

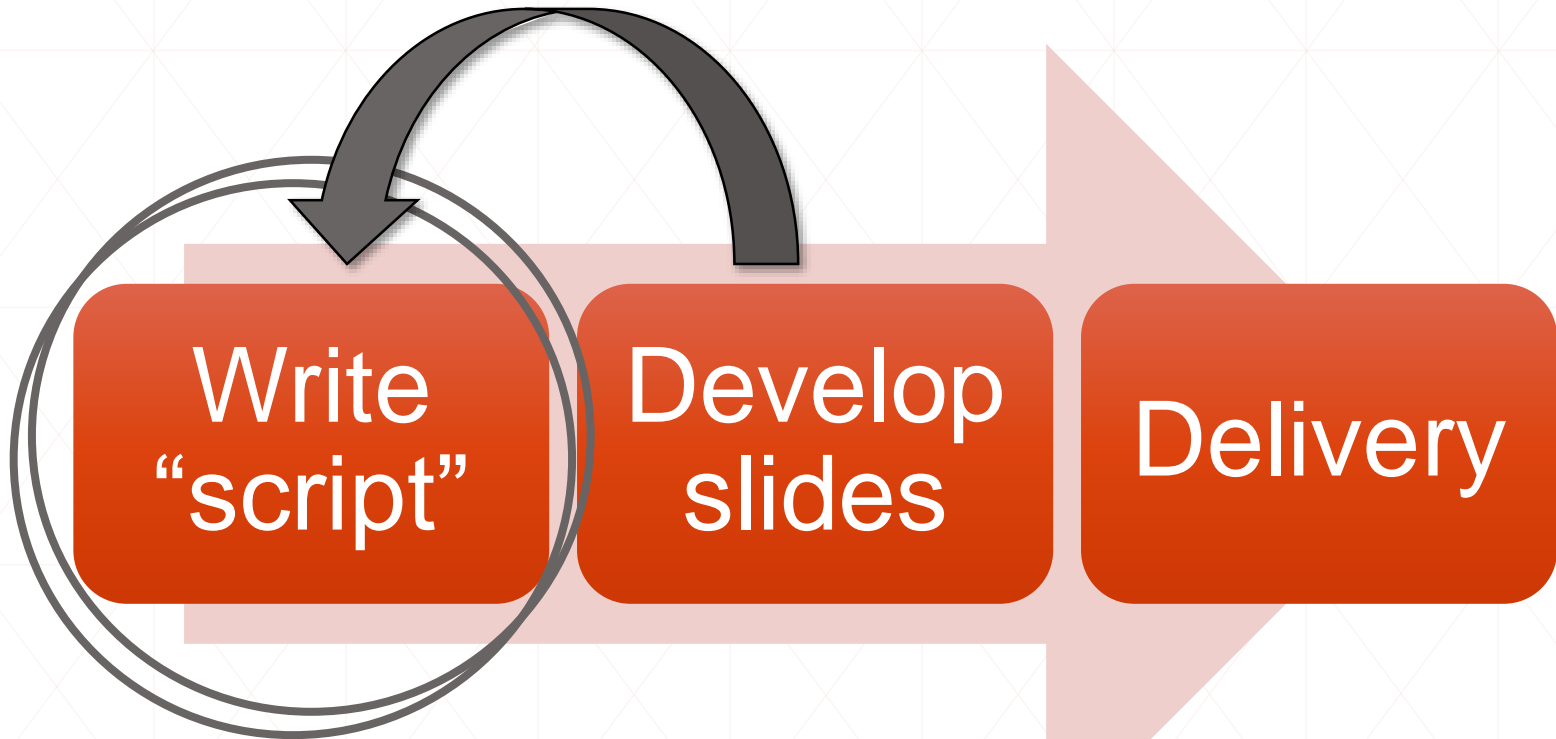
# **Top 10 Tips for Killin' It with PowerPoint**

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**1**

# Develop a Roadmap

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# 1

## Develop a Roadmap

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- Consider your audience
- Purpose of Talk/PPT

**1**

# **Develop a Roadmap**

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**TOP 3**

**TAKE  
HOME  
POINTS**

# 1

## Develop a Roadmap

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- How to best tell the story?
  - Sequentially
  - FAQs
  - Top XX List

# 2

## Be Consistent with Color

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- Select a consistent color scheme and utilize throughout!

# 2

## Be Consistent with Color

---

- Select a consistent color scheme and utilize throughout!

- High Contrast

- Visual Branding
  - Header, Footer, Logo







# BUILDING A CULTURE OF CONSERVATION

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**NORTH FORK CROOKED CREEK**  
**WATERSHED IMPROVEMENT PROJECT**

**CROOKED CREEK**  
**WATERSHED PROJECT**

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# 3

## Be Consistent with Fonts

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- Limited Number of Fonts (3 Max)
- Same font family if possible
  - Arial Black (Titles)
  - Arial (Body)
- Sans Serif

# 3

## Be Consistent with Fonts

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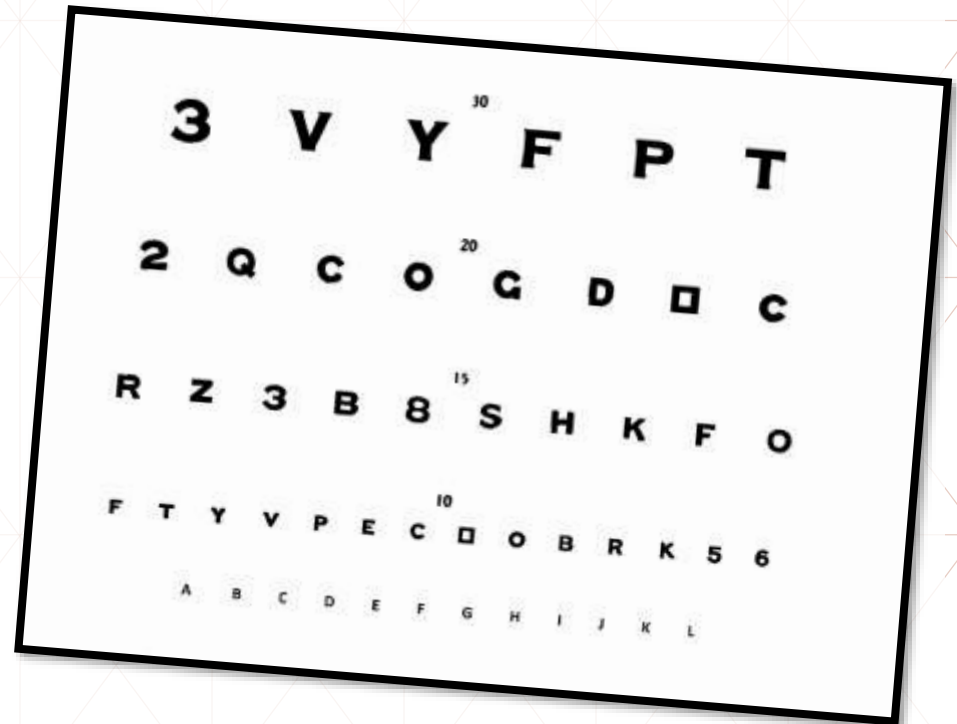
### Good Font List:

Arial	Gill Sans MT
<b>Arial Black</b>	Rockwell
Calibri	Tahoma
Century Gothic	Trebuchet MS

# 3

## Be Consistent with Fonts

- Minimum Size = 30 pt



# 4

## Use Text in Moderation

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- Choose your words wisely:
  - NO full paragraphs!
  - Use bullets sparingly
- Align text L or R  
(center is harder to read, less professional)

**4**

# **Use Text in Moderation**

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**1**

**IDEA  
PER  
SLIDE**



**4**

# **Use Text in Moderation**

---

**≤ 4 BULLETS  
PER  
SLIDE**

**5**

# **Be Disciplined with Charts/Graphs**

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**TOP 3 TAKE  
HOME  
POINTS**

- Which data help to support those?

# 6

## Less is More: Heroes in the Data

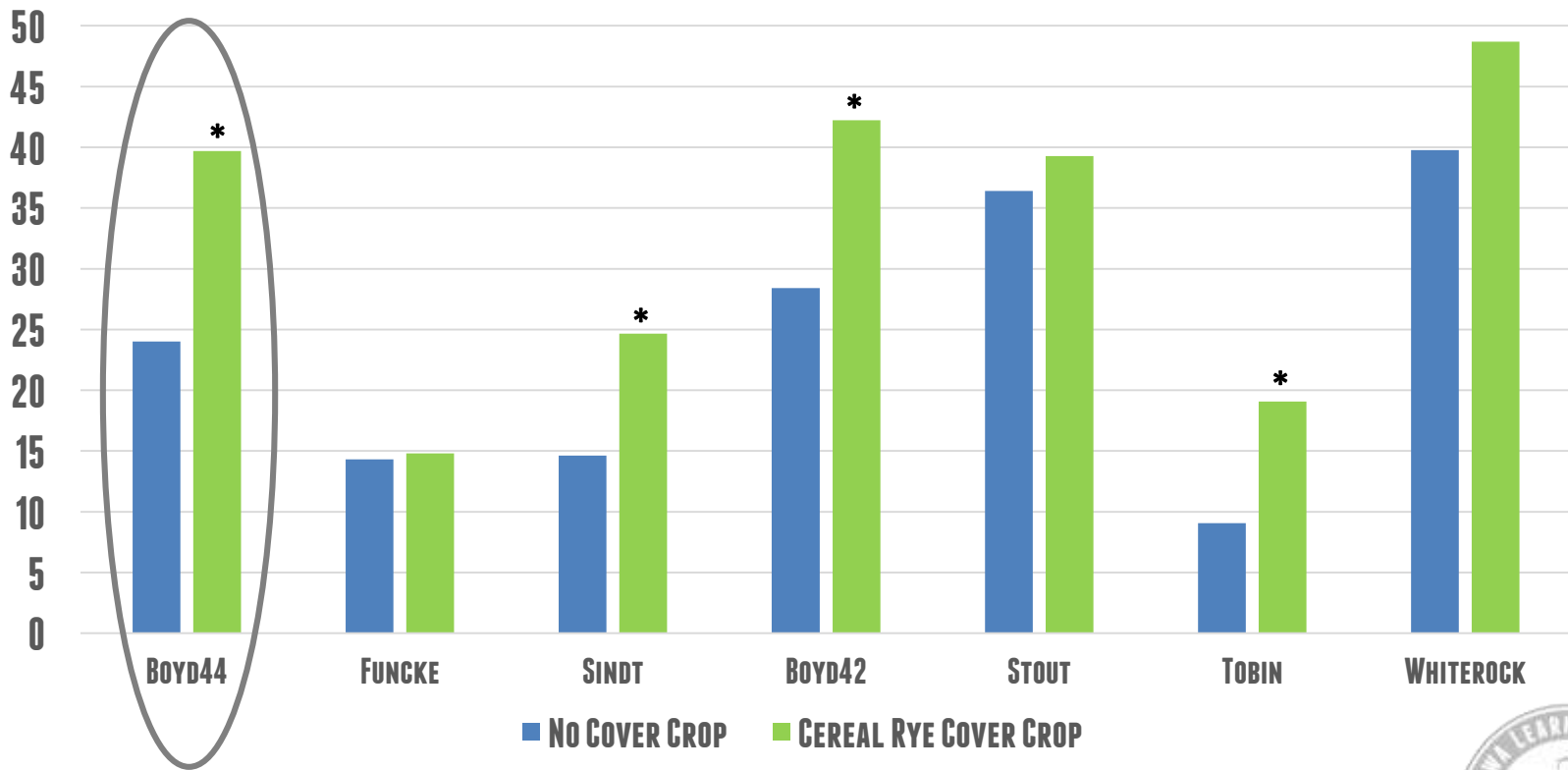
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- Visual Presentation
  - Color Continuity
  - Sizing
- Highlight key data with simple shapes
- Pull out and showcase key numbers – **BIG AND BOLD!**

# RESULTS & OBSERVATIONS

## EARTHWORMS & COVER CROPS: UNLOCKING THE SECRETS IN THE SOIL

### EARTHWORM MIDDEN PER M<sup>2</sup>



\*DENOTES STATISTICAL SIGNIFICANCE BETWEEN TREATMENTS



# RESULTS & OBSERVATIONS

EARTHWORMS & COVER CROPS: UNLOCKING THE SECRETS IN THE SOIL

**38%**



**MORE**

**EARTHWORMS WITH  
CEREAL RYE COVER CROP**



# 7

## **Harness the Power of Pictures**

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- Incredibly powerful to supplement your narrative!

# 7

## Harness the Power of Pictures

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- **Considerations:**
  - High resolution, high quality pics
  - Cropping/skewing
  - Placement on slides
- **White space is powerful, too!**

# 7

# Harness the Power of Pictures



**vs.**





# 7

# Harness the Power of Pictures



**vs.**



# 7

# Harness the Power of Pictures



**vs.**



# 7

## **Harness the Power of Pictures**

---

- **Go FULL SCREEN for big impact!**

# 7

## Harness the Power of Pictures

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- Diagrams/schematics are great, too
- Give credit where credit is due!

# 8

## Pace Yourself

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- **BE AWARE** of time allotted and number of slides ...

**SPEED**

**LIMIT**

**1**

**slide/minute**

**Rule of  
Thumb ...**

*(Varies with  
slide content)*

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# 9

# Animations are **OVERRATED**

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- Transitions & Animations:  
**Just say NO.**



# 10

## Ensure Compatibility

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- Will you be presenting from your computer or someone else's?
- Considerations:
  - Fonts
  - Embedded Videos



1. Too many words
2. Too many graphs
3. I know you can't read this in the back, but...
4. Excess slides (not critical to message)
5. **Cutesy fonts**
6. Reading slides word for word
7. Boring delivery!

## **7 Deadly Sins w/PowerPoint**

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*Avoid at all costs!*

The logo for 'Extreme Makeover' is presented as a sign on a yellow house-shaped background. The word 'Extreme' is written in a red, cursive font, while 'MAKEOVER' is in a bold, black, sans-serif font. The sign has a black outline and small crosshair-like details at the corners and top. Below the sign, the text 'PowerPoint Edition' is written in a large, bold, black font on a white rectangular background.

# Extreme MAKEOVER

## **PowerPoint Edition**

- Start with the roadmap, then slides
  - Keep it simple, clean, & concise
  - Practice makes perfect!
-

The logo for 'Extreme Makeover' is presented as a sign on a yellow building facade. The word 'Extreme' is written in a red, cursive script, while 'MAKEOVER' is in a bold, black, sans-serif font. The sign is framed by a black outline with small crosshairs at the corners and top center.

# Extreme MAKEOVER

## **PowerPoint Edition**

- Use the microphone if provided
  - Do NOT fully dim the lights
  - High energy = high engagement!
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