

The Top 10 Tips to Avoid “Death by PowerPoint”



PowerPoint:

The most widely used presentation software



Benefits...

- PowerPoint is easy to use and update
- Visuals increase retention
- You can make a greater *impact!*

Done wrong....





The Top Ten Tips for Avoiding “Death by PowerPoint”

The top 10 tips for avoiding death by PowerPoint

10. Limit the number of words

- About 15 to 20 words**
- Outline key ideas**



- A PowerPoint presentation is not a reading report! Here is a rather boring and long block of text that is sure to make even the most curious of people extremely sleep. In fact, it will be quite annoyed if you read through the entire thing. It's really awfully boring and I don't think anyone would want to write this.
- A PowerPoint program should never compete with the speaker
- Even if you break it up with bullet points it still distracts.

The top 10 tips for avoiding death by PowerPoint

9. Use a bold, simple font

- **Arial Bold or Veranda are recommended**



- Examples of hard to read text
- Examples of hard to read text
- Examples of hard to read text
- *Examples of hard to read text*
- The goal is maximum legibility



**Arial is used for
maximum visibility.**



72 Point Arial Bold



48 Point Arial Bold

24 Point Arial Bold

The top 10 tips for avoiding death by PowerPoint

8. Use transitions wisely

- Dissolves are the least jarring**



The top 10 tips for avoiding death by PowerPoint

7. Avoid stock templates



The top 10 tips for avoiding death by PowerPoint



Avoid stock templates

The top 10 tips for avoiding death by PowerPoint



7. Avoid stock templates



The top 10 tips for avoiding death by PowerPoint

Avoid stock templates

The top 10 tips for avoiding death by PowerPoint

Avoid stock templates

The top 10 tips for avoiding death by PowerPoint

7. Avoid stock templates

**Go to Google and search
on “free powerpoint
templates”**



The top 10 tips for avoiding death by PowerPoint

6. Choose a design where words contrast from the background.



The top 10 tips for avoiding death by PowerPoint

6. Choose a design where words contrast from the background.

Example of what not to do.



The top 10 tips for avoiding death by PowerPoint

5. Let the audience know where you are going.

- What we will cover**
- Major transitions**
- Point 1, Point 2...**
- What we covered**



The top 10 tips for avoiding death by PowerPoint

4. Use pictures and graphs

**A picture is worth a
thousand words**



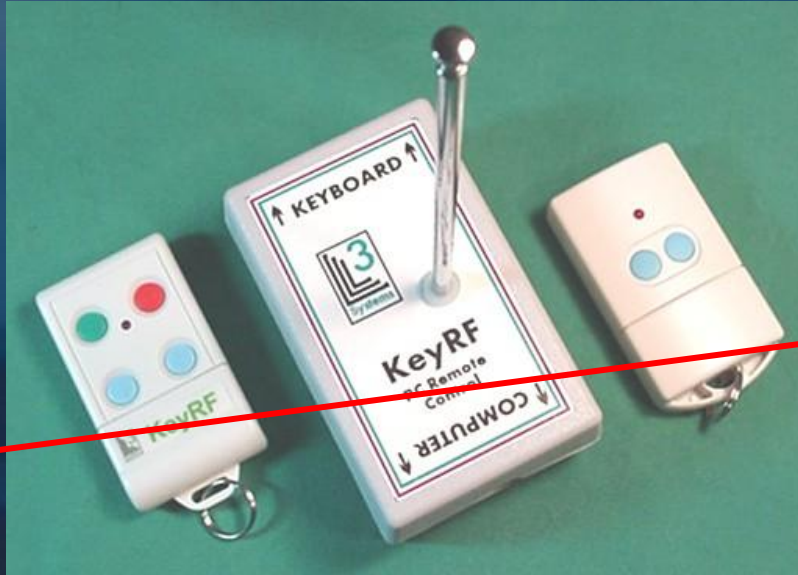
The top 10 tips for avoiding death by PowerPoint

3. Use a wireless remote

**Don't be tethered to
your computer.**



Recommendations:



L3Sys.com
\$149.00

www.rpnnav.com
\$99.00

The top 10 tips for avoiding death by PowerPoint

2. Always have a backup

- Burn a CD copy**
- Carry it separately from
your computer**
- Load to your Web site**



The top 10 tips for avoiding death by PowerPoint

1. Always remember....
*YOU are the show not
the screen.*

