Bullets

Comma

Spell Check

Font size

Font type

Alignment

Bold text

Whitespace

Taglines

Consistency

Making Itaics, Bold, bullets consistent

Quotes either with fullstop or not full stop

Font size should be consistent

Dates should be consistent (Jul, July)

Sources should be in consistent way

Notes part should be consistent

No flowery Language

Crisp and Concise

Colors in graphs

Logos and image should not be pixelated

Read a sentence once you have written it

Rephrase the sentence if you are taking it from somewhere and write in crisp and easy way such the language gives all the right information instead of cluttered data

Don’t put too much text, only keep the relevant ones

Highlight only the sentence which are too much important or are signifying common patterns

1,000 not 1000

; vs ,

Check if we are putting full stop everywhere or not

If we are bolding text check if the text color and size is same

Italics, Bold texts

Make more icons and image than text

Only add info that you know and context

Check for double spaces, half sentences

Only add images with Alt + Text

Check Heading, Notes pane are on same position for every slide

Use Guides to check for the symmetry

**Always use separate text box for putting quotes or any information in pointers**

**Language**

**Don’t start word with caps in between sentences unnecessarily**

**Never write anything or words what you can’t understand or explain to seniors or stakeholders**

**Never say anything in confidence if you aren’t sure it is right or backed up or vetted**

**Please see After IA have worked that all font size is asmae and type is asame**

**Box size width should be consistent and same. Slight idhar udhar will work. But not considerable amount**

**Footnotes should not be missing**

**The dashes should be of same sizes next to a quote or comment**

**Insights, Language, Formatting (Distribute Horizontally, Center Aligned)**

Simultaneously check all slides parallely while working that any format changes hasn’t happened or not, if yes than correct it

When IA has worked on a slide, just after that check if all font size, style are same and consistent

Language should be simple. There should not be a word in deck that is not known to you. You should understand each and every word