

*Extreme*  
**MAKEOVER**  
**PowerPoint™ Edition**

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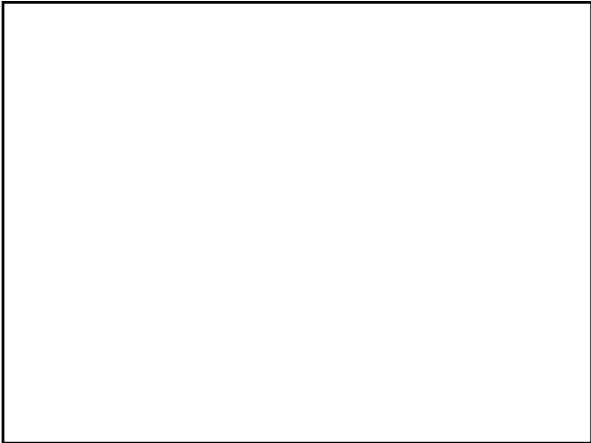
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## Layout

Keep it simple.

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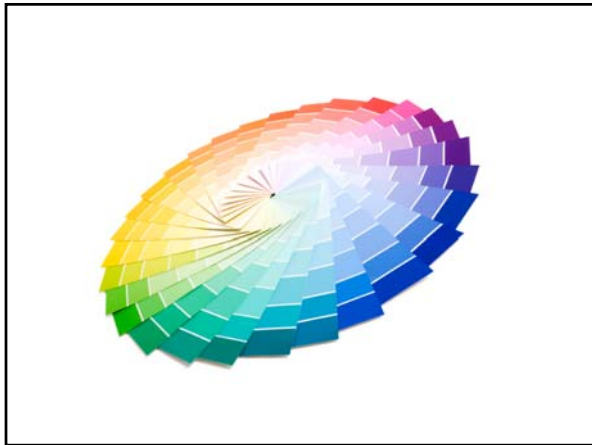
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## Color

- Use contrasting colors for type/background

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**Type**

- Size (Avg. age of audience / 2)
- Font

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8pt  
12pt  
20pt  
30pt  
40pt  
60pt

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**Good**  
Arial / Helvetica  
Times  
**Futura**  
Palatino  
Verdana  
Tahoma

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**Good vs. Bad fonts**  
Arial / Helvetica      Hand written  
Times                      *Script*  
**Futura**                      **Ornamental**  
Palatino                      Compressed  
Verdana                      **ALL CAPS**  
Tahoma

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# Master slide

- Useful tool
- Standardize your PowerPoint

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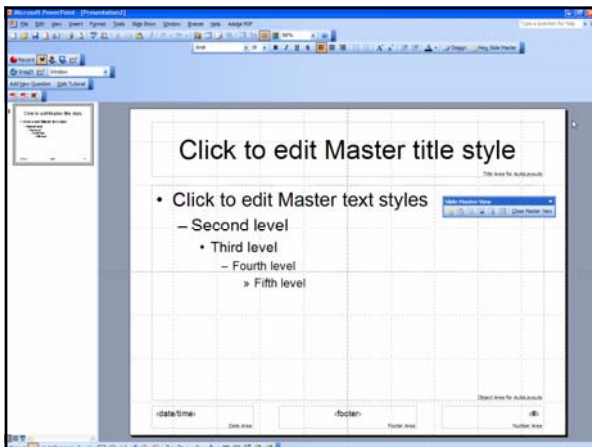
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## Presenting

Be prepared.

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## Customize

- Tailor to your audience
- Opening/Closing slides

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## Testing

- On a projector
- For someone

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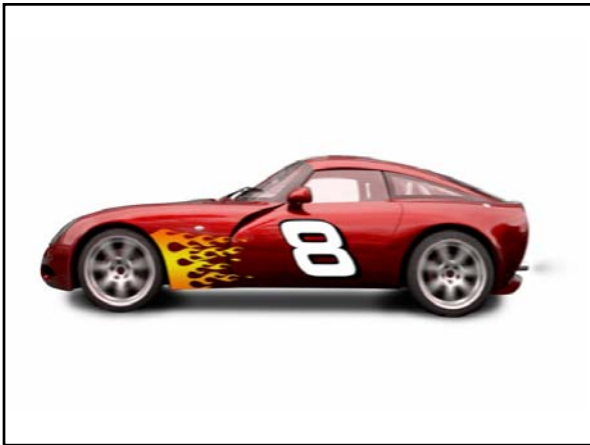
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## My Top 5

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## Don'ts

- Abuse PowerPoint feature
- Assume
- Parrot PowerPoint
- Break the type-size rule
- Let PowerPoint run the show

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## Do's

- Spell check
- Enhance with images
- Test ahead
- Share stories
- Know when to break the rules

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## Thank you.

Jeff Reisdorfer  
jreisdor@umn.edu  
<http://blog.lib.umn.edu/jreisdor/design>

All images from iStockphoto.com



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