

Final Project: PowerPoint Presentation

Objective:

Learning how to prepare and deliver a PowerPoint presentation is a useful tool not only for photographic portfolio work, but also for many other fields. PowerPoint not only allows you to combine your photos into a structured, full-screen, presenter-run slideshow, it also allows for the creation of an automated slideshow/movie that can be set to run your images on a screen without your presence, and it can even export a PDF document of your slides to send to someone.

In this project, you are going to develop a PowerPoint of your work, deliver it to class, and output it as a movie that can be played stand-alone.

How to complete this assignment:

- 1) As with your PDF book, you will need to include **at least 20 images, from at least 2 bodies of work**. These can certainly be the same images you already prepared for your book, but also think about other images you might include. Some “background” images that can help you talk about where you came from and how your photography developed? Incomplete/side work that may not be portfolio work, but that you want to talk about? Work from photographers that inspire you?
- 2) You will also need to include at least **4 text-based slides**. Since this is a presentation and not a book, try to keep things concise and quick-to-read. For instance, instead of a 1-2 paragraph artist’s statement, see if you can condense this down to a 1-2 *sentence* explanation of your work. Also good slides to have might be: titled introductions to bodies of work, names of photographic inspirations, quotes or other short text pieces that inspire you. Also, be sure to brand yourself in your slideshow. **Your name needs to appear somewhere within your slideshow**, most often on the first and last slides. You may also want to include a logo, portrait, and/or web URL.
- 3) As you lay out your PowerPoint, think about how you want your images to look. Some things to consider:
 - What kind of “look” do you want for your slides? Background color or pattern? Font and text color? Titles with your images?
 - Do you want to present single images per slide, or have multiple images on a slide?
 - Do you want the slides to advance at *your* pace (hitting a key for each next slide), or automatically after a certain interval? Or a combination of the two? (Note that you can set this per-slide, so you could create a “set” of slides that auto-advance, yet manually advance the rest of your slides.)
 - Do you want to include captions/titles with your images?
 - How are you going to combine or distinguish different bodies of work? Add title slides? Vary your slide design among different sections?
 - Do you like full-screen images, or “matted” images? Take a look at the various “border” options that PowerPoint has to see which ones may work best for your images.
 - Would background colors, patterns, or images enhance your work? And what about the look/design of your text pages?
 - For text, give thought to font, size, color, alignment, etc.
- 4) As you build out your slideshow, be sure to **run it!** Preview what this slideshow will look like and how it will flow. Think about what order you want your images in, what order provides the best

flow from one image to the next. Note that PowerPoint lets you show/hide slides, so you can build them out and then hide certain ones while you decide what to use.

- 5) **Practice delivering your slideshow!** Work out your pacing, what you're going to say, and how your slides look on-screen. Try to practice with others watching/listening so that you can get feedback. If you find yourself having to go back and forth among your slides, revise the order of your slides. And if you find yourself wanting to talk about a previous slide again later, duplicate that slide so that you don't have to go searching for it.
- 6) When you are done, create a "movie" version as well using File > Save as Movie. (I will demonstrate this in class, both for how to add "timing" to your slides, and for the formatting of your movie.)

What to turn in:

- You will give an in-class presentation during Week 10 or 11. Rehearse!!!
- Turn in your PowerPoint file (.ppt or .pptx) as well as your Movie file (.mov).
- Since you'll need to present these on the faculty computer, copy them to the desktop of that computer and I will copy them from there.

Grading rubric:

This project will be graded 1/3 on technical requirements, 1/3 on the quality of your PowerPoint, and 1/3 on your in-class presentation.

PowerPoint Required Elements		
Does your PowerPoint presentation include at least 20 images?		10 pts
Is <i>your name</i> included as text within one of your slides (I recommend showing your name on the first and last slides)?		10 pts
Do you have at least one “transition” effect applied?		10 pts
Do you have at least 4 text slides?		10 pts
Did you create a Movie of your presentation, sized appropriately for computer display and with <i>appropriate timing</i> between slides (at least 3 seconds)?		10 pts
Your Presentation		
Did you introduce yourself?!?!?		10 pts
Is your presentation about 3-5 minutes in length? In other words, make it concise but also include good depth of information.		10 pts
Did you articulate well, showing a rehearsed and polished oral presentation?		10 pts
Did your slideshow navigate well as you presented, with no “hiccups” and no need to jump back and forth between slides?		10 pts
Did you present your slides with good timing, allowing enough time for viewers to take in images/text, but at the same time not lingering for a long time on slides?		10 pts
Quality Grade for your PowerPoint file (look, design, constituency, legibility)		50 pts
TOTAL		150 pts

DUE DATE: presented and turned in during class Weeks 10 and 11