

Outline for Death by PowerPoint Webinar
Friday, March 27, 2020
Ohio LTAP Center

1. Introduction – “Your Killin’ me Smalls!”
 - a. Why this topic for a webinar – you are the presentation, not PowerPoint! It is just a visual-aid.
2. Types of presentations:
 - a. Technical
 - b. Informational (info sharing)
 - c. Teaching
3. Topics:
 - a. Too much text –
 - i. Don’t put sentences on the PowerPoint
 1. Use key words
 - ii. Don’t overuse bullet points
 - iii. One idea per slide
 1. Spreading it out
 - iv. Alternatives
 1. Hand-outs with your outline on it (don’t put the outline on the slide and then print the slide show note pages)
 - b. Contrast
 - i. Make what is most important the brightest
 1. Darker background – lighter text
 - ii. Make sure color scheme matches
 1. Don’t use more than three or four coordinated colors
 - iii. As keywords appear, brighten them and ‘gray’ out the prior keyword to keep audience focused on your point
 - c. Font
 - i. Most important information on screen should be the largest type
 - ii. Don’t use less than 30-point font on screen

- iii. Keep font simple – easy to read
 - 1. San serif family of fonts
 - 2. Stay away from heavily stylized fonts
- iv. Use same font (or no more than two different ones)
- v. Don't randomly vary sizes
- vi. Don't use ALL CAPS
- vii. Check spelling and grammar (auto correct, ugh!)
- d. Objects
 - i. Limit number of objects on a page – six is the ideal number
 - ii. Remove page numbers
 - iii. Just say no to clutter!
- e. Animations
 - i. Don't be annoying
 - 1. Build your slide as you talk about it (new item bright /grey out previous item(s))
 - ii. Enhance not distract
 - iii. No animated clip art
 - 1. Attention is drawn by:
 - a. Moving items
 - b. Signaling colors
 - c. High contrast
 - d. Larger in size
- f. Acronyms
 - i. Spell out terms (at least first time)
 - ii. No Acronym overloads
- g. Charts and Graphs
 - i. Limit number included
 - ii. Make sure they are readable from back of the room
 - 1. Use call-outs if necessary
 - iii. Use graphs that make sense to your audience
- h. Audience engagement
 - i. People learn by doing.
 - ii. Audience response systems
 - iii. Get them up and moving / talking to others

- iv. Don't hold questions until the end
- 4. Change takes time – plan your steps
 - a. Decide where to start with changes and make them happen
 - b. Don't have to do every single recommendation the next time you present

Other resources:

1. How to avoid death By PowerPoint | David JP Phillips | TEDxStockholmSalon, link: <https://youtu.be/lwpi1Lm6dFo>
2. Death By PowerPoint: a Crash Course on Slide Design, link: <https://youtu.be/-U HN7H8n8E>
3. How Presentation Zen Fixed My Bad PowerPoints How Presentation Zen Fixed My Bad PowerPoints, link: <https://youtu.be/vkrl1j0IW-c>