

## Project Sheet – Microsoft PowerPoint

Microsoft PowerPoint is a graphical presentation software package designed to allow the presentation designer a wide variety of tools to make information visually pleasing.

Following an in-class tutorial, the student will create a PowerPoint slide show with a minimum of 10 slides.

The following are minimum guidelines for elements to be included at some point in the slide show:

1. animated text/bullet points
2. transitions between slides
3. action button hyperlinked to an appropriate outside website
4. Save the PowerPoint slideshow as both a PowerPoint file (\*.ppt) and as a webpage (\*.htm).
5. Place the web version of the slide show in her/his teacher website created with FrontPage.

The PowerPoint slide show should follow the rules for appropriate visual design. These will be discussed in class with an accompanying handout. There are 4 basic rules to remember:

1. 36 point bold font; sans serif typeface, high contrast text;
2. graphic on left, text on right: balance is crucial;
3. slides are not cluttered: simple is best.

# Grading Rubric

Objective	Criteria				Points
	1	2	3	4	
<b>Objective 1</b> The slide show will be submitted on time, in print format, 6 slides per page, pure black and white.	The assignment is not submitted or is submitted late.	The slide show is on time, but is printed in a format other than 6 slides per page.	The slide show is on time and printed 6 per page, but is not printed in pure black and white.	The slide show is on time, printed 6 slides per page, and pure black and white.	
<b>Objective 2</b> Each slide's text and/or graphics will be animated using a consistent animation scheme.	The slide show text and graphics are not animated.	Some text and graphics are animated, but not consistently throughout the presentation.	Text and graphics are animated, but do not follow a consistent animation scheme.	Text and graphics are animated consistently throughout the presentation following a scheme.	
<b>Objective 3</b> The slide show will contain a consistent transition pattern.	No transitions have been applied.	Transitions are applied inconsistently.	Transitions are applied to each slide, but do not follow a consistent scheme.	Transitions are applied consistently throughout the presentation.	
<b>Objective 4</b> An action button or text has been hyperlinked from within the presentation to an appropriate website.	No hyperlink has been created.	A hyperlink has been applied, but the link does not work when clicked.	The hyperlink has been applied and does work, but is not linked to an appropriate website.	The hyperlinked website is appropriate and the link functions as intended.	
<b>Objective 5</b> Clip-art and graphics will be included and will be appropriately themed to the presentation's content.	No clip-art or graphics are included in the presentation.	Clip-art and graphics are included, but are not thematically appropriate to the presentation's content.	Clip art and graphics are included, but are not positioned appropriately or are cluttered and overly busy.	Clip-art and graphics are included and thematically appropriate. They are positioned correctly and add to the overall effect of the presentation.	
<b>Objective 7</b> The presentation has been saved as a website and is demonstrated in class.	No website has been created.	The web is attempted but does not work correctly.	The website works and is navigable by the user.	The website works and has been included as a link in the student's FrontPage teacher website.	
<b>Objective 8</b> The slide show's design follows all the guidelines set forth in the Designing Great PowerPoints slide show.	No attempt has been made to adhere to the guidelines.	Some attempt has been made, but many 'problems' are evident.	Slides follow some rules, but fail on one or two guidelines.	All slides follow all guidelines set forth.	
<b>Objective 9</b> The text of the products will be written using standard American English grammar, spelling, and punctuation.	9 or more errors in grammar, spelling, and punctuation.	6-8 errors in grammar, spelling, and punctuation	3-5 errors in grammar, spelling, and punctuation.	0-2 errors in grammar, spelling, and punctuation.	
<b>Total Points</b>					➔