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**

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| --- |
| ***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** |