PowerPoint FAQs

Directions: Read each question and then select the answer that you think is right.

1. Which kind of font is best?
   A) Serif font (Times New Roman, Palatino)?
   B) Sans-serif (Lucida Sans, Calibri?)

2. Which cases are best?
   A) ALL UPPERCASE
   B) Mixture of upper and lowercase

3. Which kind of design is best?
   A) White or yellow letters on a blue background.
   B) Dark letters on a white or light-colored background.
   C) It depends on how bright the room is! At Kogod, room are usually bright, so choose dark letters on a white or light-colored background.

5. What kind of lighting is best?
   A) Dark room so slides project cleanly
   B) Bright room so audience can see speakers' faces
   C) Bright room with a great projector

6. What is the most dramatic way to emphasize a major point?
   A) With a text-heavy slide that supports your reasoning
   B) With a blank slide—Hit "w" for white or "b" for black, *or* include a blank slide in the same color scheme in your presentation

7. Should you start your recommendations with nouns or verbs?
   A) With nouns
      --New marketing plan
      --Financial options
   B) With verbs
      --Implement a new marketing plan
      --Explore all financial options

8. How many words per line and how many lines per screen?
   A) 7 x 7 rule: No more than seven words per line and no more than seven lines
   B) As few as you can get away with

9. How much of the slide should you fill?
   A) All of it.
   B) Avoid using the bottom third because you might block it with your body & audience further back may not be able to see it.

10. Should text be centered or flush left?
    A: Centered, which creates a formal look.
    B: Flush left to improve readability

11. Use some color in the text of your slides?
    A) No, everything should be black and white.
    B) Yes, careful use of color improves readability.

Answers: The last answer is the correct answer!

12. Should you "build" the text on your slides using animation?
   A) Yes, and use lots of wacky effects such as checkerboards, swoops, & spins
   B) Yes, because it helps direct audience attention, **but use only "appear" under custom animation**—keep it simple.

13. Where should teammates stand and where should they be looking when NOT speaking?
   A) Looking out the window, checking their notes or sneaking peak at their Blackberries.
   B) Gazing at speaker with rapt attention.

14. Should you have an agenda slide?
   A) Yes, having one can help you stay organized
   B) Optional. For a short presentation such as case comp (10 minutes), if you have crystal-clear organization you may not need one.

15. How should you prepare for inevitable technological disaster?

   A) Arrive as early as possible to check equipment.

   B) Be ready to go without a screen. Prepare back-ups paper copies or transparencies.

16. What's the best way to handle the Q & A slide?
   A) Use hyperlinks. See handout on how to create hyperlinks.

PowerPoint Checklist:

☐ Sans-serif font using upper and lower case text
☐ Slide background matches room lighting
☐ Recommendations start with imperative verbs
☐ Bottom 1/3 of slide kept empty
☐ Flush left text
☐ Q and A slide has hyperlinks
☐ Have back-up plan in case something goes wrong technologically

Answers: The last answer is the correct answer!