

Office 2016 PowerPoint Project: Tech Report

Submission due: April 29

Points

- Topic: Computer Technology – must be approved by instructor (to avoid duplicates)
- This presentation should show off your PowerPoint skills and will be presented in class.
- Must be under 5 minutes long.

100 Submit a **printed handout** the day of the presentation.

- Handouts do **not** need to be in color.
- To print handouts:
 - Click on **File** tab, click **Print**
 - In the **Settings** group, click **Full Page Slides**
 - Under **Handouts**, click **4 Slides Horizontal**

50 Must have at least 9 slides.

50 Title Slide (the first slide) must have the:

- Title of your presentation
- Date
- Your name

100 Bibliography slide citing where you got your information.

- Must have at least **2 citations**, correctly formatted.

300 Slide content:

- Text is easy to read
- Images are in focus
- Subject matter is clearly presented and well organized
- Content is rated “**E**” for Everyone.

200 Use the following formatting options:

- Bullets or Numbering
- Illustrations like Clip art, Pictures or Smart Art
- Transitions
- Design
- Video clip (maximum 1 minute may be played), embedded video + a link

800 Total points possible

Extra credit for using the following:

50 • Pointer Option used during presentation

50 • Animations (at least one entrance and one exit)

50 • Table that you created

Office 2016 PowerPoint Project: Tech Report

Complete this project using MS Office PowerPoint software.

How to submit:

- Log into the class **Canvas** site to submit your Office 2016 PowerPoint Project: Tech Report assignment.
 - Submission **due:** Saturday, April 29, 2017
 - In Class Presentations: May 6, 13, 20, 27
 - Your presentation date will be chosen in class by lottery.

Grading Rubric for PowerPoint In Class Presentation

Points	Criteria	Criteria	Criteria	Criteria	Criteria
Full Credit	Appropriate use of skills, tools, and features to efficiently complete the project.	Assignment turned in on time.	Solution is clear and well organized. Contains no errors in spelling, grammar, or style.	Formatted and arranged to present information clearly and emphasize important details.	Creatively done and well organized.
Partial Credit	Some appropriate use of skills, tools, and features to complete the project, but not efficiently applied.	Assignment turned in late.	Solution is somewhat unclear and unorganized. Contains some errors in spelling, grammar, or style.	Format and arrangement of information is not always clear and does not emphasize important details. Overuses some features, making information difficult to understand.	Creatively done but not organized.
No Credit	Inappropriate use of skills, tools, and features. Project is incomplete.	Assignment is 2+ weeks late.	Solution is unclear and unorganized. Contains excessive errors in spelling, grammar, or style. Does not solve the criteria.	Format and arrangement of information is not clear and does not emphasize important details. Overuses features, making information difficult to understand.	Not organized.