

Name: _____ Date: _____ Period: _____

PowerPoint

WORTH: (10 POINTS)

DESCRIPTION:

Students will be asked to show their knowledge and familiarity in Microsoft PowerPoint by performance and demonstration in class.

REQUIREMENTS

| Introduction to Power Point | Completed |
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| Setting Up your PowerPoint Environment (4 points): Presentation Basics, Text Basics, Working with Slides using different views from the PowerPoint Window | |
| Themes and Background Styles, Working with Objects (1 point): Pictures and Clip Art, Working with Lists | |
| Working with Movies and Sounds (1 point): Where it is located? | |
| Inserting Animation and Slide Transition (3 points): Default Animation, Custom Animation | |
| Printing Slides (1 points): Printing | |

Grade _____/10