PowerPoint Self-review Checklist

Instructions

Prior to sending your completed PowerPoint for review use this checklist to remove common errors. The list is designed for you to have scroll through the entire presentation to review and should not be used as a review of a single slide. As you complete the review tick off each of the items as you complete the review.

PowerPoint Self-Review Checklist

In the Normal View (View → Normal)

Spellcheck entire PowerPoint

Review all slide for grammar and content

Does each slide have a note in the notes section

Are duplicate slides hidden

Are both Notes and font in Calibri

Are all pictures related to the topic

- Are the picture professional
- Add any acronyms to the spell checker

Title slide – Is there high-level overview of the course in the notes section

Course Agenda slide – is there a brief description of each section of the course

- Do all of the course objective slides match for each section

Course Learning Objectives slide – Do the bullets match the **Conclusion** slide at the end of the presentation

- Do all of the Learning Objective start with a verb

Section Learning Objectives

- Do all learning objectives start with a verb
- Are all of **the** section learning objectives covered by one or more slides
- Do all of the section numbers match the course agenda

Do all Terms and Concepts have the same table

Are all slide in title case (first letter of each word capitalized

In the Notes Page View (View → Notes Page)

Is the title page filled in with the title of the course

Is the version the draft

Are you listed as the instructor

Review the notes section and confirm the notes fit on the page

- If there is a slide that continues onto the next page is there the term "**Continued on the next page**" at the bottom of the page in bold. Does the next page start with "**Continued from previous page**"

Review all notes section with tabs is it in the following format

- ✧ **TAB 01 –** Title of Handout

Are the tabs numbered correctly

Do each of the **section cover pages** match the titles in the **course agenda**