PowerPoint Assignment

You will be creating a slideshow using Microsoft PowerPoint. PowerPoint is a powerful and convenient tool for presenting anything and getting your point across. It is important to understand the key features of the software, and how to use them to make high quality and impressive presentations.

Getting started:

- The slideshow should be a **MINIMUM of 4 slides**, and a **MAXIMUM of 6 slides**.
- The slideshow file should be less than 20MB in size.
- You can take two routes: You can create a professional and clean slideshow that is worthy of presentation to a CEO. Or, you can create a crazy and dense slideshow that uses as many PowerPoint features as possible, while still being readable.

Assignment Requirements:

1. **First Slide:** Title/Introduction
   - Create a title. Give it a larger and non-default font. Make it look important.
   - Include the following subtitles:
     - Your full name. Make the text smaller than the title. Make it centered.
     - Your Student ID number. Make it italicized.
     - The current date.
2. **Second Slide:** Picture and Text
   - Insert a picture.
   - Insert a text box, with a couple sentences describing the picture.
3. **Third Slide:** Chart
   - Insert a chart (aka graph) that illustrates your ratings of a specific topic.
     - For example, you can rate all the homework assignments for this class (including this one) based on fun and difficulty, on a scale of 1-10, where 1 is not fun and 10 is extremely fun, and 1 is very easy and 10 is very difficult.
     - When you insert a chart, a window for Microsoft Excel (review Assignment 1) might also appear. In Excel, modify the first column, first row, numbers, and bounding box. You can see how each change affects the chart in PowerPoint.
   - Insert a text box, with a couple sentences describing the chart.

4. **Fourth Slide:** List
   - o Make a list, with sub-bullets. For example:
     - Here is the first item of the list.
     - Here is the second item of the list.
     - Here is the third item of the list.
       - Here is the first sub-bullet of the third item.
       - Here is the second sub-bullet of the third item.
     - Here is the fourth item of the list.
   - o Sub-bullets are created by hitting the [Tab] key on your keyboard before writing a new item. To reverse a sub-bullet, hit [Shift]+[Tab] on your keyboard before writing a new item.
5. **Extra Effort**
   - Check for spelling or grammar mistakes.
   - Use slide transitions.
   - Use animations, with good timing.
   - Insert a hyperlink.
   - Insert a table.
   - Insert multimedia (without going over 20MB file size limit).
   - Be impressive and creative!

SUBMIT your file (with any file name) to kumar1.ajm1@gmail.com under the name Power Point Assignment 1.

END OF ASSIGNMENT
Taken from Google.com

Reminder - Quick PowerPoint Directions

- Open PowerPoint.
- Begin a Blank Presentation.
- You can now edit the *Title slide*.
- Click where it says to add the title, and type any title you want.
- Also type in your name, login name, and date (perhaps as a subtitle).
- Insert a new slide for the *Picture/Text slide* (the "New Slide" button is under the "Home" tab).
- Insert a picture on the slide ("Insert" tab > "Picture" button > select your picture > click "Open"). Resize the picture by dragging the corners.
- Insert text on the slide ("Insert" tab > "Text Box" button > click and drag on the slide to create a text box).
- If the slide already has a text box, you can use it by resizing the text box and moving it to where you want it.
- Insert a new slide for the *Chart slide*.
- Insert a chart on the slide ("Insert" tab > "Chart" button > select a style > click "Okay"). Excel should then open.
- Modify the chart contents/data by editing the Excel file that should have opened.
  - To remove columns, right-click the column letter and click "delete".
  - To remove rows, right-click the row number and click "delete".
  - Modify the labels as you want (look at the chart as it updates in PowerPoint to understand how it works).
  - Insert the numerical values for your ratings.
  - Only the Excel cells within the blue (usually) bounding box will be included in the PowerPoint chart.
- Modify the chart's formatting under the "Design", "Layout", and "Format" tabs that appear on the top menu when the chart is selected. From there, you can add/edit the chart's title, labels, axes, legend, gridlines, colors, etc.
- Insert a new slide for the *List slide*.
- Insert a text box if one isn't already there.
- Make sure a bulleted list is being created as you type. Type [Enter] or [Return] to go to the next line/bullet. Type [Tab] at the beginning of the line to make a sub-bullet. Type [Shift]+[Tab] at the beginning of the line to reverse a sub-bullet.
- View your slideshow ("Slide Show" tab > "From Beginning" button).