



# Presentation Techniques

Lewis Carroll Problem

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## Topics

- Use bulleted lists
- Embed online video
- Add speaker notes
- Rehearse timings
- Hide slides
- Run a slideshow

## Background Information

This project uses text from Lewis Carroll's 1871 book *Through the Looking Glass* with accompanying illustrations by John Tenniel.

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## Instructions

**IMPORTANT:** This assignment requires the Windows version of Microsoft Office.

**IMPORTANT:** Complete the steps below in the order they are given. Completing the steps out of order may complicate the assignment or result in an incorrect result.

1. Download and extract the provided Data Files ZIP file. It contains the following files for use in this assignment:
  - a. **carroll\_pppt\_lcp.pptx** – Presentation based on *Through the Looking Glass*.
2. Open the **carroll\_pppt\_lcp.pptx** presentation in Microsoft PowerPoint.

### Use bulleted lists

3. We need to modify several slides.
  - a. On the *Source Material* slide, format the content as a bulleted list. There should be two bullets: One beginning with "This presentation is based" and the other beginning with "Included are some of the original."
  - b. On the *Analysis of Word Frequency* slide, format the content as a bulleted list. Each sentence should be its own bullet.



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## Embed online video

4. Create one new slide at the end of the presentation:
  - a. *Title and Content*-type slide titled *Early Film Production*. Add the online video of an early film production of *Alice in Wonderland*, the predecessor to *Through the Looking Glass*, from <https://www.youtube.com/watch?v=zeIXfdogJbA> to the content area of the slide. Size the video to be 4.78-inches high by 8.5-inches wide. Position it so it is centered in the content area.

## Add speaker notes

5. We would like to add speaker notes to the presentation to remind the presenter of key aspects to mention. Speaker notes are only visible to the presenter, not the audience.

**HINT:** Include any trailing periods in the speaker notes.

- a. On the *Source Material* slide, add speaker notes: Through the Looking Glass is a sequel to Lewis Carroll's 1865 book "Alice's Adventures in Wonderland."
- b. On the *Word Frequency Equation* slide, add speaker notes: The words "kitten" and "kitty" appear a total of 29 times, comprising about 1% of the words used in the text.

## Rehearse timings

6. Rehearse timings for the presentation, going through it at a natural pace. Save the new slide timings.

## Hide slides

7. Due to time constraints or other concerns, it is not always possible to cover all of the material in a presentation. Slides can be hidden so they are not shown, but their content is still saved in case they are needed again in the future.
  - a. Hide the *Early Film Production* slide.

## Run a slideshow

8. Run the slideshow from beginning to end.



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## Grading Rubric

This assignment is worth 8 points. It will be graded by your instructor using this rubric:

<b>Standard</b>	<b>Meets Requirements (8 points)</b>	<b>Does Not Meet Requirements (0 points)</b>
Student made reasonable effort in correctly completing assignment.	Assignment is at least 70% complete and correct, or student contacted instructor for help on incorrect or incomplete items.	Assignment is less than 70% complete and correct, and student did not contact instructor for assistance on incorrect or incomplete items.

This rubric will be used for peer evaluation of this assignment:

<b>Standard</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
Assignment is correct and complete.	Assignment is at least 90% complete and correct.	Assignment is 70%-89% complete and correct.	Assignment is less than 70% complete and correct.