Computer Technology
PowerPoint Assignment 2

In this assignment you will use PowerPoint to create a **10-slide presentation** about a school subject of your choice. It does not have to be something you are currently studying, but it does need to be something you have or will study in school. The outline for the slides you must create is shown below. It is up to you to decide how you want to present the information on each slide, so use your creative talents.

Requirements (These are the requirements you MUST meet in doing this assignment.):

- Use the Thumbnails to help you plan what you want to have on each slide and the bullets you wish to use. Do this **BEFORE** you start using PowerPoint so you'll have a guide to use to create your 10 slides. You will turn in your thumbnails before you start your presentation..

- **Save** your presentation as: **Last, First – Subject Title**

- **Slide Backgrounds** - All slides must have some sort of background. If you use a photo as a background you need to apply transparency to it and adjust the brightness and contrast so the picture doesn't overpower the text on the slide.

- **Text** – Each slide have at least one bullet comment. Remember bullet comments are NOT long sentences, but say just enough for the viewer to understand what you are trying to say on the slides. Be sure to use a font that is NOT difficult for the viewer to read.

- **Hyperlinks** – All slides must have navigation buttons in the same place on every slide—a home and a back (linked to Last Slide Viewed, NOT Previous slide) and a next button if it works with your layout. Copy and paste these buttons to each slide in your power point. You must also have at least two buttons on your slide 2 navigation slide. All links must work.

- **Text/Background Contrast** – You will need to adjust the text color used on each slide so that the text is easily seen on each slide. Remember the text is the most important object on each slide. If the viewer cannot see the text on each slide, you won't be getting your ideas across. So if your background is dark use a light text color. If the background is light use a darker text color.

- **Graphics** – You do not have to have a picture on every slide, but your power point must contain at least 10 pictures total. You may have more than one on each slide as long as they all apply to the topic of the slide. (you may use more than one picture/clipart, but don't overdo things. You may use pictures you find on the Internet as long as they are appropriate for school. Background pictures do not count.

- **Sounds** – You must use at least 3 sounds throughout your show. You may add the sound to images, text, or transitions. You may use music, but it cannot play throughout the whole show since it is a hyperlinked, non/linear show. Also, if you use music you will need to have the original mp3 file ripped from a CD—it will not be possible to get it off your iPod or online.

- **Other Graphics/Objects** – Insert at least **three** of each of these different graphic elements on different slides (don't put them all on the same slide): Text box, WordArt, SmartArt, Table, Shapes

- **Slide Transitions** – Each slide must have a transition applied to it.   You must use at least 4 different transitions.

- **Object Animation** –There must be object animation throughout your slideshow. To customize the animation you work with the Animations tab, Animations Pane. Use all four types at least once: Entrance, Exit, Emphasis, and Motion Path. Do not make obnoxious transitions! Don't overdo it!

- **Spelling/Capitalization/Punctuation** – you must properly spell and capitalize words correctly and use correct punctuation. Titles have all major words capitalized. Bullet points being with a capitalized word, but proper nouns must also be capitalized correctly. When using a complete sentence you must use a period, exclamation point, or question mark. Bullets that are not complete sentences need have no terminal punctuation.

- ***Besides checking to see if you have each of these requirements in your presentation, you may LOSE points if your words are hard to read due to font or loud backgrounds.***

Required Slides:

Slide 1: Title page
Includes a title of your choice and the subtitle has your First Last names. Include an image related to your subject.

Slides 2: Navigation Page
On this slide, you will have at least two buttons that allow the user to navigate into different sections of your power point. Be sure to plan how your navigation will look on the 10-page paper provided. You may have more than 10 slides if necessary, but not less.

Slides 3 through 10 – Enter the information for your subject in any way you wish. What is important is that each slide has valuable information and can be navigated back, forward, and home. You may do more than 10 slides if you wish, but not less.

Remember, each slide should contain four or five bullet comments, but you can use pictures and clip art to further express your thoughts on the slide topics. Slide Layouts should be Title & Content or Title & 2 Content.

Click File, go down to Print, then when the Print dialog box appears change your printer to the color (HP Color4525)

- Under Settings, Slides change this to *6 Slides*
- Attach your Rubric sheet where you have gone through your power point and checked each requirement. (if you need to print one, there is a copy in the Lesson 2 folder)
- Staple all three of these together and turn them in.

Turning in Your PowerPoint File-Save to G Drive

- Now click on **File**, **Save As** and change the **Save as type** to *PowerPoint Show*. (See image at below.)
    - o Saving it as a show makes sure that all sounds, pictures, ect are included in the saved file.
    - o It also allows people who do not have power point to still view the show.
- *Drag and drop this PowerPoint Show presentation file into 3rd or 7th hour folder.*
- *Turn in the regular version as well—you should be turning in your power point twice—once at a show, and once as a regular power point!*
- Turn in your rubric