

Title Should Be Clear & Concise

Include Name
Date
Conference



Title – Keep it Simple

- Bullets should be 36 pt
- No more than 6 words across and 6 lines down
- Speak to your slides, don't let your slides speak for you
- Line spacing should be set at 1 per line, paragraph spacing should be .75.



Animation & Graphics

Actuaries
Risk is Opportunity.®

- Minimize animation to reduce distractions and technical problems.
- Use graphics to enhance, not distract

Actuaries
Risk is Opportunity.®



SOCIETY OF ACTUARIES

Tables and Charts

- Remember that cutting and pasting a table from Excel will look different than creating a table in PowerPoint
- Format for consistency

Created	In
PowerPoint	

Created	In
Excel	



Columns

- Align bullets in both columns
- Use the slide layout feature for help



Graph – Keep it Simple

Use graphs as support material

