

Top 10 Ways to Ruin Your PowerPoint Presentation

Is the Medium the Message?

1. **Use all the bells and whistles you learned in one presentation.**
 - Do it and get it out of your system! Then create your presentation. If it doesn't add to the content don't use it.
2. **Have text enter one letter at a time/ have text enter one letter at a time with sound!**
 - Audiences will squirm in their seats!
3. **Use a lot of animation and sound effects.**
 - Mature audiences find it very annoying
4. **Use (a different) slide transition for each slide.**
 - This is distracting. Do you want you audience focusing on the media or the content? If you must, consider using or changing transitions only when you change topics.

Color

5. **Do you know more about appropriate color schemes than the design consultants at Microsoft?**
 - Try the standard slide color scheme options first. Customize with caution.
 - Avoid combinations that vibrate-red/purple, yellow/green.
 - Remember some people are color blind.

Contrast

6. **Maintain contrast between text and background**

Readability

7. **Choose an ornate font.**
 - A whole page of this gets hard to read.

8. **Use too small a font size.**

- This is fine if you don't want the audience to be able to read the text.
- The default font sizes were designed specifically for presentation! Consider down sizing one level at most!

9. **Live dangerously: don't preview your presentation from start to finish in Slide Show mode.**

- Ask someone to preview it for you.
- Run the whole presentation on the data projector you'll be using in the room you'll be presenting in if possible.
- Projectors and room lighting will cause your presentation to look different than it does on a screen. Be prepared.

File Size

10. **Post a huge file on the web and expect viewers to W_A_I_T while it s_l_o_w_l_y downloads.**

- Optimize the size of your images and impaticize the files you want to post on the web
- Approximate Download Times
- <http://www.bwg.admin.ch/service/download/e/udloadz.htm>
- <http://www.martindalecenter.com/AATimeCalc.html>

Guidelines for Successful Presentations

- Focus On Content
- Keep It Simple
- Use Default Settings
- Choose A Readable Font
- Limit The Amount Of Text On The Screen
- Contrast Text And Backgrounds
- Take Advantage Of The Slide Master
- Maintain High Quality, yet Memory Efficient Image Resolution