

PowerPoint Assignment #4 and #5  
Due Monday April 16 by end of class

**Assignment #4**

Using the incorrectly done “Power Point Templates” from the UofM website for ideas and graphical elements, create a set of true **master slides** to be used for your future presentations at the University of Memphis.

Master slides should have:

- For all slide types:
  - Use graphical elements like logos, borders, ribbons etc
  - All text boxes should not overlap borders (individual slide types)
  - If a background is used, it should not obscure text
  - Text color that is high contrast to background
  - Make sure footers are visible if they are turned on in the presentation
- Create a 2<sup>nd</sup> “Title and Content” slide, but in the second animate the bullet points so they come in one at a time. Rename the slide master to “T&C w/Animation”
- Must have at least “Title Layout”, “Title and Content”, “Two Content Layout”, “T&C w/Animation”, “Title Only” (other types can be erased)

Save and submit the master slides as a .potx file to the online submission system (PPT #4)

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**Assignment #5**

Scenario: You were asked to make a presentation on your favorite Technical Product (video game console, Cell Phone, Gadget, web service, etc). Make sure you cover the key features of the product in your presentation.

Assignment: Make a **power point presentation** for the above presentation, meeting the minimum requirements below:

- Use the master slides created in Assignment #4
- At least 6 pages
- A title slide (include an appropriate title, your name and today’s date)
- A summary slide at the end.
- At least one slide with an image. Use additional pictures were appropriate.
- At least one slide with smart art. This side **MUST** use animation to display smart art one block at a time)
- At least one slide with bullet points (using T&C w/Animation master)

Turn in via online submission as a pptx file (PPT #5) AND print it out as a Handout (3 slides per page) and turn it into the instructor.