

**Why Use PowerPoint Slides?**

To display complex information

To increase audience interest and retention

To increase the speaker's credibility

To decrease the speaker's anxiety

**Fifteen PowerPoint Slide Reminders:**

*Participants, as you build and practice your PowerPoint Presentation, place a check in the blank to the left of each statement that you have mastered. Make sure that your team members are in agreement!*

- \_\_\_\_\_ 1. Understand how to work all of the equipment in the seminar room.  
(keyboard/remote, etc.)
- \_\_\_\_\_ 2. Keep your slides clean and uncluttered; drill down to the most important points.  
Remember that "You are the presentation, not your slides"! (Garr Reynolds)
- \_\_\_\_\_ 3. Put your slide on the screen when you are ready to discuss it; take it off when you  
have finished. (Use a blank slide between active slides.)
- \_\_\_\_\_ 4. Make sure that your audience can clearly see everything on your slides.
- \_\_\_\_\_ 5. Make sure that every slide has a descriptive title that fits on one line.
- \_\_\_\_\_ 6. Remember the 6/6/6 rule.
- \_\_\_\_\_ 7. Remember that the most interesting slides will reflect your creativity; use contrast  
and color to guide our attention.
- \_\_\_\_\_ 8. Never write out full sentences or paragraphs unless it is important that your audience  
members read each sentence.
- \_\_\_\_\_ 9. Know how and when to use the laser pointer.
- \_\_\_\_\_ 10. Do not stand in front of your slide; stand to the side of the screen.
- \_\_\_\_\_ 11. Do not continually turn around to look at your slide; you should know your material.  
Use your slide to "prompt" you.
- \_\_\_\_\_ 12. Try not to make significant slide changes the night before your presentation.
- \_\_\_\_\_ 13. Several days before your presentation, be sure to put your slides on the screen in  
the room where you will be presenting to check for color and clarity.
- \_\_\_\_\_ 14. Time your presentation several times beforehand to make sure that it fits within the  
time limits.
- \_\_\_\_\_ 15. Perfect practice makes perfect! Be prepared for anything.

*Encourage your team to tell you the truth about your speaking skills and your slides. True team members willingly help other team members; offer to practice with someone who is struggling.*