

Pennsylvania Bar Institute
Presenting Excellence for Attorneys

Effective PowerPoint Presentations
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Purpose of a PowerPoint Presentation is to Present Information

- Convey knowledge
 - Simply
 - Consistently
- Without boring your audience to death

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The Ten Most Common PowerPoint Presentation Mistakes



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Ten Rules to Avoid those Mistakes



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Mistake #1 - You Don't Know Your Topic!



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RULE #1

- Know your material *so well*, that you could easily do the presentation without a PowerPoint!

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Mistake #2 - The Slides Are NOT Your Presentation!



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RULE #2

- Always remember that you are the presentation!

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Mistake #3 - T. M. I. (Too Much Information!)



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RULE #3

- Use the K.I.S.S. principle!
(Keep It Simple Silly!)

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Mistake #4 - Poorly Chosen Design Template or Design Theme



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RULE #4

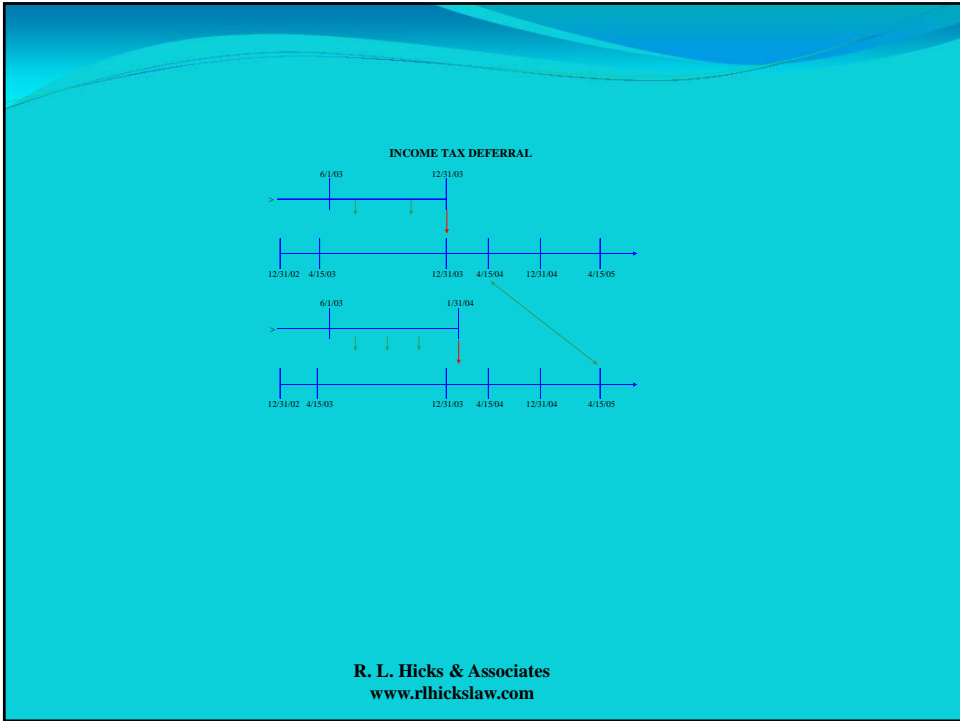
- Choose a design that is appropriate for your audience!

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Mistake #5 - Electrifying Color Choices

- What's wrong with this picture?
- The Good;
- The Bad; and
- The Ugly

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Design Templates THE GOOD

- SIMPLE
- EASY ON THE EYES
- GOOD CONTRAST

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**Design Templates
~ The Bad**

Too many colors
Too busy

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**Design Templates
~ The Ugly**

Orange is an unsettling color
Too busy

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RULE #5

- Good contrast with the background is essential to make your text easy to read!

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Mistake #6 - Poor Font Choices

- Narrow grounds to vacate an arbitration award or order rehearing
 - Award "procured by corruption, fraud, or undue means"
 - There was "evident partiality or corruption in the arbitrator"
 - Arbitrators guilty of misconduct (failure to postpone hearing, hear certain evidence)
 - Arbitrators exceeded their authority

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RULE #6

- Stick to easy to read fonts such as Arial or Times New Roman!
- No less than a 30 pt font so that people at the back of the room can read!

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Mistake #7 - Extraneous Photos and Graphs



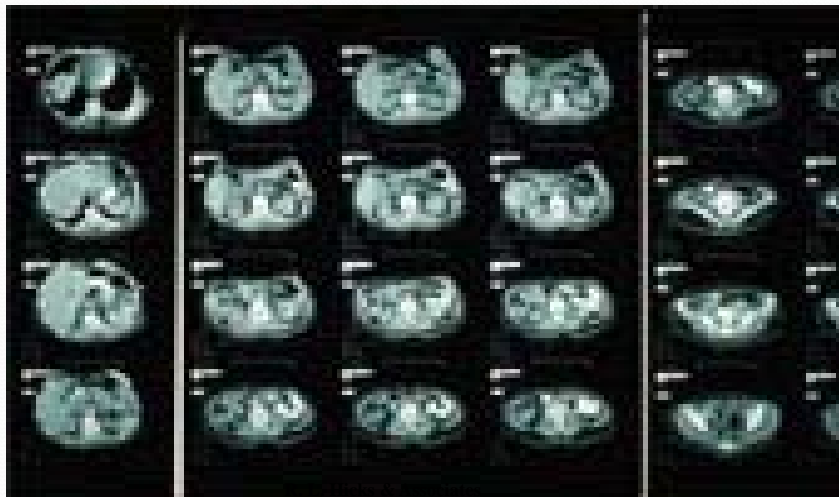
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RULE #7

- Use photos, charts and diagrams *only* to emphasize key points of your presentation!

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Mistake #8 - W-A-Y Too Many Slides



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RULE #8

- Ensure your audience stays focused by keeping the number of slides to what is necessary. 10 to 12 is often enough! (Not Today!)

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Mistake #9 - Different Animations on Every Slide

RULE #9 - Don't distract the audience with too much of a good thing. Design your presentation with the "less is more" philosophy.

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Is it a Crime?

- Yes. Identity theft is a federal crime.



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Mistake #10 - Hardware Malfunctions

- The audience is settled. You are all set to start your presentation and - guess what? The laptop doesn't work. You didn't bother to check it out earlier.

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RULE #10

- Check the equipment!
- Be prepared to go without it!
- Bring an extra copy on Disk or jump drive!

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SUMMARY

- Know your material!
- You are the presentation!
- K.I.S.S.
- Choose a design that is appropriate for your audience!

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Summary

- Contrast background and text!
- Easy to read fonts – 30 pt+
- Photos, charts and diagrams *only* to emphasize key points!
- Keep the number of slides to what is necessary.

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SUMMARY

- Don't distract the audience with too much of a good thing!
- Check the equipment, bring a copy of disk or jump drive!

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