

PowerPoint Design Checklist

Name: _____

Class: _____

Theme

- Design your slides to fit to a theme that reflects the content of your presentation.
- Keep your theme simple and clear.
- Choose a color scheme that fits to your theme.
- Keep your theme consistent throughout the presentation.

Alignment

- Choose one style of alignment (left, center or right) and stick with it throughout the presentation.
- Keep text and graphics away from the edges of the screen.
- Keep slides balanced vertically (top to bottom).

Contrast

Remember: Light backgrounds and dark text are the best.

- Make sure that there is a lot of contrast between the background and the foreground.
- Make sure slides are readable for someone who is colorblind.

Backgrounds

Remember: busy backgrounds detract from the content.

- Use a simple background.
- Use a light background.
- Do not use too many colors.
- Use the same background on all slides.
- Make text readable on all slides.

Text

- Choose an easy to read font.
- Choose a font size and stick with it throughout the presentation.
- Choose a text color and stick with it throughout the presentation, unless you need a different color for emphasis.
- Include a title for every slide.
- Include no more than 6 words per bullet point.
- Include no more than 6 bullets per slide.
- Have no more than 6 word-based slides in a row.

Animation (includes sounds and transitions)

Remember: Use animation that will highlight important information.

- Animations should enhance (not detract from) the presentation (otherwise leave them out).
- Do not animate all objects on each slide.
- Do not over use animation.
- If you choose to use animation, be consistent for all of your slides.