PowerPoint Presentation Project Requirements

1. This PowerPoint presentation must be submitted by <u>**Tuesday Midnight (12:00pm of April 28)**</u>. Please do not wait until the last minute to submit this assignment. It is worth **10%** of your grade.

2. Please submit the presentation to the instructor by email at **byi@salemstate.edu**:

   - The presentation file should have the name like "**ITC100-05_YourFirstName_YourLastName**.pptx"

   - In the email, you need to tell the instructor **on which day** (**either 4/29/Wednesday or 5/1/Friday**) you will make your presentation.

   - The email should have a **subject** which reads "ITC100-05 semester presentation, from YourFirstName YourLastName".

   - (Test your PPT file before sending it).

3. Be sure to save a copy of this presentation on your storage medium and bring it to class the day of your presentation. You may need to present from your storage medium.

4. The presentation can be on any topic; however, it must make sense. Please no nonsense or pointed remarks.

5. Start with a title slide and be sure to include your name.

6. Use **eight to twelve** slides (the title slide is one slide, your presentation time will be between **2.5 ~ 5** minutes).

7. All slides must be related.

8. A song clip or a CD track must be programmed to run through **two to four** consecutive slides in your presentation.

9. You decide which theme or background you want to use for the presentation. You can use a blank background if you want to.

10. Use a photograph related to your presentation as a background for one of the slides

11. Include a slide with one of the Smart Art objects containing embedded photographs that are related to your presentation.

12. You need to have at least two levels of text on **two or more** slides. This must be set up as a hierarchy with main ideas and sub ideas. Animate the bulleted text on these two slides by first level paragraphs (see page 336 Step 2 of your applications book)

13. Please use your own words and do not copy paragraphs of text from the Internet or other sources or you will lose points.

14. No one bullet can contain more than four lines of text. This is not a book it is a presentation.

15. Select a slide transition and use the same transition for all slides.

16. Please **do not** set timings for the slide transitions.

17. Animate some ClipArt, AutoShapes, or Internet images and embed some sounds in these images.

18. Include at least **three** diagrams in your presentation. These can be a table, graph, radial diagram, organization chart, time line, Venn diagram, a diagram that you draw yourself, or any of the SmartArt graphic diagrams. The content of these diagrams must be related to your presentation.

19. Include **at least one hyperlink** to a Web site related to your presentation. There are many ways to create a hyperlink. The easiest way to create a hyperlink is to simply type the URL of the Web site on your PowerPoint slide and then press the Enter key. The typed hyperlink will display on your slide. If the Web site has a long URL, you can copy and paste the URL to your slide instead of typing it.

20. Please be aware that hyperlinks only work when you are in slide show view and they will not work in slide view.

21. Add a **footer** consisting of your name and the date to each of the slides

22. In addition to the above, feel free to add any additional features such as video, voice recording, additional hyperlinks or simulations, or any other items to your presentation

23. **Be creative and have fun**.

24. Please note that this presentation is separate from the CaseGrader PowerPoint project.

How to grade your presentation?

Class' grading (both the PPT contents and your presentation in class)	60%
Instructor's grading (both the PPT contents and your presentation in class)	30%
Your attendance (i.e., in grading other people's presentations on both April 29 and May 1)	8%
Your submission (if the file name, email follow the requirements)	2%