Name:_____Period_____Teacher:_____Date:_____

Self Evaluation Checklist for PowerPoint

Selecting layout

☺ I know how to…….
Lesson #1
_____ open PowerPoint
_____ choose a design template
_____ change to a different design template
_____ select a slide layout
_____ change the slide layout
_____ choose the correct slide layout for usage
_____ make a new slide
_____ activate a notes page

Lesson #2
_____ use the slide sorter
_____ work in outline view
_____ work in normal view
_____ change the slide color scheme
_____ add/remove/modify an effect in custom animation
_____ use Start, Property and Speed boxes
_____ turn on/off AutoPreview

Lesson #3
_____ create custom slide transition
_____ change between automatic and manual slide transition
_____ run a slide show
_____ go back to a previous slide during a presentation
_____ change the order of slides during a presentation
_____ stop a slide show

Working with Text

☺ I know how to…….
_____ activate text boxes
_____ select a font style
_____ select a pica size for the font
_____ change the font size using the special icons
_____ insert symbols
_____ use spell check
_____ change the color of the text
_____ align the text to the left, right and center
_____ justify text
_____ shrink a box and remove it

Working with clip art and images

☺ I know how to…….
_____ choose a slide layout design with a clip art box
_____ activate a clip art box
_____ size and position a box to receive clip art
_____ insert clip art from the clip art file
_____ insert clip art from the internet
_____ capture a good image from the internet/personal files
_____ save the image
_____ insert the image in an image box
_____ properly cite the image

Custom design

☺ I know how to…….
_____ use AutoShapes
_____ use word art
_____ choose appropriate slide transition
_____ control slide transition
_____ choose action settings
_____ change the font style of a bullet
_____ add hidden notes prompts
_____ choose sensible order and timing for each slide
_____ choose complimentary effects
_____ preview effects/transitions

Working with the computer

☺ I know how to…….
_____ save work to a jump drive
_____ save work to the hard drive
_____ rest the cursor on an icon so that it reads what it is
_____ activate the toolbar menu
_____ use right button

☺ I know the keyboard commands for…….

_____ undo
_____ redo
_____ cut
_____ paste
_____ copy
_____ select all
_____ save
_____ bold
_____ underline
_____ italic
_____ font
_____ align left
_____ align right
_____ center
_____ print
_____ spell check
_____ thesaurus
_____ open file
_____ increase font size
_____ decrease font size

How do I know that I have done a good job on my project?

Presentation

☺ I have…….

_____ started my presentation with a title slide
_____ my name, my teacher's name, date and period on the slide in the lower right corner
_____ ended my presentation with a solid black slide
_____ chosen the correct slide layout for each slide
_____ boxes that are properly sized
_____ slides that are in the proper order
_____ no slides that have more then 6-8 lines
_____ not used any one bullet slides
_____ a pica size that is large enough to read (used the default settings)
_____ a font that is easy to read
_____ easy to read color contrast between font and background
_____ use graphic images that are appropriate to the text on slides
_____ clip art that is sized correctly to fit in its box
_____ clip art that fits on the slide
_____ uniformity between slides (font, colors, size, etc.)
_____ used design to enhance but not distract from my presentation
_____ no spelling, punctuation or grammatical mistakes
_____ checked my work for neatness

Content

☺ I have….....

_____ checked my information for accuracy
_____ practiced and polished my presentation
_____ written notes pages to help me speak
_____ not read my slides during my presentation
_____ cited sources for the information on each slide on the notes page
_____ cited sources for the photos on each slide on the notes page
_____ introduced my topic
_____ developed my subject using at least three different points/slides
_____ summarized my subject in a conclusion