

What to check for prior to your presentation.

TIP SHEET

Avoid last-minute presentation glitches.

Here's our checklist of things to watch out for when checking your presentation.

1. Spelling & grammar

Errors in presentations are not only unprofessional but can be a big distraction to your audience so remember to always run a spell check and proofread your work.

2. Alignment

Making sure all your text, shapes and objects are properly aligned is key to having a polished and professional presentation. Use the alignment tool to arrange all assets on a slide.

3. Charts & graphs

Ensure that all your stats and data are easily digestible and presented in a clear manner and remember to select the correct type of graph for the data you are presenting.

4. Branding

Ensure you're using the correct corporate fonts and colours. If you have merged slides from different decks you will need to be extra vigilant and check for consistency throughout.

5. Hyperlinks

If you have hyperlinks in your presentation, don't forget to check that they all work. It's very easy to test, but just as easy to forget and miss.

6. Images

High quality images are imperative. After all, humans process images 60,000 times faster than text and 90% of all information transmitted to our brains is visual.

7. Animations

If you have animations in your presentation, make sure they are effective. They should focus on and enhance the comprehension of your key message.

8. Videos

If you have a video embedded in your presentation, check that all your settings are correct

9. Trial run

Do a trial run of your slides by using the 'Slide Show' setting, and we strongly recommend you play your presentation in its entirety from start to finish, always watching out for any possible errors.

10. Presenter view

Now that you have fully checked your finished presentation and you are happy with everything, remember to rehearse. We propose you use the 'Presenter View' option to assist with your delivery.

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The presentation agency
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