

JOHN SMITH

VICE PRESIDENT

U.S. Field Sales

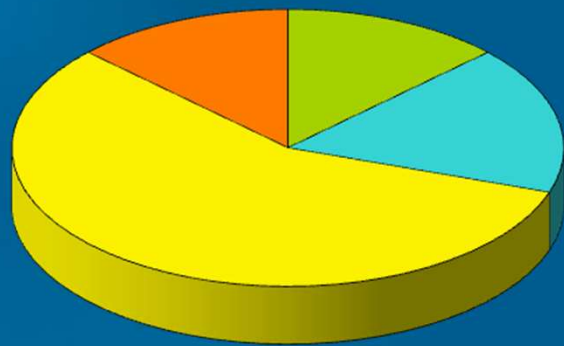
THE URGENCY OF
now!

2008 National Conference
on Volunteering & Service

Bulleted Text Slide

- No more than 6 bullets per slide
- Each bullet should have eight words or less
- Use short lists or single phrases
- Font size should be no smaller than 25pt
- Every bullet is followed by a capital letter

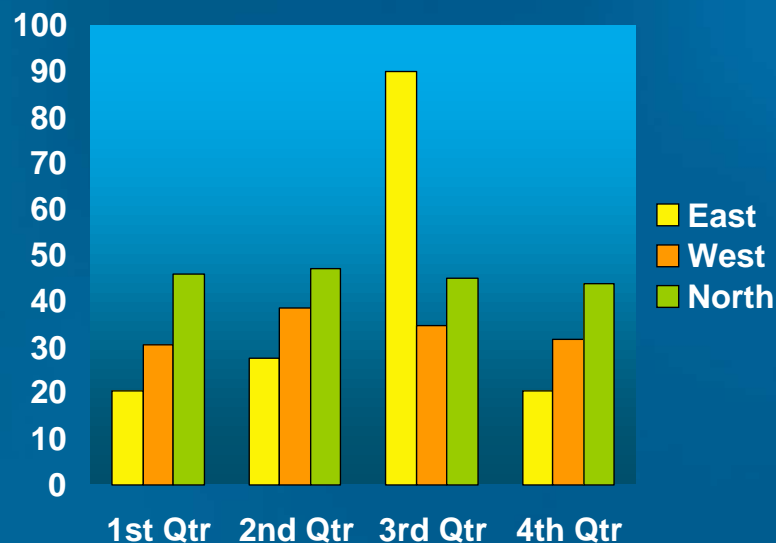
PIE CHART



- 1st Qtr
- 2nd Qtr
- 3rd Qtr
- 4th Qtr

- Used to show percentages
- Limit the slices to 4-6 and contrast the most important slice whether with color or by exploding the slice

VERTICAL BAR GRAPH



- Used to show changes in quantity over time
- Best if you limit the bars to 4-8

HORIZONTAL BAR GRAPH



- Used to compare quantities. For example, comparing sales figures among the four regions of the company

USE HIGH-QUALITY IMAGES

- Use high-quality graphics, including photographs
- Never stretch a small, low-resolution photo to make it fit your layout



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