**Major Project 4 - PowerPoint – 150 Points**

**Purpose & Introduction.** Thus far in K200 you have been working out of the textbook following step-by-step instructions to create and edit slide shows. This helped you learn skills in creating and editing slide shows. Now you will need to use those learned skills to complete the below projects.

There are three parts to Major Project #4 - PowerPoint: **Part 1 – Skills Assessment 1**; **Part 2 -My Spring Break**; and **Part 3 - My Dream Vacation**.

**Student Data Files.** You will find the needed assignment files in both Canvas and on the [All Project Due Dates](https://k200.publichealth.indiana.edu/dpp-due-dates.html) webpage listed under Major Project #4 - PowerPoint.

**Submit for Grading.** Electronic copies of the below presentations must be in Major Project #4 - PowerPoint in Canvas Assignments by ***11:59 Wednesday, April 3, 2024*.** If your work is not in this section, it will not be graded. You will not print-out anything.

Files to be submitted:

1. **Lastname\_Firstname\_ppt01\_SA1Bike.pptx**
2. **Lastname\_Firstname\_ppt01\_SA1Snip**
3. **Lastname\_Firstname\_My\_Spring\_Break.pptx;** and
4. **Lastname\_Firstname\_My\_Dream\_Vacation.pptx**.

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**TASKS: Part 1 – Skills Assessment 1; Part 2 -My Spring Break; and Part 3 - My Dream Vacation**

**Part 1 – Skills Assessment 1, p. 771**

*Assess Skills: 1. Editing text; 2. Inserting and editing images; 3. Editing slide layout*; *4. Editing bullet list levels; 5. Edit slide numbering; 6. Creating snips with the Snipping Tool*

Follow the instructions given on page 771 from your *Skills for Success with Microsoft® Office 2019 Volume 1*textbook. The files you need are in the mp-4-files from the class website (See **Student Data Files** above).

This part is worth 30 points.

**Grading Rubric:**

* Correct formatting. *(-5 if not done or incorrect)*
* Correct wording. *(-5 if not done or incorrect)*
* Correct bullet formatting. *(-5 if not done or incorrect)*
* Correct image. *(-5 if not done or incorrect)*
* Complete spell check. *(-5 if not done or incorrect)*
* Correct Snip. *(-5 if not done or incorrect)*
* Give correct file names: **Last\_First\_ppt01\_SA1Bike.pptx** and **Last\_First\_ppt01\_SA1Snip**. *(-10 if not done or incorrect)*
* Submitted to Major Project #4 – PowerPoint in Assignments. *(-30 if not done)*

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**Part 2 – Project My Spring Break**

*Assess Skills: 1. Create PowerPoint presentation from blank file; 2. Insert and edit graphics; 3. Insert Animation and/or Slide Transitions; 4. Insert slide footer.*

You will need to make a slide show about your Spring Break activities. You can choose any Spring Break from your life. Know that sitting at home and watching TV is slide show worthy for this assignment.

This part is worth 60 points.

**Proposed Workflow:**

* Start with a blank slide show and name it **Lastname\_Firstname\_My\_Spring\_Break.pptx**.
* Must have the following slides in this order:
  + Title Slide – Give your slide show a title and list yourself as the author.
  + What I Did – Explain what you did over Spring Break.
  + Where I Was – Talk about where you were on Spring Break.
  + How I Got There – Explain how you got to your Spring Break destination.
  + Why I Did It – Explain why you did the activities you did.
  + Who Was With Me – Introduce who was with you and why.
  + Would I Do It Again? – This is your summary slide. Show why you would or would not do this Spring Break activity again.
  + *Optional:* You may add extra slides if you wish. However all slides must follow the grading rules.

Every slide must have:

1. Animation and/or slide transitions on every slide! There must be movement on every slide.
2. At least one piece of artwork (this can be either clip art or photo) on every slide. *This includes the title slide!!!!*
3. One slide must have a SmartArt Graphic. You may add SmartArt to more than one slide. SmartArt *does not* count as artwork.
4. Slides must have footer with file name, date, and slide number. HOWEVER, this should NOT appear on any title slides.
5. Slides must have a color scheme other than white background with black letters.

**Grading Rubric:**

* Slide show has at least the following seven slides: Title Slide; What I Did; Where I Was; How I Got There; Why I Did It; Who Was With Me; and Would I Do It Again. *(-10 if not done or incorrect)*
* Must have one piece of animation and/or slide transition on each slide, including title slide. *(-10 if not done or incorrect)*
* Must have at least one graphic on each slide – more is acceptable and encouraged – including title slide. *(-10 if not done or incorrect)*
* Must have a consistent design throughout the slide show that supports the topic of the slide show. For example, showing pictures of the beach for a trip to the Rocky Mountains would not work. *(-10 if not done or incorrect)*
* All slides must have footers showing file name, date, and slide number, except the title slide. *(-10 if not done or incorrect)*
* At least one slide has a SmartArt graphic. *(-10 if not done)*
* Spell check was completed. *(-10 if not done or incorrect)*
* File is properly named: **Lastname\_Firstname\_My\_Spring\_Break.pptx**. *(-10 if not done or incorrect)*
* Submitted to Major Project #4 – PowerPoint in Assignments. *(-60 if not done)*

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**Part 3 – My Dream Vacation**

*Assess Skills: 1. Create PowerPoint presentation from blank file; 2. Insert and edit graphics; 3. Insert Animation and/or Slide Transitions; 4. Insert slide footer.*

You will need to make a slide show about your dream vacation. It can be a vacation you have already taken, one that you have planned, or just one that you dream about. Yes, you may use your personal pictures and graphics. Yes of course you may go to Hogwarts, Narnia, Middle-earth, Jakku, or any other place.

This part is worth 60 points.

**Proposed Workflow:**

Open PowerPoint to a new blank presentation Save your presentation as **Lastname\_Firstname\_My\_Dream\_Vacation.pptx.** Choose a place to which you have traveled or would like to travel. Create a presentation with at least six slides, more are fine, that describe where you would like to travel, and answer the questions listed below:

* a title slide – what is the title of this slide show;
* where you wish to travel;
* the methods of travel;
* who you would like to go with you;
* the qualities of the location that make it interesting or fun – why do you want to go there;
* the places you can visit; and
* any cultural, recreational, or sports activities in which you may participate.

Every slide must have:

1. Animation and/or slide transitions on every slide! There must be movement on every slide.
2. At least one piece of artwork (this can be either clip art or photo) on every slide. *This includes the title slide!!!!*
3. One slide must have a SmartArt Graphic. You may add SmartArt to more than one slide. SmartArt *does not* count as artwork.
4. Slides must have footer with file name, date, and slide number. HOWEVER, this should NOT appear on any title slides.
5. Slides must have a color scheme other than white background with black letters.
6. Each slide must have a title that is given by student.

**Grading Rubric:**

* Show must have at least six slides – can have more. *(-10 if not done or incorrect)*
* Slide show must address each question listed in the bullets above. *(-10 if not done or incorrect)*
* Each slide must have a title. *(-10 if not done or incorrect)*
* Must have one piece of animation or slide transition on each slide including title slide. *(-10 if not done or incorrect)*
* Must have at least one graphic on each slide – more is acceptable and encouraged – including title slide. *(-10 if not done or incorrect)*
* Must have a consistent design throughout the slide show that supports the topic of the slide show. For example, showing pictures of the beach for a trip to the Rocky Mountains would not work. *(-10 if not done or incorrect)*
* At least one slide has a SmartArt graphic. *(-10 if not done)*
* All slides must have footers showing file name, date, and slide number, except the title slide. *(-10 if not done or incorrect)*
* Spell check was completed. *(-10 if not done or incorrect)*
* File is properly named: **Lastname\_Firstname\_My\_Dream\_Vacation.pptx.** *(-10 if not done or incorrect)*
* Submitted to Major Project #4 – PowerPoint in Assignments. *(-60 if not done)*