

## “Presentations” Final Project Criteria Checklist

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

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

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