15 +1 POWERPOINT TIPS

PowerPoint is like alcohol, narcotics and tobacco. You might get high on it but the rest of us will suffer… unless you do it right.

Here are 15+1 PowerPoint tips that will turn your slides from unbearably boring to pretty good (that's the best I can offer). Here we go:

1. **Use a black or dark background** and white or light colors for text. Our eyes are drawn to the lighter areas. Make them count.

2. **The more information – the less they will remember**. Always ask yourself: Is this slide for me or for the audience? If it doesn't help the audience – skip it. If you can say it without the slide – skip it. Remember:

3. **Make two versions**. If your reason for packing the slides full of info is because it will later be used as a hand-out: Make a separate handout version. Always consider the context of how the audience will digest the information.

4. **If you show a new slide – be quiet.** Let the audience read it first. The audience cannot focus on you and the slides at the same time. The business the slide, the longer the pause.

5. **No speaker notes on the slides – ever!** To show your speaker notes to the audience is like showing your used toilet paper to restaurant guests…

6. Make sure to runn **spel check**. It will look baad if jo dont.

7. Minimum font size: **24**

8. Maximum number of font sizes: **3**

9. **The fewer bullet points the better**. Skip bullets completely, but If you absolutely need for instance an agenda slide – don't write more than three bullets.

10. **No sentences on the slide – unless it is a quote**

11. **Use Pictures** and not only words. But make sure they are relevant. Otherwise, it is called a *decoration*. If it is a decoration – skip it.

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12. One of the best functions/letters on the keyboard when using PowerPoint is: "**B**" Use it every time you talk about something that doesn't complement the current slide. "**W**" Is pretty good too.

13. Make sure you have **contrast** on the slide to make it easy to view.

14. Use **animations**. If you have a complex diagram for instance, build it up and guide the audience through every step. But make sure it makes sense, otherwise animations will just be a distraction

15. If you want to show **graphics** – make them **easy to read** and explain them. Anything unreadable to the audience or not relevant, skip it.

+1. **Don't use PowerPoint**. Let yourself be the presentation. We actually survived hundreds of thousands of years before PowerPoint came along. Think about it.