

Common PowerPoint Mistakes Tip Card Sheet

POWERPOINT Six Most Common Mistakes



Put the **POINT** back in PowerPoint with these fixes to the most common mistakes

1 – No Clear Point

Fix:

1. Put point in the title
2. Focus audience on the point
 - Highlight item
 - Circle item
 - Animate to emphasize

2 -Slides are too overwhelming

Fix:

1. Follow the 6 x 6 guideline
No more than 6 words across / 6 lines down
 - Tighten writing - think headline copy
 - Drop sub-bullets (put in notes)
 - Prioritize and stick to six key items
2. Build (animate) one concept at a time on your slide

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POWERPOINT Six Most Common Mistakes

3 - Too many monotonous lists

Fix:

Create shapes and put items in them



4 - Not clearly organized

Fix:

Use a recurring frame of reference

5 - Boring slides – too little variety

Fix:

1. Insert "Grabber" slides
2. Replace words with pictures
 - a. Bigstockphoto.com
 - b. Istockphoto.com
 - c. Dreamstime.com
 - d. Flickr.com
 - e. Fotosearch.com

6 - Not engaging

Fix:

1. Insert questions or quizzes
2. Add engaging media: music, video, narration, cartoons or humorous pictures

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