

Designing an effective PowerPoint

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1

What is the point?

Decide at the start what it is you are trying to tell your audience.

Focus on this to start and add appropriate fancy bits when all else is done.

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What is important?

Information

- clear and accurate
- easy to understand
 - well presented
- appropriate and relevant

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What is important?

Images

- clear and accurate
- easy to understand
 - well presented
- appropriate and relevant

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What is not important?

- bouncing bits
- spinning bits
- and other moving things ...

They are difficult to follow and are very annoying.

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What is bad?

coloured text

fancy text

baldy spleat txt

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What is bad?

Too much writing that people do not have time to read because they should also be listening to what you are saying and not reading masses of information that you could be telling them or even worse than that - you standing there mute while letting people read because you are too embarrassed or lazy to speak out or even worse than that - writing that does not make sense and has not been checked to see if anything orang-utans has been added by mistake or even worse than that - facts that are just wrong because we all know that boys are rubbish and girls are brilliant but by this point in the text everyone has given up trying to read what is on the screen and is looking out of the window or playing with their pens.

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What is bad?

Images that pixelate



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What is bad?

Images that are too small



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What is bad?

Images that appear and disappear too quickly to see what they were



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What is bad?

Backgrounds that are too dark

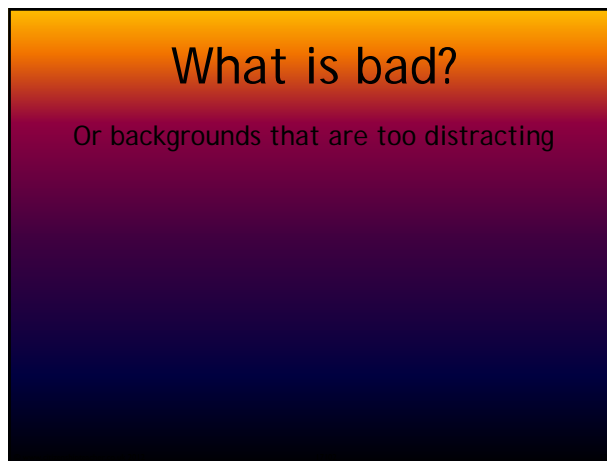
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What is bad?

Or backgrounds that are too distracting



Just remember...

Show what you need to show.
Say what you need to say.
Scrap the fancy bits.
If it's not needed, don't add it.