**Grading Rubric – PowerPoint 2010**

**Class:**

**Professor:**

***Solution Filename:*** *Saving Energy.pptx*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| Oriel theme is applied to the presentation | **2** |  |
| The presentation has a title slide | **2** |  |
| The title slide has title and subtitle text, which is formatted | **2** |  |
| File saved as “Saving Energy” | **1** |  |
| Slide 2 is a text slide with a multi-level bulleted list | **2** |  |
| The text on Slide 2 has appropriate formatting | **2** |  |
| Slide 3 is created with the Title Only slide layout style | **2** |  |
| Slide 4 is created with a title and two headings | **2** |  |
| Clips are added to all the slides | **2** |  |
| A photograph is added to Slide 3 | **2** |  |
| Clips are resized and repositioned | **2** |  |
| Photograph on Slide 3 is resized | **2** |  |
| Presentation has an appropriate closing slide | **2** |  |
| A transition is added to the presentation | **2** |  |
| Document properties are changed | **1** |  |
| **TOTAL POSSIBLE POINTS:** | **28** | **0** |

**YOUR SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Solution Filename:*** *Lab 1-1 Study Skills.pptx*

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| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| Aspect document theme is applied | **2** |  |
| 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 | **4** |  |
| 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** |  |
| Uncover transition is applied to all slides | **2** |  |
| Document properties are changed | **1** |  |
| File saved as “Lab 1–1 Study Skills” | **1** |  |
| File is submitted in format specified by the instructor | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **22** | **0** |

**YOUR SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Solution Filename:*** *Lab 1-2 Vitamin D.pptx*

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| **Description** | **Pts** | **Your Score** |
| Solstice document theme is applied | **2** |  |
| Title slide is created with the student’s name | **2** |  |
| 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 Figures1–83a through 1–83d | **4** |  |
| Ripple transition is applied to all slides | **2** |  |
| Document properties are changed | **1** |  |
| File saved as “Lab 1–2 Vitamin D” | **1** |  |
| File is submitted in format specified by the instructor | **2** |  |
| **TOTAL POSSIBLE POINTS:** | **22** | **0** |

**YOUR SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Solution Filename:*** *Case*

|  |  |  |
| --- | --- | --- |
| **Description** | **Pts** | **Your Score** |
| Presentation is created using the outline  | **7** |  |
| The presentation has an appropriate document theme  | **1** |  |
| All text follows the 7 x 7 rule | **2** |  |
| Presentation has a title slide and three text slides with bulleted lists | **4** |  |
| The text in the presentation is formatted appropriately | **3** |  |
| The presentation contains clips or photographs from the Microsoft Clip Organizer  | **3** |  |
| A transition is applied | **1** |  |
| The presentation does not contain spelling or grammar errors  | **1** |  |
| The presentation, as a whole, is visually appealing  | **2** |  |
| The document properties are changed, as specified by the instructor  | **1** |  |
| **TOTAL POSSIBLE POINTS:** | **25** | **0** |

**YOUR SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**