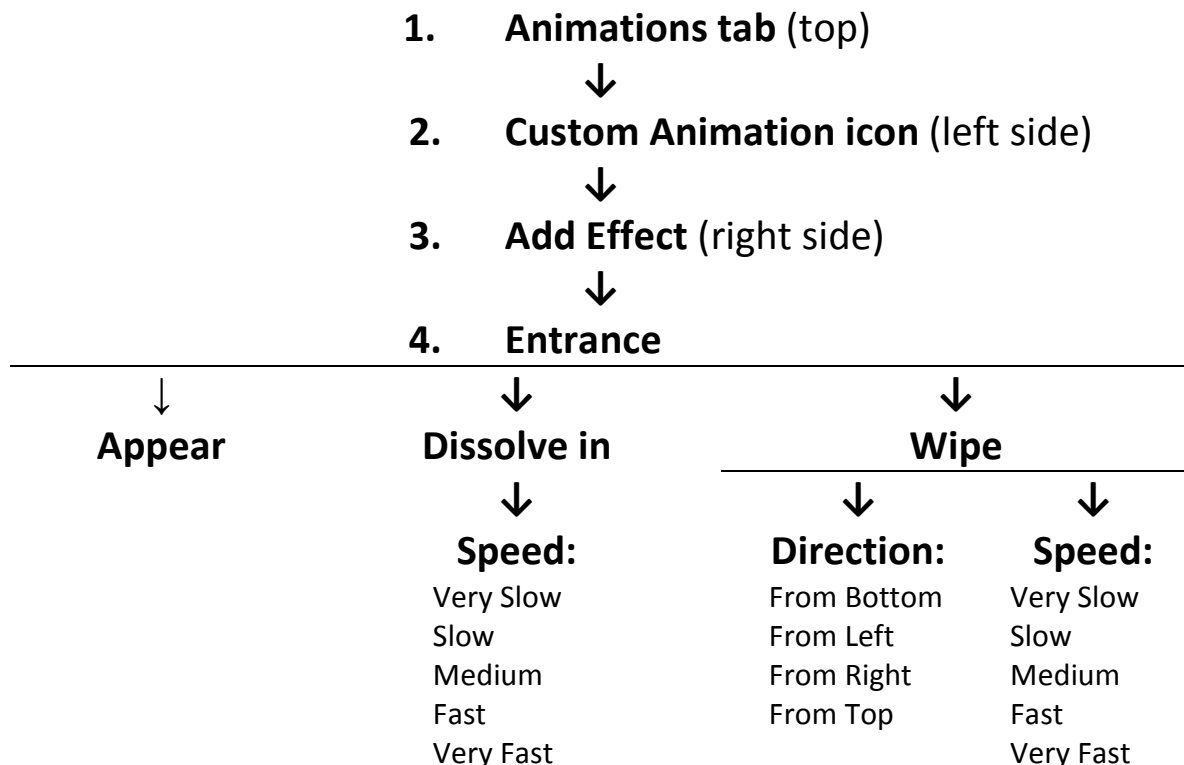


Marty Wall
LTC
University of Victoria

Wall's Ten Rules of Thumb for Teaching with PowerPoint (compressed version):

1. Consider black-on-white as the default setting.
2. Do not ordinarily dim lights unless necessary for photograph images, *etc.*
3. Use the “b” or “w” buttons when appropriate.
4. Use consistent, appropriate fonts of the appropriate size.
5. Restrict bullets to terms, phrases, or questions (*i.e.* not full sentences).
6. Use visible and invisible buttons for moving among your slides.
7. Restrict item entrances to “appear,” “dissolve-in” or “wipe.”
8. Tailor-make your own version of complex visual materials.
9. Animate graphs or tables as they would appear using the chalkboard.
10. Do not generally post to students complete animated PowerPoint shows.

Routine for animating an item *e.g.* as part of a sequence of items:
First **select the item to be animated**, and then follow this sequence of key strokes:



PowerPoint action buttons, identifying those most applicable to teaching with PowerPoint:

On the “**Home**” tab, scroll down shapes (just to the left of “**Arrange**” all the way to the bottom where you will find the “**Action Buttons**” portrayed below. (For pedagogical applications the arrows indicate the most appropriate buttons.)

Learn to use buttons for flexibility in negotiating through the slides.

Learn to “buttonize” bullet-pointed items: turning a bulleted item into an invisible button.

