



# PowerPoint Design Checklist

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## 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
- Turning Point slides are used occasionally for audience response to questions