

# Project 3, Microsoft PowerPoint Capstone

CS 0131, Software for Personal Computing  
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**Assigned:** Wednesday 20 March 2013

**Due:** Tuesday 26 March 2013, 11:59pm EDT

## Introduction

This is the third project of the term, covering the features of **Microsoft PowerPoint 2010**. The project is split into two parts, each with a distinct purpose, and each beginning with a ‘D’:

1. **Developing a Cohesive Presentation** — Tell a story creatively and effectively with PowerPoint.
2. **Delivering a Compelling Narrative** — Hone our basic presentation skills.

You may notice there is a quicker turnaround time for this project. This is partly because you’re only tasked with creating one file. The exact grading breakdown is to be determined, but the first part will be worth a significantly greater proportion than the second. Submission instructions and additional logistical information are at the end of this document.

**NOTE:** There are **several** important dates for this project. **Don’t forget!**

Appointment sign-up opens ..... Friday 22 March 2013, 10:00am EDT  
**Submissions due**; sign-up closes ..... Tuesday 26 March 2013, 11:59pm EDT  
Individual presentations ..... Thursday 28 and Friday 29 March 2013

All presentations will be held in **Sennott Square 6516**. See the end of this document for logistical information.

## 1 Developing a Cohesive Presentation

For this project, you will prepare a brief presentation about your favorite book, movie, or television series. (Note that the second part of this project will require you to *deliver* this presentation, so you would be wise to read about those requirements as well before you begin, since they will affect how you develop your presentation.)

Since PowerPoint is an inherently creative medium, you are being given much more latitude in how to express that creativity effectively. As such, you aren’t expected to do any “research” (although you may find some basic research about your chosen topic to be fun).

Still, in order to assess your mastery of PowerPoint’s features, your slideshow must minimally meet the following requirements:

1. First and foremost, all of your content **must** be appropriate for a college-level class (e.g., no explicit or hyper-violent images).
2. The title slide must contain, at a minimum: The title of the work you are presenting, your name, the text “CS 0131”, and the date your presentation will be given. You’ll probably want the slide’s title to be the title of the work, while everything else will end up in the subtitle.
3. After the title slide, your presentation should have a clear beginning, middle, and end. Since this presentation will be quite short, your beginning and end may be single slides providing an overview or recap, respectively, of the middle. Alternatively, the beginning might introduce a larger concept, or the end might draw conclusions from the middle. No matter what, make sure your end isn’t just rehashing the beginning.
4. Your bullet points should be concise, but complete. In general, your slides should explain enough to be able to stand on their own (as handouts, for example), but need not (and indeed *should* not) cover everything in detail, since that is the presenter’s job.
5. At least one of your bullet points must use sub-bullets (that is, Level 2 text). This should make sense with your content.
6. Think about your topic and choose a built-in theme which you feel best matches the layout you want. Then make it your own by changing the theme colors and fonts to suit the character of your presentation. (In short, the name of your theme colors and fonts should not match the name of your slide layouts theme.) None of these should be the default Office Theme.
7. Make at least one further edit to your theme using the Slide Master. This could be as simple as changing the bullet or color used for a given level of text, bolding slide titles, etc.
8. Turn on slide numbers and be sure to position your objects such that the slide numbers will remain visible on each slide. This will help when reviewing your presentation after you deliver it.
9. You must use at least two different slide layouts within your presentation. Title slides, section headers, and blank slides do not count toward this requirement.
10. You must use at least two pieces of SmartArt in your presentation and change the shape styles to suit whatever each SmartArt describes. Make sure the layout (process, cycle, hierarchy, etc.) makes sense for the content. For example, you might describe the *process* of a plot unfolding or the *hierarchy* of the characters’ family tree.
11. Include at least three animation effects on at least three different objects other than text. At least one of your animations must be timed (that is, not require a mouse click) and at least one of your animations must use a custom motion path. Make sure that these effects are tasteful; that is, not cheesy or distracting from your content, but rather *enhancing* the story told by the slides or actively helping to explain something.

**Note:** You may decide to animate your bulleted lists if your presentation style suits it; however, this is not required and does not count as an animation for the purposes of this requirement.
12. Similarly, include at least two tasteful slide transitions somewhere in your presentation.
13. After your concluding slide(s), you must include a simple citations slide. This should list not just where you found your pictures, but also your sources for any information or data used in your presentation. There is no need to cite PowerPoint’s clip art library as a source, if you use it.
14. You may wish to conclude your presentation with a “thank you” slide which asks the audience if they have any questions.

There is no required slide count for this presentation; however, I expect that a good presentation which meets the above requirements will probably contain around 6 to 9 “content” slides (not counting the title and citations slides). Remember that you won’t have much time to deliver your presentation, so be sure to keep each slide short and to the point. All in all, your slides should feel like one cohesive unit that tells a story.

Save your finished presentation with a filename that is representative of the work it discusses.

## 2 Delivering a Compelling Narrative

It’s all well and good to design an effective presentation, but *delivering* one effectively is an equally important skill. To that end, you will be delivering your presentation from the first part of this project.

Although watching others present is often an educative process, due to the number of students, we won’t conduct presentations in class, but rather one-on-one with the instructor by appointment. See the end of this document for logistical information about the scheduling of appointments.

Here are some important things to note when practicing and preparing your presentation:

1. Ideally, your presentation will last between  $4\frac{1}{2}$  and  $5\frac{1}{2}$  minutes. Under no circumstances should it be shorter than 4 minutes. **If you reach 6 minutes, you will be asked to stop immediately.** We must strictly adhere to our schedule out of respect to those with later time slots.
2. You should begin your presentation with a brief introduction of yourself and your topic.
3. Practice your presentation on your own several times until you can present it competently and fluidly in the time allotted. This may require several run-throughs, but since your presentation is only about 5 minutes long, this shouldn’t take too long to achieve.
4. After your presentation is finished, you will be given brief qualitative feedback about the delivery of your presentation and suggestions for improvement. As long as it’s clear you’ve practiced, this won’t affect your grade in any way. (After all, **everyone** has room for improvement and public speaking skills are not the focus of this course.)
5. We will conclude by spending a few minutes discussing some of the formatting, content, and stylistic decisions that you made while developing your presentation. Be prepared to jump back to previous slides upon request and to justify any such decisions with sound reasoning.

**Note:** To keep things moving for the sake of time, all presentations will be pre-loaded onto a departmental laptop running Windows prior to your arrival. (Keep this in mind when designing your presentation, especially if you are doing so from a Mac, as this might cause some fonts or styles to display differently when you present.) You will be presenting only from the version of the slideshow that you will have previously submitted to CourseWeb. You **may not** bring an updated version of your slides to your presentation. Instead, spend the intervening time practicing and polishing your delivery.

## Submission and Logistics

Use the “Assignment Submission” section in CourseWeb to submit your presentation file for **Project 3** by the deadline. All submissions are due **Tuesday 26 March 2013, 11:59pm EDT**.

Individual presentations will be held by appointment on **Thursday 28 and Friday 29 March 2013** in Sennott Square 6516. Appointments will be handled through an online sign-up form, which will be linked from the “Projects” page of the course website at <http://people.cs.pitt.edu/~timparenti/teaching/cs0131/>.

Appointment slots will be chosen by students on a first come, first served basis. The online sign-up form will open on Friday 22 March 2013 at 10:00am EDT and close on Tuesday 26 March 2013 at 11:59pm EDT. If, when you log in, you find that you *absolutely cannot* attend any time slot which remains, email the instructor **immediately** to make alternate arrangements.

Please plan to arrive 5 to 10 minutes early for your appointment. We must **strictly adhere** to our schedule out of respect to those with later time slots. Any student who is 5 or more minutes late for his or her appointment (barring extenuating circumstances as described in the course syllabus) will be treated as a no-show and will receive no credit for the second part of this project.