

# Avoid PowerPoint Poisoning

My guiding philosophy about presentations:

**The Focus Should Always Be on You.**

To keep the Focus on You, every slide should be Purposeful.

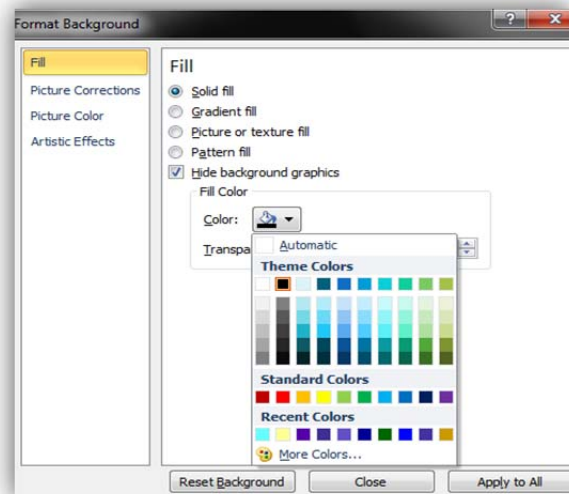
**A great rule to apply to every slide to ensure that it's purposeful:  
The UR Rule**

Does the slide help the audience **Understand** or **Remember** something?

If it doesn't, it's a meaningless slide. When no slide is necessary, use a **Black Slide**.

## How to Create a Black Slide In PowerPoint 2010

- Create a new slide.
- Right-click on the slide and select "Format Background" from the options that appear.
- In the Format Background box, do three things:
  1. Select "Solid Fill."
  2. Check "Hide background graphics."
  3. Click on the drop-down arrow for color and choose black.
- Then "Close" the box.
- One you've created one black slide, you can right-click on it and select "Duplicate." You can move that duplicate black slide wherever you want to in the document.



## DEFINITION OF QUALITY

**Readable and Aesthetically Pleasing  
While Communicating a Simple Message**



## QUALITY TIPS FOR POWERPOINT

- 1. Keep it Simple**
- 2. Use Large Type**
- 3. Use Upper/Lower Case**
- 4. Follow Six by Six Rule**
- 5. Use Pictorials**
- 6. Use Light on Dark Contrast**



## USAGE TIPS FOR POWERPOINT

- **Step Back to Screen**
- **Stay With the Visual**
- **Point, Turn, Talk**
- **Don't Turn Out the Lights**
- **Avoid the Laser Pointer**
- **Don't Run a Continuous Slide Show**

