

English 1 – Maxfield  
March 4, 2011  
I-Search Day 8

1. Sample PowerPoint – maxfield.synthasite.com on the English 1 page.
2. Finish part 3 and 4.
3. Finish Works Cited.
4. Print out parts 3, 4, and Work Cited. We will review next class.
5. Begin PowerPoint – See directions at bottom and sample citation and scoring guide on back.

**\*\*\*\*\* Completed Essay (Parts 1-4 and work cited) due March 10\*\*\*\*\***

### How to Make a PowerPoint Presentation

1. Open Microsoft PowerPoint on your Novell pop-up screen.
2. A new presentation will automatically pop up.
3. Click in the text boxes to create your text for your title and any subtitle (this is a good spot for your name and any additional information about your presentation besides title).
4. When you want a new slide, simply go to INSERT – new slide. Then you will be able to select what type of slide you want. Consider what you want on your slide before selecting.
5. To change the background of your slides, go to FORMAT – background or slide design and apply a new background/design.
6. To add in pictures, textboxes, or shapes, go to INSERT – picture and select from the menu.
7. If you would like to add in timing, transitions, or animation, go to SLIDE SHOW – animation schemes or slide transitions. Be careful of timing. If you allow for a certain amount of time, be sure to rehearse timing before presenting.
8. Consider these tips:
  - a. PowerPoint should be visually appealing and easy to read (i.e. dark text on light background or vice-versa, large enough text, etc.)
  - b. Slides should be consistent in design.
  - c. Edit your work.
  - d. Include a bibliography at the end.

## I-Search PowerPoint Grading Checklist

**Information** \_\_\_\_\_ / 4  
(intent of the presentation is clear and information presented makes sense)

**Background & Text** \_\_\_\_\_ / 4  
(text and background compliment each other, easy to read, consistent)

**Graphics & Transitions** \_\_\_\_\_ / 4  
(graphics are appropriate and relate to content; transitions are consistent throughout)

**Bibliography** \_\_\_\_\_ / 4  
(a completed and accurate bibliography included at end of presentation)

**Spelling, Punctuation & Grammar** \_\_\_\_\_ / 4  
(spelling checked; correct grammar is evident)

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Total = \_\_\_\_\_ / 20 points

### **Citing An Online Image or Series of Images (i.e. Internet)**

Artist if available. "Description or title of image." Date of image. Online image. Title of larger site. Date of download. <electronic address>.

Smith, Greg. "Rhesus Monkeys in the Zoo." No date. Online image. Monkey Picture Gallery. 3 May 2003. <<http://monkeys.online.org/rhesus.jpg>>.