

PowerPoint Slide Show Checklist

Do's	Don't's
<input type="checkbox"/> A title slide	<input type="checkbox"/> No distracting animation
<input type="checkbox"/> A Table of Contents – do this slide last	<input type="checkbox"/> No distracting font colours (yellow, orange, red, etc.)
<input type="checkbox"/> Four to five points per slide – phrases only!	<input type="checkbox"/> Minimal multiple colours on a graph or chart
<input type="checkbox"/> Show one point at a time on each slide (animation	<input type="checkbox"/> No shading or other enhancements on a graph or chart
<input type="checkbox"/> Consistent with animation between and on slides	
<input type="checkbox"/> Slide Title Font 36 – 48 point size – Blue or Black Colour	
<input type="checkbox"/> Slide Body Font 18 – 36 point size – Blue or Black Colour	
<input type="checkbox"/> One Picture per slide (1 megabyte size minimum)	
<input type="checkbox"/> Graphs are clear of clutter with title	
<input type="checkbox"/> Spelling and Grammar are perfect	
<input type="checkbox"/> Conclusion Slide is included with summary of presentation	
<input type="checkbox"/> Question and Answer Slide is included	