Introduction to Power Point

Objective 1: Create good presentation content that shows proper aesthetics and design principles

Objective 2: Apply additional presentation elements that affect the flow and functionality of your presentation.

Directions:

1. The topic is already chosen for you. You are going to make a presentation of your class schedule. Not everyone has the same number of classes, so the max number of slides should be 10 and the minimum number should be 7.

2. Start by choosing a theme. Microsoft power point has a number of built in themes, and there are more themes available to download from the MS site.

3. The first slide should contain introduction information that displays your name, topic, and date.

4. Next go through you class schedule by period. Each slide should contain a title for the name of the class, 2 sentences that describe that class, and a picture that is also related to the class. Include lunch and off periods.

5. Once all of the slides are created, make a closing slide. Your closing slide should thank the viewer and contain any other closing remarks or conclusions.

6. Create transitions for all of your slides. A transition is the visual appearance of how the slide changes to the next slide. There are many to choose from. Try to avoid picking a different transition for each slide. Stick with 1 or 2 and use them throughout the presentation. Use the "apply to all" button to save time when adding transitions.

7. Set automatic timing. You want to set the timing on your presentation so that once it starts the user does not have to click the mouse button to advance the slides. Choose and appropriate number of seconds so the viewer has time to read the slides. Once again use the "apply to all" button to set the timing to all your slides at once.

8. Save your presentation. The instructor will check off your presentation visually. No need to turn it into the drop box folders.

Scoring Rubric

Presentation contains the correct number of slides There should be an introduction and closing slide and a slide for each class period of the day. Also include lunch. Min 7 Max 10		5
Transitions Each slide should have a transition applied to it.		2
Theme Use one of the pre-made themes that Power point provides and apply it to all your slides.		3
Automatic slide timing Automatic timing is set and an appropriate amount of time is selected to allow the viewer to read the slides.		5
Slides contain the appropriate content Each slide should contain a title, image, and 2 sentences about the class.		5
Proper aesthetics and grammar Your slideshow is pleasing to the viewer and is free of spelling and grammar mistakes.		5
Total		25