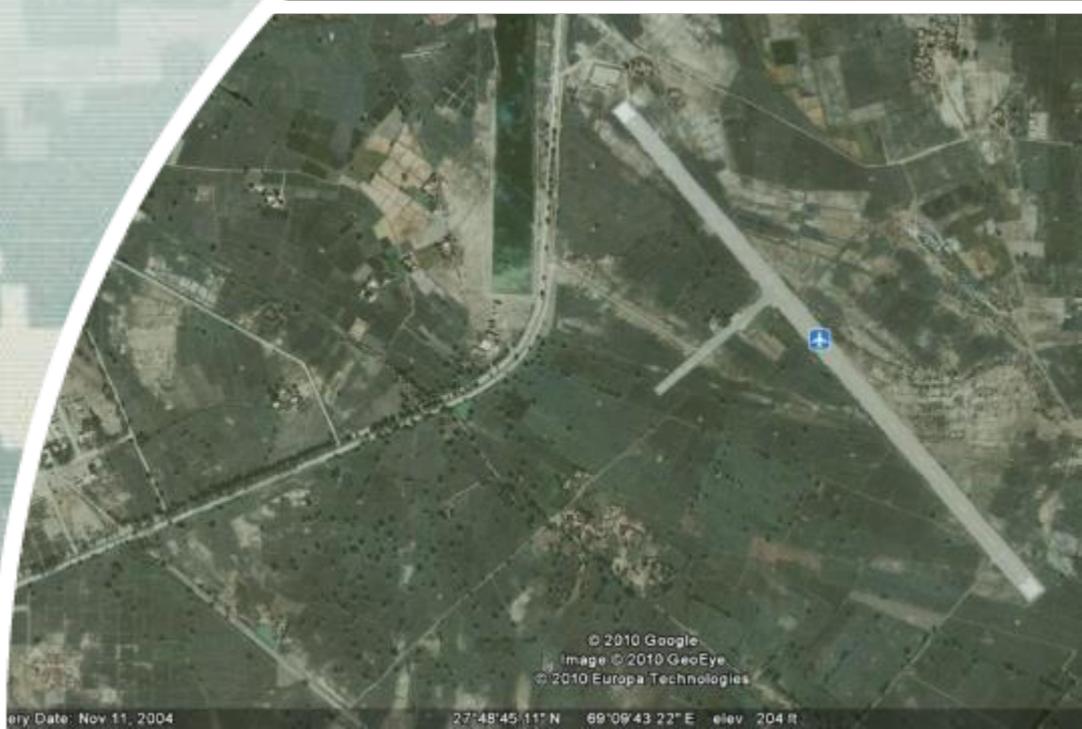


# PowerPoint Tips and Pitfalls

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Date



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**BUILDING STRONG**

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Imagery Date: Nov 11, 2004

27°48'45.11" N 89°09'43.22" E elev 204 ft

# Objectives

- Slide 2 should always be your objectives.
- Be sure to use complete sentences for objectives.

# Fonts

- KISS: One font please. Two maximum.
- Stick to sans serif fonts.
- Scale your fonts to the amount of text, within reason
- Use bold, italics, underlines sparingly
  - ▶ Only for extreme emphasis

# Images

- **No ClipArt**
- Figures and images should enhance, not clutter
- Whole slide images are good
- Talk to the image, not the text

# Animations

- Use these sparingly.
- Highlighting bullet points is OK.
- Using animations for no reason is not.

# Break it Up

- Insert breaks
- Images
- Video clips
- Practical exercise breaks

# Summary

- Recap your objectives.