

Name:

Computer per:

PowerPoint Grading Sheet:

- FOLLOWING DIRECTIONS:** Correct format of the assignment is followed and presentation contains all TEN slides plus title page. EACH PAGE contains text, image(s), entrance/exit effects and sound. (May add one continuous soundtrack, but you also need at least one "regular" sound, see below. _____/10
- TEXT:**
 - Text color, size and placement is clearly formatted and easy to read.
 - Text is informative and makes information humorous or easier to understand.
 - Text is edited correctly: Spelling, capital letters, and punctuation. _____ /5
- SOUND:**
 - Sounds work well to ENHANCE the project rather than distract from the project. (not repetitive or annoying).
 - Sound is playing on EVERY SLIDE (may be continuous soundtrack)...AND →
 - At least one sound is "attached" to an effect or a transition in addition to a continuous sound track.
 - At least one sound came from "outside" of PowerPoint and is stored in the server folder. _____ /5
- GRAPHICS: (images)**
 - Images on each slide, **in addition to** the background image, are placed on the page in a balanced manner to enhance the idea of the presentation. _____ /5
- EFFECTS:**
 - Animation effects are in an **order** that makes sense and enhances the project.
 - Both "Entrance" and "Exit" effects is used effectively and at the right speed.
 - At least one animated .gif (from the web) helps to enhance the project. _____ /5
- BACKGROUNDS:**
 - Each slide background is formatted in a way that enhances the overall project.
 - At least ONE background is formatted with an outside image. _____ /5
- TRANSITIONS:** (changes BETWEEN slides)
 - Transitions are used effectively for EVERY slide. _____ /5
- TIMING:**
 - The timing and **order** of the features and information of your presentation make sense and make the presentation more effective, interesting or humorous
 - Most of the timing is automatic /or easy to use on the part of the viewer. _____ /5
- CITE YOUR SOURCES:**
 - Pictures and sound sources are cited correctly
 - Music: "Song Title," Artist, Rec. Co. © 2011
 - This can be done on a separate slide _____ / 5
- SAVING:**
 - File is saved as TopTen.ppt and a COPY of the WHOLE PowerPoint Folder is saved in the special PowerPoint folder on the server.
 - **Sounds and necessary files are ALSO saved in the PowerPoint folder.**_____ /5
- E.C.** Advanced creativity in use of sound, animation, images, use of PowerPoint. _____ /2

TOTAL: _____ / 55