

# Designing for users

## Creating a PowerPoint presentation

Do 

Don't 

Use a Sans Serif font  
such as Arial or Calibri

Aa Bb

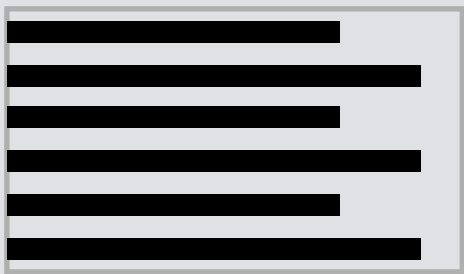
Don't use a serif font  
such as Times New Roman

Aa Bb

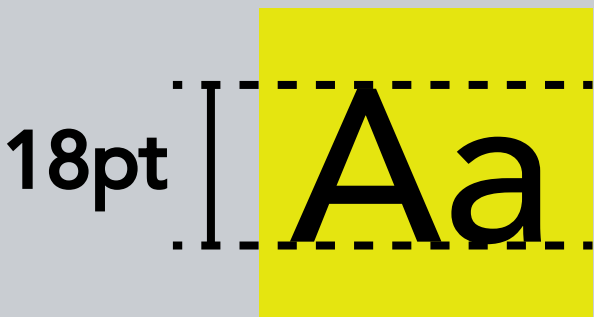
Give all slides a unique  
title bigger than 24pt



Don't rely on text size and  
placement to identify title



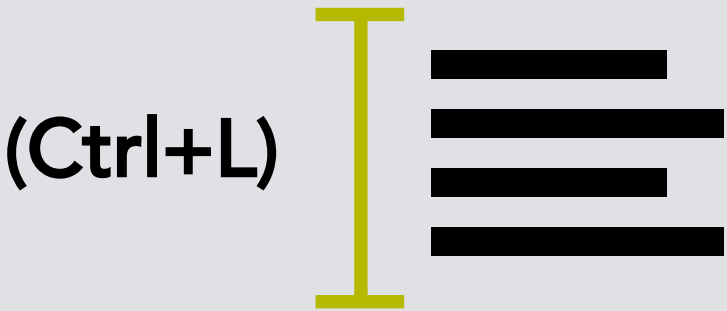
Use a strong colour contrast  
and font size bigger than 18pt



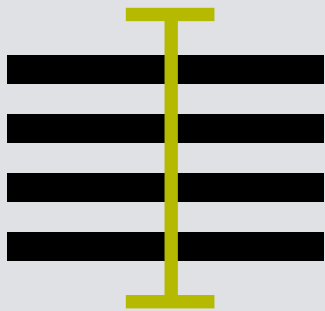
Don't use low colour  
contrasts and small font size



Align your document  
text to the left



Don't justify document text



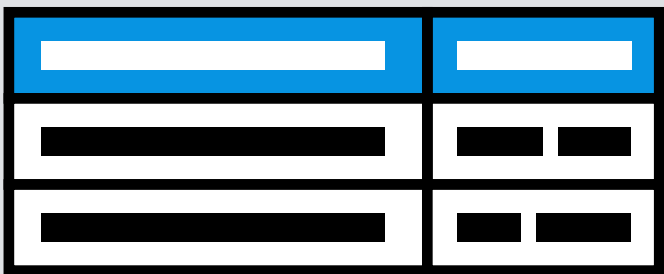
Use built-in menu  
options to format text



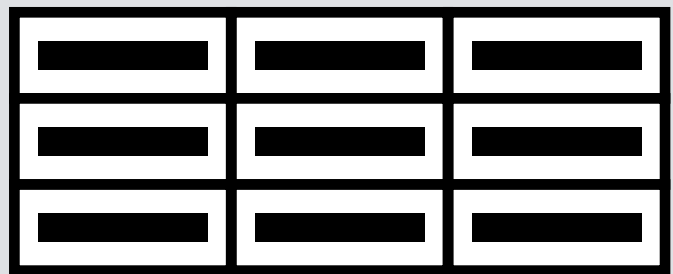
Don't create the look by using  
hyphen or number and **spaces**



Use a table to present data



Don't use a table for layout



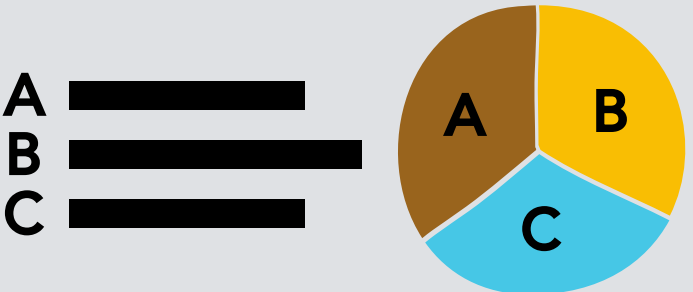
Use a combination  
of colour and text



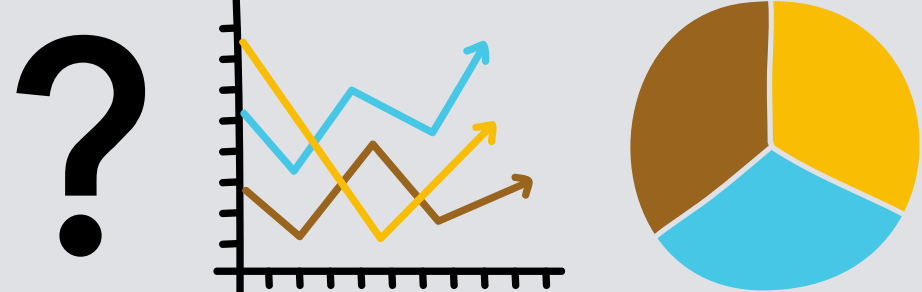
Don't only use colour  
to convey meaning



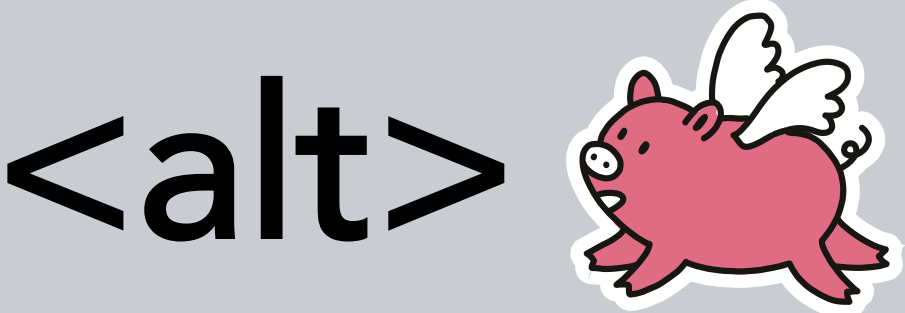
Give context for charts and  
information being conveyed



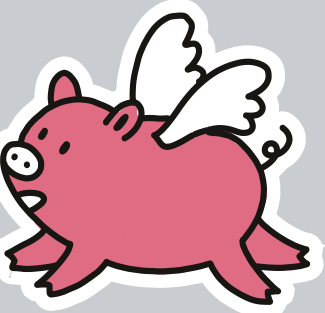
Don't overwhelm the  
user with data



Use alt text to  
describe images



Don't only show  
information as an image



Use built-in check of readability  
(Review > Spelling)



Don't create long  
sentences and paragraphs



Use built-in accessibility check facility  
(Review > Check Accessibility)

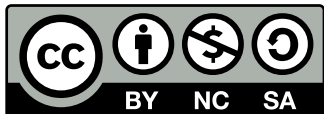


Don't forget Microsoft's advice  
on using Office 365 products



Check reading order of each slide  
(Home > Arrange > Selection pane)

Don't rely on how a slide looks to assume it has  
correct reading order



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