

Part I - Checklist for PowerPoint Project

Checklist	Criteria	Requirement
<input type="checkbox"/>	1. Save the File As: My_Final (FirstName LastName) followed by the date 04-21-2015.	Create a PowerPoint presentation file.
<input type="checkbox"/>	2. Insert 10 Slides (use a variety of Slide Layouts).	Slide 1: <ul style="list-style-type: none"> • Use the Title Slide Layout. • Your Name should be on the subtitle on Slide 1.
		Slide 1: Notes Pane Type the following questions. 1. What is the Purpose of the presentation? (<i>What is the Message you want to communicate?</i>) 2. Who is your Audience? 3. Where is your Delivery location?
		Last Slide: Notes Pane Cite your Sources <ol style="list-style-type: none"> 1. If you use any material or multimedia in your PowerPoint presentation that is copyrighted, Cite Your Sources. 2. If you aren't sure if something is copyrighted, assume it is and cite it. 3. Type the citation including the author, title, source and date. 4. Use URLs for Web sources.
<input type="checkbox"/>	3. Use at least 2 Themes .	Choose 2 or more different themes to be used in your entire presentation.

<input type="checkbox"/>	4. Upload into your PowerPoint folder.	Upload the following by the end of class on Tuesday, April 21, 2015 1. PowerPoint Project – My_Final (FirstName LastName) 04-21-2015.
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