 **Thing 11.QM4 PowerPoint: Advanced Features Student Checklist**

***Students, TO USE THIS DOCUMENT, you MUST make a copy for yourself:***

* ***Google users need to be logged into their Google email account and go to File>Make a Copy and save it to YOUR OWN Drive.***
* ***Microsoft Users can use File>Download to download as a Word Document.***

**Name:**

**Date:**

**Teacher name:**

[**QUEST #QM4**](https://www.remc.org/21Things4Students/21/11-powerful-presentation/qm-powerpoint-quests-3-6/qm4-powerpoint-advanced-features/)**:** Advanced Features

**As you go through the Quest, you will need to check off each step as you complete it. You will have the opportunity to learn about the following as well as be able to:**

* collaborate online to create a presentation if working with a partner or group
* Understand and be able to apply some advanced features to a presentation
* create a multimedia presentation using a variety of tools

|  |  |
| --- | --- |
| Check off | Description |
|  | Read the Introduction and I Can Statements |
|  | Reviewed the vocabulary to take note of any new terms |
|  | Played the vocabulary Match game until an 80-100 % score |
|  | Step 1 opened the practice presentation or created a new blank one to try the features shown in the video (for Online PowerPoint or the Desktop App) |
|  | Aligned two or more objects and arranged images and shapes |
|  | Grouped objects and moved them |
|  | Layered objects so one is in front of another |
|  | Added bullets for a text box, and numbered a list in another |
|  | Tried 2-3 different slide layouts |
|  | Animated text and/or objects with different actions |
|  | Added a background picture to a slide |
|  | Added a border around a picture and made it a color and wide |
|  | Rotated and flipped an object |
|  | Added a video to a slide |
|  | Added speaker notes |
|  | Added a transition from one slide to another |
|  | Optional: Explored the Morph transition |
|  | Went to my own presentation (or group one) and only added features that would help make my point or message clearer. |
|  | Checked with the teacher if the practice presentation should be turned in. |