

- Include the fixed date (use the assignment due date as the fixed date) and presentation title (*hint: insert the presentation title as the Footer*) for Notes and Handouts. Be sure the page number is still selected.
- All Web sites referenced throughout your presentation should be formatted as hyperlinks (you will have at least two of these on your Works Cited / Bibliography slide)
- Apply an appropriate slide transition to each slide in the presentation
- Apply appropriate animation effects so that bulleted items display by 1st Level Paragraphs
- Slides should advance and animations should display on mouse click only, and not automatically (do not add any timings to your presentation)
- Run a Spelling & Grammar check to make sure your presentation is free of spelling and grammatical errors
- In the Properties for this presentation, make sure your full name appears in the Author property (if it does not, change it), and that the title of this presentation appears in the Title property

Submission Guidelines

It is important for students to pay close attention to the submission guidelines in order to receive full credit for this assignment.

- Save the file as PowerPointProjectLastNameFirstName.xlsx (where *LastNameFirstName* should be replaced with your last and first name)
- Close the file after saving it. Otherwise the file will not attach properly to the email message.
- Submit the file to Blackboard.

Important Notes

- Start the assignment well in advance of the due date. Last minute problems on your end will not be an excuse for missing a deadline
- Do not use anyone else's work. After we receive all assignments, we will run them through an automated process to check for plagiarism. Any violations or any plagiarism will result in a zero on this assignment and possible further disciplinary action by the College. It is better to miss turning in an assignment (or to turn in an incomplete assignment) and receive a lower grade than to risk going through a Student Conduct review process
- Using a Mac version of Microsoft Office is entirely at your own risk. If the Mac version does not allow you to perform certain steps outlined in this document, you will lose points for those steps
- Please e-mail your instructors with any questions

Rubric

Criteria	Available Points
First slide is Title Style Layout	4