

# Ineffective PowerPoints

Adam Faw



# No Pictures

We get bored very easily...your  
presentation needs pictures on  
**EVERY SLIDE.**



# Font Size Too Small



Your font size should be large enough for the entire class to read, this means that if you have smaller font, you end up putting too much information on the slide. If you put too much information on the slide, then your audience will get lost, and not care about what's on the power point. Blah, blah, blah...oh look, something shiny. You see, I would imagine most people don't even know what's written at this point, I probably lost most people after the first two lines. I could write anything here. Potato. Llama. Alright, I think I have made my point. Again, this is way too small of font size, make sure your font is large, and you limit the amount of text on it.

# Information not organized in bullet points.

Don't type information in paragraphs on your slides. Bullet points are much easier to follow and understand. We won't read paragraphs, or if we do we will get distracted, and they are hard to understand, and we our attention spans are short enough as...oh look, something shiny!



# Too many Bullet Points

- ◆ You should have 4 or less
- ◆ 5...is too many
- ◆ More than 4, information overload
- ◆ More than 4, no one cares
- ◆ More than 4, People stop paying attention
- ◆ Albuquerque...strudel...
- ◆ Have I made my point yet???
- ◆ Just one more for good measure
- ◆ I lied...this really is the last one.



# Colors

Or should we say,  
lack of colors.

Black and white is  
not effective.

Use colors.

A decorative graphic in the bottom right corner consisting of a jagged, mountain-like silhouette filled with a teal color.

# Colors

Too bright or distracting

Not enough  
contrast from the  
background





**Background**

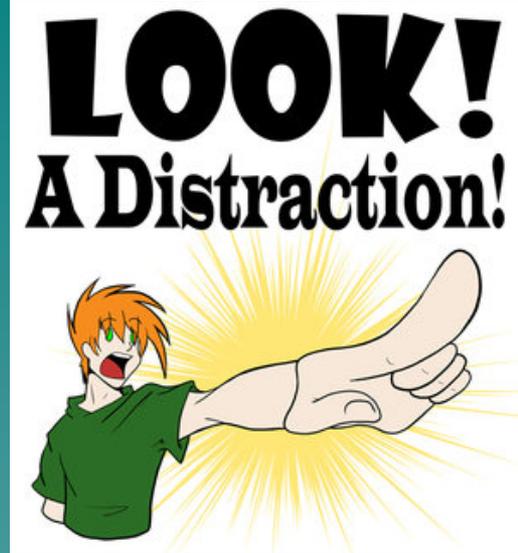
**Too colorful or  
distracting.**

# FONTS

- ◆ Do not switch **back and forth** between fonts
- ◆ Your font Can Be Creative, but Should Not Be Distracting or Hard to Read.
- ◆ Use CAPS, bold, and underlines **only** for emphasis, do **NOT** highlight every **third** word. We **LOSE** **understanding.**

# Animation

- ◆ Use animation at your own risk
- ◆ Don't wait for it to appear, talk over it.
- ◆ You should know what's coming next, don't be surprised.
- ◆ Don't look back at the screen to find out what's there.



# Information Overload

- ◆ Don't read directly off the slide
- ◆ The slide should not have everything you're going to say.
- ◆ We should not understand your speech just by reading your slide.
- ◆ A slide is a visual aid, not the entire speech!



# Effective PowerPoint

- ◆ Starts with an introductory slide, with your name and topic.
- ◆ All of your slides contain pictures.
- ◆ Text is easy to read and understand.
- ◆ An aid in understanding your speech.



# Things to Remember...

- ◆ Ask for help!
- ◆ Don't drive yourself crazy, most of the grade comes from the presentation.
- ◆ Be familiar with the Presentation.
- ◆ Rehearse the speech, practice, practice, practice.

