

Using Powerpoint Effectively :: Handout :: Richard Rathe, MD

Major Points

Make your handout first.
(Don't just dump your slides!)

Use Fewer Words and More Visual Media
(Fill the screen with your images!)

Use no more than 25-30 words per slide.
(Break up bullet lists into separate slides!)

Use bullets sparingly, if at all.
(Avoid progressive disclosure!)

Avoid complex backgrounds and animation.
(Especially sound!!)

Use warm foregrounds on cool backgrounds.

Use blank or breakout slides liberally.
(Bring the focus back to you!)
Hint: Remember the B key!!

Create one or more "super graphics".
(Most presentations lack context, not content!)
Consider giving a single slide presentation.

rathe.medinfo.ufl.edu/powerpoint/

Tufte Quotes

"Know your content, respect your audience."

"We should use Powerpoint only as
a projector operating system."

"Slideware may help speakers outline their
talks, but convenience for the speaker can be
punishing to both content and audience."

"No matter what, give a piece of paper,
something the audience leaves with.
Give it at the beginning of your talk. Don't
worry if they read it during your talk.
If they are reading it, you've won!"

Provide as much primary data in
your handout as possible.

Don't force your audience to
read detailed data on the screen.

"The single biggest threat to learning
the truth is cherry-picked data."

www.edwardtufte.com/tufte/powerpoint