

# Checklist for PowerPoint Project

Checklist	Criteria	Requirement
<input type="checkbox"/>	1. Save the File As: <b>My_Final (FirstName LastName)</b>	Create a PowerPoint presentation on a topic of your choice. <i>(Keep in mind the appropriateness of your topic in an education environment.)</i>
<input type="checkbox"/>	2. Use at least <b>10 Slides</b> .	<div>Slide Requirements</div> <div>Slide 1: Your Name should be on the subtitle on Slide 1.</div> <div>Slide 1: Notes Pane:</div> <div>Type the following questions and answer the question.</div> <div>1. What is the Purpose of the presentation? <i>(What is the Message you want to communicate?)</i></div> <div>2. Who is your Audience?</div> <div>3. Where is your Delivery location?</div> <div>Last Slide: Notes Pane –</div> <div>Cite your Sources</div> <div>1. If you use any material or multimedia in your PowerPoint presentation that is copyrighted, Cite Your Sources.</div> <div>2. If you aren't sure if something is copyrighted, assume it is and cite it.</div> <div>3. Type the citation including the author, title, source and date.</div> <div>4. Use URLs for Web sources.</div>
<input type="checkbox"/>	3. Use at least <b>2 Themes</b> .	Choose 2 or more different themes to be used in your entire presentation.
<input type="checkbox"/>	4. Use at least <b>4 Slide Transitions</b> .	Choose 4 or more slide transitions to be used in your entire presentation.

<input type="checkbox"/>	5. Use at least <b>5 Slide Animation</b> Effects.	Animate slide title, slide content, or slide graphic.
<input type="checkbox"/>	6. Use at least <b>4 Pictures</b> .	<p>Include 4 or more pictures to be used in your entire presentation.</p> <p>Pictures can be inserted from the Microsoft Gallery, or an external source.</p>
<input type="checkbox"/>	7. Use at least <b>1 Multimedia</b> (sound or video) clip.	<p>Use at least 1 multimedia clip (sound or video) in your entire presentation.</p> <ul style="list-style-type: none"> <li>• <a href="#">Instructions on Embedding a YouTube video in PowerPoint</a></li> </ul> <p>Multimedia clip can be inserted from the Microsoft Gallery, or from an external source.</p>
<input type="checkbox"/>	8. Use at least <b>2 Objects</b> .	<p>Insert at least 2 of the following objects in your entire presentation.</p> <ul style="list-style-type: none"> <li>• Chart,</li> <li>• or Table,</li> <li>• or SmartArt Graphic,</li> <li>• or WordArt</li> </ul>
<input type="checkbox"/>	9. Use at least <b>1 Hyperlink</b> to other resource information	<p>Insert 1 hyperlink from any of the following options:</p> <ul style="list-style-type: none"> <li>• in the current presentation,</li> <li>• or another presentation,</li> <li>• or another file,</li> <li>• or an address on the World Wide Web</li> </ul>
<input type="checkbox"/>	10. Presentation must contain <b>NO spelling errors</b> .	Make sure you use the F7 function key to ensure that there are no spelling errors.
<input type="checkbox"/>	11. Presentation should adhere to guidelines in preparing a presentation.	See <a href="#">PowerPoint Design Guidelines</a>
<input type="checkbox"/>	12. Upload into your PowerPoint folder.	<p>Upload by the following by the end of class on <b>Thursday, December 3, 2015</b></p> <ol style="list-style-type: none"> <li><b>1. PowerPoint Project – My_Final</b></li> <li><b>2. Any external video or audio clips</b></li> </ol>