

PowerPoint Checklist

Name: _____

Title of Presentation _____

Date: _____

Check off the following when you have completed each part:

<p>Planning:</p> <ul style="list-style-type: none"> • Before working on the computer I have completed a storyboard and template for each card. • These are a rough draft of my ideas • These have been checked by a peer and/or teacher for feedback 	<p>Bibliography:</p> <ul style="list-style-type: none"> • I have included a bibliography page • I have cited all my text and images sources correctly and put them under the appropriate text or image
<p>Outline:</p> <ul style="list-style-type: none"> • I have done my outline in Inspiration before working in PowerPoint. • This Inspiration outline has been converted into a PowerPoint. 	<p>Text:</p> <ul style="list-style-type: none"> • I have been consistent in my font sizes and styles with all my titles, subtitles and text • My text consist of the main ideas, is to the point and acts as an anchor to my oral presentation • My text is clear and readable
<p>Background:</p> <ul style="list-style-type: none"> • I have included a background and it does not conflict with my text. • I have good balance, symmetry and scale to my layout 	
<p>Title Slide etc...</p> <ul style="list-style-type: none"> • I have my name and date on my title slide 	<p>Transitions:</p> <ul style="list-style-type: none"> • I am consistent with my transitions between cards • Transitions do not detract from the information on my ppt project
<p>Images:</p> <ul style="list-style-type: none"> • I have included images from the Web, a digital camera picture (if applicable), and a scanned picture/drawing using the scanner • I have included drawings created in a draw program (if applicable) 	<p>Saving:</p> <ul style="list-style-type: none"> • I have saved this to two different locations
<p>Animations/Effects:</p> <ul style="list-style-type: none"> • I have animations/effects that are consistent and don't detract from the information 	<p>Conventions:</p> <ul style="list-style-type: none"> • I have checked my spelling and grammar • My content is clear, concise and accurate
<p>Organization:</p> <ul style="list-style-type: none"> • I have a contents and title page 	<p>Integration:</p> <ul style="list-style-type: none"> • All my images, video and sounds relate clearly to the content of my slide show

Once you have finished, please have another student peer edit your work. It is also expected that you peer edit for someone else.

Peer Editor's Signature: _____

Date: _____

Once the peer editing is finished, please finish the final copy of your work and present your work to the teacher

Teacher's Signature: _____

Date: _____