

# Simple PowerPoint Presentation Checklist

By Campbell Rodriguez

- Preparation
  - Write an outline on paper
  - Gather materials (text and media)
- Create your slides
  - In PowerPoint click the "OUTLINE" view button and begin typing in your outline.
- Add Content
  - Switch to "SLIDE" view.
  - Choose a layout for each slide.
  - Add content to your slides
- Choose a design
  - Switch to the Design tab and select a theme
  - Test your theme
  - Adjust your content to fit the theme
- Add animations and effects
  - Switch to the TRANSITIONS tab
  - Switch to ANIMATION
- View Your Presentation
  - Run your slideshow again to test all your transitions and animations.