

PowerPoint – 5 Rs Tip Card Sheet

POWERPOINT – 5Rs

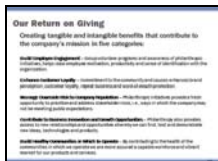
The best PowerPoint presentation supports you as the speaker – it doesn't replace you.

Apply the 5Rs to make your slides more engaging and memorable

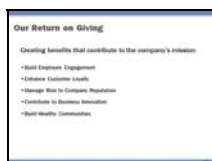
1) Reduce Words

How?

- 6x6 guideline: No more than 6 words across and 6 lines down
- Write in headline copy



Before

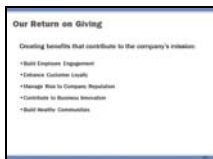


After

2) Reduce Bullets

How?

Use shapes and SmartArt



Before



After
with shapes



After
with SmartArt

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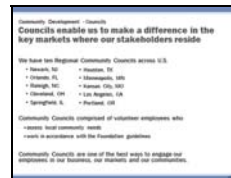
POWERPOINT – 5Rs

3) Replace Words with Pictures

How?

Insert pictures or images. Good resources:

Dreamstime.com
Istockphoto.com
Bigstockphoto.com
Fotosearch.com
Flickr.com



Before



After

4) Replace Tables with Graphs

How?

Use graph and table tool



Before

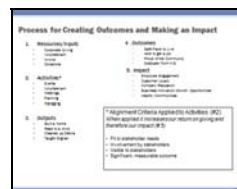


After

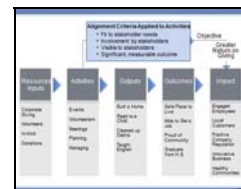
5) Rework Steps into a Diagram

How?

Use shapes



Before



After

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