

# Death by PowerPoint!

## How to Avoid Killing Your Own Presentation

### We've All Seen It

Flying graphics. Bouncing fonts. Full-length essays on a single slide. Colors that make your eyes hurt. Trying to cover 58 slides in 50 minutes.

Maybe people just like to play. If you give someone a 60 minute presentation and a tool like **PowerPoint**, the result seems to be a train wreck every time. Here are some important Do's and Don'ts for your next presentation:



### PowerPoint Do's

- Do Use Larger Fonts**  
The folks in the back row need to be able to read your slides, too.
- Do Use Good Color Combinations**  
Have someone else review your color scheme. Make sure it's readable!
- Do Use Bullet Points**  
Fill in with spoken word.
- Do Use A Consistent Template**  
Keep your audience focused on your message rather than your changing screens.
- Do Practice Your Presentation**

### PowerPoint Don'ts

- Don't Read the slides**  
Know your material well enough to be interrupted.
- Don't Over-use Graphics**
- Don't Make Text Fly All Over The Place**  
The same goes for flashing, bouncing, twisting, etc. Just don't.
- Don't Use Complex Charts and Graphs**
- Don't Use Animation to Keep Attention**  
Remember: Content is King!
- Don't Have more than one slide per minute**  
Really. No exceptions. Period.

### Remember the Point of Your PowerPoint

Before you start building your PowerPoint **write down your goals** for the project. You might even make a slide that states your goals.

Once you've got that, build your presentation and make sure every single element works toward your goals. Remember the immortal words of Stephen Covey:

**The main thing  
is to keep the main thing  
the main thing.**