

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.

The screenshot shows a Microsoft PowerPoint interface. The main slide is titled 'Milestones' in a large, bold, white font. Below the title is a table with three columns: 'Stage', 'Deliverable', and 'Due'. The 'Stage' column lists 7 phases: 1) Analysis & planning, 2) SW/HW selection, 3) Build-out, 4) Procurement, 5) Config & test, 6) Installation, and 7) Training & handoff. The 'Deliverable' column lists the corresponding deliverables for each phase. The 'Due' column lists the estimated duration for each phase, starting with '+3 weeks' and increasing by 3 weeks for each subsequent phase, reaching '+26 weeks' for the final phase. The slide master on the left shows 10 slide thumbnails, with the 7th slide, 'Milestones', highlighted with a red border. The status bar at the bottom indicates 'Slide 7 of 11' and 'English (United States)'.

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.

Magnification of view