

Death by PowerPoint

☐ Keep Things Simple!

- Avoid Crowding
- Rule of 36
- 6 By 6 Rule
- Use Short Words
- Outline

☐ Background

- Use Themes
- Be Consistent
- Match Your Content
- Dark Colors with Light Text
- Avoid Elaborate Backgrounds

☐ Readable Text

- Minimum Of 24 - 36 Point Font
- Stick with the Same 2 - 3 Fonts
- Use Bullets
- Avoid *Fancy Fonts*
- Avoid ALL CAPITALS
- Use Contrast
- Align the Text the Same

☐ Colors

- Use Contrasts
- Watch Out for Red
- Don't forget Black & Dark Green
- Avoid
 - ⇒ Red/Green
 - ⇒ Brown/Green
 - ⇒ Blue/Black
 - ⇒ Blue/Purple

☐ Titles

- Use Word Art Here Only
- Use Fancy Colors
- Use Readable Fancy Fonts
- 2 Lines Only
- Short Titles

☐ Clip Art

- Use When Appropriate
- Match Content
- Use Photos or Good Clip Art
- Don't "Fill" the Page
- Can Use Scanner

☐ Page Alignment

- Rule of 1/3rds
- Place Picture on Right
- Left to Right, Top to Bottom
- Use Shifted Enter
- Use White Space

☐ Transitions

- Keep Simple
- Use the Same One
- Keep Speeds on High

☐ Sound & Animations

- Use Sparingly
- Use on First or Last Slide Only
- Can Create Distractions
- Interesting Not "Cool"

☐ Content Not Flash

- Technique, Content, Presentation