



## **Tips to Avoid “Death by PowerPoint”**

1. Slide Layout
  - a. Use simple and uncluttered backgrounds that do not diminish the impact of the content
2. Color
  - a. In general, use a darker background with lighter text since lights will be dimmed for the presentation. Stick with three colors or less. Choose these colors from the built-in choices in PowerPoint.
  - b. Take your students into consideration when choosing colors.
  - c. Use sparingly for impact.
  - d. Avoid using red and green due to colorblindness and societal associations of red meaning stop and green meaning go.
  - e. Avoid using color as the only means of presentation. All of the students should be able to delineate information without relying on color.
3. Slide Overload
  - a. Avoid putting too much information on too many slides. The students focus should be on you, not your PowerPoint presentation.
4. Text
  - a. Six words per line (including bullet points)
  - b. Six lines per slide (including bullet points)
  - c. Sans Serif font
  - d. Font size of 28 to 36 point so those in the back of the room can see as well as those in the front.
5. Slide Transitions
  - a. Most instructors overuse this feature. Stick with one or two at the most.
6. Sound Effects
  - a. Use them sparingly for gaining the attention of your students. Canned sounds can be cute the first time, but quickly get to be annoying.
  - b. Use meaningful sound instead, such as a recorded message from a superior to welcome your students or a customer thanking them for the work they will do.

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For Training Purposes Only





7. Animations

- a. Can be a powerful tool for visually delivering content and keeping students engaged.
- b. Pick one text animation and stick with it.
- c. Animate an image for complex content in the place of text, when possible.

8. Graphics

- a. If using charts or graphs, make sure the students in the back of the room can see it as well as the students in the front. Keep them simple and uncluttered filling the entire slide.
- b. Pictures can be tricky to use. Keep the file size small as to not adversely affect your computers performance. Save pictures as .jpg and insert into your presentation as an embedded object, not a link.

9. Videos

- a. As with pictures, keep the file size small and embed the video file in your presentation.

10. Performance

- a. Test your slides to make sure everything works.
- b. NEVER read your slides word for word. Think of the slides as a guide for what you need to say, not a replacement for you as the instructor.
- c. Practice using your slides while you present the content.
- d. Have a Plan B. Technology is wonderful, but have a back-up plan in case technology decides to take the day off.

