

MS PowerPoint Assignment and Knowledge Check

- ★ Sewing Cooking Baking
- ★ Running Reading Writing
- ★ Biking Basketball Football
- ★ Driving Walking Skipping
- ★ Shouting Whispering Whining

- ☐ Pick one of the three groups below. Determine a “theme” or topic that unifies all three activities. This theme will be the topic of the presentation you will give to a partner later. The theme should allow you to explain each activity as part of a larger idea.
- ☐ Make a presentation with at least 4 slides. The first slide should be the title slide and include your name.
- ☐ The second, third, and fourth slides should each focus on one of the three activities listed in the group of words you chose.
- ☐ On each slide, provide at least three bullet points of information about each hobby.
- ☐ On each slide, find appropriate art to insert that pertains to each hobby.
- ☐ Select a design for your presentation and apply it to the entire slideshow.
- ☐ Add transitions to all slides with an 8 second timing.
- ☐ On at least one slide, add animations to your bullet points.
- ☐ Add presentation notes for each slide.
- ☐ Add a footer
- ☐ Add slide numbering
- ☐ Add a table to one slide
- ☐ Insert a link to an external website in one slide
- ☐ Add narration for at least two slides
- ☐ Record your screen to add to at least one slide
- ☐ Save your PowerPoint as a pdf file

Tips for a good presentation in PowerPoint: <https://support.microsoft.com/en-us/office/tips-for-creating-and-delivering-an-effective-presentation-f43156b0-20d2-4c51-8345-0c337cefb88b>