

The title text box is an element from a Slide Master, so its position and formatting are identical from slide to slide. This reduces the distracting perception of elements appearing to jump when slides are advanced.

Colors and patterns used for text and backgrounds is subtle and muted to reduce distractions.

Use of the “Bullets and Numbering...” formatting tool yields consistency and speed but is still customizable (e.g. numbers set to 75% size of text)

Notes field used for the actual spoken portion of the presentation, to help prevent reading verbatim the content visible to the audience.

Current slide being viewed out of the total number of slides.

Proofing tools are using US English for spell check.

Buttons to toggle visibility of Notes and collaboration Comments fields.

Normal/Outline, Slide Sorter, and Presenter view mode buttons. Presenter View shows tools that appear when delivering a slide show with a second screen: timer, notes, and upcoming slide.

The first of the three text boxes on this slide is a Master Slide element that was reduced in size horizontally, then duplicated to create the second and third box. This is a fast way to retain styles and alignment.

Text formatting allows justification and fine control of spacing (via font size) between the ‘+’ character and the first numeral.

Slide ID number is added to allow the audience to reference content but is small enough to be unobtrusive.

The screenshot shows a PowerPoint presentation slide titled "Milestones". The slide is dark-themed with a grid layout. The title "Milestones" is at the top left. Below it is a table with three columns: "Stage", "Deliverable", and "Due". The table contains seven rows of project phases. The slide is part of a presentation with 11 slides, and this is slide 7. The status bar at the bottom indicates "Slide 7 of 11", "English (United States)", and a magnification of 78%.

Stage	Deliverable	Due
1) Analysis & planning	Project specification	+ 3 weeks
2) SW/HW selection	Completed design & cost	+ 8 weeks
3) Build-out	Office cabled & powered	+ 13 weeks
4) Procurement	Equipment and licenses	+ 16 weeks
5) Config & test	Functional demo	+ 22 weeks
6) Installation	System installed	+ 24 weeks
7) Training & handoff	Final acceptance	+ 26 weeks

The project will progress through seven phases shown here. Each will have a definite deliverable, which will be reviewed and approved before the next phase begins. Based on the teams' prior projects of comparable size, the estimated duration for each phase is shown, with the entire project duration coming in at 26 weeks.

A benefit of segmenting the project in this way is that the effect of changes or delays in one phase do not affect the duration of other phases.

The early specification and planning phases are the longest, as accuracy and thoroughness in these stages are critical the ensuring the project meets its goals and remains within its budget and schedule.