PowerPoint check cheat sheet

Document structure
- ❑ Good flow (no jumping to conclusions)?
- ❑ Correct chapter slides / chapter # 's?
- ❑ Check with original meeting agenda
- ❑ All sub arguments represented?

Per slide:
- ❑ Place in the flow
- ❑ Content / argument supports title
- ❑ Data support argument
- ❑ "Kicker" adds to the argument
- ❑ Can it move to the Appendix?
- ❑ Can this slide be removed?
- ❑ Consistency left ← → right side

Questions
- ❑ What if this document gets sent around?
- ❑ Document answers to the question(s)?
- ❑ Is the major argument proven?
- ❑ Synthetique → Not too much info?
- ❑ Fit to the audience?
- ❑ Correctly represents idea / project / argument?
- ❑ Send PDF?

Hygiene
- ❑ Titles
- ❑ Footnotes (confidentiality / not to be disclosed note)
  - Graphs
  - ❑ Legends
  - ❑ Units: € / # / other KPI's
  - ❑ Graph title
  - ❑ Graph as ppt / image or xls? (One sheet xls)
- ❑ # of slide masters
- ❑ Page #
- ❑ Spell check / empty spaces
- ❑ Alignment of objects
- ❑ Notes / comments removed?
- ❑ Document properties emptied?
- ❑ Font sizes / colors
- ❑ Table of contents correct?
- ❑ Compressed Images?
- ❑ Transparent shapes

Figure consistency / coherence
- ❑ Per slide?
- ❑ Cross slide?
- ❑ Cross chapter?
- ❑ Word Consistency