**“Presentations” Final Project Criteria Checklist**

**Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_\_**

**Complete Exercise #17 incorporating all the elements (tools) you learned over the entire unit.**

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|  | **Presentation Final Project Checklist** | **Done ✔** |
| **1** | **Presentation Theme** |  |
| **2** | **Outline View** |  |
| **3** | **Appropriate Slide Layouts** |  |
| **4** | **Bar Chart** |  |
| **5** | **Pie Chart with Data Labels (Percentages)** |  |
| **6** | **Slide Master** |  |
| **7** | **Insert Clip Art** |  |
| **8** | **Change Views** |  |
| **9** | **Apply Animations – (Build Effects)** |  |
| **10** | **Slide Transitions** |  |
| **11** | **Sounds** |  |
| **12** | **Advance Timings** |  |
| **13** | **Setup Slide Show – Kiosk and looping** |  |
| **14** | **Save**  |  |
| **15** | **Print Layouts – Notes, Outline, 6 slides to a page.** |  |
| **16** | **Slide Show runs on screen and loops** |  |
|  | **Sub -Total** | **30** |
| **17. Summary - When you create a presentation or slide show, what things must you keep in mind?****About Your Audience –****Choosing Colors –****Animations, Sounds, and Transitions –****Oral Presentation -**  |  |
|  | **Total Points** | **10** |
|  | ***Project Grade Weighted*** | **40** |

**Presentation should be self-presenting as kiosk and looping. Choose appropriate theme, animations, slide transitions, pictures, sounds, and footers. Show me your completed Slide Show on screen, then print in 6 slides to a page, Outline View, and 2 Notes Pages. Project value 30 points + 10 points for summary #17 at end.**