

Simple PowerPoint Presentation Checklist

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- ☐ 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.