

# PowerPoint Fixer-Uppers

## IF YOU HAVE TOO MUCH TEXT

- Paraphrase
- Think about key points
- Change format
- Split onto multiple slides
- General rule of thumb: no more than 7 lines of text and 7 words per line (7x7 rule)

## IF YOU HAVE ALL TEXT

- Add graphics
- Add color to bring out key points in text
- Add transitions to bring out key points in text

## IF YOU HAVE LISTS/STEPS

- Consider using autosshapes rather than bulleted lists

## IF YOU HAVE A MULTIPLE SUBJECTS WITHIN A PRESENTATION

- Consider breaking up the sections with a different looking "title" slide for each portion

## IF YOU STILL NEED "PIZZAZ"

- Consider changing bullet points to make it relevant to the subject
- Use word art to emphasis
- Consider use of sound if you have speakers

## GENERAL ADVICE

- KEEP IT SIMPLE!
- BE CONSISTENT!