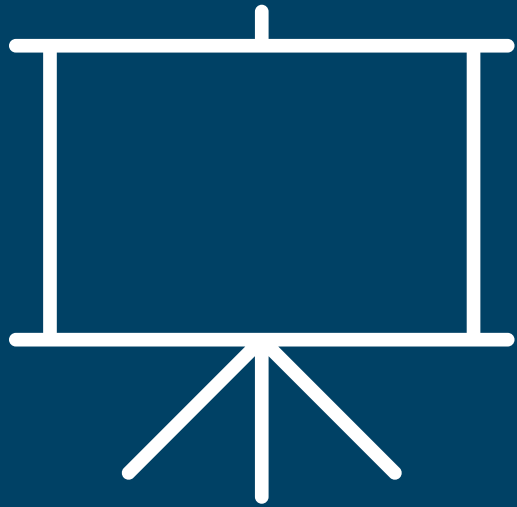# Transforming Your Slides

10 Tips for Creating Slideshows to Enhance Your Presentations

WHERE'S THE MESSAGE?

- You can easily bury your message in too much fluff

- Long, bulleted lists, CRAZY FONTS, animations wild colors, are just a few ways to distract your audience from your message

- Using too many words, just going on and on, over-explaining and rambling can get you in trouble, too

- Is this your message?

- Is this the impression you want to leave?

- A cluttered message is an ineffective message.

- Do you really want an ineffective message?

- What about pictures? Are pictures good?

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A good slideshow can enhance your presentation

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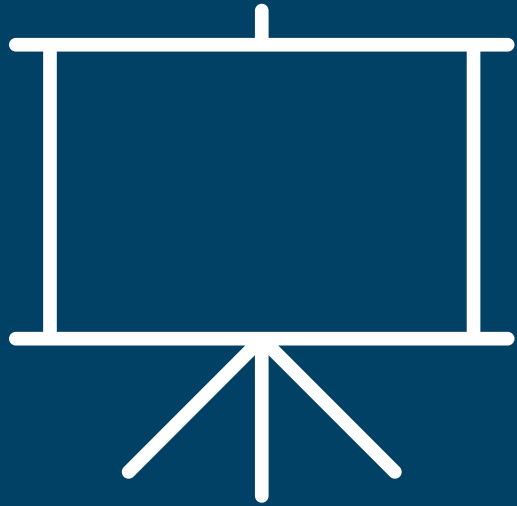
A bad slideshow can weaken your presentation

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Today's Agenda

Good slides vs. Bad Slides
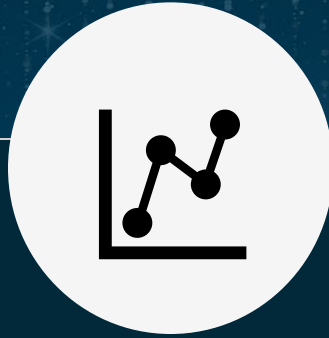
Tips and Trends

Main Thing To Know

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Tip 1 - Avoid Wordiness

One of the tips for transforming your slides is to avoid large blocks of text on your slides. Large blocks of text look busy and are difficult to read. Despite the fact that they are difficult to read, your audience may try to read a large block of text anyway. When they are reading a lot of text, or really any sentences that seem like they should be read, that means they are not paying attention to you. If you try to talk while they are reading, they are probably not going to hear your message. They are giving their focus to reading what's on the screen. One of the ways to avoid this is to use fewer words. Is it fewer or less? Use fewer among things that are counted, like apples or words. Use less among things that measured, like distance, time or effort. But that's another topic, use fewer words on your slides to avoid wordiness.

Another way to avoid wordiness on your slides, in addition to, of course, putting fewer words on your slides, is to give your audience a handout. This will help them know what the main points are without them needing to read a bunch of words that you thought were helpful but that you really should have edited down to a reasonable length – just main points – to benefit your audience and your presentation.

Just because you have the space on a slide, doesn't mean you need to use it. It's ok to leave some space blank. This is difficult to read, and if you've read it all, you may see that it's not as useful as what the presenter is actually saying. Or, if it's more useful than what the presenter is saying, you may want to encourage the presenter to refine his or her message and better rehearse the delivery. This large amount of text shouldn't be the main focus of the presentation at any point during the presentation.

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Strategies to Avoid Wordiness

No large blocks of text

No Sentences

Emphasize the main points

Use the 6x6 rule

Use large, readable font (30+ pt)

Don't be afraid of white space

Avoid Wordiness

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Tip 2 - Use Pictures, Multi-Media

Use Pictures, Multi-Media   © 2024 Toastmasters International. All rights reserved.
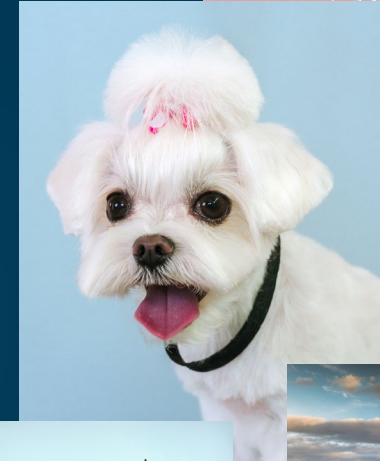
Strategies for Photos, Multi-Media

☑ Relevant to your message

☑ Not too many per slide

☑ Not distracting or overwhelming

Use Pictures, Multi-Media

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Strategies for Photos, Multi-Media

https://youtu.be/8lgLYGBbDNs?si=3KmdGlonkxYpWyxs

Tip 3 - Use High-Contrast Colors

- Avoid bright colors or low contrast colors

- High-contrast colors are easier to read

- Use Templates

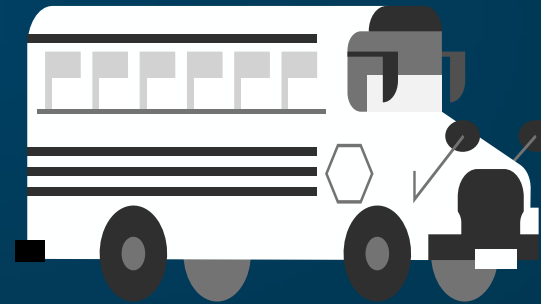This is easy to read

This is easy to read.

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Tip 4 - Use Appropriate Animations

- Too much animation can be bad

- Slides look cluttered

- Distracting

- Looks unprofessional

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Strategies for Animations

Highlight Main Points

Font colors or size

Underline or other emphasis
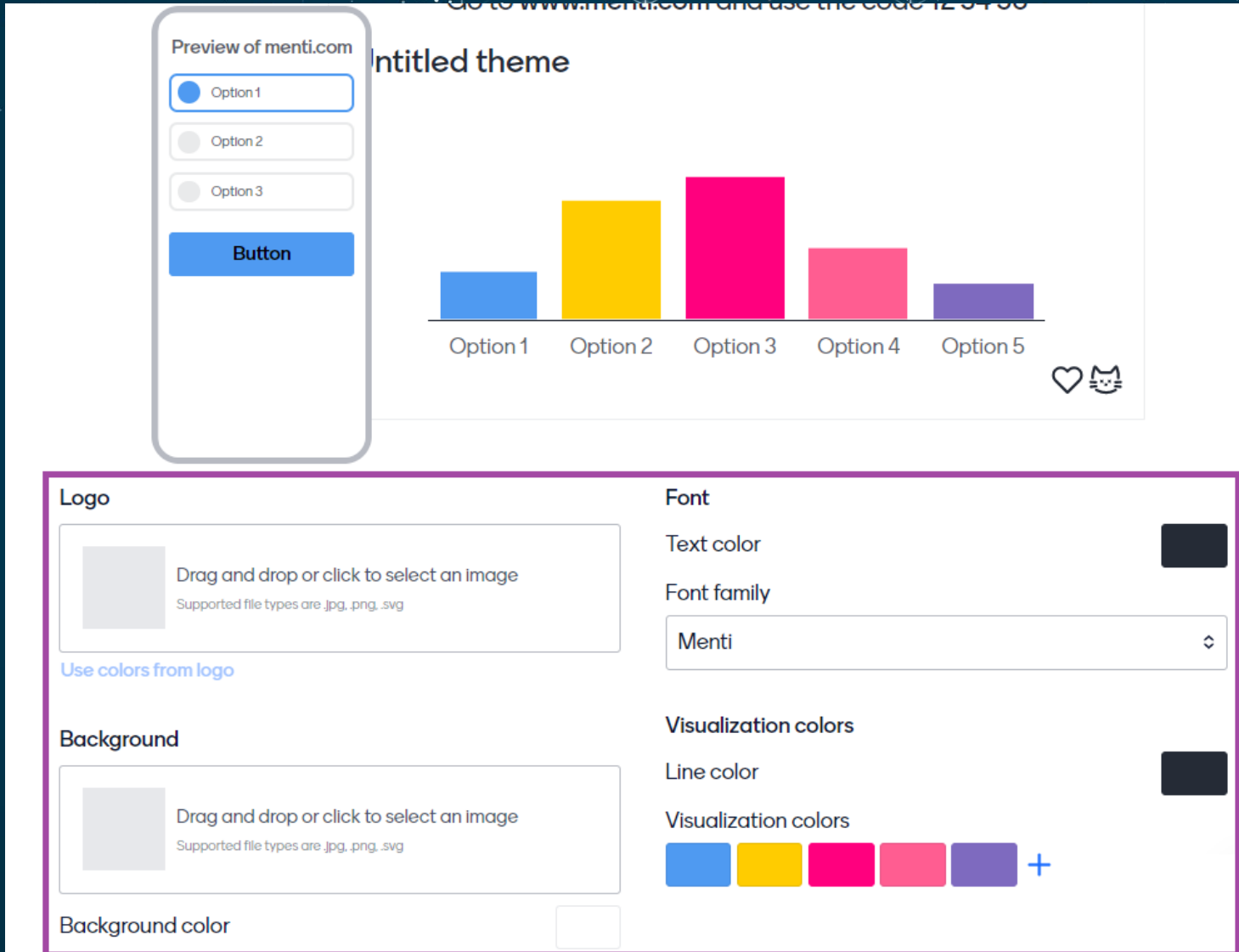
Step 1

Step 2

Step 3

Step 4

Use Appropriate Animations

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Tip 5 - Use Interactive Elements

Strategies for Interaction

Post a link for users

Ask for audience choice

Take an informal poll

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Strategies for Interaction

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Use Interactive Elements

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Tip 6 - Be Consistent

Colors

Fonts

Layouts

Graphics

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Strategies for Consistency

Templates

AI, like slide designers

Color palette generators

Built-in graphics, icons, fonts

Be Consistent

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Strategies for Consistency

- Templates

- Color pallet generators

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- Built-in graphics, icons, fonts

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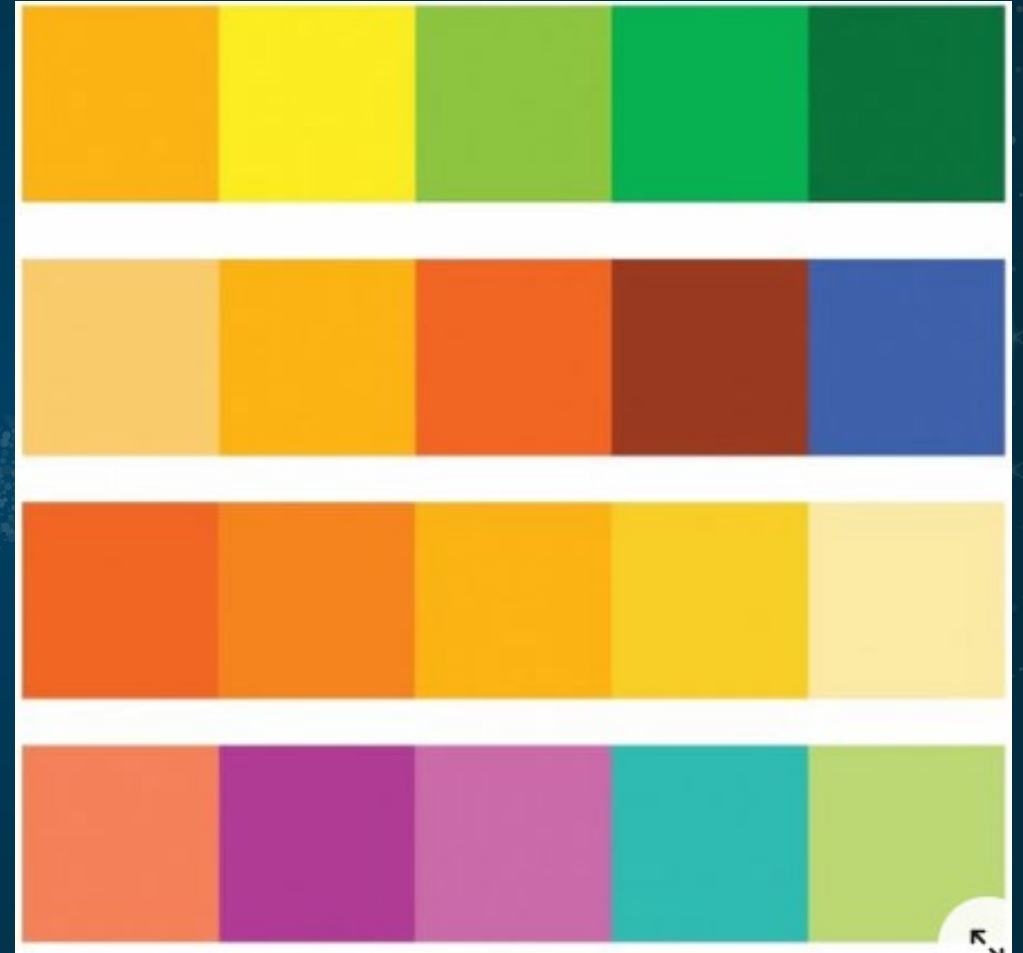
- Built-in graphics, icons, fonts

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Strategies for Consistency

- Templates

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- Templates

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Font Styles
Serif
San Serif
Script and Handwriting
Cartoon and Symbols☺

Stock Images

Images   **Icons**   Cutout People

🔍 Business

Landscape   Signs And Sy

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Tip 7 - Be Correct

Aoccdrnig to a rscheearch at an Elingsh uinervtisy, it deosn't mttaer in waht oredr the ltteers in a wrod are, the olny iprmoetnt tihng is taht frist and lsat ltteer is at the rghit pclae.

The rset can be a toatl mses and you can sitll raed it wouthit porbelm. Tihs is bcuseae we do not raed ervey lteter by it slef but the wrod as a wlohe.

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Strategies for Correctness

Review your slides

Read slides backwards

Read slides aloud

Use built-in grammar, spelling tools

Be Correct

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Tip 8 - Be Flexible

:(

Your PC ran into a problem and needs to restart as soon as we're finished collecting some error info.

1% complete …

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Tip 9 - Be Ready

Have your rehearsed?

How long is your presentation?

Did you check your AV?

Are your sources cited?

Do you know your message?

Are you leaving time for Q&A?

Be Ready

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Tip 10 - Slides Are a Visual Aid

How to Avoid Death By PowerPoint | David JP Phillips | TEDxStockholmSalon | 4-14-14

youtu.be/Iwpi1Lm6dFo?si=ZwH9SybhflvhGT72

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In Summary

1. Avoid wordiness

2. Include only appropriate photos, multi-media

3. Use high contrast colors

4. Choose appropriate animations

5. Use interaction for audience engagement

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In Summary

6. Be consistent

7. Be correct

8. Be flexible

9. Be ready

10. Remember YOU are the presentation. Slides are just a visual aid.

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Sources

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https://24slides.com/presentbetter/10-tips-to-make-your-powerpoint-presentation-effective

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https://www.inkppt.com/post/powerpoint-presentation-tips-2024

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https://slidegem.com/top-powerpoint-presentation-design-trends-for-2024/

- **Quite Possibly the World's Worst PowerPoint Presentation Ever**
https://slideplayer.com/slide/1406718/

- **How to avoid death By PowerPoint | David JP Phillips | TEDxStockholmSalon**
https://youtu.be/Iwpi1Lm6dFo?si=a-GkM6frxpgFRN14

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Any Questions?

Andrea Tantillo, DTM

agtantillo@gmail.com

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