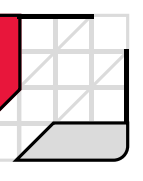
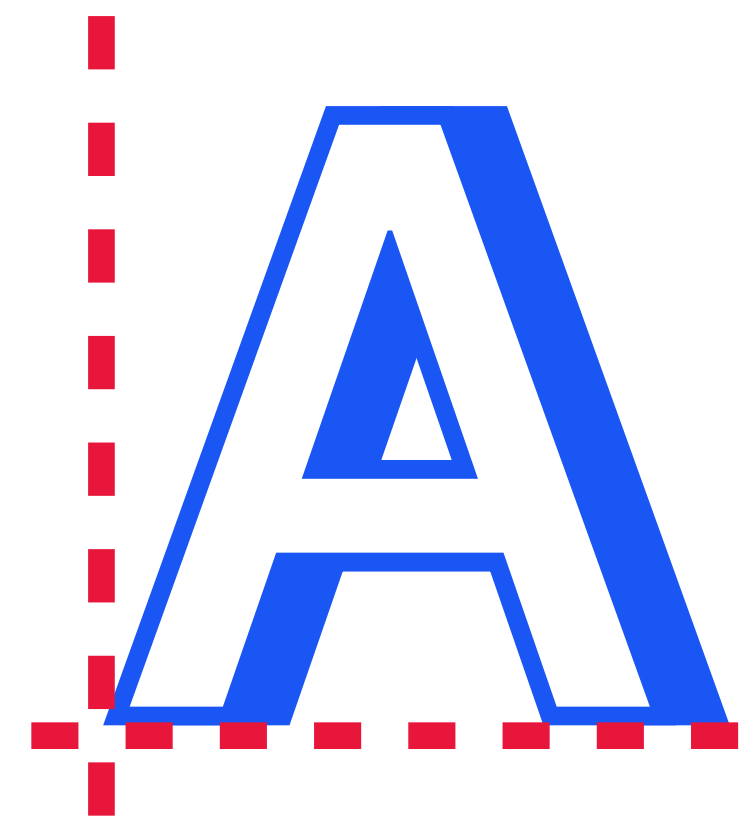


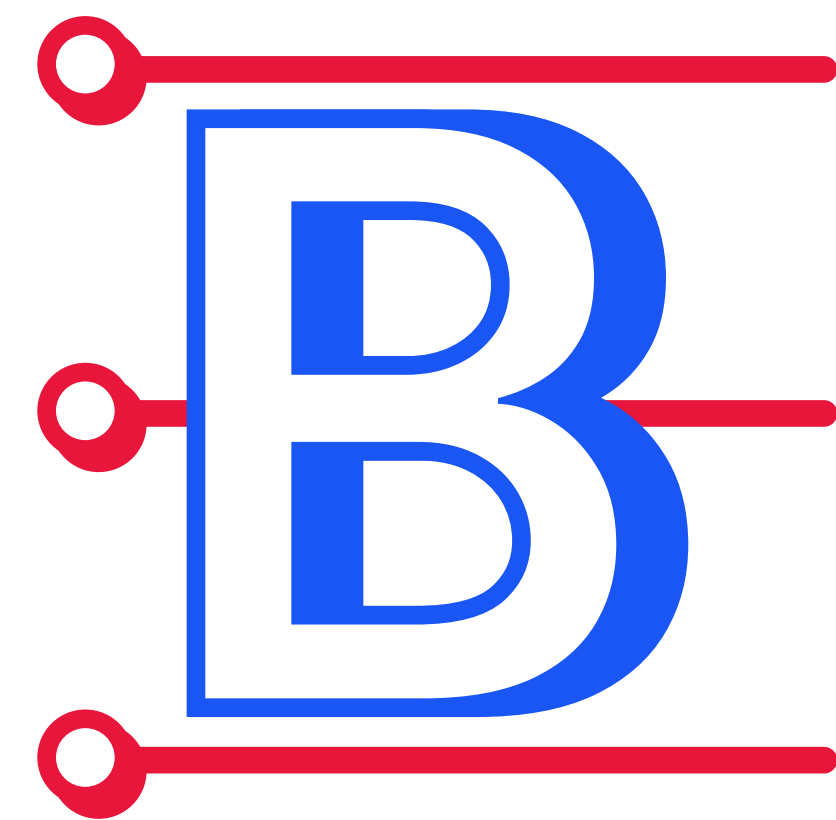
# Polish your presentations from A-Z: think-cell essential slide check

think-cell 



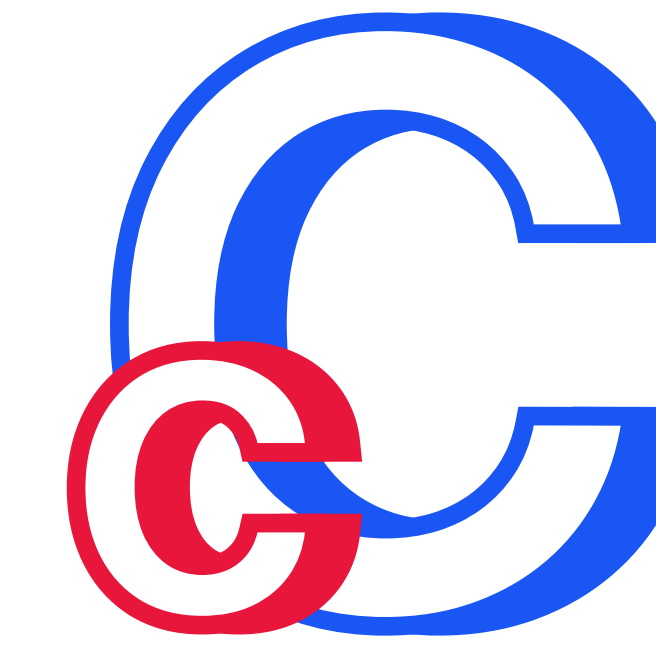
## Alignment

Is your layout sending a clear message? Organized layouts are inherently easier to digest and instantly boost professionalism.



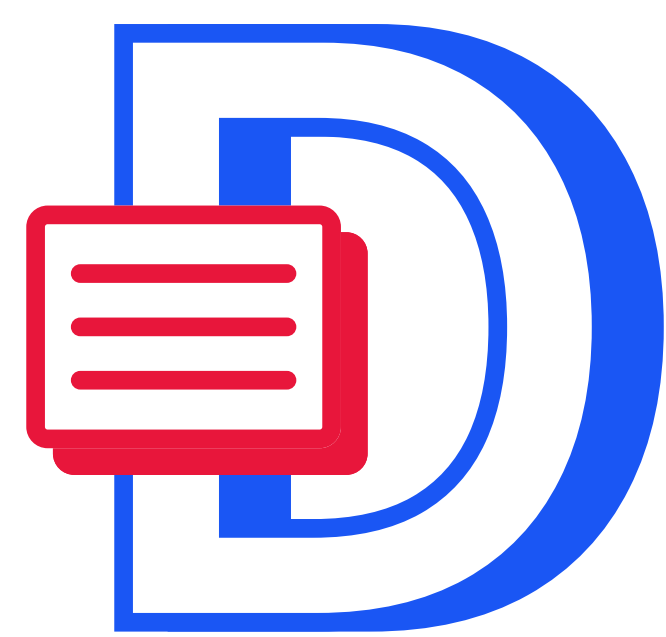
## Bullet points

Are your lists easy to follow? Ensure consistent hierarchy and symbol usage to guide your audience through complex information.



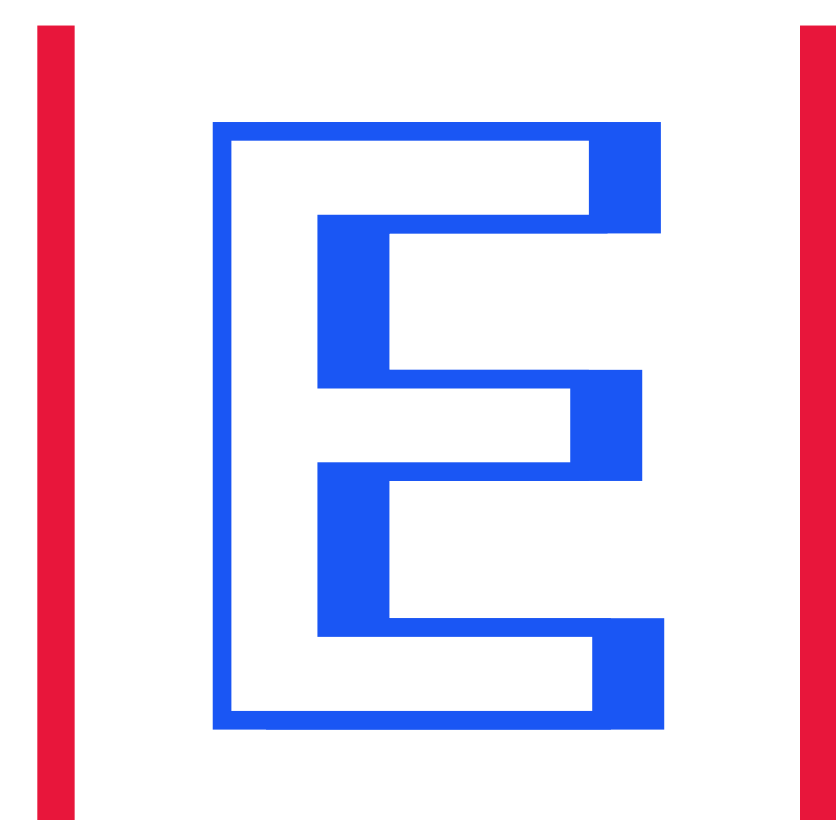
## Capitalization

Does your text maintain a polished look? Stick to sentence case for consistent headings and body text throughout your entire presentation.



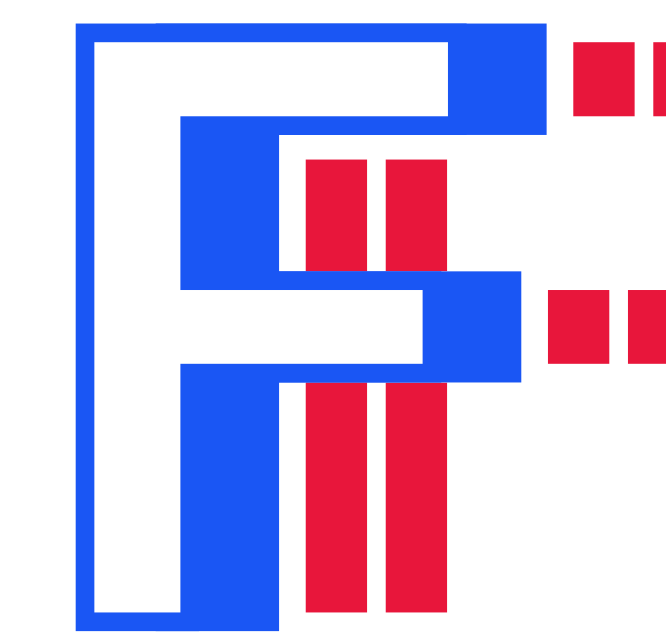
## Document properties

Is your file sharing more than you intend? Clean up document properties and any personal information (metadata) for privacy and professionalism before sharing.



## Even distribution

Do your objects feel balanced on the slide? A structured slide with even distribution is far more readable and visually harmonious.



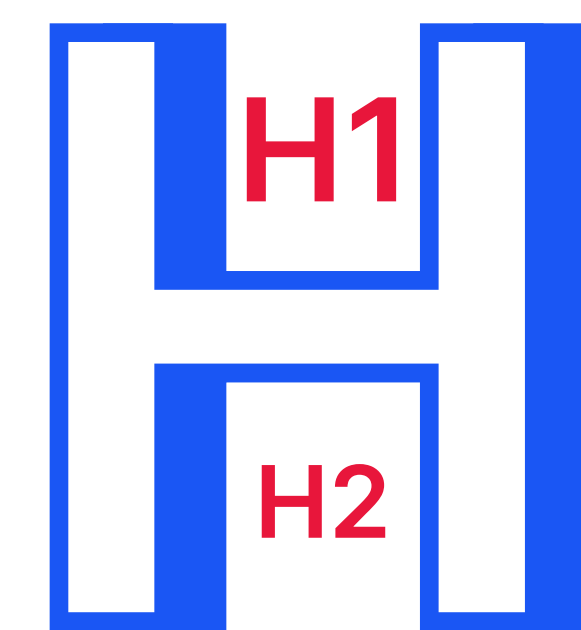
## Font consistency

Does your presentation speak with one voice? Replace inconsistent fonts to maintain a cohesive and professional visual identity across all slides.



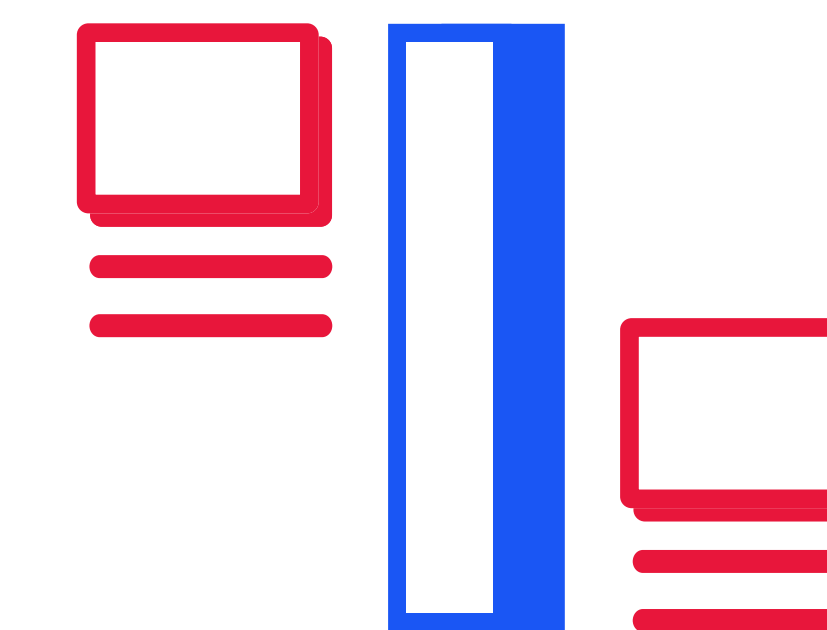
## Guides

Are you building with precision? Use PowerPoint's guides for perfect placement and alignment of all your objects. They're there to help!



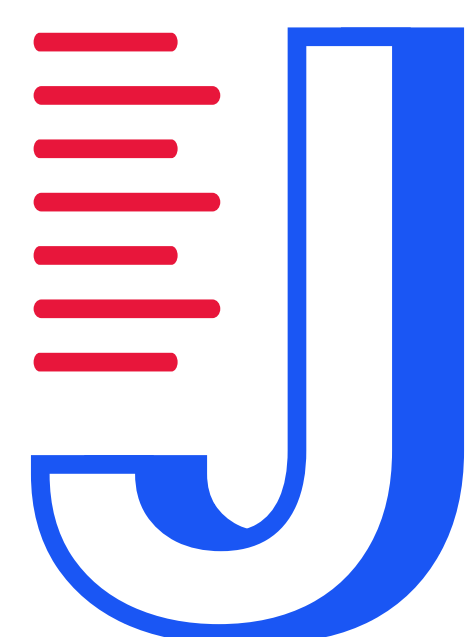
## Heading hierarchy

Is your message easy to follow? Follow a logical and consistent heading hierarchy to clearly guide your audience through the content flow.



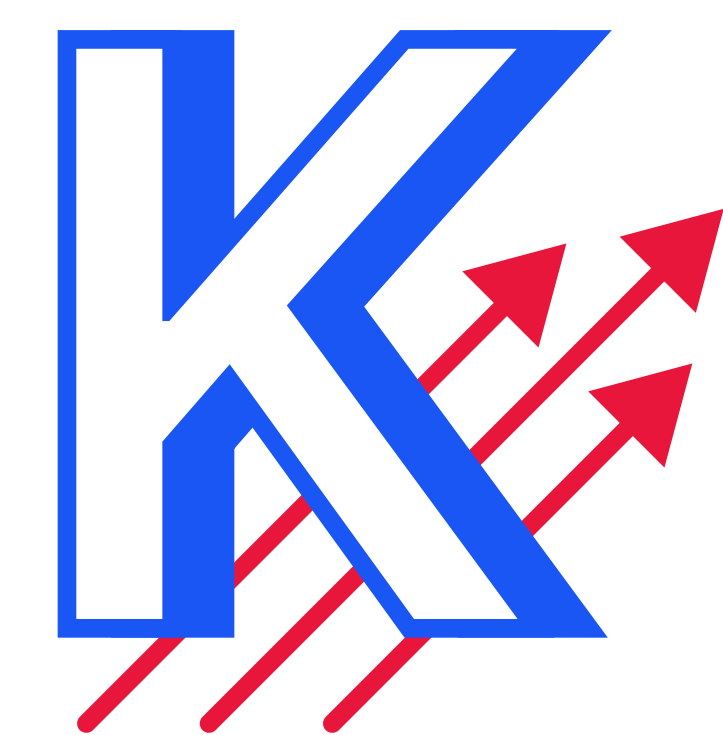
## Image alt-texts

Is your presentation accessible to everyone? For clarity and inclusivity, remove generic alt texts or make them descriptive for accessibility.



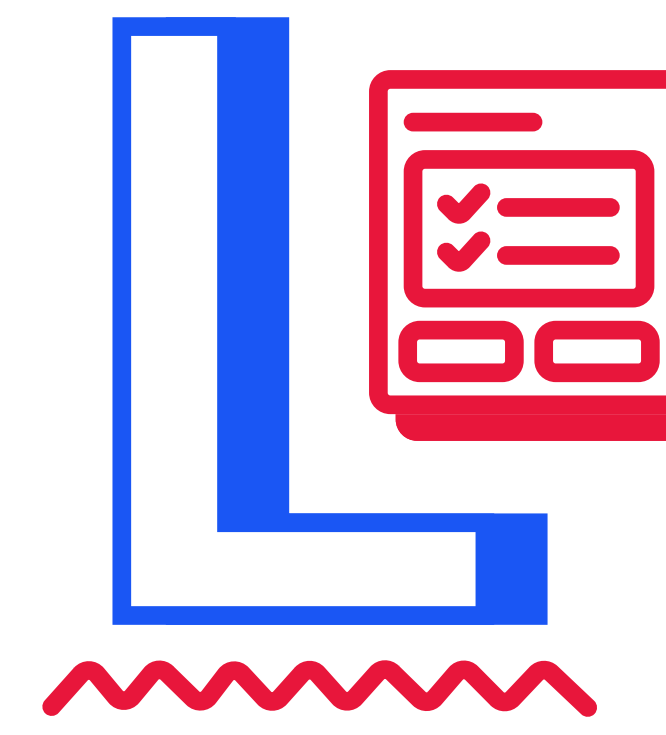
## Justify texts

Is your text clear and easy on the eyes? Left-justified text is generally considered the most readable format.



## KPIs (Key Performance Indicators)

Are your big numbers irrefutable? Double and triple-check all KPIs. The most reliable way is to link them directly to an Excel cell for dynamic accuracy.



## Language consistency

Does your deck speak one language? Set the proofing language consistently throughout your presentation to catch errors and ensure uniformity.



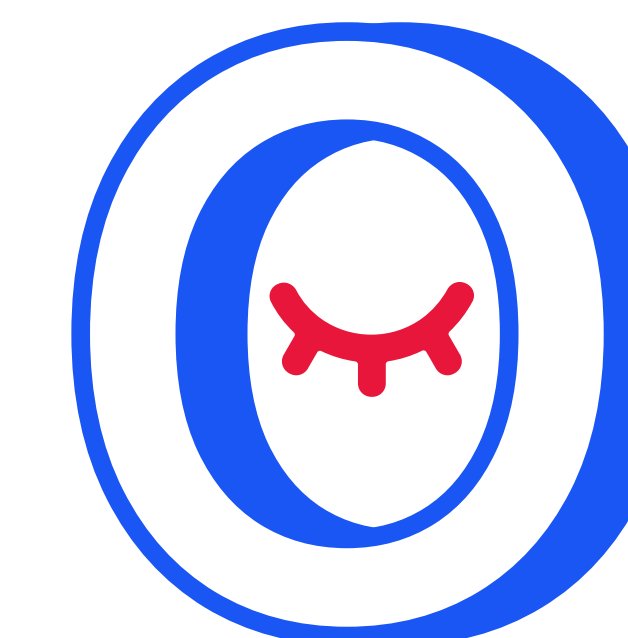
## Masters

Is your file bloated with unused templates? Delete unused slide masters to reduce file size and potential confusion for anyone editing the deck.



## Notes (and comments)

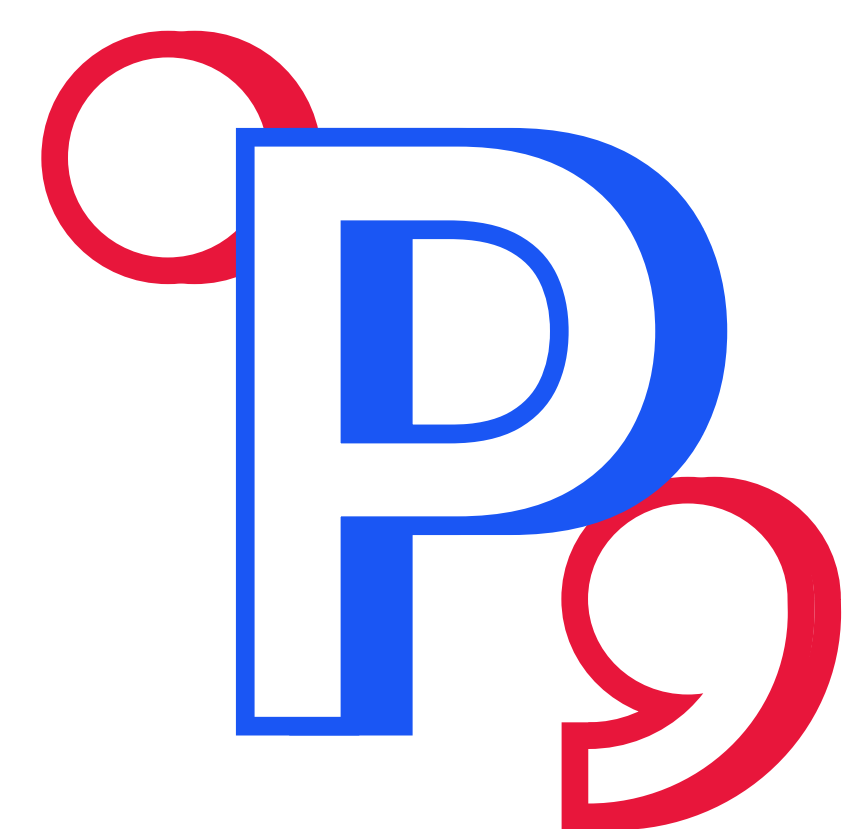
Is your draft showing? Remove unwanted presentation notes and comments before final distribution for a clean and professional look.



## Off-slide content

Is there hidden clutter in your deck? Get rid of any invisible and/or off-slide content that can increase file size and cause unexpected issues.





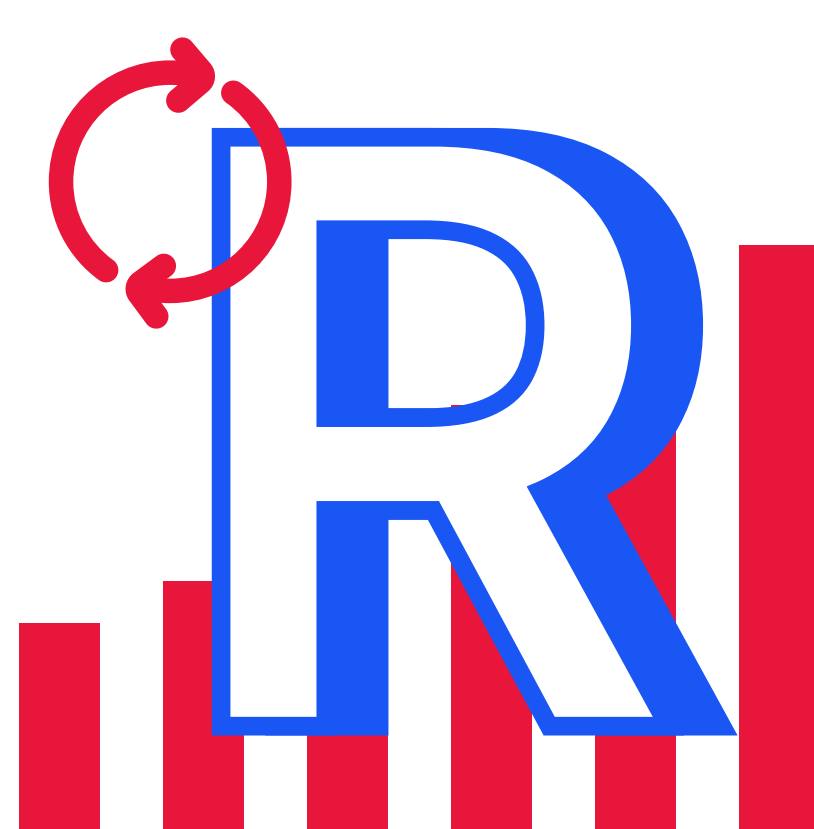
## Periods/Commas (Decimal symbols)

Are your numbers speaking clearly? Ensure consistent usage of periods or commas for decimal symbols across all numerical data.



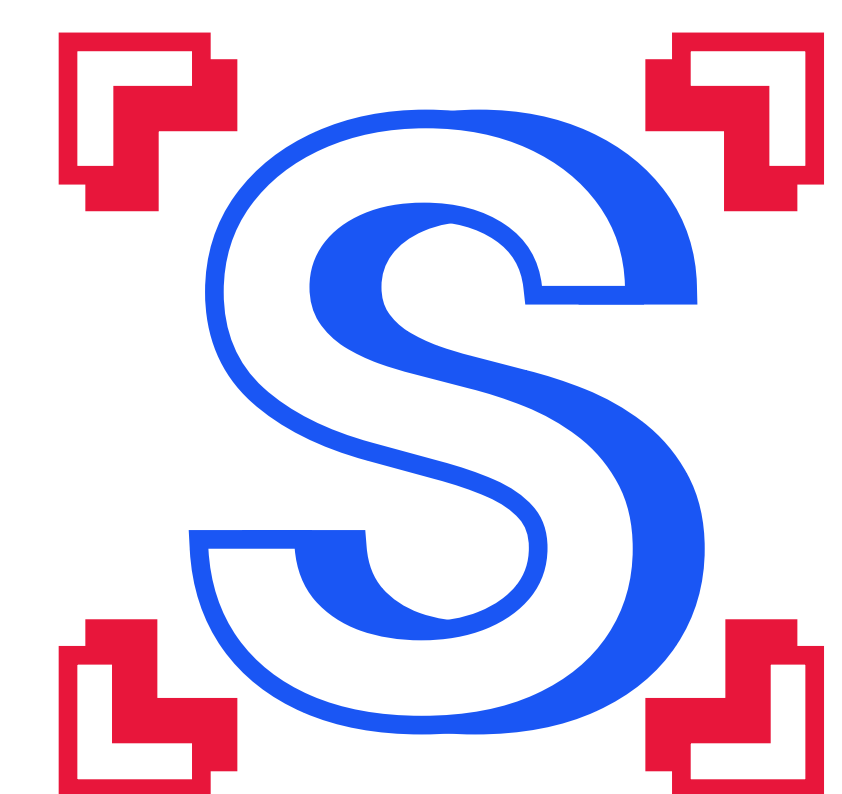
## Quick sanity check

Before you present, ask yourself: Does each slide's content genuinely support and clearly communicate the action title it's trying to convey? If not, simplify or refine!



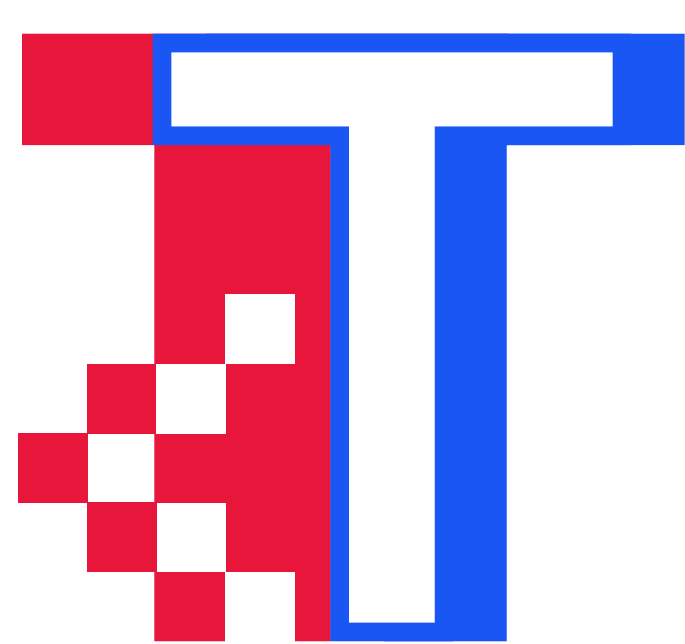
## Refreshed data

Is your data always current? Always refresh all linked cells to ensure your presentation reflects the most up-to-date insights.



## Size consistency

Are your visual elements harmonious? Ensure similar objects (e.g., icons, images) are resized to the same dimensions for a clean, professional aesthetic.



## Transitions & animations

Are you keeping it professional? For formal or business presentations, avoid distracting transitions and animations. Sanitize any existing ones for a smoother delivery.



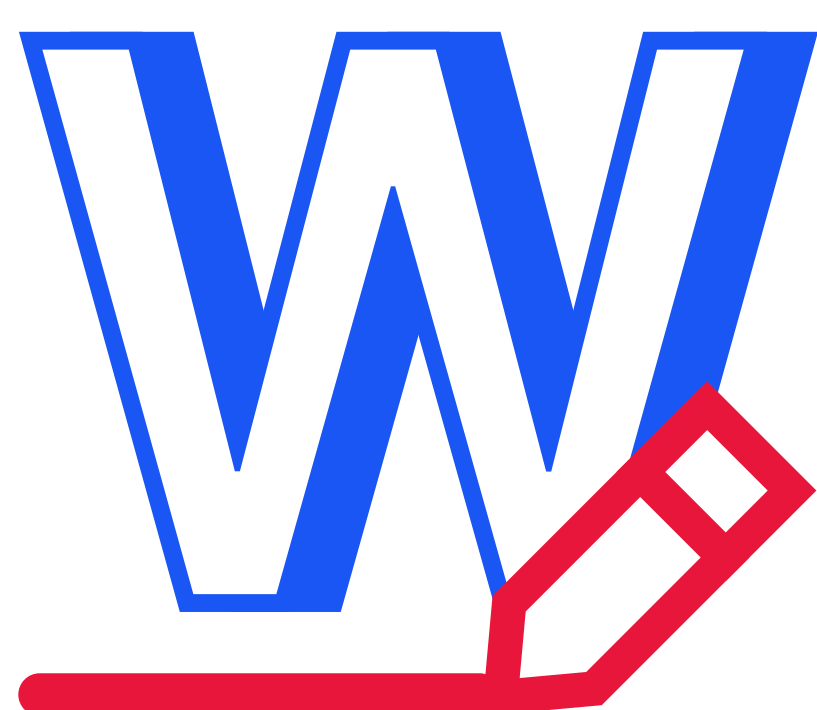
## Units consistency

Is your audience clear on the scale? Maintain consistency in units, e.g., EUR vs. €, throughout the entire presentation to prevent confusion.



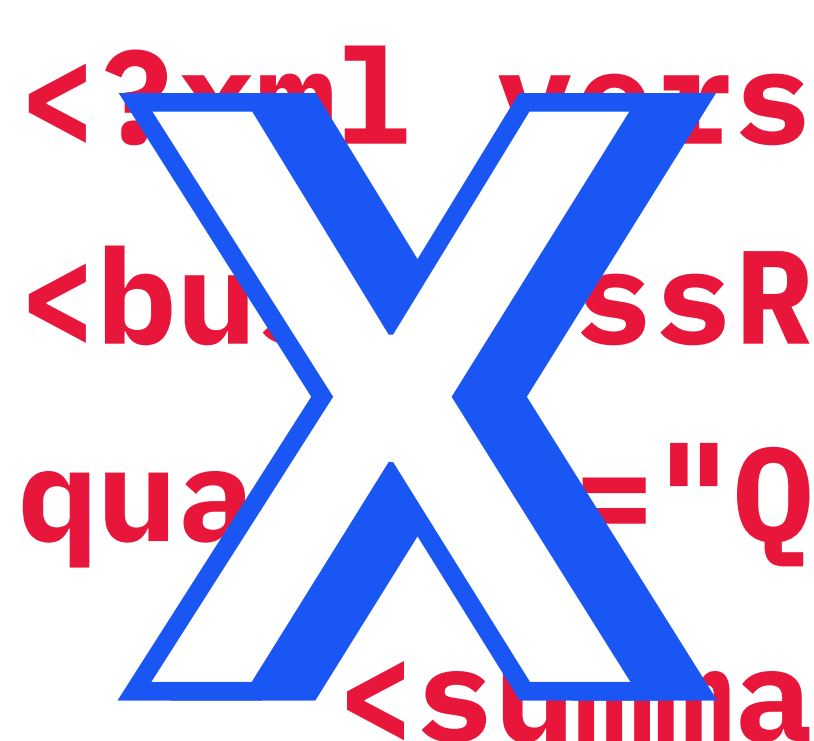
## Verify stats & sources

Is your information trustworthy? Check all statistics, links, and provide clear sources to uphold your credibility.



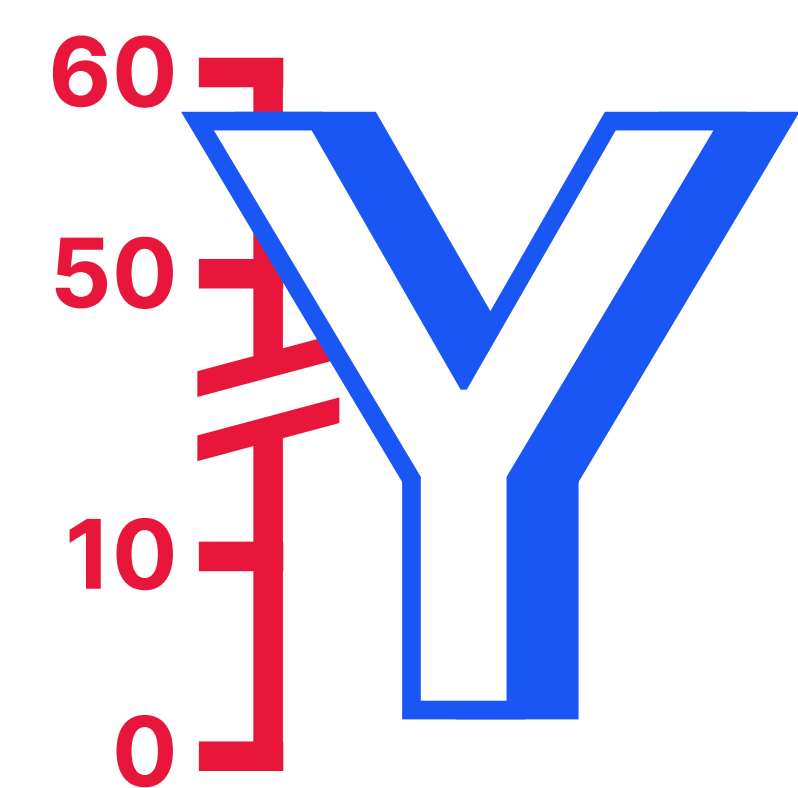
## Writing rules

Are you speaking your organization's language? Always follow your organization's specific writing rules for style, tone, and grammar.



## XML data

Is your file clean under the hood? Remove any custom XML data to maintain a streamlined and uncorrupted file.



## Y-axis

Are your charts honest? For column charts, the Y-axis should always start at zero to accurately represent data. Use axis breaks only when absolutely necessary and clearly justified.



## Z-order

Are your overlapping objects perfectly placed? If you have any overlapping objects, verify their Z-order (moving them forward or backward) to ensure elements are displayed exactly as intended.

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