

## Unit 4 - Presentations

### Individual Exercise

#### Process:

- You are taking existing presentation text and developing a presentation
- As well as the provided text, your presentation should include pictures, transitions, smart art and animations
- The presentation should have a consistent theme
  - Each slide should look like they all belong in the same presentation
- Use the Slide Master to design key elements of your presentation
- Use the Slide Master to add a logo to the top-right corner of every slide EXCEPT the title slide
- Use a SmartArt diagram
- Use at least one entrance animation, one emphasis animation, and one exit animation
- Add at least three pictures, and apply picture styles to each of them
  - You must use the provided logo
  - You are not obligated to use the other provided pictures
  - You are encouraged to find lots of other pictures online
- Add speaker notes to some or all of your slides to help your presenter remember what to say in the presentation
  - Example: “Discuss how quick the setup is / Discuss what items your personal cart abandonment team will take care of”
  - You do not need to develop new content here, but you will need to help highlight the key items on the pages

**Find all provided text and pictures here:**

<https://emmell.org/bta/>

## Assessment

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<b>Overall Look</b>	Little to no effort was made on the appearance of the slide show	Slide show looked very cluttered and unprofessional	Slide show looked somewhat cluttered and unprofessional	Slideshow has mostly consistent theme and flows well	Slide show was well-organized and aesthetically pleasing
<b>Provided Text</b>	The provided text was not ordered effectively	The provided text was ordered with limited effectiveness	The provided text was placed in a somewhat reasonably effective order	The provided text was placed in a reasonably effective order	The provided text was ordered very effectively to create a great sales pitch
<b>Slide Master</b>	Did not apply a logo	Logo is added to slides without using the Slide Master	Logo is added to slides but is in the correct location	Logo is added to the Slide Master according to instructions but looks out of place	Logo is included on the Slide Master and adds visual appeal to the presentation
<b>Presentation Length</b>	The presentation contains less than 4 slides	The presentation contains at least 4 slides	The presentation contains at least 6 slides	The presentation contains at least 8 slides	The presentation contains 10+ slides
<b>SmartArt</b>	Did not add a SmartArt diagram	Added a SmartArt diagram that made the content more obscure	Added a SmartArt diagram that did not improve the quality of the presentation	SmartArt diagram is present and appropriate but missing some details.	Added a SmartArt diagram that enhanced the content of the presentation
<b>Animations</b>	Did not use any animations	Did not use all three types of animation	Used all three types of animation, but they did not enhance the presentation	Used all three types of animation reasonably effectively	Used all three types of animation effectively
<b>Transitions</b>	No transitions were applied	Transitions were applied to some slides	Transitions were applied to each slide, but some were poorly chosen	Transitions were applied to each slide, but at least one was poorly chosen	Appropriate transitions were applied to each slide
<b>Pictures</b>	Used no relevant pictures	Used fewer than three relevant pictures	Used at least three relevant pictures, but applied no styles	Used at least three relevant pictures and applied attractive styles	Used at least five relevant pictures and applied attractive styles
<b>Speaker Notes</b>	Did not add notes to the presentation	Added notes to the presentation without any clear purpose	Added some notes to presentation, but some are not relevant	Added notes to presentation, but some are not relevant	Added relevant and effective notes to presentation