Checklist for PowerPoint Project

Checklist	Criteria	Requirement
☐	1. Save the File As: **My_Final (FirstName LastName)**	Create a PowerPoint presentation on a topic of your choice. *(Keep in mind the appropriateness of your topic in an education environment.)*
☐	2. Use at least **10 Slides**.	Slide Requirements Slide 1: Your Name should be on the subtitle on Slide 1.
		Slide 1: Notes Pane: Type the following questions and answer the question. 1. What is the Purpose of the presentation? *(What is the Message you want to communicate?)* 2. Who is your Audience? 3. Where is your Delivery location?
		Last Slide: Notes Pane – Cite your Sources 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.
☐	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. Pictures can be inserted from the Microsoft Gallery, or an external source.
☐	7. Use at least **1 Multimedia** (sound or video) clip.	Use at least 1 multimedia clip (sound or video) in your entire presentation. • [Instructions on Embedding a YouTube video in PowerPoint](#) Multimedia clip can be inserted from the Microsoft Gallery, or from an external source.
☐	8. Use at least **2 Objects**.	Insert at least 2 of the following objects in your entire presentation. • Chart, • or Table, • or SmartArt Graphic, • or WordArt
☐	9. Use at least **1 Hyperlink** to other resource information	Insert 1 hyperlink from any of the following options: • in the current presentation, • or another presentation, • or another file, • or an address on the World Wide Web
☐	10. Presentation must contain **NO spelling errors**.	Make sure you use the F7 function key to ensure that there are no spelling errors.
☐	11. Presentation should adhere to guidelines in preparing a presentation.	See **[PowerPoint Design Guidelines](#)**
☐	12. Upload into your PowerPoint folder.	Upload by the following by the end of class on **Wednesday, December 9, 2015** 1. **PowerPoint Project – My_Final** 2. **Any external video or audio clips**