

## **Excel Communication Center**









**Simplicity:** the most effective slides are often the simplest in design. Use limited text and purposeful imagery to hold your audience's attention. Less is more!



**Contrast:** Contrast refers to design elements such as color and font, and how they stand out from one another. When creating slides, ensure that you pair dark-colored text with light-colored backgrounds (and vice-versa) so all text is easy to read.



**Repetition:** Utilize repetition in your slides by maintaining uniform themes in font type, size, color schemes and spacing; this will give your visual aid a more professional appearance.



**Alignment:** Make sure that the placement of each photo or text box appears intentional (not just copy/pasted), and balance the amount of empty spaces when placing text or images.



**Proximity:** The use of distance between items can be beneficial in forming a strong visual aid, so be sure to group pictures, text and bullet points in an organized manner that helps viewers easily understand what goes with what.