PowerPoint dos and don’ts

DON’T:

- Go crazy with animation, using many different flashy movements
- Have a distracting design- the content is important, not the template, colors, or clipart
- Overuse images- include images when they have a purpose
- Include too much text on screen, bullet listing every point, or reading text word for word. You want your audience to listen to you speaking
- Use screenshots when you can demonstrate something live, with audience participation and feedback instead

DO:

- Use FEW (if any) animations. Be consistent and subtle with moving visuals
- Use a simple design that makes your content easy to see, and the focus of the slide
- Consider your environment- slides with dark backgrounds and light text are easier to read when projected on screen
- Use text SPARINGLY – for emphasis or to help your audience with a difficult concept, not because PowerPoint slides automatically give you bullet list formatted boxes
- Use images to enhance your presentation and demonstrate things you cannot describe easily in words, not just for the sake of an image – a diagram or intriguing photograph is better than clip art
- Use multi-media wisely, when it is relevant and will enhance your content, not just your visual impact
- PRACTICE your presentation and be comfortable with the technology you choose to use. Don’t let technical difficulties distract you OR your audience.
- Be creative in your use of technology, do not just “do the usual”

FOR HELP:

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