PowerPoint Design Checklist

Color and Templates

- ❑ Text and background colors are high contrast – white background with black text is the most readable combination
- ❑ If a built-in template is used, it's simple, with solid colors
- ❑ All text is a single color
- ❑ Color is not the sole indicator of emphasis
- ❑ Combinations of red and green are avoided

Text and Fonts

- ❑ Heading text size is at least 34 points, preferably at least 44 points
- ❑ Body text size is at least 28 points, preferably at least 36 points
- ❑ Body text font is sans serif, ex: Verdana and Arial
- ❑ Heading font is sans serif or serif, ex: Times New Roman and Georgia
- ❑ Common fonts are used if PowerPoint will be loaded on an unfamiliar computer
- ❑ No more than 2 fonts are used per presentation
- ❑ Italicized and underlined text are used only when absolutely necessary
- ❑ Text is mixed case, unless an acronym or other exception requires all-caps

Graphics

- ❑ Uses images and photos instead of text when possible
- ❑ Uses only one image per slide

Graphics (continued)

- ❑ Uses only high-quality images
- ❑ If images have a white background "box", uses a white slide background
- ❑ Uses only images that are unlicensed or designated creative commons or fair use

Content and Layout

- ❑ Slides contain plenty of "white space"
- ❑ Slides do not contain complete sentences, unless a quote is used
- ❑ No more than 7 words per line
- ❑ No more than 7 lines per slide
- ❑ Body text is left-justified, unless emphasis is needed
- ❑ Centering is used only for headings and a handful or less of words in the body
- ❑ Start with Learning Objectives on the first or second slide

Transitions and Interactivity

- ❑ Transitions are used only to bring in points one at a time and are not distracting
- ❑ Audio and video files are stored online and linked to from the presentation, instead of embedded in slides
- ❑ Poll Everywhere slides are used occasionally for audience response to questions