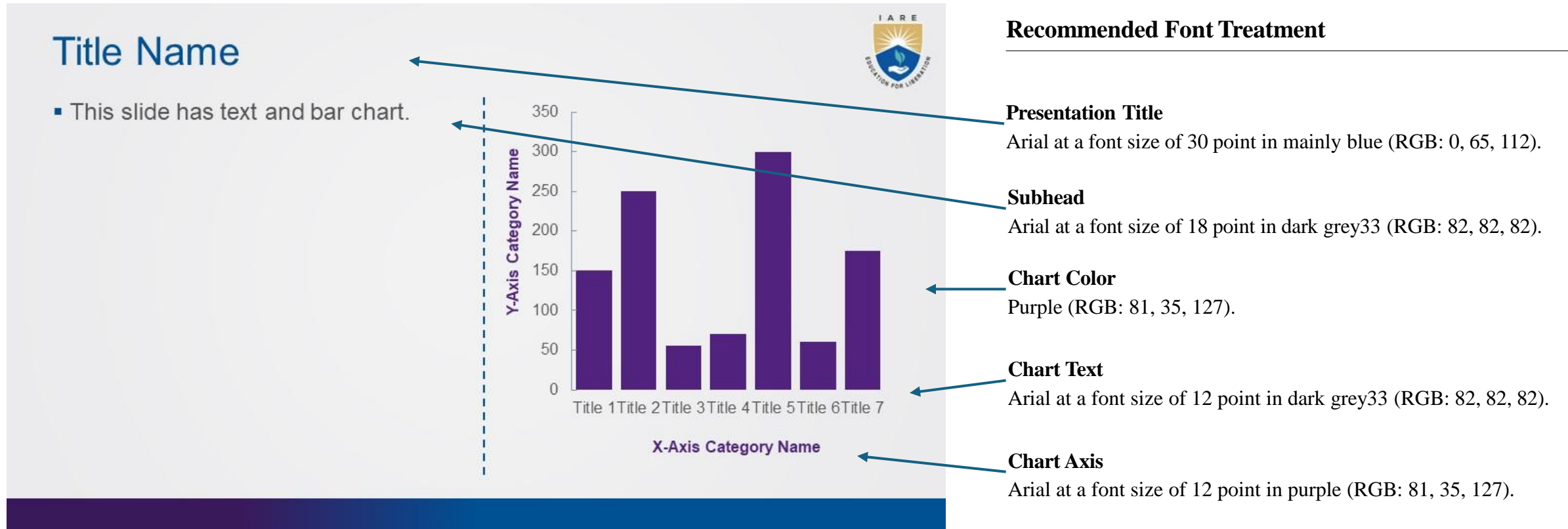
Arial at a font size of 18 point in dark grey33 (RGB: 82, 82, 82).

Image Size

Maximum Height 10.27 cm and Width 11.24 cm

PowerPoint Template Fonts - Standard 16:9 Format

Text and Chart PowerPoint Slide Templates: Recommended Format



PowerPoint Template Fonts - Standard 16:9 Format

Text and Table PowerPoint Slide Templates: Recommended Format

Title Name

- This slide has text and table.

Title	Subject Title	Subject Title
Title 1	Data	XX%
Title 2	Data	XX%
Title 3	Data	XX%
Title 4	Data	XX%
Title 5	Data	XX%
Title 6	Data	XX%
Total	Data Total	

Recommended Font Treatment

Presentation Title
Arial at a font size of 30 point in mainly blue (RGB: 0, 65, 112).

Subhead
Arial at a font size of 18 point in dark grey33 (RGB: 82, 82, 82).

Table Borders
Inside horizontal border mainly blue (RGB: 0, 65, 112).

Table Text
Arial at a font size of 15 point in dark grey33 (RGB: 82, 82, 82).

Table Title
Arial at a font size of 14 point in mainly blue (RGB: 0, 65, 112).

PowerPoint Template Fonts - Standard 16:9 Format

Code and Problem PowerPoint Slide Templates: Recommended Format

Sum of Two Integers

Given two integers a and b, return the sum of the two integers without using the operators + and -.

Example 1:

Input: a = 1, b = 2 **Output:** 3

Example 2:

Input: a = 2, b = 3 **Output:** 5

```
def Sumof2Numbers(A):  
    result = []  
    for x in range(len(A)):  
        for y in range(x + 1, len(A)):  
            d1 = set(str(A[x]))  
            d2 = set(str(A[y]))  
            if not any(i in d2 for i in d1):  
                result.append(A[x] + A[y])  
    return -1 if not result else max(result)
```



Recommended Font Treatment

Presentation Title

Arial at a font size of 30 point in mainly blue (RGB: 0, 65, 112).

Subhead

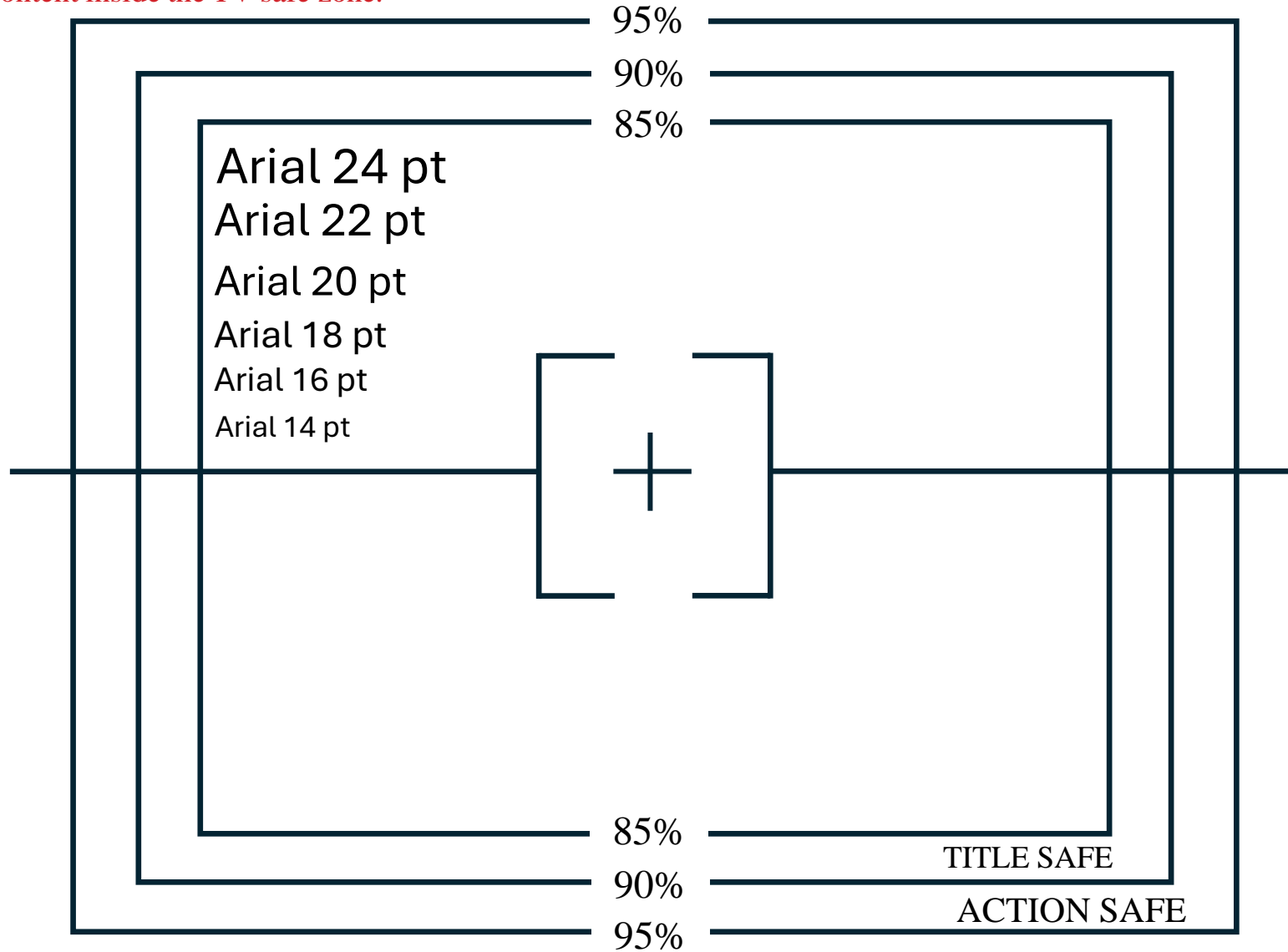
Arial at a font size of 18 point in dark grey33 (RGB: 82, 82, 82).

Text

Arial at a font size of 18 point in dark grey33 (RGB: 82, 82, 82).

PowerPoint for Computer and TV Screen Safe Zone

Keep all PowerPoint slide content inside the TV safe zone.



Official Colors

Avoid using colors that are not part of the Institute's official color palette. Other than those indicated below, tints of these colors are not permitted. A tint is a reduction of a color's saturation.

Primary Color

Blue is the dominant color.



Print

Pantone 2935 C

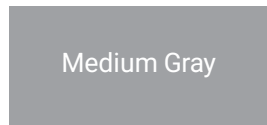
CMYK: 100, 65, 0, 15

Web and TV Screen

RGB: 0, 80, 148

Hex: #005094

Secondary Colors



Print

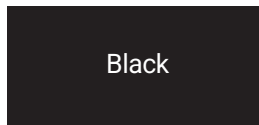
Pantone 423

CMYK: 0, 0, 0, 44

Web and TV Screen

RGB: 159, 161, 164

Hex: #9FA1A4



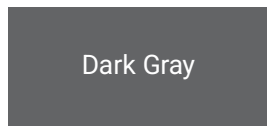
Print

CMYK: 0, 0, 0, 100

Web and Television

RGB: 0, 0, 0

Hex: #000000



Print

Pantone Cool Gray 10

CMYK: 0, 0, 0, 75

Web and TV Screen

RGB: 102, 102, 102

Hex: #666666



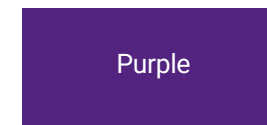
Print

CMYK: 0, 0, 0, 0

Web and TV Screen

RGB: 255, 255, 255

Hex: #FFFFFF



Print

Pantone 2617

CMYK: 79, 100, 0, 15

Web and Television

RGB: 81, 35, 127 Hex:

#51237F

Official Supplementary Colors

Institute's official Supplementary colors are Pantone 179 (orange), Pantone 2925 (blue), and Pantone 339 (green). Supplementary colors should not occupy more than 10% to 15% of a printed page or printed project. Tints of these colors are not permitted. A tint is a reduction of a color's original intensity.

Supplementary Colors



Print

Pantone 179
CMYK: 4, 92, 92, 0

Web and TV Screen

RGB: 255, 95, 58
Hex: #FF5E3A

Tints are not permitted.



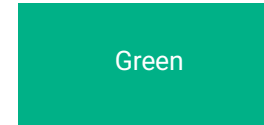
Print

Pantone 2925
CMYK: 76, 25, 0, 0

Web and TV Screen

RGB: 14, 138, 217
Hex: #0E8AD9

Tints are not permitted.



Print

Pantone 339
CMYK: 84, 0, 64, 0

Web and TV Screen

RGB: 40, 166, 137
Hex: #28A689

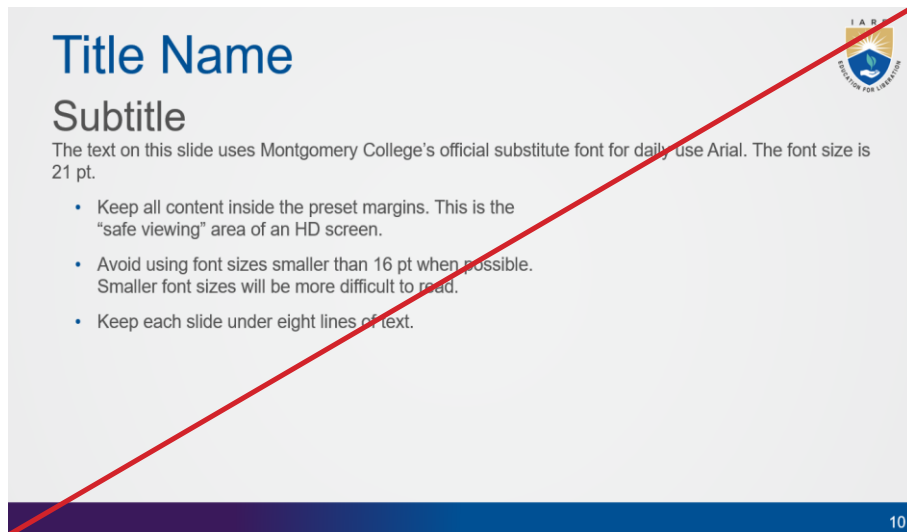
Tints are not permitted.

PowerPoint Slide Legibility Guidelines - Text

PowerPoint Text Guidelines

- Only use fonts that are provided in the templates. Because these fonts are standard system fonts on all Windows PC and Mac computers, PowerPoint presentations will look visually consistent across all platforms.
- The font size should be no smaller than 16 point. Text that is smaller than 16 point can be difficult to read on screen.
- Brevity is key. Minimize content. Each slide should have no more than eight lines of text.

Incorrect



The image shows a PowerPoint slide with a light blue background and a dark blue footer. The slide content includes a title, subtitle, a paragraph, and a bulleted list. A red diagonal line is drawn across the slide from the bottom-left corner to the top-right corner, indicating that the text is not legible due to its small size. The text is too small to read clearly.

Title Name

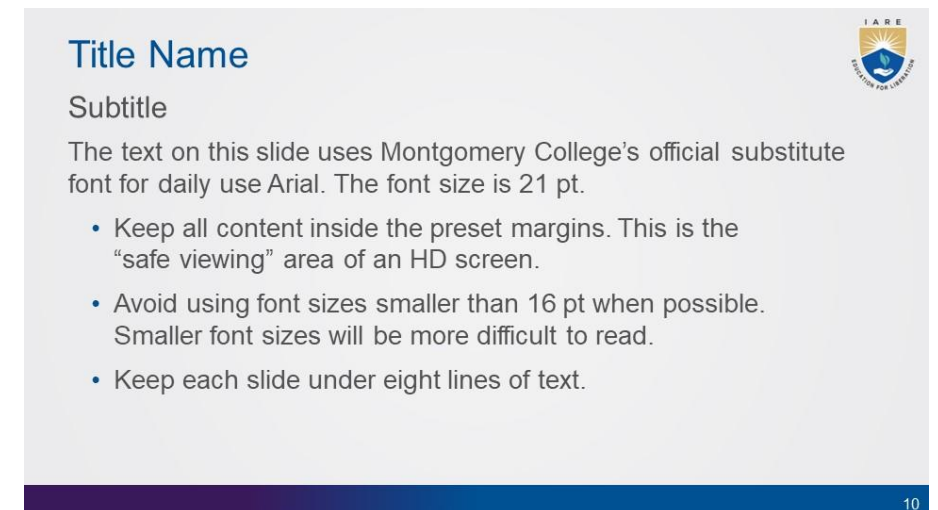
Subtitle

The text on this slide uses Montgomery College's official substitute font for daily use Arial. The font size is 21 pt.

- Keep all content inside the preset margins. This is the "safe viewing" area of an HD screen.
- Avoid using font sizes smaller than 16 pt when possible. Smaller font sizes will be more difficult to read.
- Keep each slide under eight lines of text.

10

Correct



The image shows a PowerPoint slide with a light blue background and a dark blue footer. The slide content includes a title, subtitle, a paragraph, and a bulleted list. The text is large and clear, making it easy to read. The slide is well-formatted and follows the guidelines.

Title Name

Subtitle

The text on this slide uses Montgomery College's official substitute font for daily use Arial. The font size is 21 pt.

- Keep all content inside the preset margins. This is the "safe viewing" area of an HD screen.
- Avoid using font sizes smaller than 16 pt when possible. Smaller font sizes will be more difficult to read.
- Keep each slide under eight lines of text.

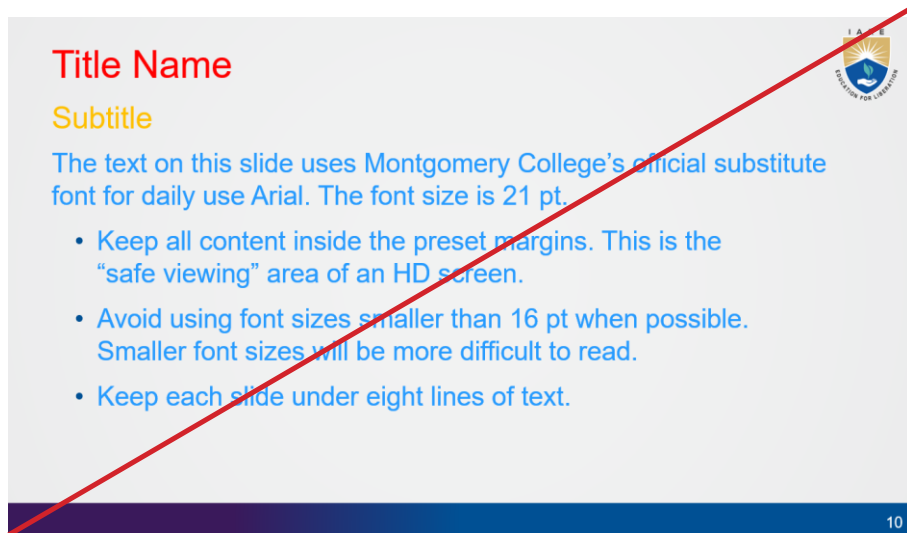
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PowerPoint Slide Legibility Guidelines - Color

PowerPoint Color Guidelines

- Do not alter the template's preset color scheme. Only the College's official colors should be used.
- Do not change the slide background color to white. Brilliant whites and bright colors do not work well on TV screens.
- Maintain good contrast between the color of the text and the color of the background.

Incorrect

A PowerPoint slide with a light blue background and a dark blue footer. The slide contains a title, subtitle, and body text. A red diagonal line is drawn across the slide from the bottom-left corner to the top-right corner, indicating it is incorrect. The text is in various colors (red, yellow, blue) and font sizes. The IARE logo is in the top right corner.

Title Name

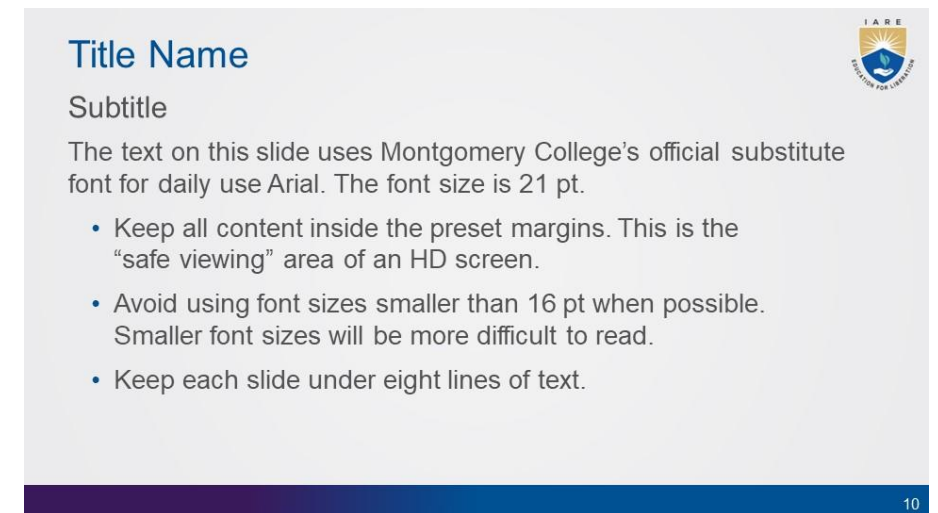
Subtitle

The text on this slide uses Montgomery College's official substitute font for daily use Arial. The font size is 21 pt.

- Keep all content inside the preset margins. This is the "safe viewing" area of an HD screen.
- Avoid using font sizes smaller than 16 pt when possible. Smaller font sizes will be more difficult to read.
- Keep each slide under eight lines of text.

10

Correct

A PowerPoint slide with a light blue background and a dark blue footer. The slide contains a title, subtitle, and body text. The text is in a consistent blue color and font size. The IARE logo is in the top right corner.

Title Name

Subtitle

The text on this slide uses Montgomery College's official substitute font for daily use Arial. The font size is 21 pt.

- Keep all content inside the preset margins. This is the "safe viewing" area of an HD screen.
- Avoid using font sizes smaller than 16 pt when possible. Smaller font sizes will be more difficult to read.
- Keep each slide under eight lines of text.

10

PowerPoint Slide Legibility Guidelines—Charts

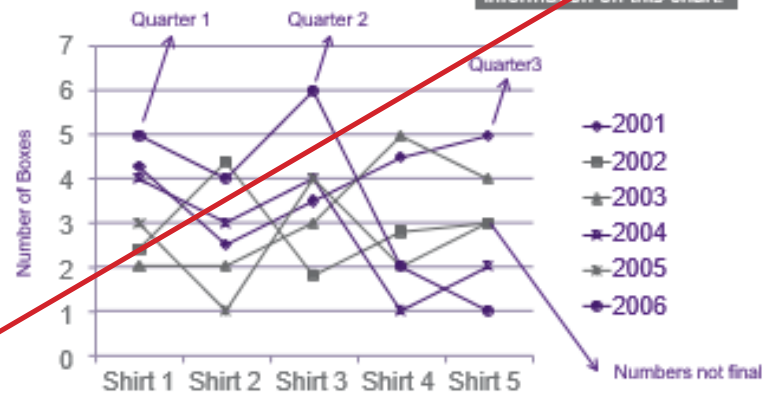
PowerPoint Chart Guidelines

- Use charts only when necessary to provide visual reinforcement.
- Keep charts simple. Use simple bar graph charts, pie charts, line charts, or flow charts

Incorrect

Products Purchased

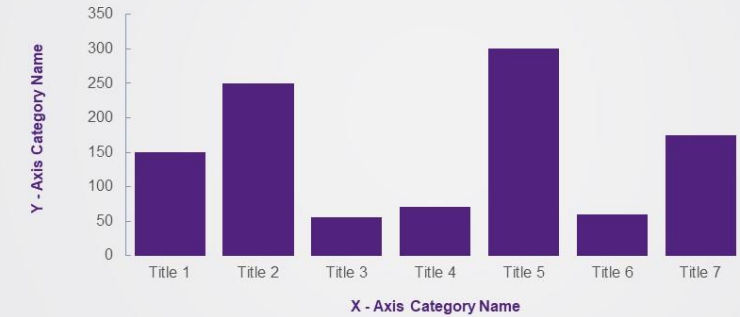
Yearly Quantity



Correct

Title Name

Bar Chart Name



PowerPoint Presentations - Avoid the “All Word” Slide

- Another thing to avoid is the use of a large block paragraph to introduce your information.
- Attendees do not like to have what is on the screen, read to them verbatim.
- So, please use short, bulleted statements and avoid typing out your whole presentation on to the slides.
- Also, it is difficult for some to listen and read a large amount of text at the same time.

PowerPoint Presentations - Avoiding Copyright Violations

- All photos and images are subject to copyright and may not be used outside of their original source without permission from the copyright owners. Any information obtained from an outside source may also be subject to copyright.
- The presenter is responsible for acquiring the permission/rights needed to use all copyrighted photos, images, and/or information in his/her presentation.
- Acquired permission/rights must include usage for cable television and/or the internet.
- Television must abide by all copyright regulations and reserves the right to ask for proof of such permission/rights before broadcasting or posting video of a presentation.
- The presenter must always credit the source of all copyrighted photos, images, and/or information in his/her PowerPoint presentation