



# A Really Bad Powerpoint Presentation!

First of all, don't use this template.



Avoid cheesy transitions.

And cheesy sound effects.



# Stay away from bad Clipart







# Be Careful in your Color Choice

Don't make things harder to look at than they should be.



Also you want to be consistent.

- **In Font Size**

- **Font STYLE**

- **And Slide Design.**



# Be Sparing in using Bullets

- Bullets are useful to display important pieces of information.
- Too many bullets on one page is a distraction.
- It gets hard to read, and dilutes the importance of your chosen points.
- Not to mention, that you'll probably end up spending too much time on one slide.
- You shouldn't have more than four bullets on one slide.
- Even then, they should be short, and to the point.
- Also be consistent in how they are displayed.
- If most bullet points are 1 to 2 sentences long, then keep all your points at that length.
- Also try to keep your fonts sizes consistent.
- Although there can be some leeway in design.
- Oh, and bullets should be complete thoughts.
- Not partial.

# Avoid large blocks of text

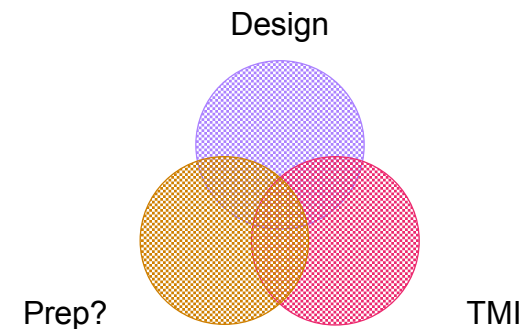
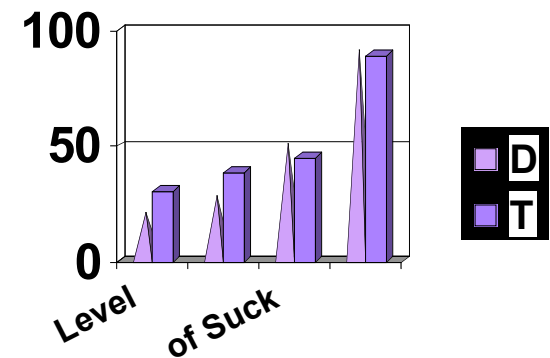
The reason you want to avoid large blocks of text is because you want to engage your audience, not have them sit back and simply read your presentation. Of course, even simply reading the presentation can be a chore when you have a large selection of unbroken text displayed up on the screen. You might be able to get away with having a large quote in your presentation, but only if it is **VERY** relevant to your material and you display it in a very readable and aesthetically pleasing way. Even then, it probably won't work all that well.





# Graphs and Charts can be useful

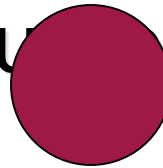
But use them only when needed. Don't overuse them. And make sure that they are simple and clear.





# Custom Animations can be Helpful

But make sure they have a  
purpose.



# Finally...

- Be aware that it is the presenter that makes or breaks the presentation.
- NOT JUST THE SLIDES!!!

