

Technology Proficiency IIB Checklist

- 1. This presentation is an original creation and is not someone else's copyrighted presentation.
- 2. I have created a rough draft of my original presentation either using a Storyboard template or some other document. (If possible show your course instructor your Storyboard before beginning to create your presentation in PowerPoint.)
- 3. I have included information describing my audience in my PowerPoint description, posted to the Storyboard Discussion Forum. (For example, the presentation may be for students, other teachers, the school board, parents, etc.)
- 4. I have included at least one Text box. (This will be easy to accomplish. If you include your name on slide one of your Powerpoint you will have entered text in a text box.)
- 5. I have included at least one Graphic object from Clip Art or from a file.
- 6. I have included WordArt.
- 7. I have included bulleted text on at least one slide. I have changed the standard bullet style to a symbol found in the Wingding font options.
- 8. I have included at least one Hyperlink in my presentation.
- 9. I have included a slide that lists the resources I used to complete my presentation.
- 10. My Powerpoint presentation has at least 8 slides.
- 11. I have included custom animation on at least one slide.
- 12. I have applied a slide design to all my slides.
- 13. I have applied a slide transition to all slides.
- 14. I have incorporated ideas gleaned from the PowerPoint University articles discussed in part A of this course.
- 15. I will use this PowerPoint presentation during the 2005-06 school year.
- 16. I have printed a copy of my final presentation for my own records.
- 17. I have saved a copy of my final presentation to the Blackboard course digital dropbox. I have emailed my course instructor that I have completed step 17.