

Slide Layout

- Begin with using built-in slide layout templates.
- Customize slide layout and theme using **Slide Master**.
- Give each slide a unique and descriptive title.



Content structure

- Verify and fix the reading order using the **Selection Pane**.
- Create lists using built-in numbered or bulleted lists.



Inclusive content

- Use inclusive language.
- Avoid biased language.
- Consider disability representation and diversity in mind.



Text formatting

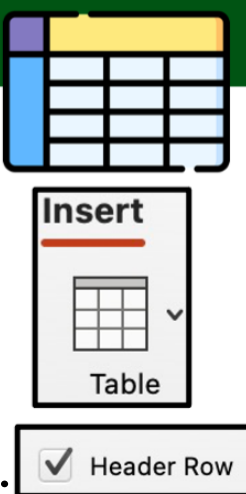


- **Sans-Serif** fonts are generally preferred to Serif fonts.
Sans-Serif fonts: E.g., Arial, Calibri, and Verdana
Serif fonts: E.g., Times New Roman, Courier
- Font size should not be too small.
- Avoid all caps and small caps.

LOREM IPSUM ✗ Lorem ipsum ✓

Use of tables

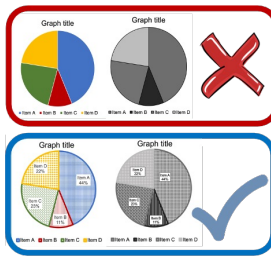
- Do not use tables for layout formatting.
- Use PowerPoint's built-in functionality to insert tables.
- Always specify the **header row** of a table.



Use of colour

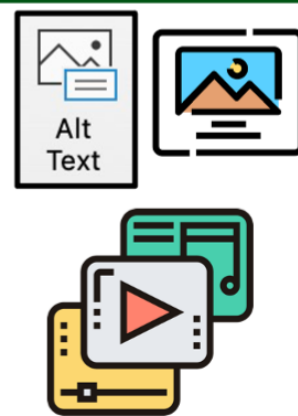


- Ensure sufficient colour contrast.
Poor contrast ✗ Better contrast ✓
- Do not use colour as the sole visual cue. Use multiple cues like line style, pattern fill, text, labels, legend.



Audio-visual content

- Provide alternative text ("**Alt Text**") for graphics.
- Provide captions.
- Avoid animations or flashing objects.



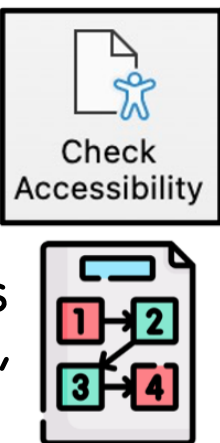
Hyperlinks

- Use descriptive link text.
- Avoid non-descriptive link text such as "Read more".
- Depending on the context, avoid using full URL as the link text.
- Include any hyperlinks in QR codes in the texts.



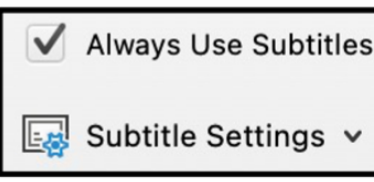
Accessibility Check

- Use **built-in Accessibility Checker** to fix potential issues.
- Check reading order by going through the slides using only the keyboard, such as the **TAB** key.



Presentation delivery

- Use **On Click** for slide transition to go through slides at own pace.
- Use simple slide transition.
- Use the built-in PowerPoint **subtitles** option.



File Sharing

- Use **Outline View** to check and export text content.
- Set document languages.
- Edit file information and properties.
- Convert to PDF by "**Save As**" instead of "Print to PDF".

