**Presentation Features**

**Image**

**Logo**

**Font Size**

**Bold**

**Colour**

**Bullet Points**

**Headings**

**Sub-headings**

**Pictures**

**Illustrations**

**Short and long sentences or paragraphs**

**Photographs**

**Captions**

**Quotes**

**Checklist Name:**

**Highlights**

**Checked by:**