



**YOU
SUCK AT
POWER
POINT!**

**5 SHOCKING DESIGN MISTAKES
YOU NEED TO AVOID**

People working in non-profits,
government, schools and cubicles all
around the world hate PowerPoint,

but it's not PowerPoint
that sucks.

It's the speaker (that's you)
who is responsible for using
it effectively.>



Your slides are there to
support you and unfortunately
if they suck, so do you.

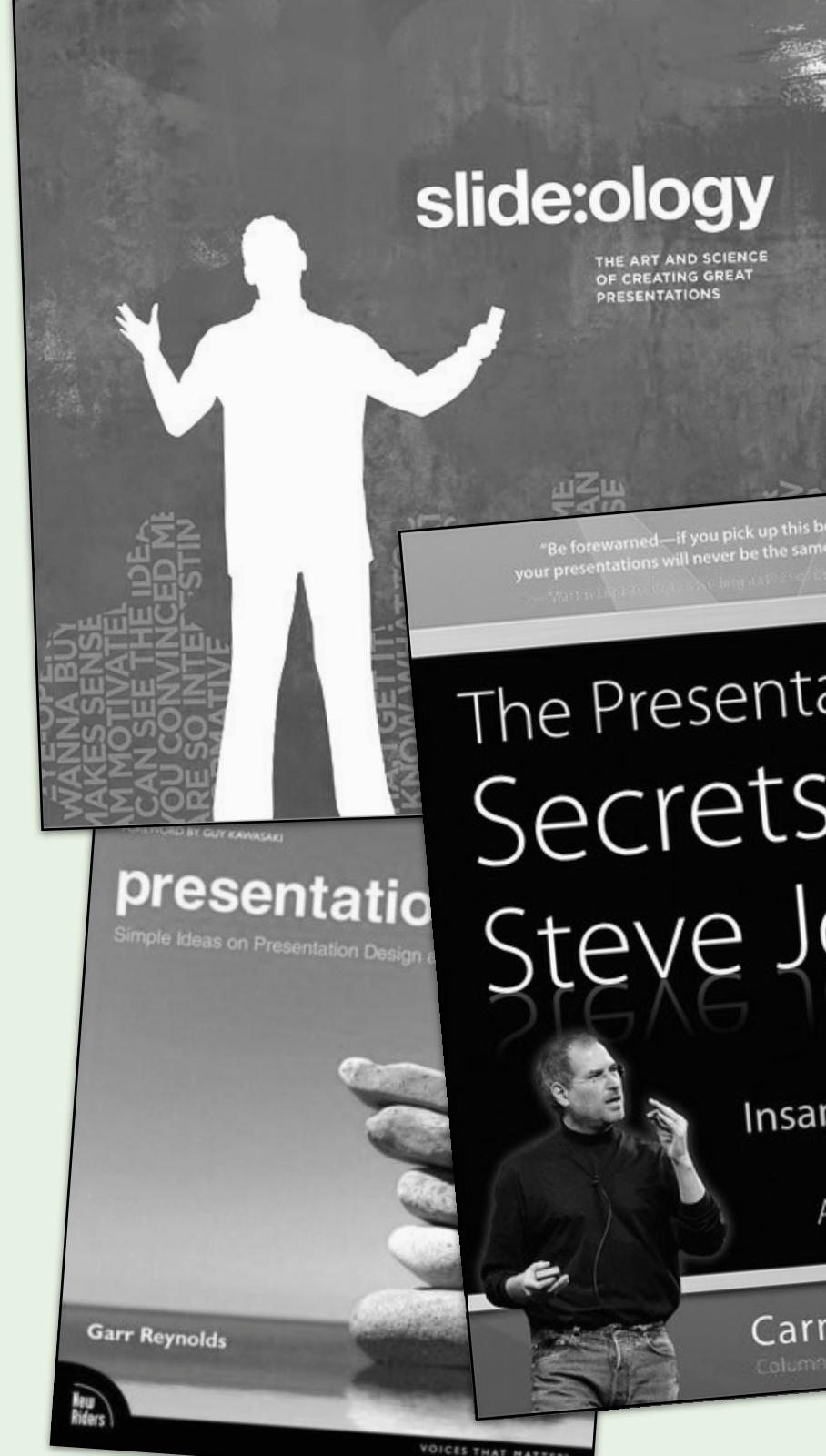


There are endless books written on the topic by some very smart people.

But there are lots of ways of designing a great looking presentation, and definitely more than one opinion.

Ultimately one of my favourite ways to learn is from other people's mistakes.

So here are...



**5 SHOCKING DESIGN
MISTAKES **YOU**
NEED TO AVOID**

A black and white photograph of a woman with a shocked expression, her mouth wide open and eyes wide. She has dark, wavy hair and is wearing a dark top. Her hand is near her mouth. A yellow speech bubble is overlaid on the right side of the image.

**TOO
MUCH
INFO**

MISTAKE #1

If you're going to put word for word what you're going to say, hand over the slides and **take a seat buddy.**

[illegible]

PUTTING ALL YOUR POINTS ON ONE SLIDE SUCKS.

You're not giving a document,
you're giving a presentation.

The more your audience has to read
the less they are listening to you.

A good trick is to
keep only one point per slide.

This helps you with timing and
keeps people from skipping ahead.



POINT 1

POINT 2
SUBPOINT

POINT 3
SUBPOINT
SUBPOINT

Effective communication is
knowing what to cut out.

Be a merciless editor and

KEEP IT RELEVANT.



While you're at it...

Get rid of your logo on every slide.

Once or twice is ok.

30 times? That sucks.

Look at our BIG logo!



We're So Big
International



**NOT
ENOUGH
VISUALS**

MISTAKE #2

Visuals are more interesting than words.

There are endless sources of images and videos you can use to bring your presentation to life.



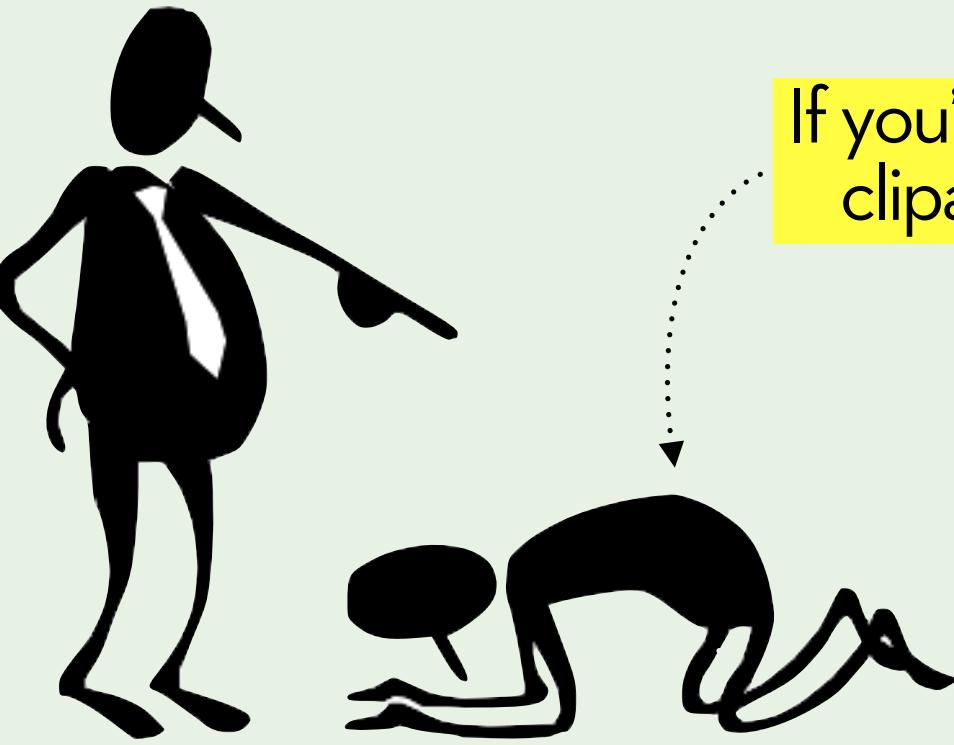
A good place to start is here:

ISTOCKPHOTO.COM:

best for royalty free images (\$\$\$)

COMPFIGHT.COM:

best for Creative Commons images (free-ish*)



If you're going to use standard Microsoft clipart there's no hope for you, sorry.

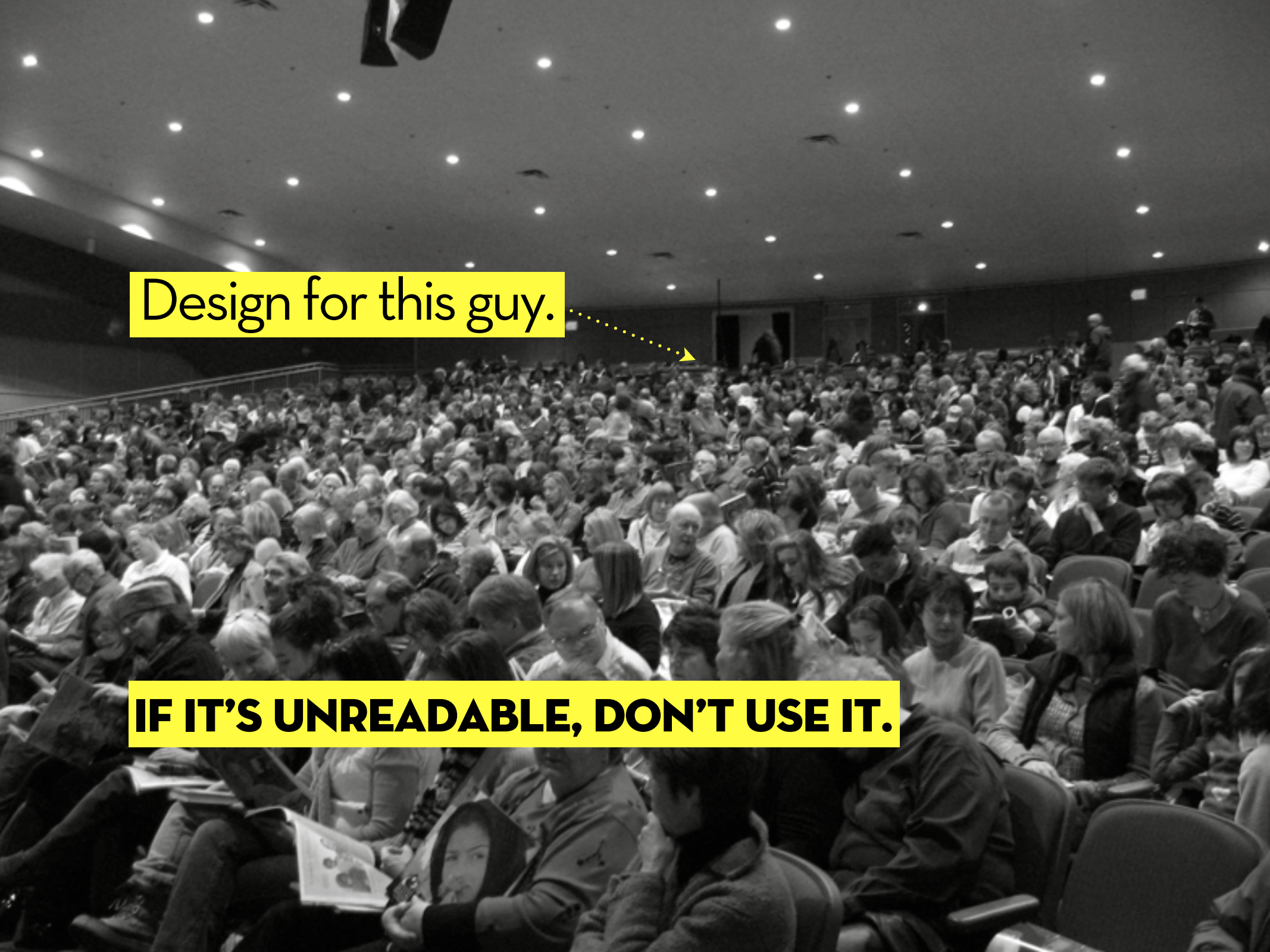
*with conditions

You don't have to use
cheesy stock photos.

(is it really that much fun
to work in a call center?)



Whichever visuals you
use just remember to...

A black and white photograph of a large audience seated in a lecture hall. The audience is diverse in age and appearance. A yellow rectangular text box is overlaid on the upper left portion of the image. A dotted yellow arrow originates from the right side of this box and points towards the back of the hall, specifically towards a person in the distance.

Design for this guy.

IF IT'S UNREADABLE, DON'T USE IT.



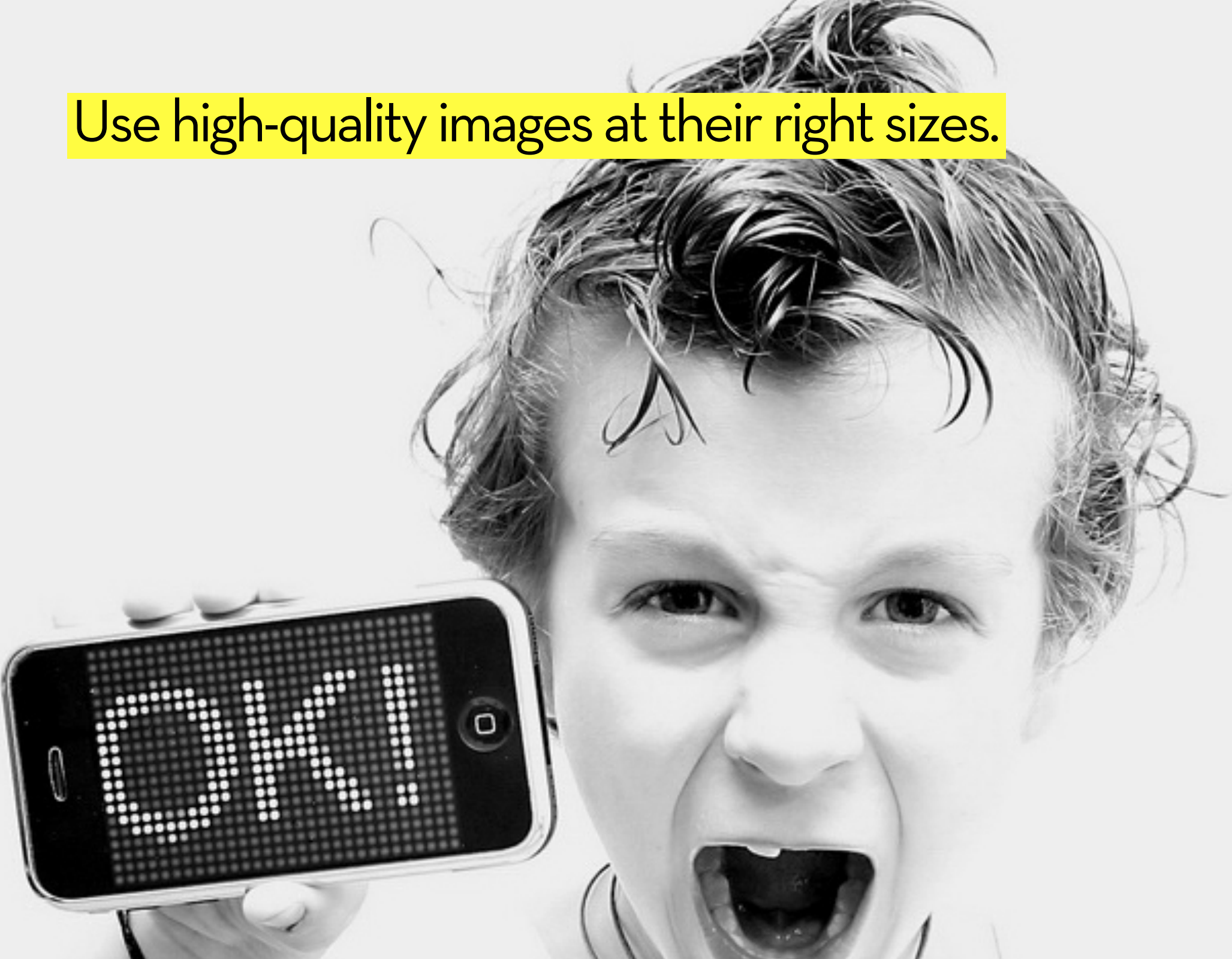
**HORRIBLE
QUALITY**

MISTAKE #3

Pixelation sucks.



Use high-quality images at their right sizes.



Photo

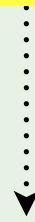
License ⓘ ⓘ ⓘ Some rights reserved by mastrobiggio

Download Download the Original size of this photo (All sizes of this photo are available for download under a Creative Commons license)

Sizes	Square (75 x 75)	Thumbnail (75 x 100)	Small (181 x 240)	Medium 500 (377 x 500)	Medium 640 (482 x 640)	Original (667 x 885)
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As for fonts, these are not your only option.



Tahoma

Microsoft Sans Serif

Arial

Verdana

Courier New

Times New Roman

Trebuchet MS

Lucida Console

Comic Sans MS



beautiful fonts



Search

Instant is on ▼

About 265,000 results (0.21 seconds)

Advanced search

Everything

Images

Videos

More

All results

Sites with images

More search tools

► **Beautiful Fonts For Free** ☆

A selection of **beautiful** free **fonts** to download for your PC.

Free Fonts - 3D Fonts - Graffiti Fonts - Old English Fonts

www.beautifulfonts.com/ - Cached - Similar

80 Beautiful Typefaces For Professional Design - Smashing Magazine ☆

8 Aug 2007 ... What **fonts** can be used effectively in almost every Corporate Design? And what are the options for unique, but still incredibly **beautiful** ...

www.smashingmagazine.com/.../80-beautiful-fonts-typefaces-for-professional-design/ -

Cached - Similar

Images for beautiful fonts - Report images



Google 'beautiful fonts' and you'll find plenty of handpicked fonts by some very good designers.

16 Dec 2008 ... The proper selection of typography in a design can set the appropriate theme and mood that the designer is going for.

sixrevisions.com/.../45-beautiful-free-fonts-for-modern-design-trends/ - Cached - Similar

My favourite fonts of 2009 | I love typography, the typography and ... ☆

21 Jan 2010 ... My first thought was "wow, **beautiful** faces." My second thought was "damn, it's expensive to be well-stocked with quality **fonts**. ...

ilovetypography.com/2010/01/.../my-favourite-fonts-of-2009/ - Cached - Similar

Beautiful ES Free Font - FontStock ☆

Download free **Beautiful ES font** at FontStock.net. Comprehensive list of free **fonts** for Windows and Mac. Download free graffiti, cool, ...

www.fontstock.net - B... Cached - Similar

20 Beautiful Fonts for Big and Effective Headlines | Web Design ... ☆

In this article you will find 20 **beautiful fonts** for creating big and effective headlines in your designs.

webdesignfan.com/fonts-for-effective-headlines/ - Cached

40 Extremely Beautiful FONTS Hand-picked from deviantART - Noupe ... ☆

21 Jul 2008 ... 19-PlagueDeath.ttf 20-Homeboots 21-Trashco.ttf 22-Advent 23-SMUDGERS 24-MURDER OF MAYDAY 25-CRANBERRY BLUES 26-AvantGarde ALT 27-Sorry Luthi ...

www.noupe.com/fonts/40-extremely-beautiful-fonts-hand-picked-from-deviantart.html -

Cached - Similar

20 new beautiful fonts to download - Underworld Magazines ☆

20 Apr 2010 ... After making a post about 20 awesome **fonts** to download, it will be great to



exljbris Font Foundry

Home

Blog

(Free) Fonts

Anivers

Calluna

Diavlo

Fertigo Pro

Fertigo Script

Fontin

Fontin Sans

NEW Geotica

Museo

Museo Sans

Museo Slab

Tallys

Fonts in use

Here's an example of a free font that looks, um, delicious.



Delicious

The Delicious is a font I designed because of my admiration for typography. It got a bit out of hand and in two years it resulted in a complete font family.

AaBbCcDdFfGgHhIiJjKk
LlMmNnOoPpQqRrSsTt

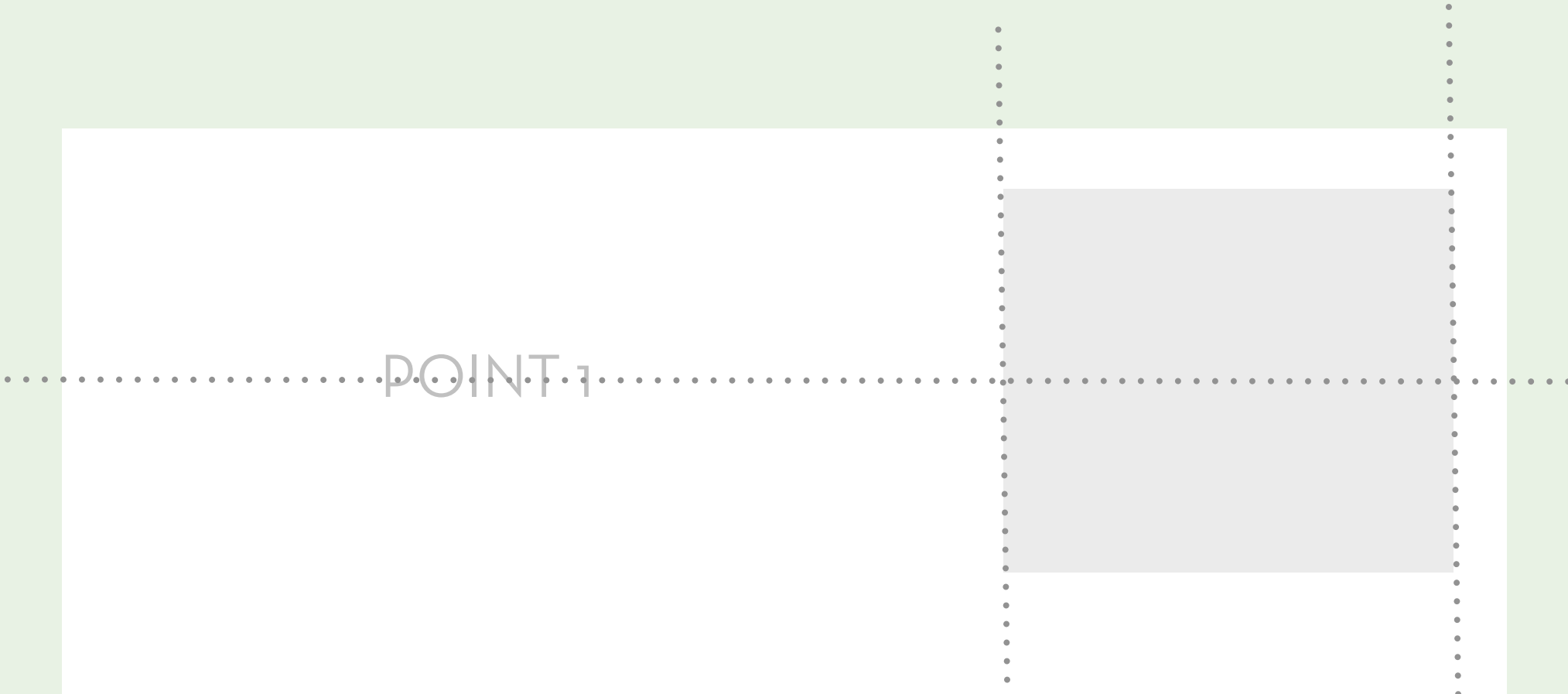


**ALL-OVER-
THE-PLACE**

MISTAKE #4

Be mindful of things like spacing
and alignment.

Keep everything nice and tidy.



POINT 1

When you move your presentation from one machine to another you can lose some of that beautiful design you've been working on. That can suck.

To fix this, export your presentation as a PDF and present it full screen.

It will look exactly the way you intended it to and you'll be able to leave a copy behind.



Having a consistent use of colors, images & alignment gives a cohesive look to your presentation.

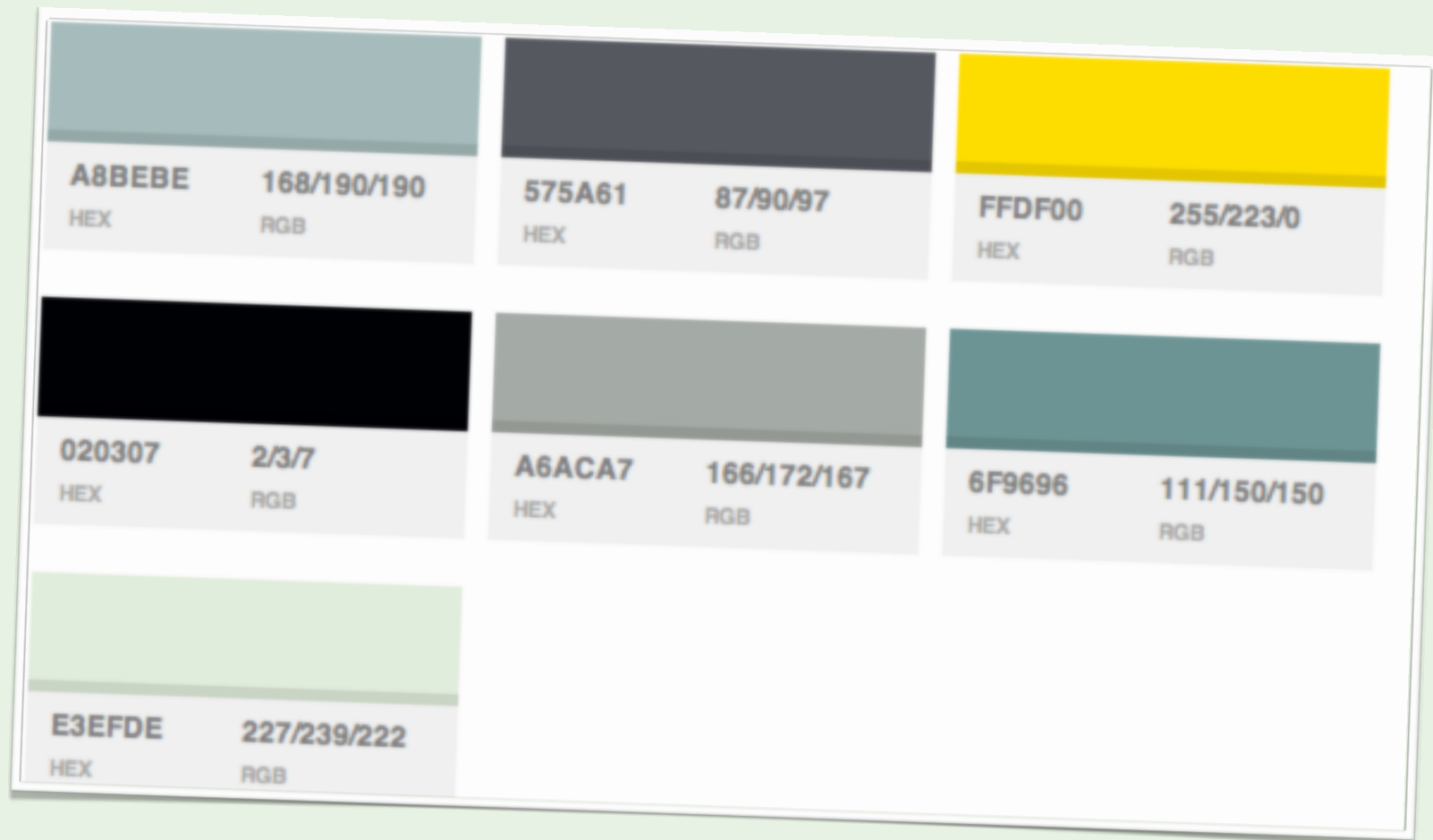
It also helps to separate your presentation into sections.



Use a collection of images that belong together,



and always stick to a color scheme.



and the most common mistake...



**LACK
OF PREP**

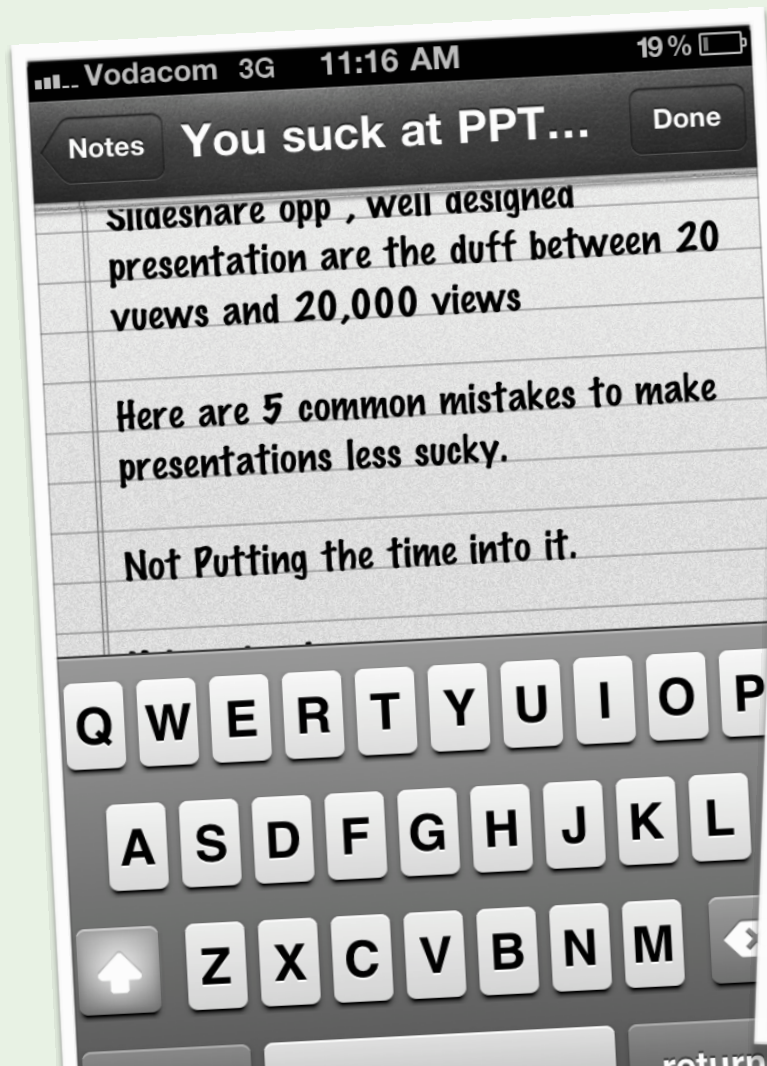
MISTAKE #5

MOST PRESENTATIONS SUCK BECAUSE NOT ENOUGH TIME WENT INTO MAKING THEM.

You need to gather your content,
create beautiful looking slides
and rehearse, rehearse, rehearse.

... and not the night before.

GET ORGANIZED AND PLAN AHEAD.



86%

of top executives say that
communicating with clarity
directly impacts their
career and **income.**

Yet only

25%

Spend more than **2 hours** on
'high-stakes' presentations



**AN OUTSTANDING
1 HOUR PRESENTATION
CAN TAKE 30 HOURS
OR MORE OF PREP TIME.**

Shocking I know.



BUT IT'S ALL WORTH IT.

Giving a 'high-stakes' presentation is your moment to shine, to influence and to spread ideas.

How much is that worth to you?

If you're uploading to slideshare a beautifully designed and well planned presentation might be seen by hundreds of thousands of people all around the world.

Put in the hours,
give it everything you got
and present a work of art.



The screenshot shows a presentation slide from Lifehacker. The slide title is "Five Ways to Not Suck at PowerPoint". The main visual is a collage of four black and white photos of people with shocked expressions. Overlaid on this is a large, dark, circular graphic with the text "YOU SUCK AT POWER POINT!" in white, bold, sans-serif capital letters. Below this circle, in a smaller white box, is the text "5 SHOCKING DESIGN MISTAKES YOU NEED TO AVOID". In the bottom right corner of the collage, there is a Twitter handle "@JESSEDEE". At the bottom of the slide, there is a navigation bar with icons for "menu", "twitter", "share", and "email", along with a "view on slideshare" button. The slide number "1 / 51" is also visible.

lifehacker

Five Ways to Not Suck at PowerPoint

YOU SUCK AT POWER POINT!

5 SHOCKING DESIGN MISTAKES YOU NEED TO AVOID

@JESSEDEE

menu | twitter | share | email | 1 / 51 | view on slideshare

It's hard enough standing in front of a crowd delivering a presentation. To ease the worry, here are five mistakes that are easily avoidable when creating a PowerPoint presentation.

It's easy to blame PowerPoint for boring presentations, but designer Jesse Desjardins suggests that more often than not, the speaker's to blame, not the tool.

**DESIGN,
DON'T JUST SLAP
SOMETHING TOGETHER.**

If your presentation sucks, don't blame PowerPoint.

Let's recap:

MISTAKES TO AVOID



**TOO MUCH
INFO**



**NOT ENOUGH
VISUALS**



**HORRIBLE
QUALITY**



**ALL-OVER-
THE-PLACE**



**LACK OF
PREP**

**I PROMISE TO NEVER
DESIGN A PRESENTATION
THAT SUCKS EVER AGAIN**

.....

(you sign here)

Share this presentation with your colleagues, your boss or with the speaker of that horrible presentation you sat through last week.

They will thank you, trust me.

Together let's rid the world of PowerPoint that sucks.

←.....

Click here to download:

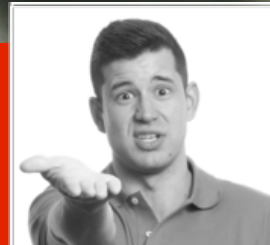


PAY WITH A TWEET





**THANK
YOU**



Jesse Desjardins
twitter.com/jessedee
slideshare.net/jessedee