PowerPoint Checklist for Presentation and Slide Design

Instructional Design

There are several common sense factors to planning a great session, both in terms of how you organize and sequence your presentation and how you personally deliver it.

When building your presentation:
- Always remember your central message(s)
- Avoid distractions that could undermine your instructional purpose
- Create an introduction slide with session title, your name and contact information
- Create an 'advance organizer' slide to provide some understanding of scope and sequence of session
- Use a logical sequence – move from general to specific; have clear beginning, middle and end
- Use relevant examples
- Recap central information/message
- Create a final slide (or copy your introduction slide) to recap session title, your name and contact information for follow-up

PowerPoint Design

Text

- Check for spelling, grammar
- Use sans-serif font
- Make font size large (36pt +)
- Never use all caps
- Left justify
- Use point form or phrases
- Use black (dark) background and light text

Screen Layout

- One idea per slide
- Avoid gradients - colours are sometimes not well displayed
- Keep empty space around edges of your slides to allow for accidental 'cropping'
- Use master slide function to ensure consistency
- Work with basic layout design principles:
  imagine the screen divided into 9 square grid – the top row left position and the bottom row right position are key for visual elements
- Limit colors, fonts, text
- Design on 800 x 600 resolution

Media

- Avoid use of sounds / pictures that distract
- Use media elements in support of your message
- Do not post complex graphs/tables with text that's too small to read
- Beware of copyrighted materials

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