Name: Computer per:

PowerPoint Grading Sheet:

FOLLOWING DIRECTIONS: 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.

☐ 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: not repetitive or annoying… starts/stops at the right time… has good placement in the effect order
- Sound is playing on EVERY SLIDE (may be continuous soundtrack)…AND →
- ANOTHER 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
- HIDE the SOUND icon so that it does not show when slideshow is playing   _____ /10

☐ GRAPHICS: (images)
- Images (at least 2) 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:
- Both "Entrance" and "Exit" effects is used effectively and at the right speed on each page.
- Animation effects are in an **order** that makes sense and enhances the project.
- 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 or in the notes.   _____ / 5

☐ SAVING:
- Only ONE pptx file is saved as TopTen.pptx in your PowerPoint folder on the server.
- Delete excess files. (ok to keep sound files)   _____ /5

☐ **E.C.** Advanced creativity in use of sound, animation, images, use of PowerPoint. _____ /2

TOTAL: _____ / 50