

Checklist for Multimedia Presentation

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Presentation Tools

Task: Presentation Draft

- Open a new presentation and type your name, data, and a title on the title slide
- Using the Insert menu, create slides from your expository essay outline
- Create slides with:
 - Main points visible
 - Supporting points clear
- Consider your audience and make sure your content is appropriate
- Use the Edit and Format menus to organize your content and create the appearance that you want
- Save your presentation

Activity 2: Presentation Design

Task: Presentation Design

- Open your presentation and add design elements
- Use design elements to enhance your presentation
- Make sure that your slides:
 - Focus on one concept per slide
 - Use key phrases from your main points as titles
 - Use bullet points with simple text
 - Use phrases from supporting points as bullets
 - Use color and fonts consistently
 - Use contrasting colors for text and background
 - Use fonts that are easy to read from a distance
 - Align fonts and graphics
 - Leave white space and balance the content
 - Include multimedia that adds information about the topic
 - Use special effects to serve a purpose
- Check the spelling and grammar of your presentation
- Save your presentation

Activity 3: Multimedia Formats

Task: Media Citations

- Open a new word processing document and type your name, date, and a title
- Find at least three images and one audio or video clip for your presentation
- Make sure that the multimedia enhances your presentation
- Cite the sources for the multimedia
- Explain how you think each multimedia piece enhances your presentation and explains your topic
- Save your document

Activity 4: Copyright and Fair Use

Task: Media Copyright Information

- Open your media citations document
- Find and record the copyright status of each image, audio, or video
- Get permission for any of the images, audio, or video if necessary
- Save your document

- Add the media to your presentation

Activity 5: Presentation Delivery

Task: Final Presentation

- Open your presentation
- Check the spelling and proofread your presentation
- Practice delivering your presentation.
- When you practice, remember to:
 - Review your slide order
 - Run the slideshow from View or Slide Show menu to make sure your slides are ready to present
 - Practice in front of a mirror, a friend, or an adult
 - Make sure you know how to connect and use a projector
- Set up a projection device
- Deliver your presentation to an audience and be sure to:
 - Dress appropriately
 - Summarize and emphasize the main points
 - Make eye contact
 - Make sure your audience understands everything
 - Stay on schedule
 - Answer questions
- Get feedback from an audience member