

Quick Tips to Get Started

F&L Name _____

Class _____

Today's Date _____

CREATION ORDER:

1. _____ slides _____ - if it a presentation style PowerPoint you can use your copy-and-paste shortcut after you have built your first slide
 - a. Change your _____ for the bulleted list and heading to be appropriate to your title and name
 - b. Get the _____ and _____ how you want it (you can always go back and change this)
 - c. Click on your slide (the left side) and press CTRL+_____ on your keyboard
 - d. Click right after your slide so you can see the _____ cursor, press CTRL+_____ on your keyboard until you have the right number of slides needed - now you can just change the content and bullets
2. Do the _____ - you may use multiple transitions
3. Open your _____ Pane and begin animating - be sure that each slide comes in one at a time (entrance)

TEXT & "CHUNKS" ON SLIDE:

- ★ No more than _____ chunks per slide (text, graphics, titles, bulleted list, word art, borders, photos, etc.)
- ★ No more than _____ words per bullet ... _____ COMPLETE SENTENCES... be brief, you will be 'presenting' information (_____ will give _____ details in your presentation that what appear on the slide - using your script)

FONTS ON SLIDES:

- ★ Use _____ fonts throughout your entire presentation
 - _____ 'fun', funky font for the title ... this will be the same font you will use for all _____
 - Can be an 'all-capital-letter' font
 - _____ plain, easy-to-read font for your name ... this will be the same font you will use for all the bulleted lists
 - Should _____ be an 'all-capital-letter' font

TEXT SIZE:

- ★ Size _____ is a reasonable size for your bulleted list
- ★ If you have chosen a 'bigger' font, then you might go slightly smaller
- ★ If you have chosen a 'smaller' font, then you might go slightly bigger
- ★ _____ should be larger than the bulleted list

BULLETED LIST:


- ★ Your _____ should _____ to the content on each slide.
 - Examples:
 - If you are talking about _____, then a plate-fork-knife bullet would be appropriate
 - If you are talking about _____, then a musical note or headphones bullet would be appropriate
 - If you are talking about _____, then a microscope bullet would be appropriate
- ★ _____ and the _____ bullets have a huge variety of bullets - you could start there!

SIZE & BALANCE:

- ★ Headings, bulleted lists, and graphics should be nicely sized and balanced on each slide
- ★ Look to each slide - is everything pushed to one side? _____
- ★ Keep the audience's _____ by _____ bullets and graphics around on each slide (example below)

1.

2nd Hour



- 7th Grade Computer
- Commercials
- Animation Creation

3rd Hour

- 6th Grade Computer
- PowerPoints
- Bullet Boxes

