

PowerPoint Basics Project

85 POINTS

Congratulations! You have just been elected Governor of the State of _____. [Select a state] The Office of Tourism has just informed you that not enough people are visiting your state, and you must find a way to attract more visitors. You and your Public Relations Director are to create a PowerPoint presentation to display three outstanding features of the state.

Collect information from the Internet by “Googling” your state’s name. After the research is done, decide what three features you want to include in your presentation. These features will be presented in a PowerPoint slide show.

Slide Requirements		Points Available	Points Achieved
Slide 1	Title slide must include the name of your state, your name, a slogan inviting people to visit, and an image	8	
Slide 2	List the three outstanding features of your state	6	
Slides 3,4, and 5	On each of the next three slides, give three facts about each outstanding feature you want to promote in your state	9	
Slide 6	Concluding statement – asking people to please visit soon	2	
		25	

Requirement	Remember	Points Available	Points Achieved
SAVE file as P?_STATES_Lastname	You WILL lose points if not saved correctly	2	
There must be a transition between each slide	Slide shows look more professional if you use only one transition throughout the presentation	5	
Clip art must be used on at least two slides	Make sure that you do not insert text over an image in a PowerPoint, it is difficult to read and takes away from the content	4	
You must use at least one appropriate graphic taken from the Internet		2	
You must use custom animation to enhance at least three slides	Overuse of custom animation can detract from the content, make sure you only use animation with text when you are animating entire groups of text (not every word)	6	
Adhere to the six by six guideline	A PowerPoint slide should have NO MORE than six lines of text with NO MORE than six words per line	12	
Use at least two different slide layouts in the presentation	Placeholders are the boxes in a presentation, PPT comes with pre-made slide formats with different placeholders in them	4	
Print HANDOUTS (6 per page) and staple to the back of this rubric ALSO DROPBOX	Page Order: Rubric then handouts (6 per page for one page total!) Don’t forget to dropbox (I will not be able to grade animation or transitions if not dropboxed!	15	
Time the Presentation to take 2 minutes total	Use Rehearse timings in the Set Up group on the Slide Show tab to time your slide show	5	
Insert a footer that includes the state name, your name and slide number on all slides EXCEPT the title slide		5	
Total Points Achieved		60	