# Checklist for Final PowerPoint Project

| Checklist | Criteria | Requirement |
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| ☐ | 1. Save the File As: **My_Final (FirstName LastName)** | **Create a PowerPoint presentation on a topic of your choice.** |
| ☐ | 2. Use at least **10 Slides**. | **Slide Requirements**<br><br>**Slide 1:**<br>1. Create a descriptive Title for your presentation. The title should prepare your audience for the material they are about to see and/or hear.<br><br>2. A unique photograph or graphic can help generate interest.<br><br>3. Your name and CS151-?? as a subtitle.<br><br>**Slide 1: Notes Pane**<br><br>Type the following questions and answer the question.<br><br>1. What is the Purpose of the presentation? *(What is the Message you want to communicate?)*<br><br>2. Who is your audience?<br><br>**Last Slide (Closing Slide):**<br><br>1. The closing slide should signal to your audience that the presentation has drawn to a close.<br><br>**Last Slide: Notes Pane**<br><br>**Cite your Sources**<br><br>1. If you use any material or multimedia in your PowerPoint presentation that is copyrighted, Cite Your Sources.<br><br>2. If you aren't sure if something is copyrighted, assume it is and cite it.<br><br>3. Type the citation including the author, title, source and date.<br><br>4. Use URLs for Web sources. |

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| ☐ | 3. Use at least **2 Themes**. | Choose 2 or more different themes to be used in your entire presentation. |
| ☐ | 4. Use at least **4 Slide Transitions**. | Choose 4 or more slide transitions to be used in your entire presentation. |
| ☐ | 5. Use at least **5 Slide Animation** Effects. | Animate slide title, slide content, or slide graphic. |
| ☐ | 6. Use at least **4 Pictures**. | Include 4 or more pictures to be used in your entire presentation. (Avoid copyright pictures).<br><br>Paste the URL in the Notes Pane of the slide. |
| ☐ | 7. Use at least **1 Multimedia** (sound or video) clip. | Use at least 1 multimedia clip (sound or video) in your entire presentation. (Avoid copyright media).<br><br>• Instructions on **EMBEDDING** a YouTube video in PowerPoint<br><br>Paste the URL in the Notes Pane of the slide. |
| ☐ | 8. Use at least **1 Object** | Insert at least 1 of the following objects in your entire presentation.<br><br>• Chart,<br>• or Table,<br>• or SmartArt Graphic,<br>• or WordArt,<br>• or any Shape |
| ☐ | 9. Spell Check. | Make sure you use the F7 function key to ensure that there are **NO spelling errors**. |
| ☐ | 10. Presentation should adhere to guidelines in preparing a presentation. | See **PowerPoint Design Guidelines** |
| ☐ | 11. Upload into your PowerPoint folder. | Upload by the end of class on the last day of class.<br><br>1. **PowerPoint Project – My_Final** |