Designing for users

Creating a PowerPoint presentation

# Do/Don’t when creating a PowerPoint presentation

Use a Sans Serif font such as Arial or Calibri

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

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 a font size bigger than 18pt

Don’t use low colour contrasts and small font size

Align your document text to the left (Ctrl+L)

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 to 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 (web)](https://support.office.com/en-us/article/make-your-content-accessible-to-everyone-38059c2d-45ef-4830-9797-618f0e96f3ab)

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

For more information please contact: [accessibility.team@hmrc.gov.uk](mailto:accessibility.team@hmrc.gov.uk)