Multi–State Advanced Manufacturing Consortium

US DOL SPONSORED TAACCCT GRANT: TC23767

PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

RELEASE DATE	12/21/2015
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Digital Literacy II: Office Productivity
Unit 4 Slideshow Presentations
LAB 1 PowerPoint Fundamentals (Instructor)

Explanation

In this lab, students will demonstrate their ability to navigate Microsoft PowerPoint and perform fundamental skills to construct presentations, organize slides, insert, edit, and format slide content, and create visually appealing presentations using themes and slide transitions.

Prompts

There are no prompts for this lab.

Assessment Rubric

CRITERIA	POOR 0-2	FAIR 3-5	GOOD 6-8	EXCELLENT 8-10	Score
Creating, Saving, and Opening Presentations	Not able to create a new blank presentation nor a template based presentation	Is able to create a new presentation and use Save and Save As commands appropriately	Meets previous criteria and is able to pin the file to Backstage view	Meets previous criteria and is able to export the document in a PDF format	
Slide Basics	Completes steps 12 through 14 of the lab procedure	Completes steps 12 through 19 of the lab procedure	Completes steps 12 through 22 of the lab procedure	Completes steps 12 through 25 of the lab procedure	
Editing and Formatting Text	Completes steps 27 through 29 of the lab procedure	Completes steps 27 through 30 of the lab procedure	Completes steps 27 through 33 of the lab procedure	Completes steps 27 through 34 of the lab procedure	
Lists and Indenting Text	Completes steps 35 through 37 of the lab procedure	Completes steps 35 through 40 of the lab procedure	Completes steps 35 through 43 of the lab procedure	Completes steps 35 through 45 of the lab procedure	

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CRITERIA	POOR 0-2	FAIR 3-5	GOOD 6-8	EXCELLENT 8-10	Score
Inserting and Formatting Pictures	Completes steps 46 through 48 of the procedure	Completes steps 46 through 52 of the procedure	Completes steps 46 through 57 of the procedure	Completes steps 46 through 60 of the procedure	
Themes and Transitions	Doesn't grasp the concept of themes and transitions and/or unable to apply either	Understands and is able to apply either a theme or a transition	Able to apply themes, change themes, apply, and remove slide transitions	Demonstrates applied themes and transitions through running a slide show	
Spelling and Grammar	Unable to identify errors detected by automatic spell check, correct the errors, and/or launch Spell Check tool	Corrects automatically detected errors and launches the Spell Check tool but doesn't know how to proceed in using the tool	Corrects some errors, but has doesn't use the tool efficiently e.g., replacing each instance of a word instead of Replace All	Uses Spell Check fluently to correct all spelling and grammar errors in the presentation	

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