



# How Well Do You Know How to Use PowerPoint?

IBT Power Point Tutorial Quiz

## Task 1 (5 mins)

The first assignment is to design a single page using PowerPoint.

- The PowerPoint must be Landscape oriented.
- It must be colorful.
- It must say "Computer In Use" in a prominent place.
- It must have your first and last name on it.
- It cannot be rude - but funny is ok.
- It must be original - do **not** use a template/theme.
- It must have a colored (not white) background (do not use a template/theme).
- It must have a picture (credit included, if needed)

When you are finished, save it to the x drive and **do not print.**

**Save as: Last Name PPT Quiz Task 1**

**Save to: PPT Folder**

## Task 2 (15 mins)

Open a New Blank PPT Presentation. You need to make a "moment of silence" segment in PowerPoint :

1. Choose a theme.
2. Choose about 5-10 pictures.
3. First slide must say on the screen "Please Stand for the Moment of Silence".
4. If you use pictures from the internet, either one slide should be devoted to credits or credits appear on each slide.
5. The entire slideshow must last **30 seconds** (4 – 10 slides?).
6. Use transitions between slides.
7. When you are finished:

**Save as: Last Name PPT Quiz Task2**

**Save to: PPT Folder**

## Task 3 (20 mins)

Now it's time to create a "Pledge of Allegiance" segment in PowerPoint (on the same PPT presentation used for Task 2).

1. Choose about 5-10 pictures in an American theme.
2. First slide must say on the screen "Please remain standing for the Pledge of Allegiance".
3. Three to four slides with the text of the Pledge. Separate it into phrases. (Do not put the entire pledge on one slide.)
4. Do not use a theme or a template on any slide.
5. Slides should be colorful (no white background) but the text should always be highly visible.
6. Use transitions between slides. This segment should be approximate 15-30 seconds
7. When you are finished:

Save *again* as: Last Name PPT Quiz Task3

Save to: PPT Folder

# Task 4: Upload your PPT

- **Turn In** Assignment on Google Classroom
- Due Friday, December 7, 2018