

No waffle, no 10 pages of idle chit-chat just great, practical tips – guaranteed!

Each month Scribes will send you a brief and valuable tip through this e-newsletter that is designed to save you time or enhance your office communication.

Using PowerPoint? Consider your Audience!

Have you ever been slideswiped? You walk into a meeting and once everyone has arrived, the lights are dimmed and the show begins. The presenter clicks the mouse again and again, showing you slide after slide until you can take no more. Exasperated, you shut your eyes and doze off. You have just been slideswiped!

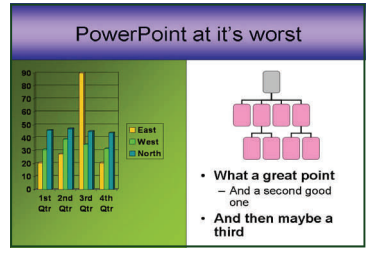
We all know how this feels, so when it's your turn to present, don't let this happen Dave Paradi, co-author of "Guide to PowerPoint" conducted an online survey of 688 people who regularly see PowerPoint presentations which revealed the following top annoyances:

The speaker read the slides to us	62.0%
Text so small I couldn't read it	46.9%
Slides hard to see because of colour choice	42.6%
Full sentences instead of bullet points	39.1%
Moving/flying text or graphics	24.8%
Overly complex diagrams or charts	22.2%



Next time you are designing a PowerPoint presentation — take the above into consideration, the team here at Scribes guarantee you will benefit from it.

Do you need to laugh during your work day?



Then watch this funny video brought to you by that infamous website "youtube". When you are next enjoying your morning coffee and have four minutes to enjoy a good office humour laugh [click here](#) to watch comedian Don McMillan illustrate "How NOT to use PowerPoint."

Until the next time!

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