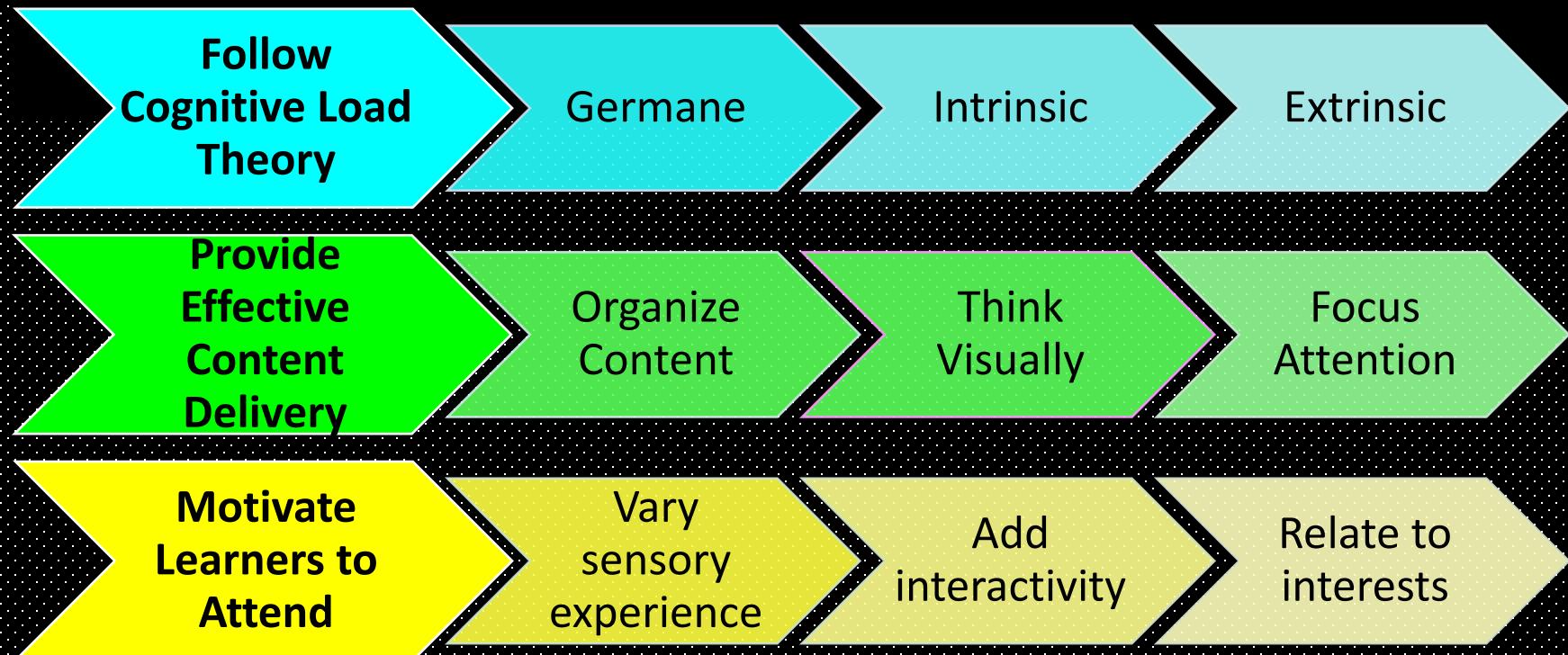


# Can You Read My Slides?

Gail March Cohen, Ph.D.  
Educator Development Program  
Do not copy or distribute

**Goal:** The purpose of this Zipinar is to present best practices in generating slides for effective teaching and learning.

**Learning Objectives:** By the end of this Zipinar, you will be able to:

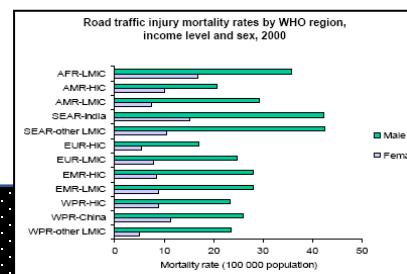
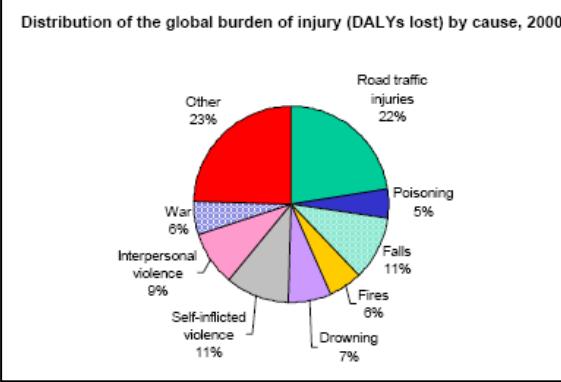


# What about PowerPoint slides makes a presentation **NOT** work?

1. Heart Disease
2. Depression
3. Stroke
4. COPD
5. Respiratory Infection
6. Tuberculosis
7. War
8. GI diseases
9. HIV
10. Prenatal conditions
11. Violence
12. Congenital anomaly
- 13. Self-inflicted injury**
- 14. Lung cancer**

1. Heart disease
2. Depression
3. Traffic accidents
4. Stroke
5. COPD
6. Respiratory infection
7. Tuberculosis
8. War

| Injury-related mortality rates (per 100 000 population) in WHO regions by age group and sex, 2000 |            |       |        |        |        |          |        |                 |        |        |        |                       |        |                 |        |
|---|------------|-------|--------|--------|--------|----------|--------|-----------------|--------|--------|--------|-----------------------|--------|-----------------|--------|
| Age group (years)   | Both Sexes | World |        | Africa |        | Americas |        | South-East Asia |        | Europe |        | Eastern Mediterranean |        | Western Pacific |        |
|   |            | Male  | Female | Male   | Female | Male     | Female | Male            | Female | Male   | Female | Male                  | Female | Male            | Female |
| All ages  | 83.7       | 112.1 | 64.5   | 160.3  | 75.1   | 106.3    | 29.4   | 112.5           | 65.3   | 143.4  | 48.4   | 87.0                  | 52.8   | 86.0            | 56.2   |
| 0-4   | 80.9       | 86.6  | 75.2   | 120.0  | 114.8  | 43.6     | 28.9   | 75.6            | 65.3   | 42.3   | 28.0   | 97.1                  | 105.1  | 101.4           | 96.8   |
| 5-14  | 39.9       | 44.3  | 35.4   | 66.9   | 53.5   | 19.2     | 9.3    | 47.7            | 56.8   | 27.4   | 11.9   | 41.3                  | 36.0   | 37.3            | 23.6   |
| 15-29   | 79.5       | 110.7 | 46.9   | 143.9  | 59.1   | 143.8    | 25.2   | 112.8           | 62.4   | 128.3  | 28.4   | 88.2                  | 43.1   | 77.5            | 46.6   |
| 30-44   | 87.5       | 126.6 | 45.2   | 221.0  | 71.4   | 133.7    | 24.2   | 129.4           | 57.0   | 184.7  | 36.1   | 93.0                  | 37.5   | 84.8            | 44.9   |
| 45-69   | 98.7       | 146.0 | 51.2   | 274.4  | 88.0   | 117.2    | 26.2   | 159.3           | 60.2   | 198.6  | 47.4   | 116.0                 | 43.5   | 102.8           | 52.8   |
| 60-69   | 121.4      | 174.7 | 72.9   | 380.7  | 140.0  | 118.2    | 37.5   | 214.7           | 94.6   | 175.7  | 55.6   | 160.0                 | 66.7   | 140.4           | 78.8   |
| 70-79   | 161.4      | 226.0 | 113.0  | 522.4  | 126.0  | 169.2    | 70.6   | 287.5           | 172.2  | 168.2  | 82.9   | 125.0                 | 150.0  | 219.2           | 134.4  |
| ≥80   | 313.6      | 404.9 | 263.8  | 439.6  | 200.0  | 380.0    | 222.2  | 480.0           | 300.0  | 342.9  | 262.5  | 400.0                 | 400.0  | 385.7           | 308.3  |



# PowerPoint Pitfalls – challenge readability and learning

- Everything starts with a bullet
- Lengthy, wordy passages
- Misspelled words
- No graphics – all text
- Presentation used as a crutch

**Organizing content**

**Formatting**

- Too many animations
- Inappropriate images
- Distracting templates
- Poor choices for background colors
- Distracting transitions
- Too busy, too many colors
- Poor font choices

To avoid

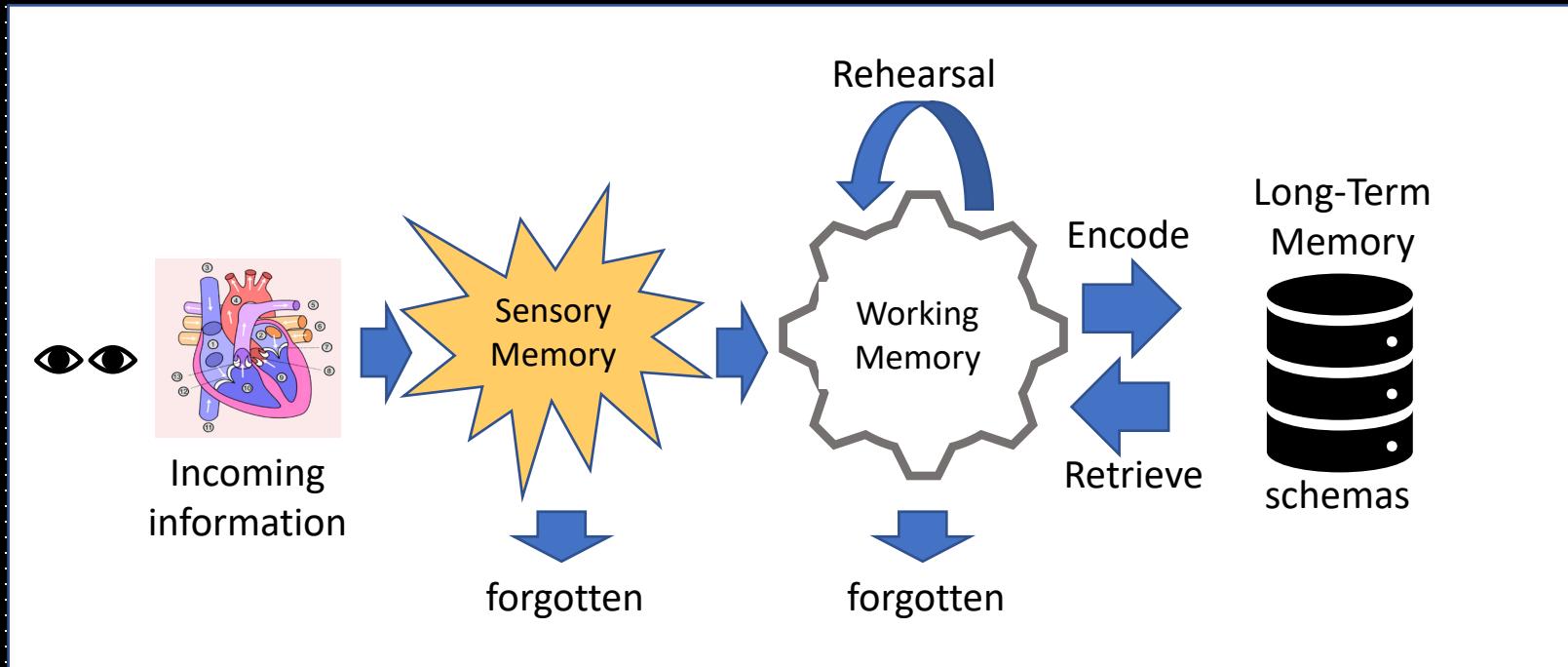
# DEATH BY POWERPOINT



<http://bit.ly/hnhxRe>

Apply effective PowerPoint best practices

# How do we process information?



Sensory Memory filters out the important information and passes it into Working Memory that can hold 5-9 chunks of information that moves along into Long-Term Memory for storage in structures called “schemas.”

Adapted from Atkinson, R.C. and Shiffrin, R.M. (1968). 'Human memory: A Proposed System and its Control Processes'. In Spence, K.W. and Spence, J.T. *The psychology of learning and motivation*, (Volume 2). New York: Academic Press. pp. 89–195.

# Cognitive Load Theory

= The amount of information that can be processed in working memory at one time.

Instead of presenting a group of rote facts, apply cognitive structures or “schemas” for effective learning

Consider:

**Germane Cognitive Load:** Process of integrating new learning

**Intrinsic Cognitive Load:** Learning level effort and difficulty

**Extrinsic Cognitive Load:** Presentation of learning

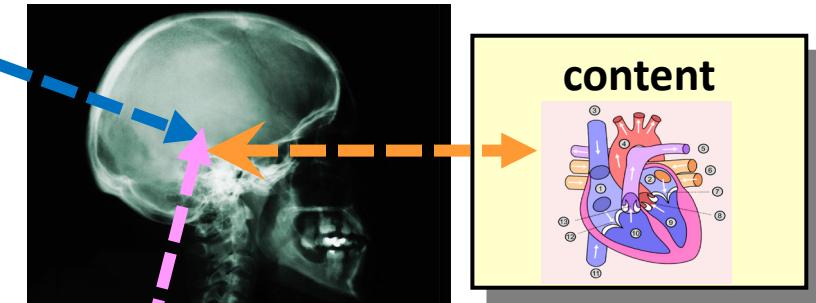
# Germane Cognitive Load = integrating process, construction, and automation of schemas (the storage of knowledge)

Students encode, store and retrieve information by:

## Learning style

Described by theories

- VARK
- Kolb
- Multiple Intelligences



## Learning experience/personality

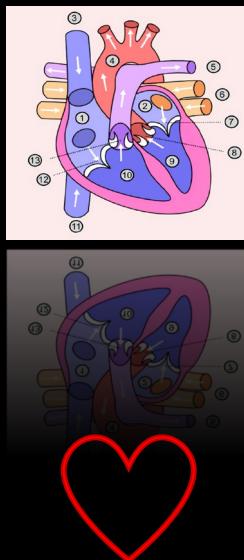
Motivates interest in content

- Through their previous academic, cultural and social knowledge
- Screened by their preferred interests to attend to the content

# Increase Germane Cognitive Load

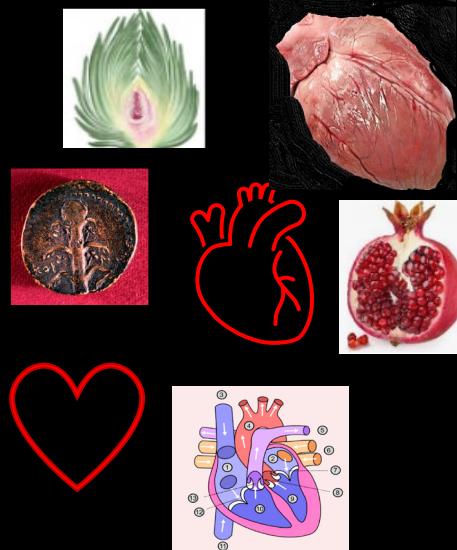
# Reflection

Connect new content to previous experiences



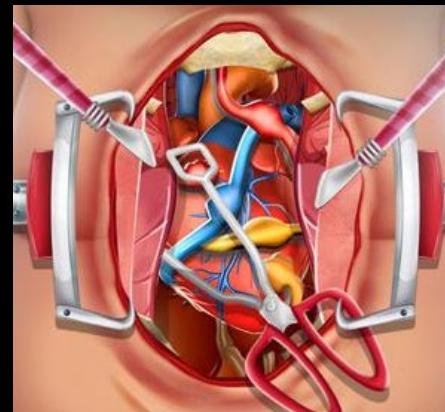
# Interleaving

Present similar concepts to differentiate and avoid incorrect schemas

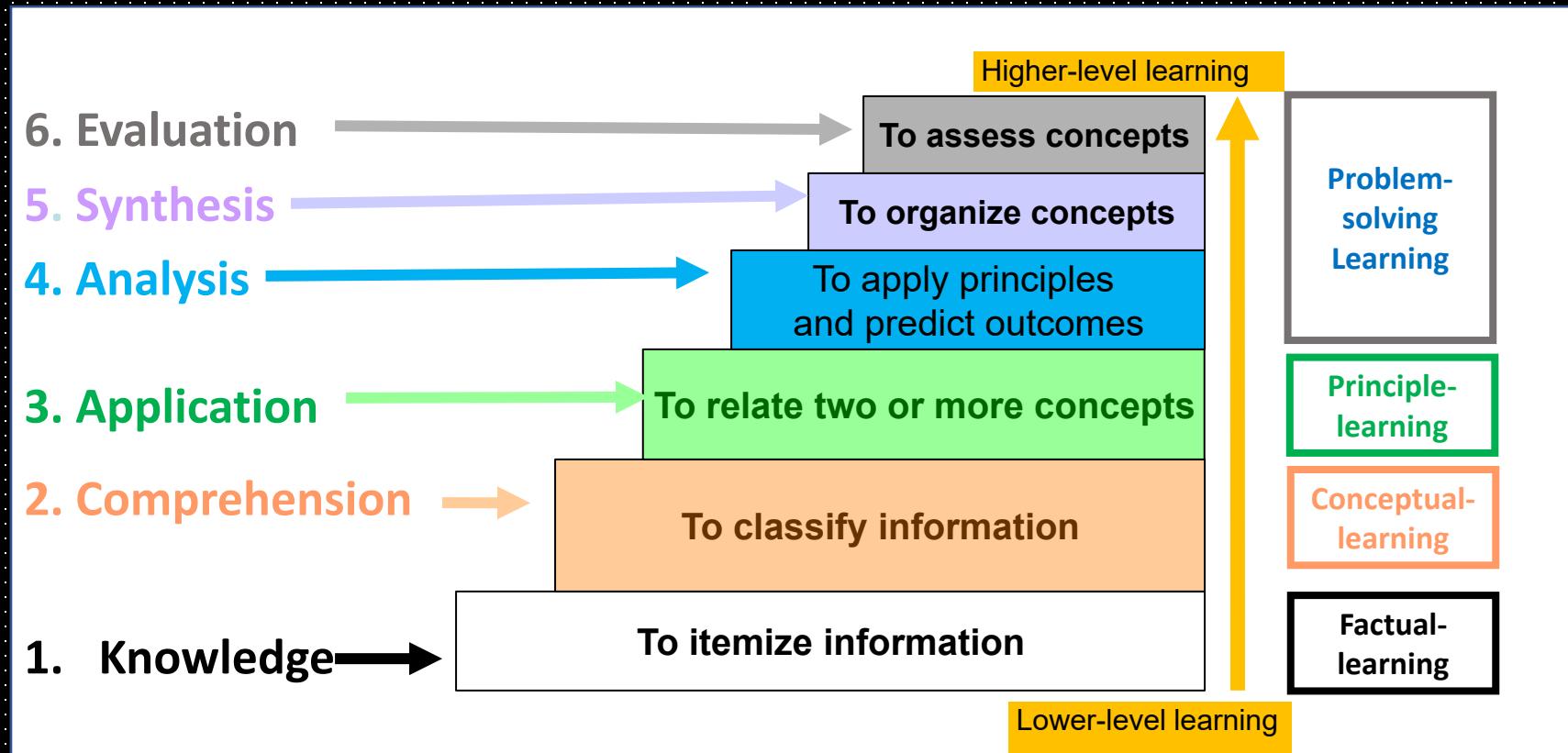


## Work Examples

Provide explanations with solutions to create schemas



# Intrinsic Cognitive Load = **level of learning difficulty** in the instructional presentation that may need subschemas



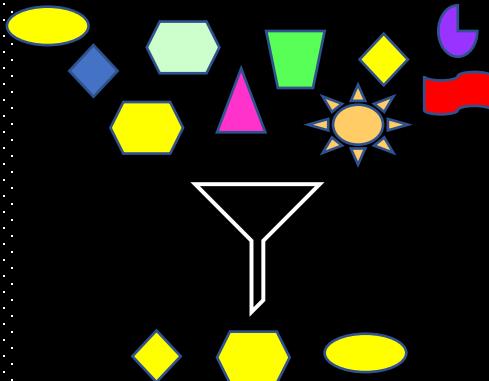
Bloom B. The taxonomy of educational objectives:--Cognitive Domain. NY: Longman. 1984.



# Increase Intrinsic Cognitive Load

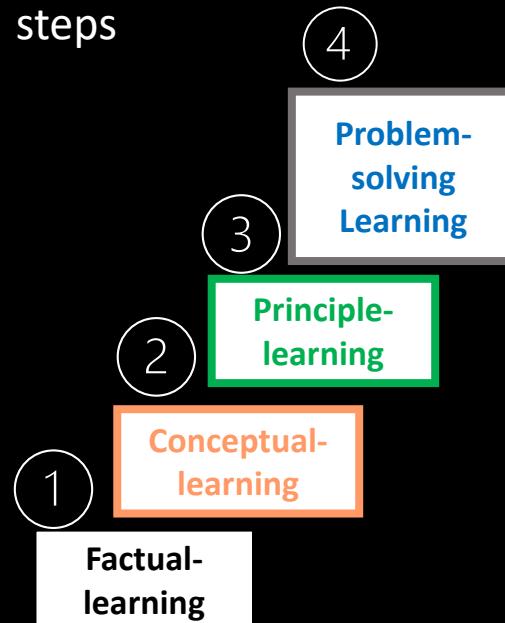
## Focusing

Filter out information to pass important concept into working memory



## Sequencing

Build concept logically to increase learning in steps



## Chunking

Provide smaller concept units to reduce difficulty



Fuhrman J. Students' learning systems function more efficiently. The International Institute for Innovative Instruction. June 6, 2017. Available at <https://www.franklin.edu/institute/blog/cognitive-load-theory-helping-students-learning-systems-function-more-efficiently>. Verified 12/23/21.

# Efficiency in Learning

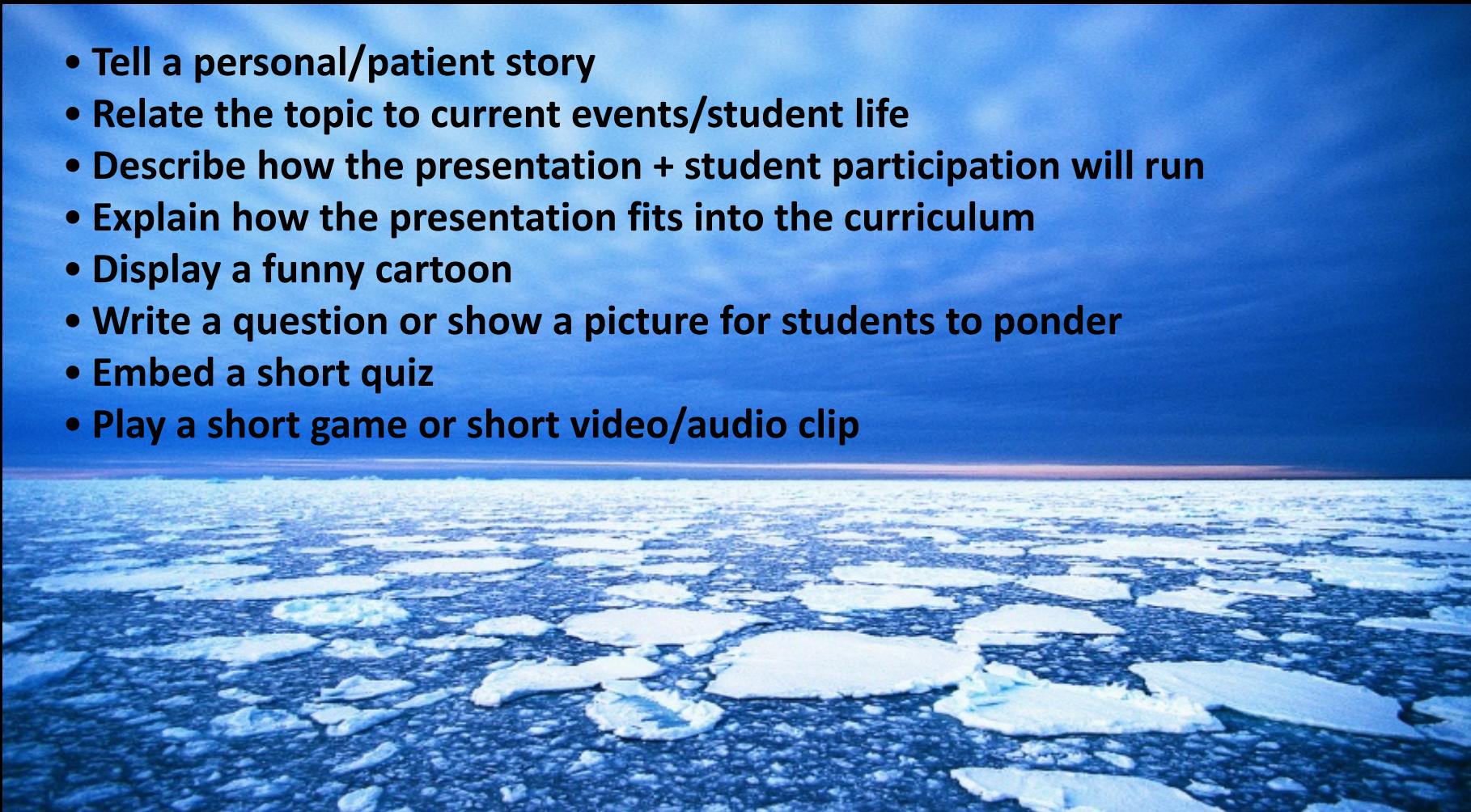
Managing relevant cognitive load by --

Focusing the learner's attention

# Introduce the Content:

## Focus with an Icebreaker

- Tell a personal/patient story
- Relate the topic to current events/student life
- Describe how the presentation + student participation will run
- Explain how the presentation fits into the curriculum
- Display a funny cartoon
- Write a question or show a picture for students to ponder
- Embed a short quiz
- Play a short game or short video/audio clip



# Sequencing: Content Decision Points — **tell a story**

- 1. How will you introduce the content?**
- 2. How will you deliver the content?**
- 3. How will you conclude the content presentation?**



# Focus Attention to Slide Presentation by

Providing presentation goal and learning objectives

Initiating discussion with an icebreaker/formative quiz

Asking a question or pose a problem to stimulate discussion

Changing colors of backgrounds or text

Adding motion when needed

Playing an audio track

Using visuals for analogies or metaphors

Appealing to learner's interest

Allowing learner to participation in presentation with a game

**\*Tip: The key idea is offer variety, but do not overdo it.**



# Insert Appropriate visuals – use image instead of text



<http://diabetesthensome.blogspot.com/2011/01/depression.html>

Too distracting unless your content is about lion mothers & cubs



<http://movies.nationalgeographic.com/movies/last-lions/about/>

# Use Analogies or Metaphors

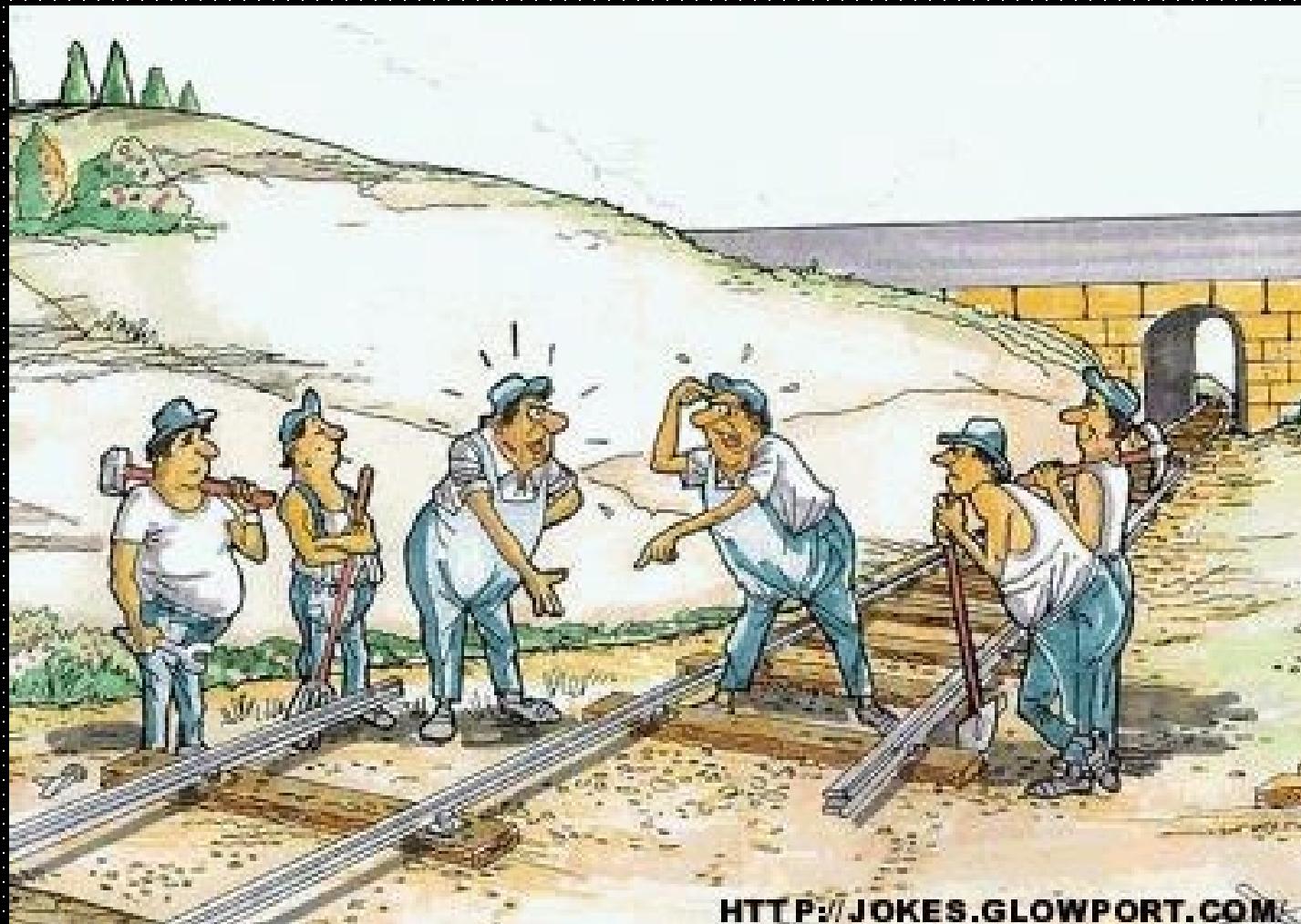
Like a finishing line –

Learning objectives  
describe what is  
expected of you to  
achieve by the end of  
the learning



By the end of the Zipinar, you will be able to:

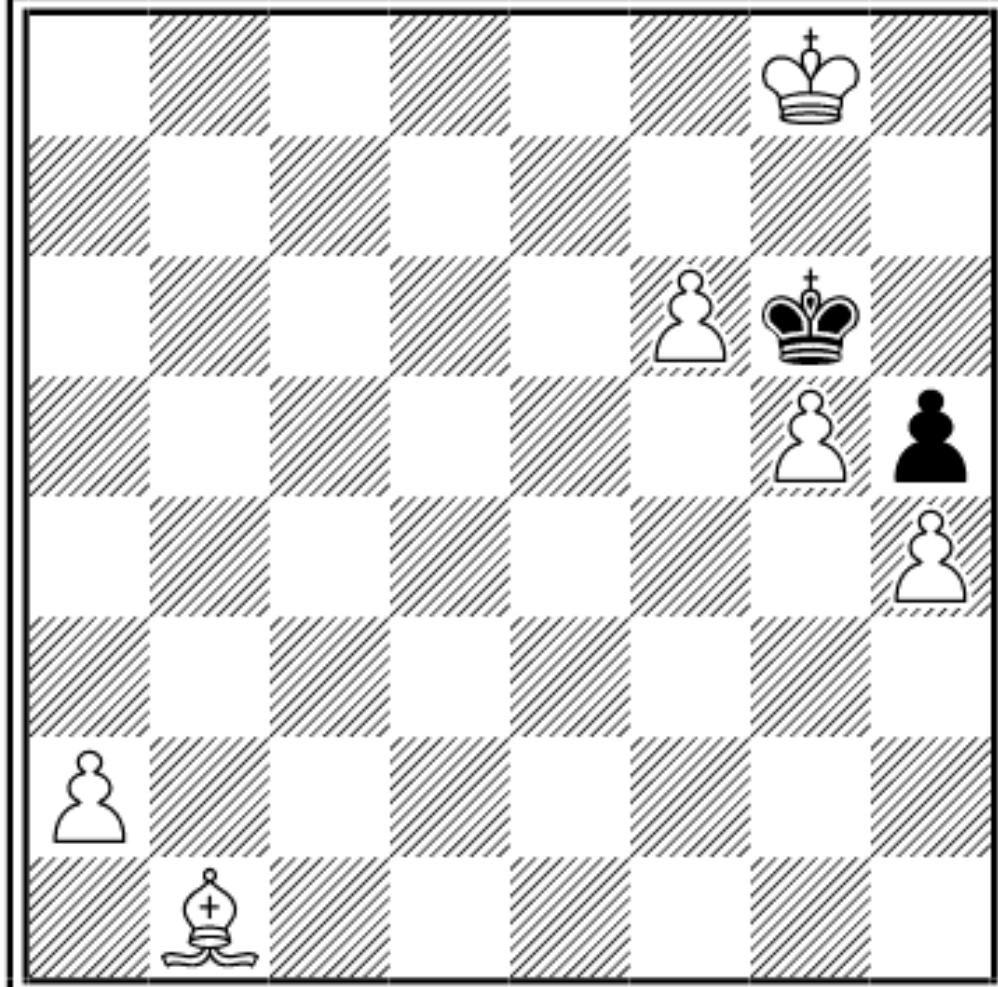
# Focus Learner's Attention -- Pose Problems to Solve



[HTTP://JOKES.GLOWPORT.COM](http://jokes.glowport.com)

*How would you manage this situation?*

# Focus Learner's Attention -- Allow Learner to Participate



Games

Practice Quiz

Know-Pair-Share  
discussions

Panel Topic

Debate Question

Predictions of  
outcomes

# Focus Attention with **Readable** Font Sizes

## **TITLE TEXT**

Font size is 44 points -- 36 pts

## **SUBTITLES**

Font size is 38 pt. – 32 pt.

## **BODY TEXT SIZE**

Font size is 24 pt – 20 pt **(16 pt for online presentation)**

## **TOO SMALL**

Font size is 12 pt. OK for citing sources on a slide.



# Focus Attention with Readable Fonts -- Styles

## Use

- Sans serif for easier reading
- **Color, bolding, capitals, different fonts** to emphasize a point
- Limit font styles for consistency (optional)
  1. one for title
  2. one for the body
  3. one for labels

## Do NOT use:

- Serif fonts
- *Italics*
- Underlining (except for internet links)
- ALL CAPITALS (like yelling at your learners)
- Stacked vertically (English read horizontally left to right)
- **Dropped shadows**

# Focus Attention with Text & Backgrounds

**Light text on  
dark backgrounds**

Light  
Sans Serif Text  
  
On Dark  
Background

**OR dark text on  
light backgrounds**

Dark  
Sans Serif Text  
  
On Light  
Background

**Avoid distracting backgrounds, photos or clip art**



No text over images



Less text more images

# Focus Attention with Color

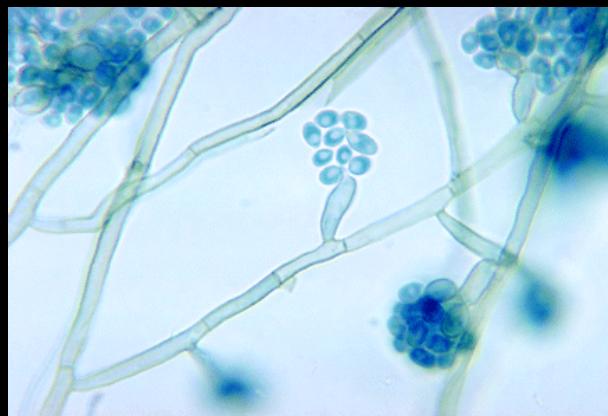
Differentiate background color for specific slides

Differentiate color text for emphasis

Differentiate color frame to organize slide

Differentiate with contrasting colors (NOT red on green)

Differentiate image with color or black and white



# Decrease Difficulty – **keep text readable**

## **Text on slides compliment your instruction\***

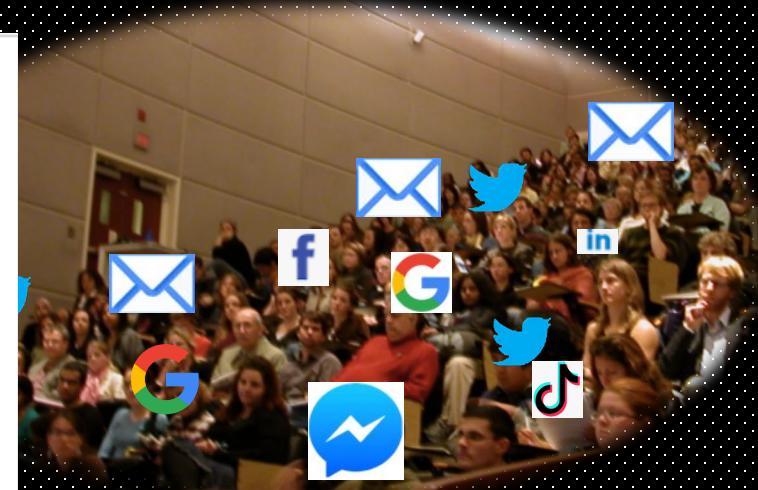
- Avoid lots of slide text
- Limit colors to **blocks of text**
- Follow the **6 X 6 rule (“Joy of Six” )**
  - Limit to 6 lines per slide
  - Limit to 6 words per line

\*A Zipinar is a slide book where it is OK to have more text because the learner focuses only on the slides without an instructor.

# Extrinsic Cognitive Load = the manner in which information is presented to the learner

## This Is Some Important Point

- ✓ One amazing fact that you didn't realize
- ✓ Another amazing fact that maybe you knew
- ✓ A third fact that you might have known, but didn't realize was relevant
- ✓ And, of course, a fourth fact that needs to be stated because you can't just say it and expect them to remember
- ✓ And a fifth point, just for luck
- ✓ Oh, and did I mention point #6 too?
- ✓ And there's an important conclusion too

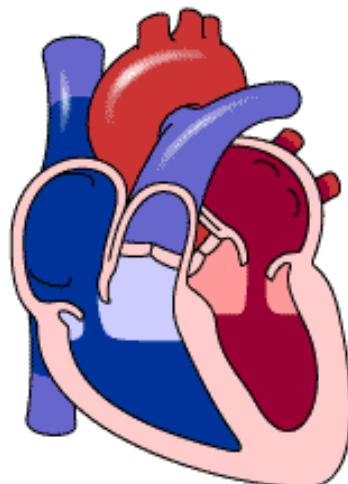


Too much slide information and the learner finds it difficult to focus and then seeks distractions

# Reduce Extrinsic Load -- Dynamic Delivery of Content

## This Is Some Important Point

- ✓ One amazing fact that you didn't realize
- ✓ Another amazing fact that maybe you knew
- ✓ A third fact that you might have known, but didn't realize was relevant
- ✓ And, of course, a fourth fact that needs to be stated because you can't just say it and expect them to remember
- ✓ And a fifth point, just for luck
- ✓ Oh, and did I mention point #6 too?
- ✓ And there's an important conclusion too



Instead of a bullet list, use an animated pumping heart to focus learners' attention away from any distractions (e.g., eMail, Twitter, Google)

# Reduce Extrinsic Cognitive Load

## Organization

Follow and sequence concepts by objectives

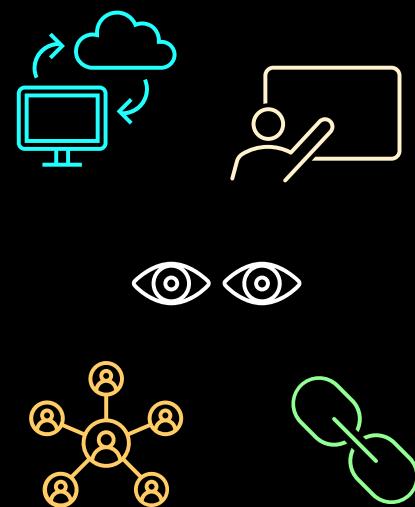
1. Objective

2. Objective

3. Objective

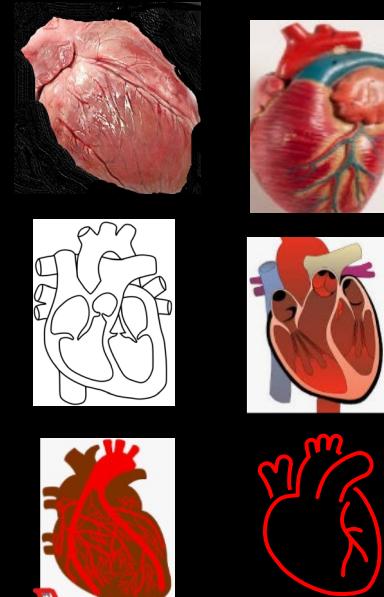
## Split Attention

Avoid linking to external sources



## Redundancy

Focus on concept without repeating same ideas



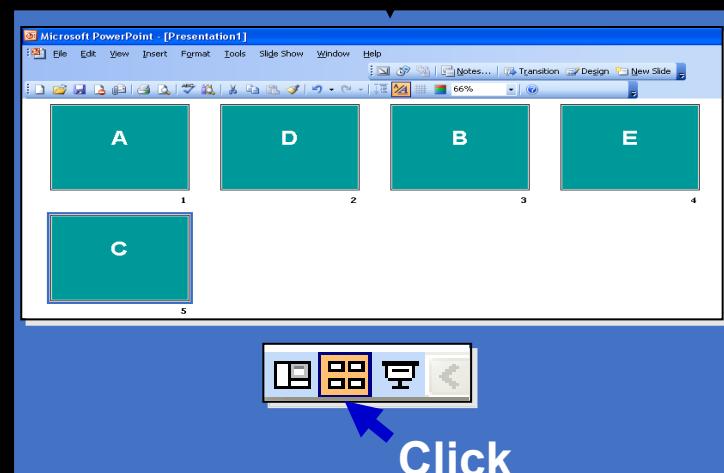
Fuhrman J. Students' learning systems function more efficiently. The International Institute for Innovative Instruction. June 6, 2017. Available at <https://www.franklin.edu/institute/blog/cognitive-load-theory-helping-students-learning-systems-function-more-efficiently>. Verified 12/23/21.

# Efficiency in Learning -- **Managing relevant cognitive load**

## Manage working memory capacity

Weeding = an instructional strategy to **eliminate unnecessary or redundant content** and minimize cognitive load.

Use Slide Sorter to Weed Out Redundancies



# Emphasis & Whitespace – **reduce distractions**

## Structure Slide Space

Vary the font size and weight (**bold**/regular)

No more than 2 levels of text

Use whitespace to focus learner's attention to important text and images

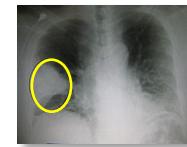
### Choosing Antimicrobial Therapy for Patient with VAP

#### Decision Point:

1. Antibiotic for MRSA? Vancomycin or Linezolid
2. Possible MDR gram negative/  
Pseudomonas?  
One or two antibiotics active vs. gram negative rods, including pseudomonas

### Antimicrobial Therapy for Patient with VAP

1. **Antibiotic for MRSA?**  
Vancomycin or Linezolid
2. **Possible MDR gram negative/Pseudomonas?**  
One or two antibiotics active vs. gram negative rods, including pseudomonas



# Reduce Extrinsic Cognitive Load -- **limit** information needed for level of learning

## Simplify Tables

| Injury-related mortality rates (per 100 000 population) in WHO regions by age group and sex, 2000 |            |           |        |          |       |        |       |        |
|---|------------|-----------|--------|----------|-------|--------|-------|--------|
| World   |            | Age Group |        | Americas |       | Europe |       |        |
| Age group (years)   | Both Sexes | Male      | Female | (years)  | Male  | Female | Male  | Female |
| All ages  | 83.7       | 112.1     | 54.9   |          |       |        |       |        |
| 0-4   | 80.9       | 86.6      | 75.2   |          |       |        |       |        |
| 5-14  | 39.9       | 44.3      | 35.4   | All Ages | 106.8 | 29.4   | 143.4 | 46.4   |
| 15-29   | 79.5       | 110.7     | 45.9   | 0 - 4    | 43.6  | 28.9   | 42.3  | 28.0   |
| 30-44   | 87.5       | 128.6     | 45.2   | 5 - 14   | 19.2  | 9.3    | 27.4  | 11.9   |
| 45-59   | 98.7       | 146.0     | 51.2   | 15 - 29  | 143.8 | 25.2   | 123.4 | 28.4   |
| 60-69   | 121.4      | 174.7     | 72.9   | 30 - 44  | 133.7 | 24.2   | 184.7 | 36.1   |
| 70-79   | 161.4      | 226.0     | 113.0  |          |       |        |       |        |
| ≥80   | 313.6      | 404.9     | 263.8  |          |       |        |       |        |

More info than is needed



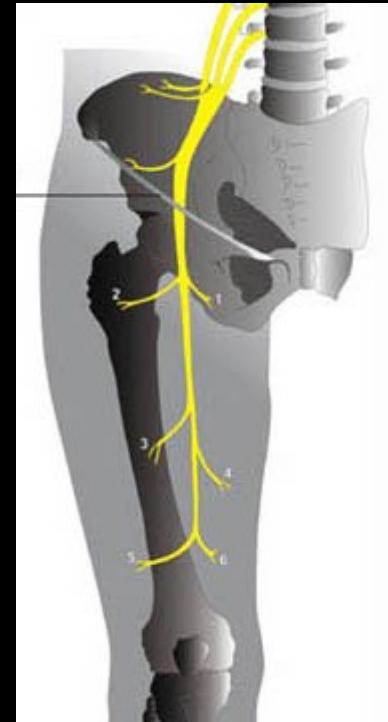
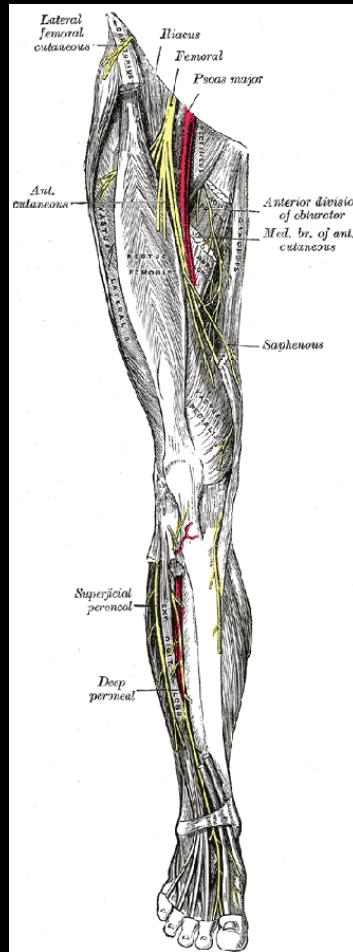
Focused info



# Reduce Extrinsic Cognitive Load = display images in subschemas to build learning

Simplify Illustrations

More info than is needed



[Transabled.org](http://Transabled.org)

Gray H. Anatomy of the Human Body

# Key Points

**Cognitive Load Theory** – Germane (encoding, retrieving, & storage), Intrinsic (difficulty level), and Extrinsic (reduced distractions)

**Dynamic Delivery of Content** – organize content, limit bullets, and include animation, appropriate images, and analogies/metaphors

**Focus the Presentation** – think visually with backgrounds, fonts, colors, spacing, contrast, and limited wording

**Motivate the learner to attend** – variety in presentation style, include interests, and participation in interactivity of answering questions exercises, peer exercises, and games

# Reading Sources

Adkinson BC and Shiffin. Human memory: a proposed system and its control processes. In Spence KW and Spence JT. *The psychology of learning and motivation*. Acad Press. 1968; 89-195.

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Holzinger A. Efficiency in learning: evidence-based guidelines to manage cognitive load. In: Clark RC, Nguyen F, and Sweller J. *Educational Technology & Society*. International Forum of Educational Technology and Society; 2007: 10 (3), 325-326.

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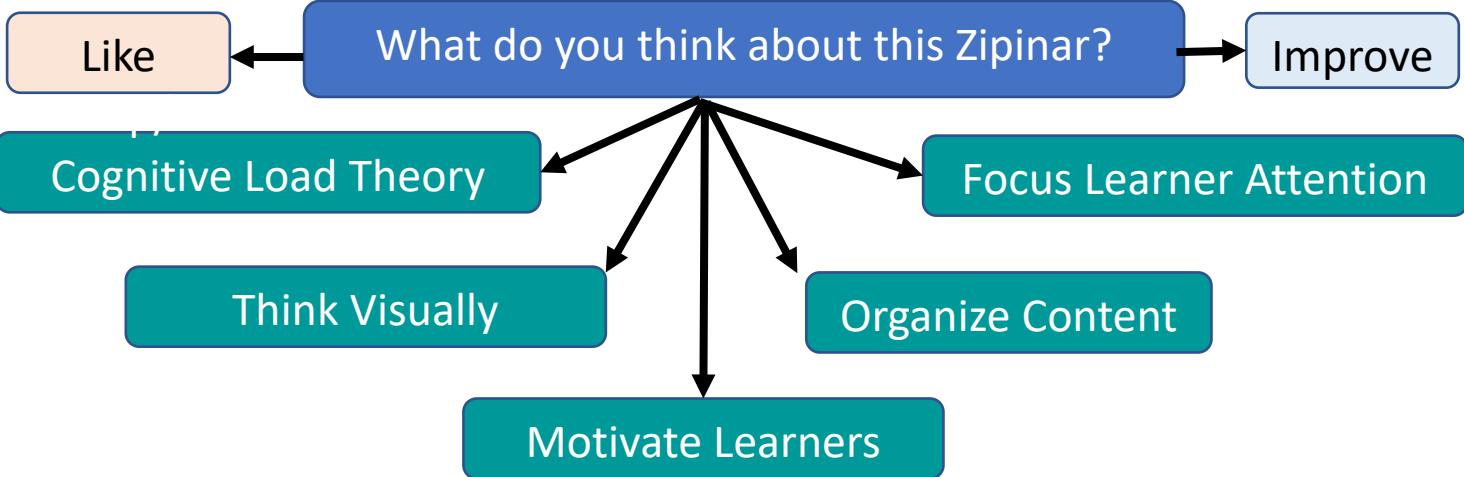
Reynolds G. Is it finally time to ditch PowerPoint? Accessed 3/1/11 at [http://www.presentationzen.com/presentationzen/2007/04/is\\_it\\_finally\\_t.html](http://www.presentationzen.com/presentationzen/2007/04/is_it_finally_t.html)

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University of California San Francisco. Slide design tips Available at <https://meded.ucsf.edu/tee/slides#> . Verified 12/21/21.

# Your Thoughts?



Please click on this [LINK](#) and take the brief survey and share your thoughts about this Zipinar.

For Residents, fellows, graduate students and medical students; please enter your name and site so that UMMS and your clinical site knows you viewed this Zipinar.

***Thank you for taking the time to view this quick overview.***