

CPSC 30: Computer Applications
Assignment #8: PowerPoint 2010 CH-1

Student Name: _____
Date: _____

Grading Rubric – PowerPoint CH-1
Chapter Project

Description	Pts	Your Score
<i>Saving Energy.pptx</i>		
Oriel theme is applied to the presentation	.5	
The presentation has a title slide with title and subtitle text, which is formatted	.5	
Slide 2 is a text slide with a multi-level bulleted list, and is appropriate formatting	.5	
Slide 3 is created with the Title Only slide layout style	.5	
Slide 4 is created with a title and two headings	.5	
Clips are added to all the slides	.5	
A photograph is added to Slide 3	.5	
Clips are resized and repositioned	.5	
Photograph on Slide 3 is resized	.5	
Presentation has an appropriate closing slide	.5	
TOTAL POSSIBLE POINTS:	5.0	

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Apply Your Knowledge

Description	Pts	Your Score
<i>Apply 1-1 Avoid the Flu.pptx</i>		
The theme is changed to Urban	.5	
Student's name is added to Slide 1 and formatted	1	
Clip is resized and positioned	1	
Indent of the second, third, and fifth paragraphs is increased	1	
Paragraphs six and seven are combined	1	
File is submitted printed two slides per page	.5	
TOTAL POSSIBLE POINTS:	5.0	

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Extend Your Knowledge

Description	Pts	Your Score
<i>Extend 1-1 Dental Plans.pptx</i>		
An appropriate theme is applied	1	
Student's name is added to Slide 1 and formatted	1	
Slide layout is changed on Slide 2	1	
Paragraph levels are adjusted on Slide 2	1	
Bulleted list is created on Slide 3	1	
Text on Slide 3 meets the 7 x 7 rule	1	
Appropriate closing slide is created	2	
Clips added from the Microsoft Clip Organizer	1	
File is submitted printer four slides per page	1	
TOTAL POSSIBLE POINTS:	10	

Grading Rubric – PowerPoint CH-1
Lab 1: Creating a Presentation: “Hit the Books”

Description	Pts	Your Score
<i>Lab 1-1 Study Skills.pptx</i>		
Aspect document theme is applied	1	
Title slide is created based on Figure 1–81a	2	
Student’s name is added to the title slide	1	
Title slide text is formatted	1	
Slides 2 and 3 are created with bulleted lists and clips based on Figure 1–80 and Figures 1–81b and 1–81c	3	
Closing slide is created based on the title slide	2	
Photograph on the closing slide is replaced to match Figure 1–81d	2	
Font color of the words “Be confident” on Slide 3 is changed	2	
File is submitted printed four slides per page	1	
TOTAL POSSIBLE POINTS:	15	

Grading Rubric – PowerPoint CH-1

Lab 2: Preparing a Presentation: “The Sunshine Vitamin”

Description	Pts	Your Score
<i>Lab 1-2 Vitamin D.pptx</i>		
Solstice document theme is applied	1	
Title slide is created with the student’s name	1	
Text on title slide is added and formatted based on Figure 1– 82 and Figure 1–83a	2	
Slides 2, 3, and 4 are created with bulleted lists based on Figure 1– 82 and Figures 1–83b through 1–83d	4	
Font color of title and headings text on Slides 2-4 is changed	2	
Photographs and clips are added to all slides based on Figures 1–83a through 1–83d	4	
File is submitted printed four slides per page	1	
TOTAL POSSIBLE POINTS:	15	

Grading Rubric – PowerPoint CH-1

Lab 3: Creating and Updating a Presentation: “Make It a Party”

Description	Pts	Your Score
<i>Lab 1-3 Part One Child Party.pptx</i>		
Title slide is created based on Figure 1–84 and Figure 1–85a	2	
Office Theme document theme is applied	1	
Slides 2-4 are created with multi-level bulleted lists, photographs, and clip art based on Figure 1–84 and Figures 1–85b through 1–85d	3	
File is submitted printed four slides per page	1	
Description		
<i>Lab 1-3 Part Two Retirement Party.pptx</i>		
Presentation is modified based on Figure 1–86 and Figure 1–87	5	
Document theme is changed to Flow	1	
The name on Slide 3 is replaced with the student’s name	1	
File is submitted printed four slides per page	1	
TOTAL POSSIBLE POINTS:	15	