5-Minute Slide Makeover Checklist

• **Reduce text to essential points (3–5 bullets max).**
Keep every slide focused and readable from a distance.

• **Increase font size (minimum 24pt for body, larger for titles).**
Small fonts make slides look crowded and unprofessional.

• **Ensure strong contrast between text and background.**
Use light text on dark backgrounds or dark text on light backgrounds.

• **Align all elements using PowerPoint's Align tools.**
Proper alignment creates visual order and professionalism.

• **Use one main color + one accent color for consistency.**
Too many colors distract the viewer and break visual harmony.

• **Replace cluttered images with clean icons or high-quality visuals.**
Choose images that support your message — not distract from it.

• **Add white space around sections to improve readability.**
White space helps guide the eye and reduces cognitive load.

• **Keep only one key message per slide.**
Each slide should communicate one clear idea.

• **Remove unnecessary effects (shadows, outlines, 3D).**
Minimal design keeps focus on your content.

• **Check visual hierarchy — title > key point > supporting text.**
Structure your slide so the audience knows immediately what matters most.