Sample PowerPoint Template

Presentation title goes here

An icon or picture can go here

Name
Date
Contact Information

Heading can go here

Keep in mind – Plain Language

1. Simple is better
2. Less is more – use few words
3. Use 24 pt font or larger
4. Use Arial font

Heading can go here

1. Use photos or icons.

2. Make sure icons are easy to understand.

Heading can go here

Use bullets – not sentences

- SHORT

- MAJOR POINTS

- PLAIN LANGUAGE

Heading can go here

Discussion with audience

- Question you would like to ask.