

Directions and Requirements

For the Final PowerPoint Project

Choose a topic for your presentation that is of interest to you. Create slides that meet the requirements below. You will present your show to the class on one of the three days reserved for the shows. You **will** be expected to “**speak**” during the show, but the emphasis will be on the slide show, not on **your** speaking skills.

Five percentage points will be taken off for failure to show your presentation to the class. Your show should last from 3 to 5 minutes. You **must be present** during the days the shows will be given. If you are not present to view other classmates’ shows, you will be docked 2 percentage points off your show for each day you miss! You must also be attentive during other shows; you may **NOT** work on your own show until all the presentations for that day are finished.

General Requirements

1. Each slide must have good design layout. (No large unused white spaces on the slide)
2. Each slide must be easily readable from the back of the room. When in doubt, enlarge font sizes.
3. Do **not overuse bullet lists**. Replace some bullet lists with AutoShapes and animate the AutoShapes for extra visual effects.
4. You should use different types of slide layouts, ie: title, bullet only, bullet with graphics, blank, etc.
5. Your graphic and font colors must contrast nicely with the slide color scheme, so you may have to recolor a graphic, change a font color, or change a background color.
6. Your show should have a minimum of ten slides.
7. The itemize list must be represented and not duplicated. A WordArt placed as a title does not constitute both items.

Skills Check List

You must demonstrate that you have the following skills by including them in your show. Use the skills check list to help you in creating your show.

| Skills | | Point Value | Check Off |
|---|--|-------------|-----------|
| 1. Met all the general requirements. | Create show using several types of slides, typing text, adding graphics. | 10 | |
| | Good design layout; no large empty spaces on any slides. | 5 | |
| | Fonts large enough to be read from the back of the room. | 2 | |
| | Instead of too many bullet lists, use some AutoShape groups. | 2 | |
| | Graphics and font colors highly visible on background colors. | 2 | |
| 2. Create a WordArt object. | | 2 | |
| 3. Animation | Of at least one Title | 1 | |
| | Of at least one Bullet List and dim at least one bullet list. | 1 | |
| | Of at least one Graphic | 1 | |
| | Of at least one WordArt | 1 | |
| | Of at least one AutoShape | 1 | |
| 4. Transitions on all slides. | | 2 | |
| 5. Appropriate Sounds | During at least one slide transition. | 1 | |
| | On at least one title | 1 | |
| | On at least one Bullet | 1 | |
| | On at least one Graphic. | 1 | |
| | On at least one AutoShape. | 1 | |
| | On at least one WordArt. | 1 | |
| 6. Create a Text Box on one slide. An AutoShape cannot count as a Text box. | | 1 | |
| 7. Create an AutoShape on one slide. | | 1 | |
| 8. Place a movie on a slide. One from the ClipArt gallery is fine. Try to make it fit where you put it and animate it. | | 1 | |
| 9. Record a sound wav file and attach to an object on any slide. | | 1 | |
| 10. Place a sound icon from the ClipArt gallery on a any slide and animate it. Since it is animated, it does not need to be visible. Make it very tiny and hide it behind a graphic. | | 1 | |
| 11. Final considerations earned at the time you give your show. | Present to view all other shows. | 4 | |
| | Presented your show to the class and it lasts 3 to 5 min. | 5 | |

Total Points 50