The Good, the Bad, and the Ugly in PowerPoint Slide Shows

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http://www.uwlax.edu/itlc/PPT/intermed/index.htm

What You'll See and Hear

- Examples of good and bad design
- Graphics
- Sound
- Animation
- Transitions
- Samples of slide layouts
- Tips for presenting slide shows

The Good …

- Constant color scheme
- 5 to 7 words per line
- 5 to 7 bullets per page
- No clutter
- Skip “a”, “an”, “the” where possible

The Good ...

- One concept per slide
- No complete sentences
- Highlights of the subject
- No pages of text
- Simple and consistent animation
- Unobtrusive transitions

The Good …

- One template or background
- Consistent use of color and fonts
- Bold and italics used sparingly
- Color evokes emotional response
  - Black and white causes short attention span
- Clip art used only where appropriate

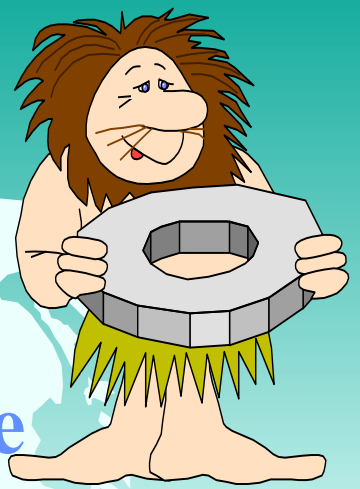
The Bad …

- Change of color scheme
- Gratutous clip art
- Distracting transitions
- Long sentences, lots of *text* on the slide instead of bullets. Small fonts make **readability** difficult in the back of the classroom. Overuse of **bold**, *italics*, font sizes, colors.

The Bad cont.

- Cont. instead of just the same title
- Sound that doesn't add anything
- Too much clutter
- I particularly dislike full sentences that wrap to the next line and could have been cut instead of running on.
- Too many bullets
- Running off the slide due to above
- Putting text below slide space

The Bad cont.



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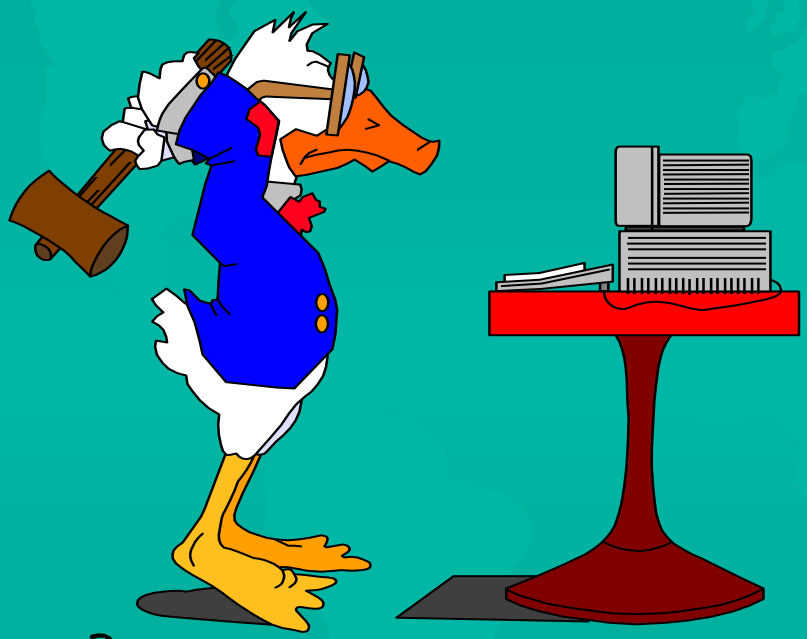
The Bad ...

Switching color for no reason just distracts. Sometimes you need a paragaraph for a quote or definition. Put it on a slide by itself instead of crowding your slide with a number of lines. This is hard to read.

What do you think of the color and the long paragraph? How about the misspelling?

The Bad …



- This is my students' favorite clipart.
- Note that sound may or may not help the audience attend to what you are saying.
- Most included sounds are short but you can record your own.

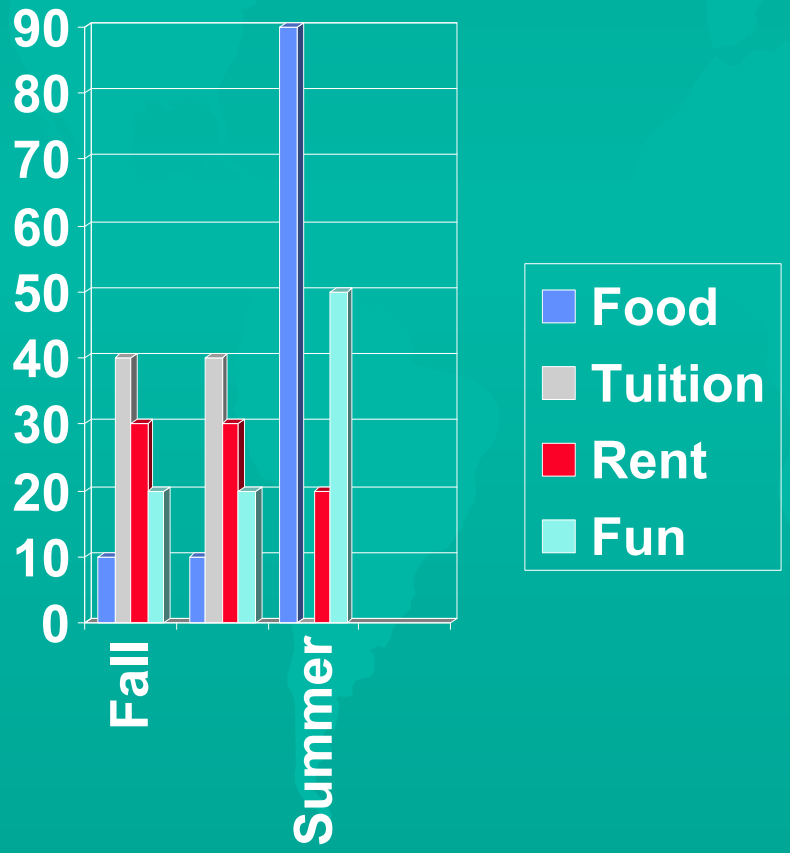
Note style change

The Ugly ...

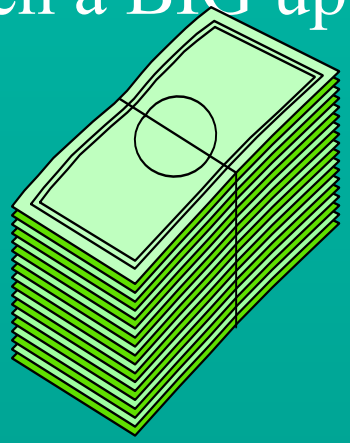
- Too much of anything
- Sickening transitions
- Bad color schemes
- Distracting sounds

Too much of a good thing

The Ugly …



- Since all three of our kids have started college, the Bast family outflow has taken a BIG upsurge!

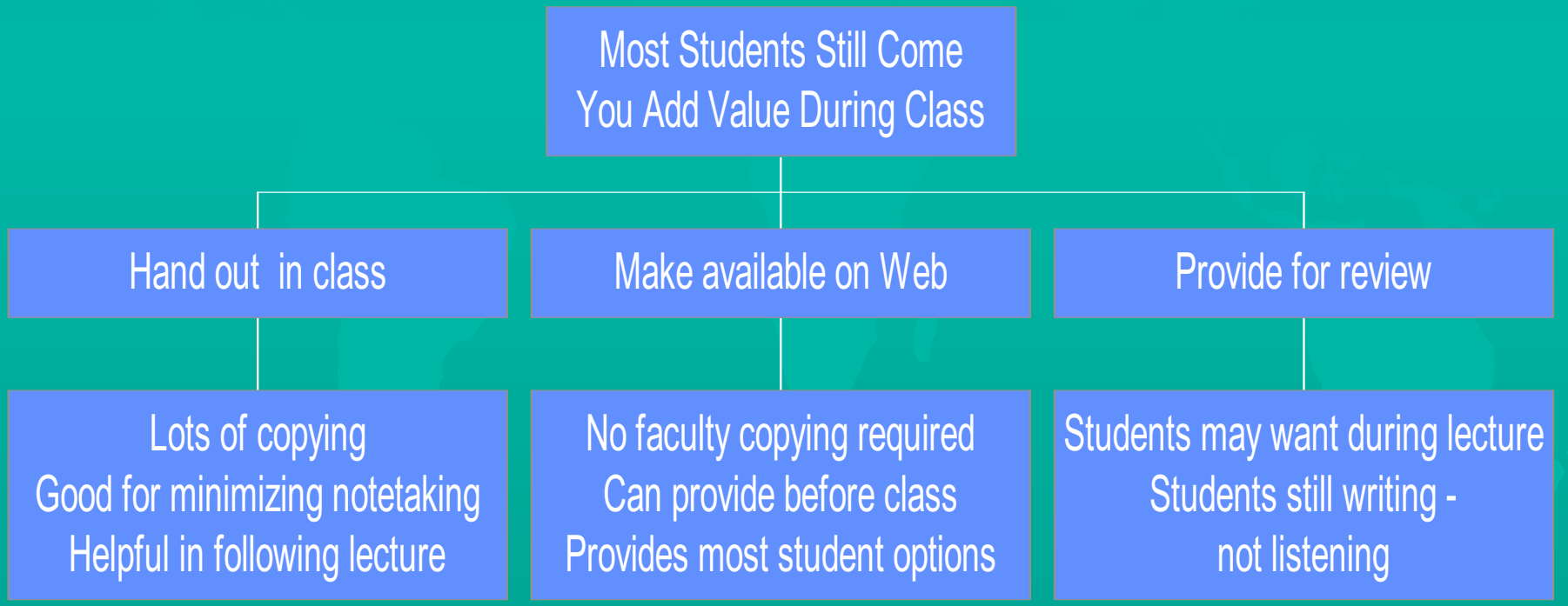


Examples of What's Available

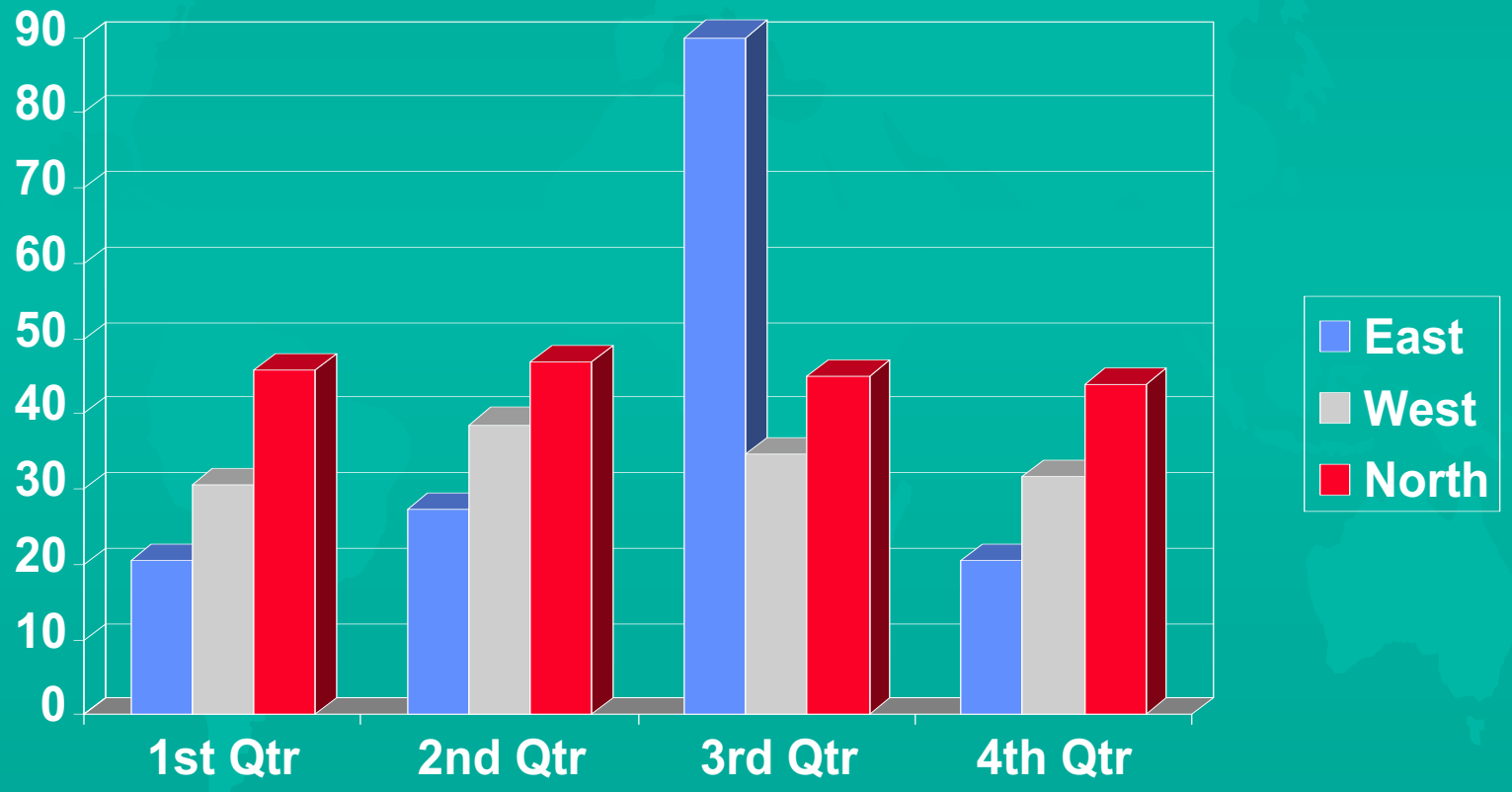
- Title slide
- Bullet
- Combination text and graphic
- Organization chart
- Chart (graph)
- Word Tables

Will Students Come If You Provide Handouts?

Student Options with Handouts Provided



Example of a Chart



Example of a Word Table

PowerPoint 4.0	**In the labs the last three years**
PowerPoint 7.0 Office 95	**Many faculty have this version - never in the labs**
PowerPoint 97	**Coming for fall 1998 in all labs**

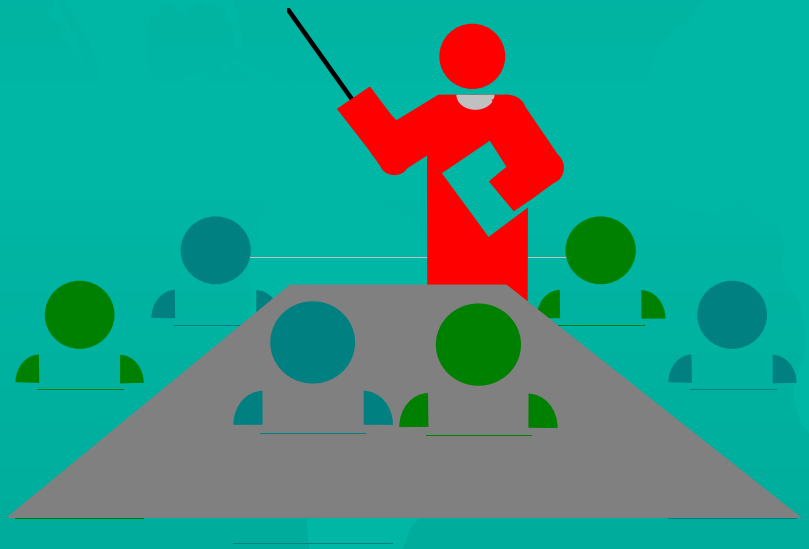
Tips for Presenting Shows

- Know your content
- Have “Handout” or outline nearby
- Try not to get ahead of your slides
- Use a cordless mouse so you aren’t tethered
- Keep light on in room
- Maintain eye contact

Tips for Presenting Shows

- Stop for discussion if appropriate
- Use other media as well
  - overheads, handouts, blackboard
- Provide handouts to audience
- Vary class from day to day (not PowerPoint every time!)
- Use Pack and Go for large shows

Tips for Presenting Shows



- Use StyleChecker
- Always spellcheck
- Practice the show
- Remember it's YOU not the show they should pay attention to

Always End with a Blank Slide