Northern Illinois
University

ETT 229 Project 3: Create a Portfolio Using Microsoft PowerPoint

Section A: Project Overview

Purpose: This project introduces you to presentation concepts through the creation of a personal portfolio in Microsoft PowerPoint. The project has been designed in a practical fashion so that it will serve as a beneficial exercise and inspire creativity to personalize the assignment for your own purposes. Through the successful completion of this assignment, the learner will demonstrate the ability to:

- Modify the style and color of fonts on the Master Slide.
- Modify the color of elements on the Master Slide.
- Modify text box size and placement on a slide.
- Insert and modify images and graphics on a slide.
- Properly utilize and align text and bullets within text boxes.
- Add slide transitions between all slides.
- Add animation on one slide.
- Insert slide navigation controls into a PowerPoint presentation.

Assignment Submission: All assignments must be submitted via Blackboard. (Please use the Assignment link within this project's Blackboard folder to submit your assignment.) Label your file using the following format: `ETT229_Lastname_Portfolio` (example: ETT229_Jones_Portfolio.pptx)

Assignment Grading: Please review the grading rubric shown below. Before submitting your project, review the rubric to ensure that you have met all requirements.

Grading Rubric for Project 3: Portfolio	
File Management: • Document is saved and named correctly, then uploaded via the correct assignment link.	10 points

Document Formatting:
• The document displays an appropriate design theme. The student has customized the Slide Master with at least one change (such as font or color).
• A picture of the student is on the first slide, appropriately sized and positioned.
• At a minimum, the student included these slides:
    o Title slide with photo and name.
    o Education slide with title and bullet points.
    o Previous Positions slide with title, table, and picture.
    o Future Plans slide with title and bullet points.
    o Contact slide with table and title.
• The first slide contains working navigation buttons, with or without labels.
• The remaining slides contain "Home" navigation buttons
• All the slides contain transitions between them.
• The picture on slide 3 uses an animation effect.
• The slideshow works appropriately, is readable, and is professional in appearance.
	70 points

Content: • All content uses correct spelling and grammar, and is professional in tone. • Content mainly follows directions given in the job aid, but student has obviously put effort into customizing the content.	20 points
TOTAL	100 points

Section B: Create and save a new document

1) Launch Microsoft PowerPoint (the Office 365 version for Microsoft Windows; do not use the "Office Online" app), then create a new blank document.
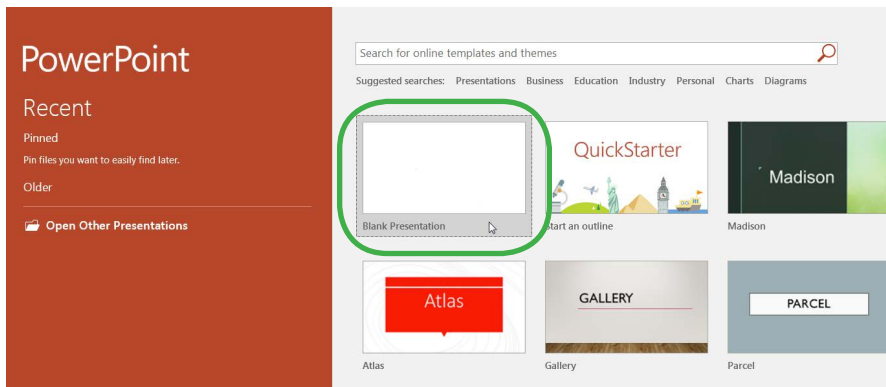
2) Click on the **File** menu (at the very top of the screen), then choose **Save As...** then **Browse**.
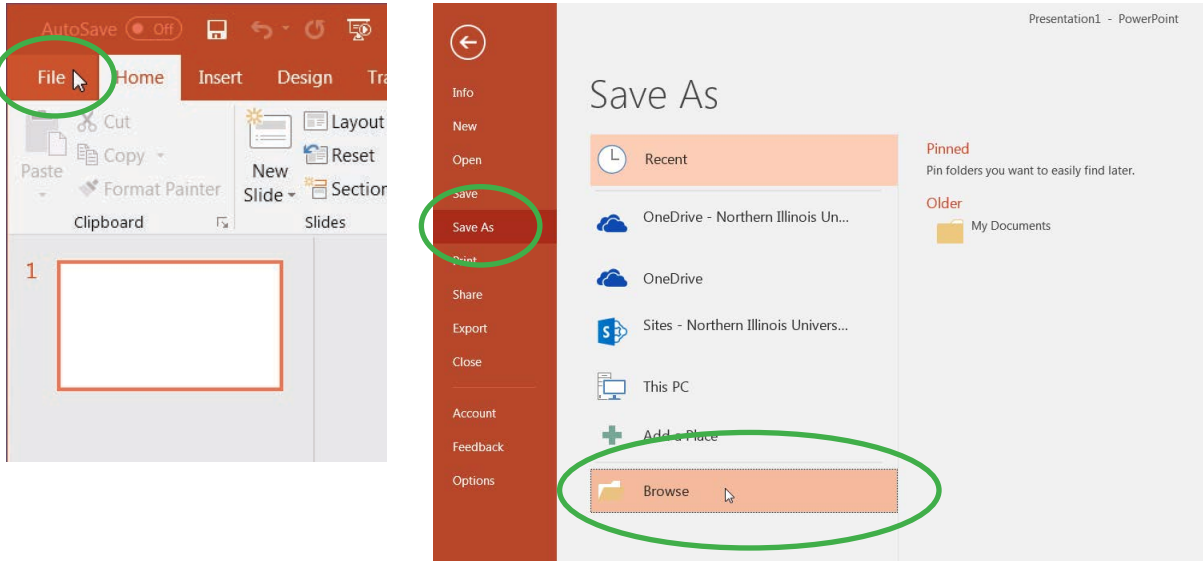
3) Type in the file name, using the format `ETT229_Lastname_Portfolio`. Save the document to a convenient location (such as your Desktop or a project folder), leaving the file format as the default **.pptx** file.

> **Be sure to SAVE your project periodically throughout the remaining steps of this exercise!**
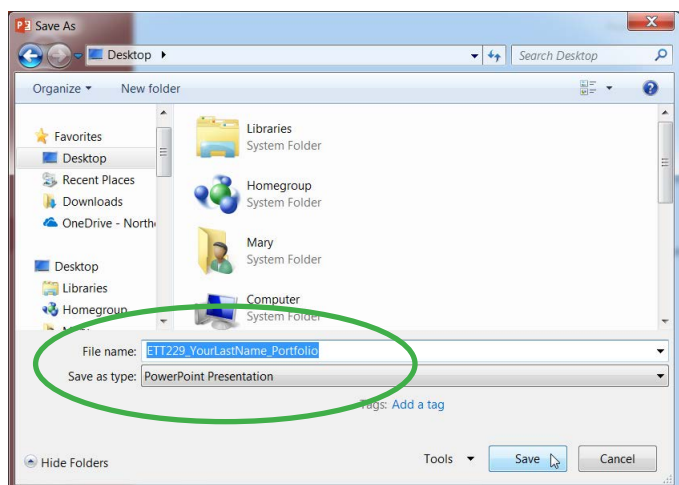
**Section C: Select a Design Theme and customize the Master slides**

4) From the **Design** tab, click on the drop-down arrow to reveal the full catalog of Themes. Scroll through the themes and select one that seems both professional and representative of your personality. (Select something *other* than "Wisp," which is the theme shown in this tutorial.)
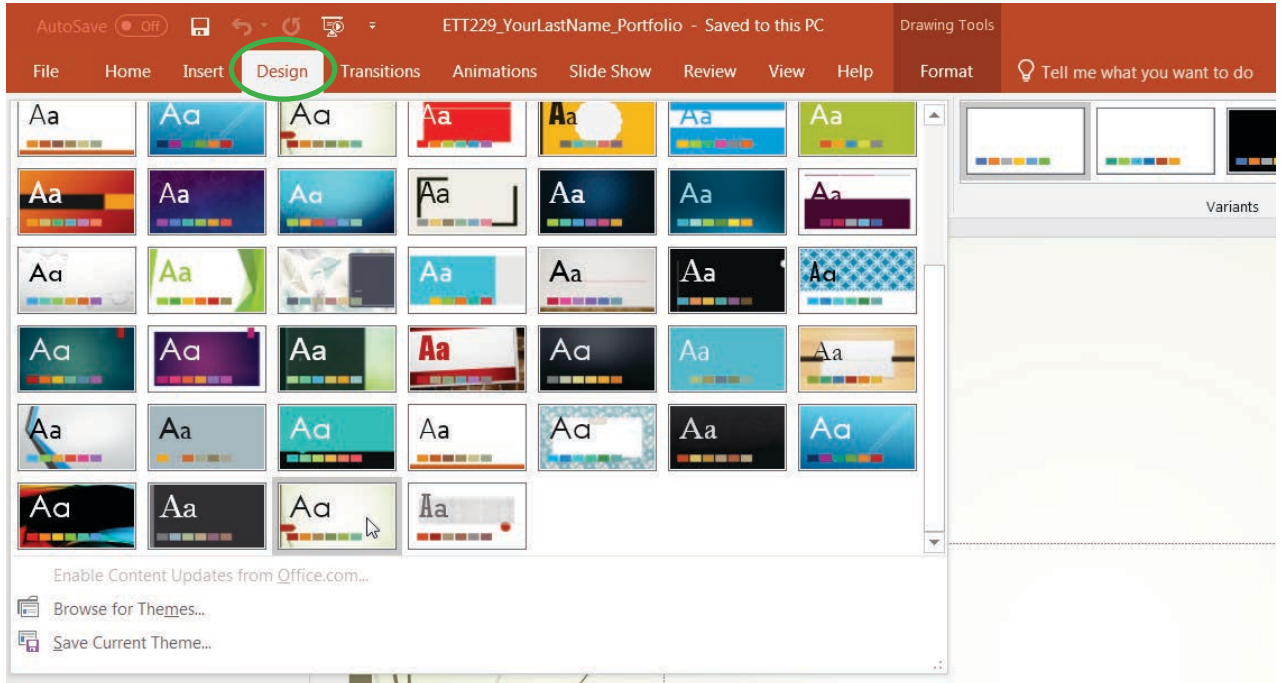
5) Now that you've selected a theme, you can modify the Masters that determine each new slide's appearance. At the bottom edge of PowerPoint's interface, you'll see a series of small icons that represent different View options. Press and hold your Shift key, then click the first ("Normal") View icon to enter the Slide Master view.


6) In the Slide Master view, your slides will contain different text. For example, the Title slide now says "Click to edit Master title style." Changes that you make in the Slide Master view will affect the presentation. Start by adjusting the Title slide font. Change the font in some way, such as making it bold, changing its color, or resizing it. When you are finished making changes, simply click the Normal View icon again (without pressing the Shift key) to return to Normal view.
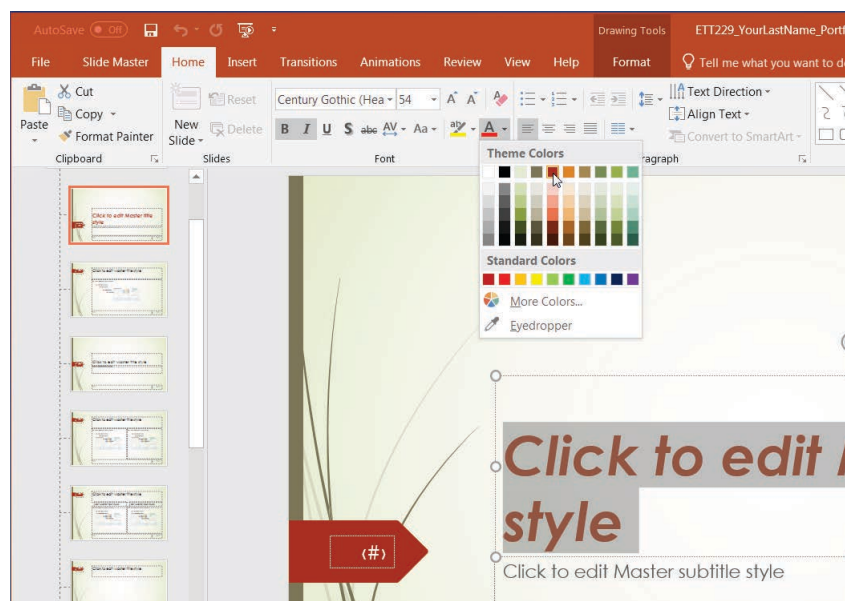
Section D: Add four more slides to the presentation

7) By default, your PowerPoint presentation begins with a Title slide. Create your second slide from the **Home tab**, by clicking the drop-down arrow next to the **New Slide button**. Select the **Title and Content template**. Note: if you select the wrong template, use the Layout button on the Home tab to change the slide.
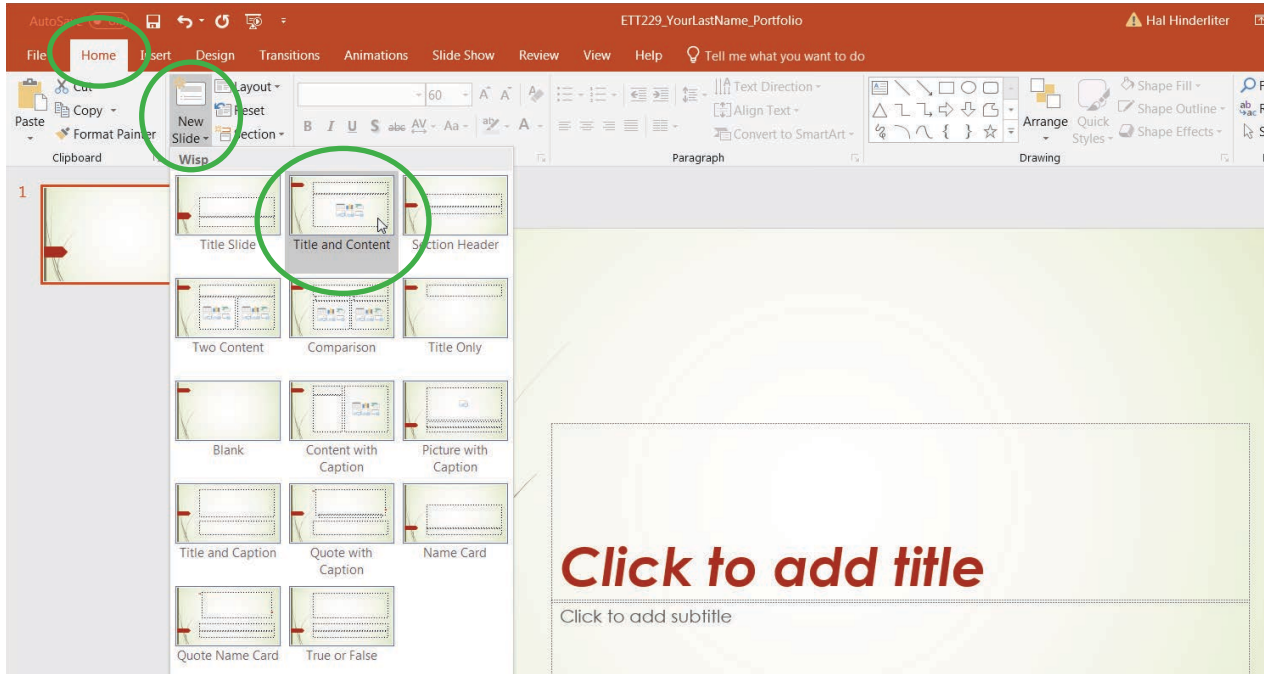
8) From the **Home tab**, click the arrow next to the **New Slide button**. This time, select the **Two Content template**.
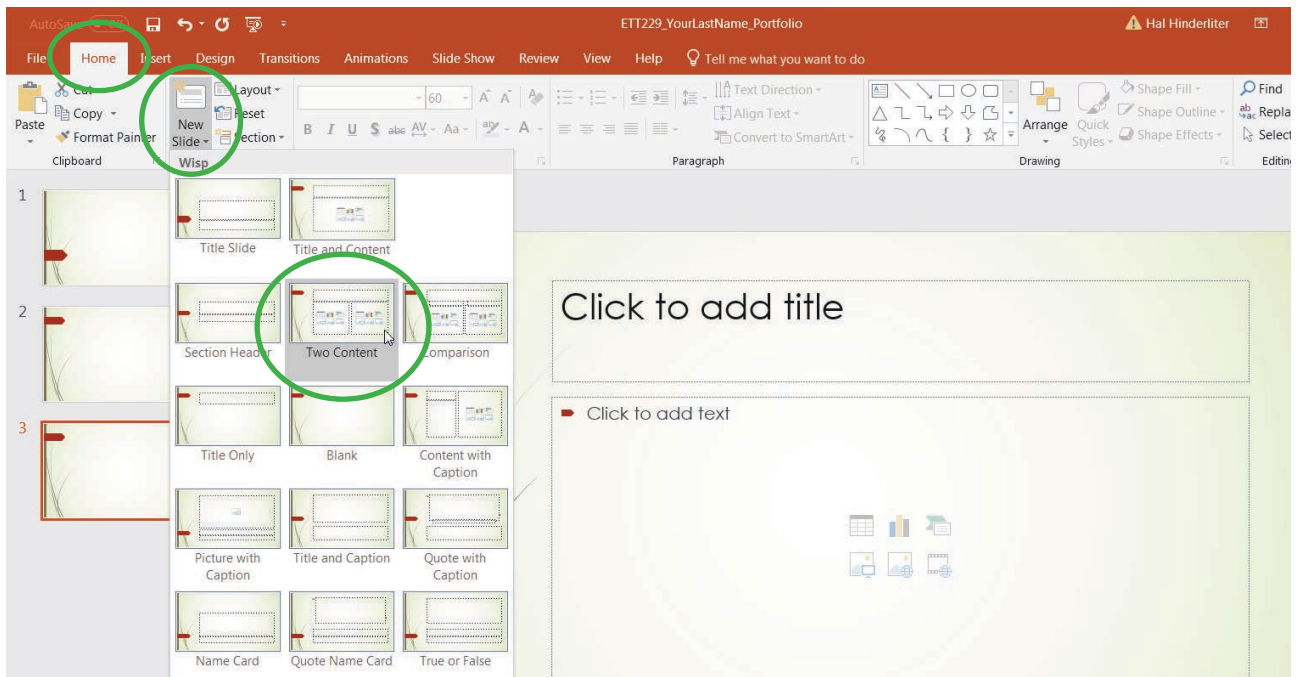
9) Repeat step 7 two more times to insert two more "Title and Content" slides. You should now have five slides in your presentation.

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Section E: Add content to the slides

10) On your first slide (the Title slide), click on the Title text box and type in "A Professional Portfolio Presentation for," then click on the Sub-title text box and type in your name. Adjust the font sizes and styles as desired.
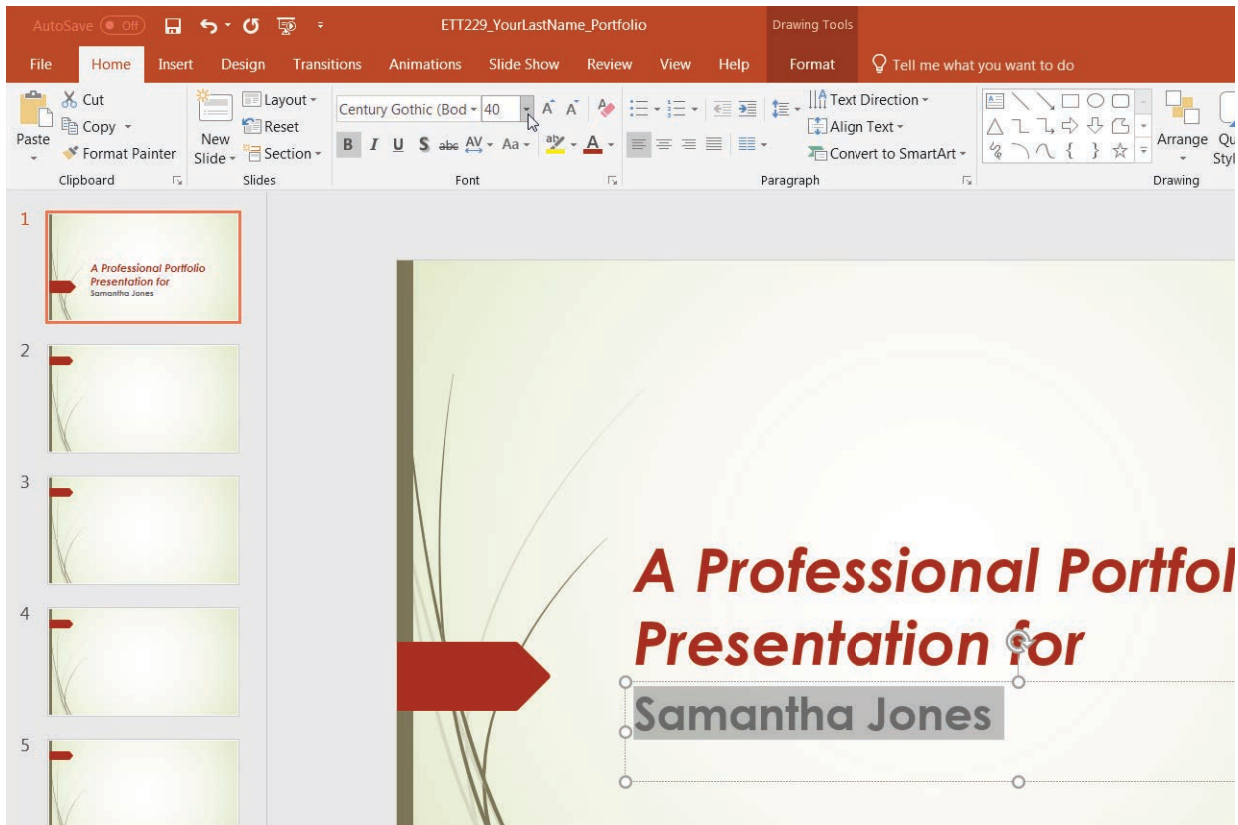

11) Add an appropriate picture of yourself (keep in mind that this is a professional portfolio). From the **Insert tab**, click on the **Pictures button**.
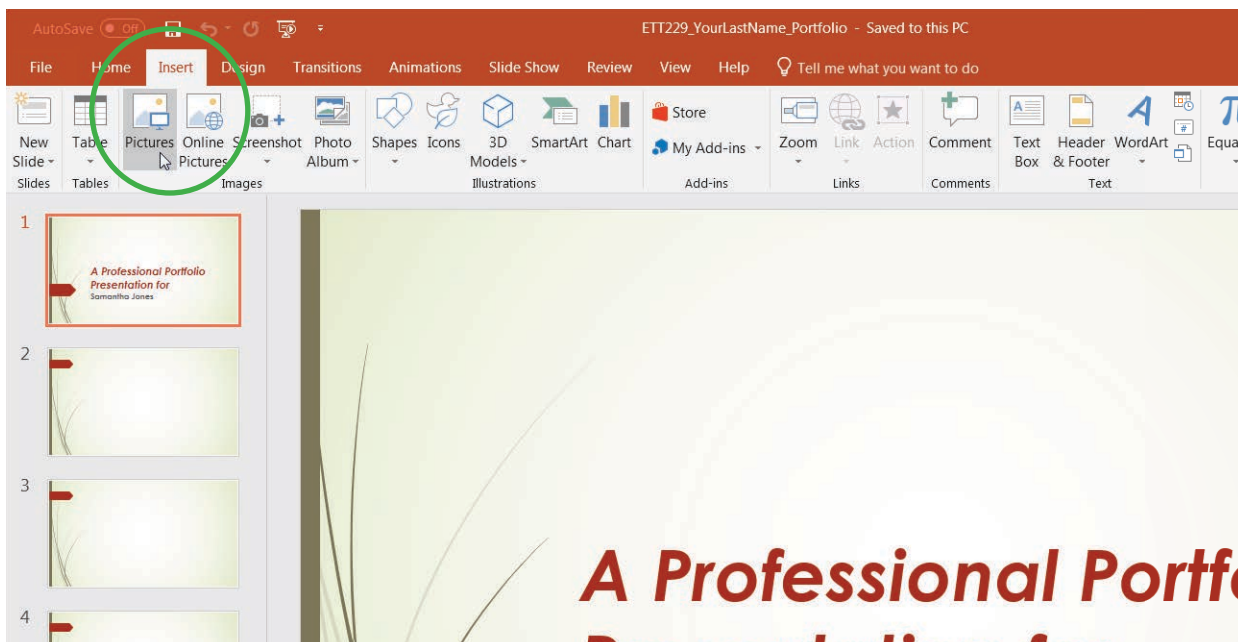
12) Navigate through your computer's directory to locate the file. Select the file's name then click **Insert**.
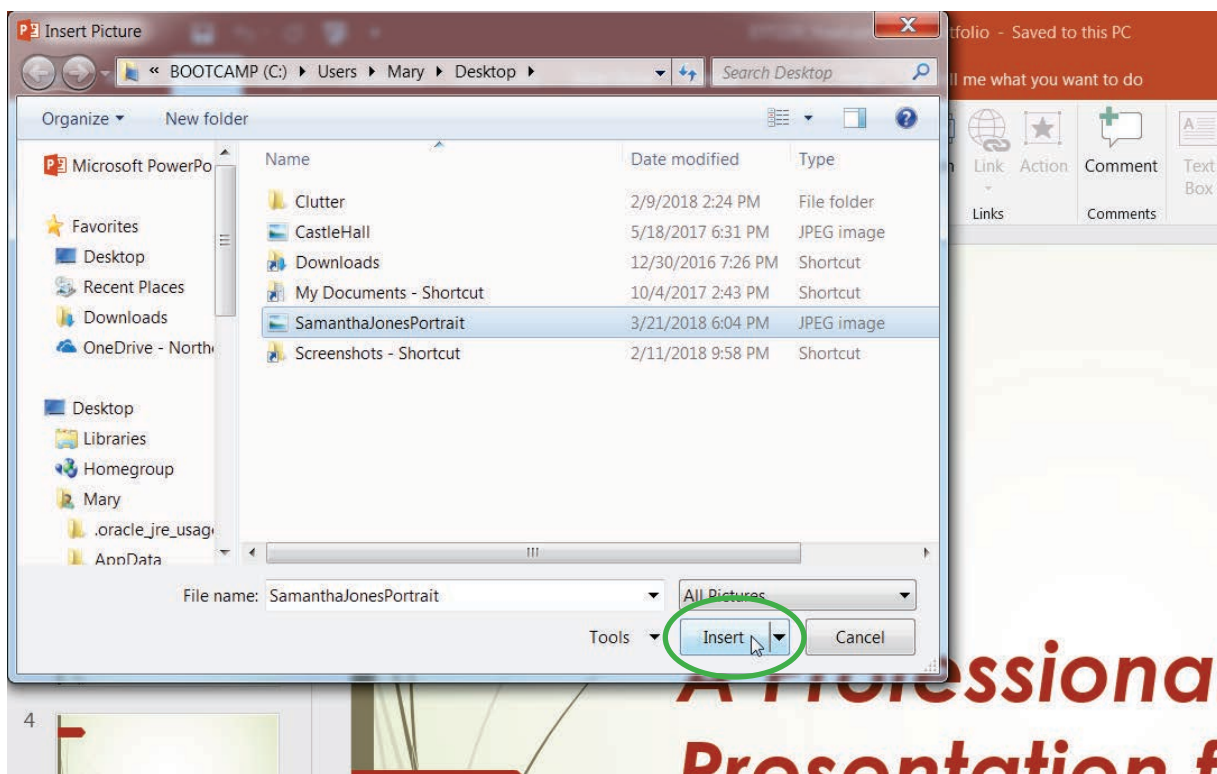
13) Resize and position your picture appropriately. Leave some space along the bottom or side for navigation buttons (we'll add these later).
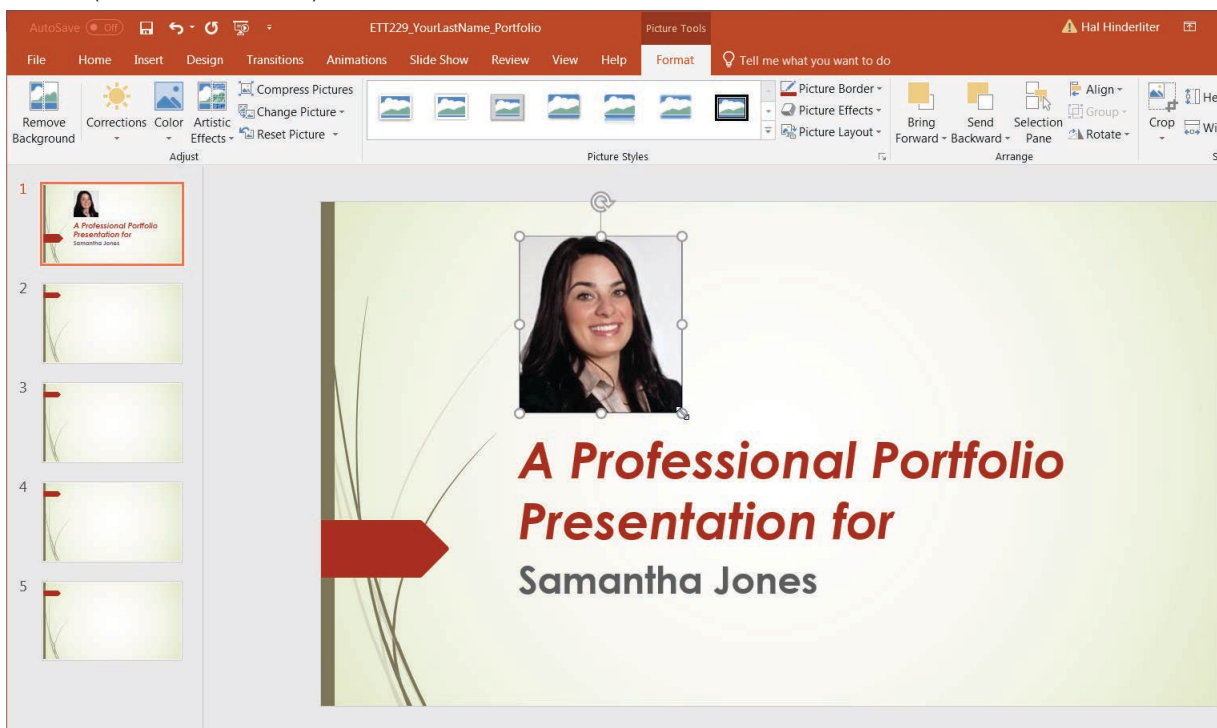
14) Using the thumbnails on the left side of PowerPoint's interface, select your presentation's second slide. Click into the Title text box, then **type "My Education."** Click into the body copy text box, then enter the anticipated graduation date for your current degree followed by the rest of your educational history (most recent items first). **Note: To create a second line of text without generating a bullet, hold down the Shift key while you press the Return (Enter) key.** (This is called a "soft line break.")
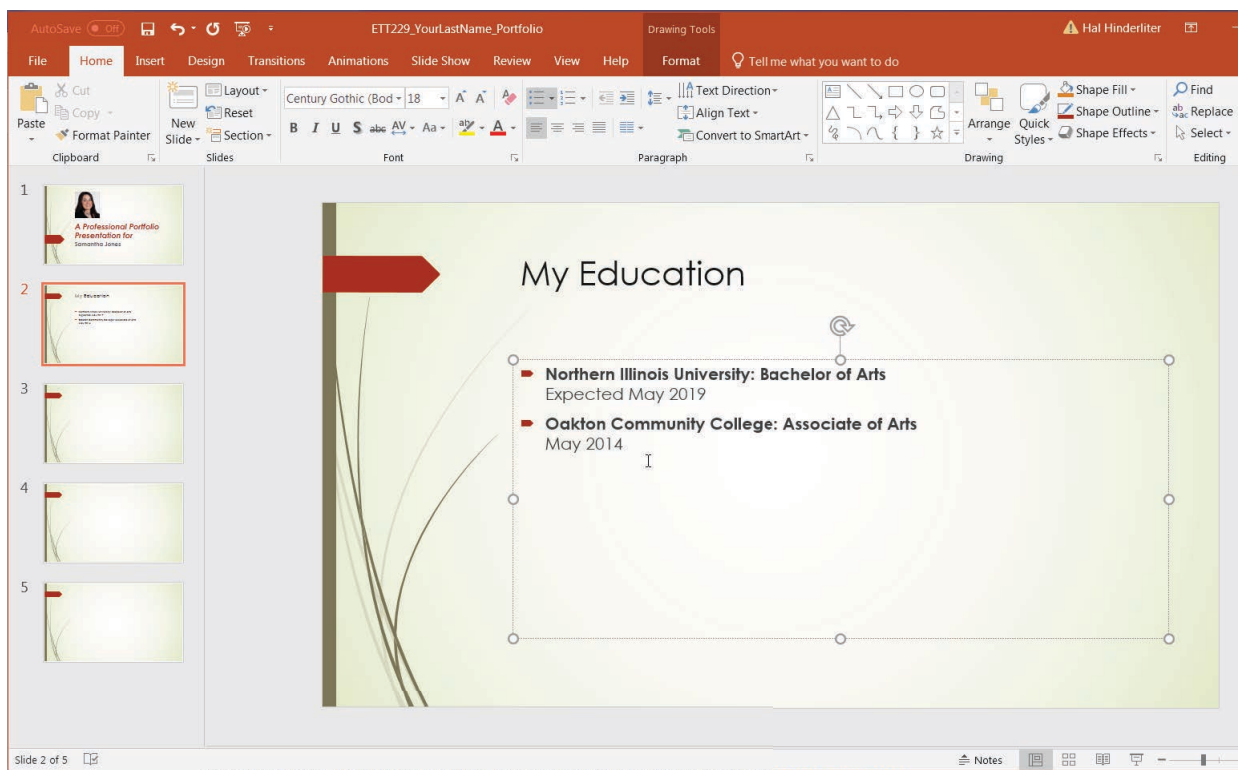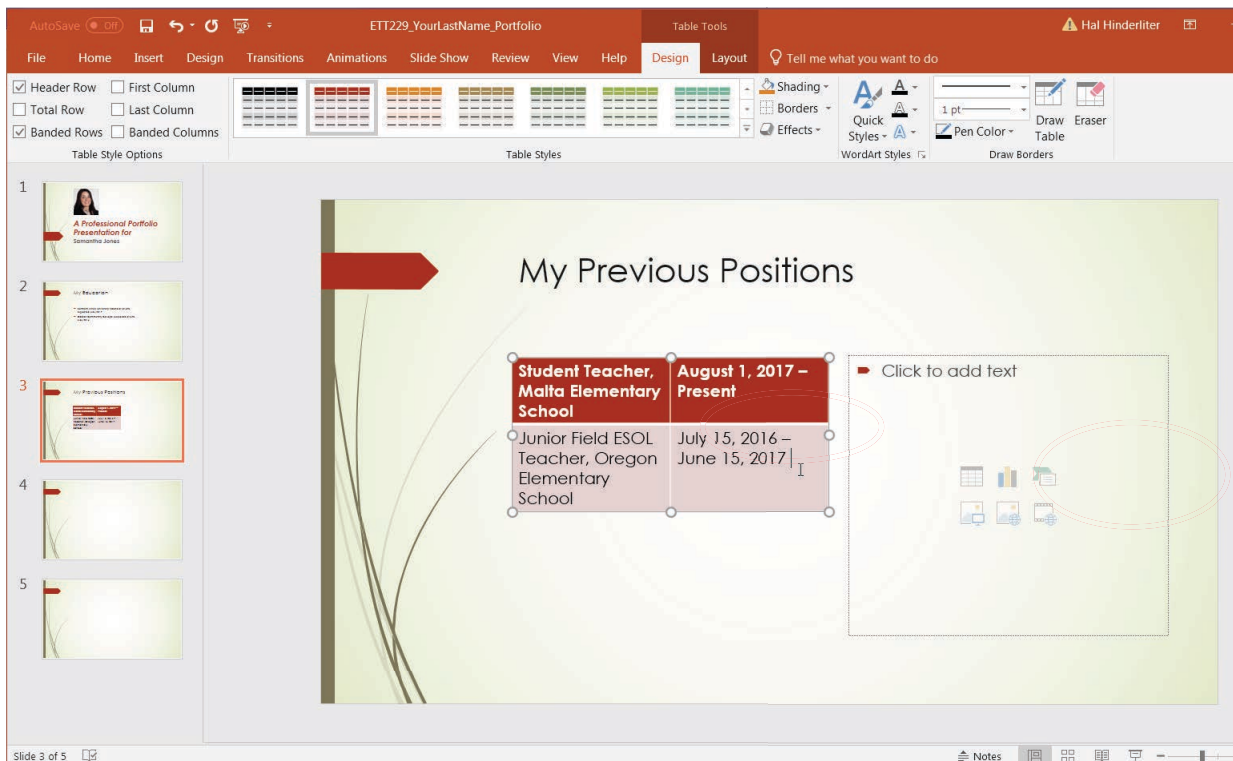

15) On slide 3, **type "My Previous Positions"** in the Title text box. In the first content box, **click on the Table icon** to insert a table.
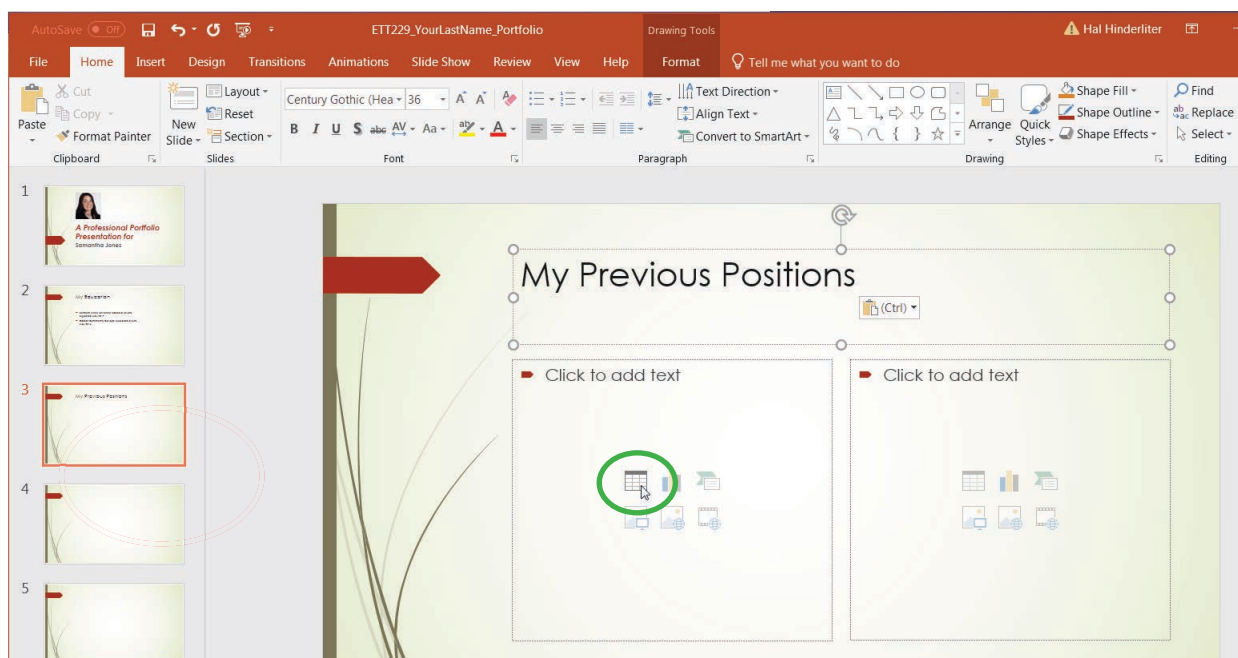
16) In the Insert Table dialog box, select 2 columns and as many rows as needed to display your previous employment, volunteer experience, or other relevant positions.
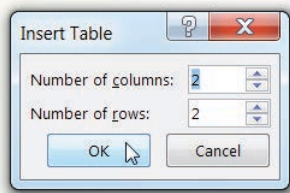
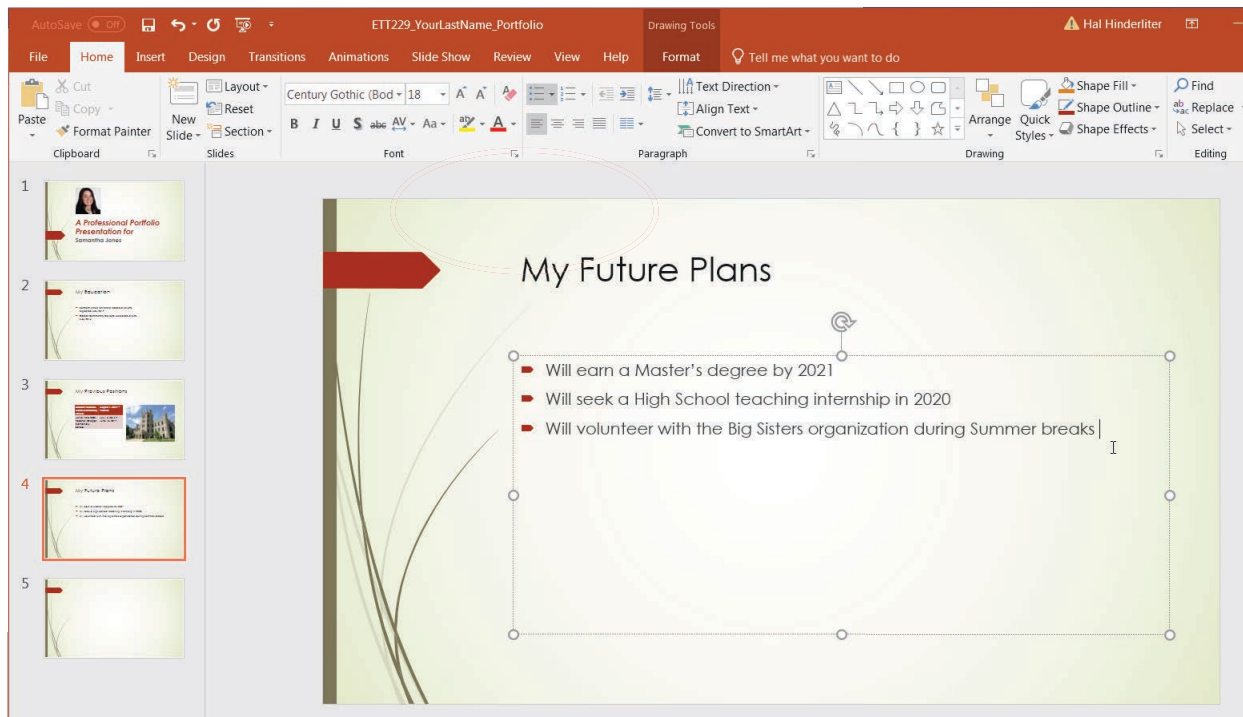17) Add your employment and/or other relevant experience to the table.

18) In the other content box, **click the Picture icon** to add an appropriate picture.

19) On slide 4, **type "My Future Plans"** in the Title text box. In the body copy text box, add at least three lines of text that describe your plans for the future.


20) On slide 5, **type "My Contact Information"** in the Title text box. In the body copy text box, click the Table icon to insert a table for your information. See the example for ideas; you may use your best judgment concerning what information to include.
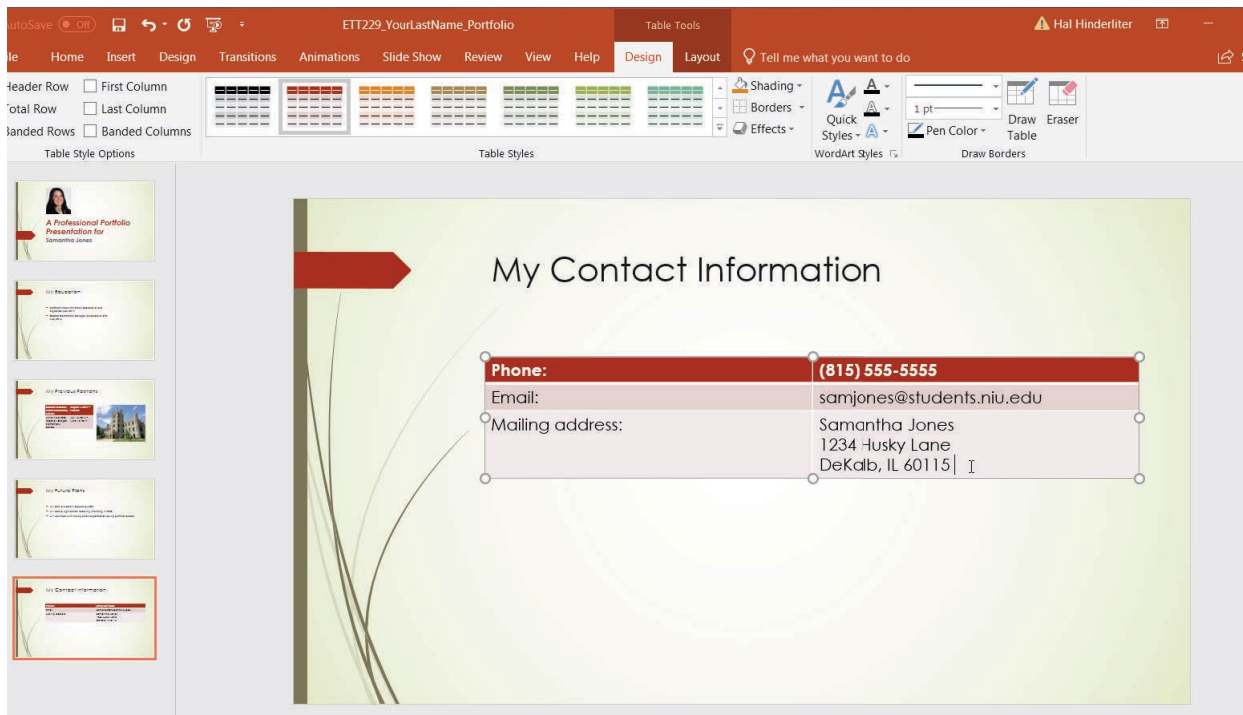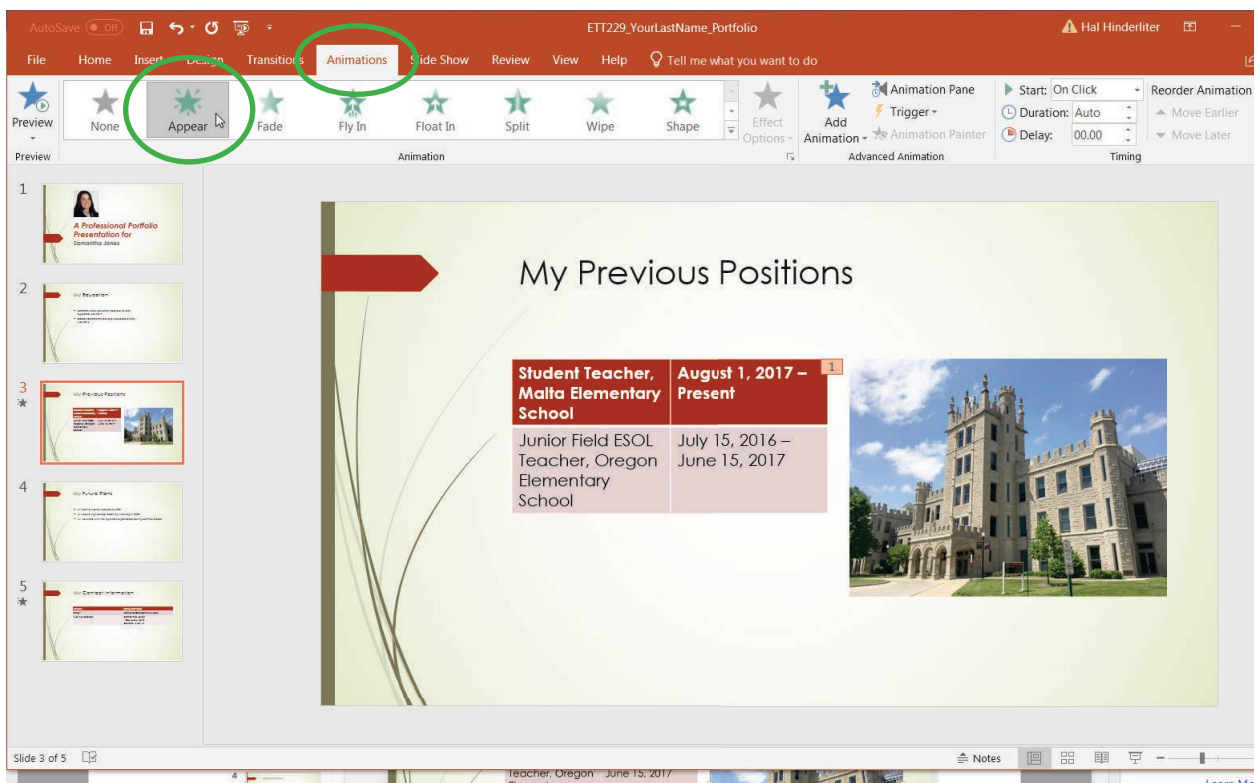
Section F: Add slide transitions and an animation

21) From the **Transitions tab, select a transition** (in this example, we've selected **Split**) for this slide.
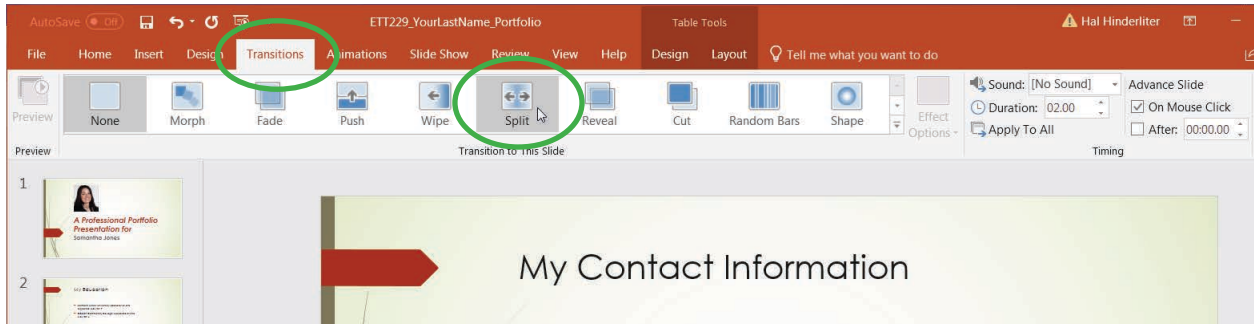

22) Repeat the above step to add transitions between all slides. You can choose which types of transitions to use.

23) On slide 3, **click on the picture** in the second column. From the **Animation tab, apply one type of Animation** to the picture (in this example, we've selected **Appear**). A number "1" will show up on the right upper corner of the picture (see below).


24) To assure that your transitions and animation work properly, go to slide 1 then **click the Slide Show View icon** at the bottom of the PowerPoint interface.
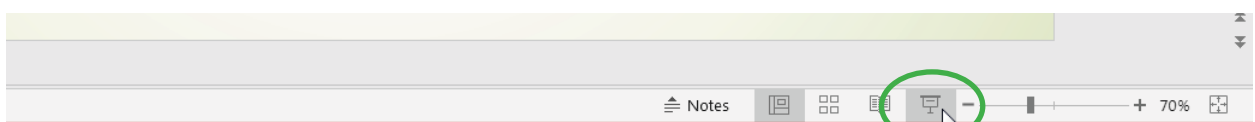
Section G: Add navigation buttons

25) Go to your first slide. From the **Insert tab**, click on the **drop-down arrow next to Shapes**. Scroll to the bottom of the drop-down list to find the Action Buttons. **Select an appropriate button** such as the "I" for "Information."
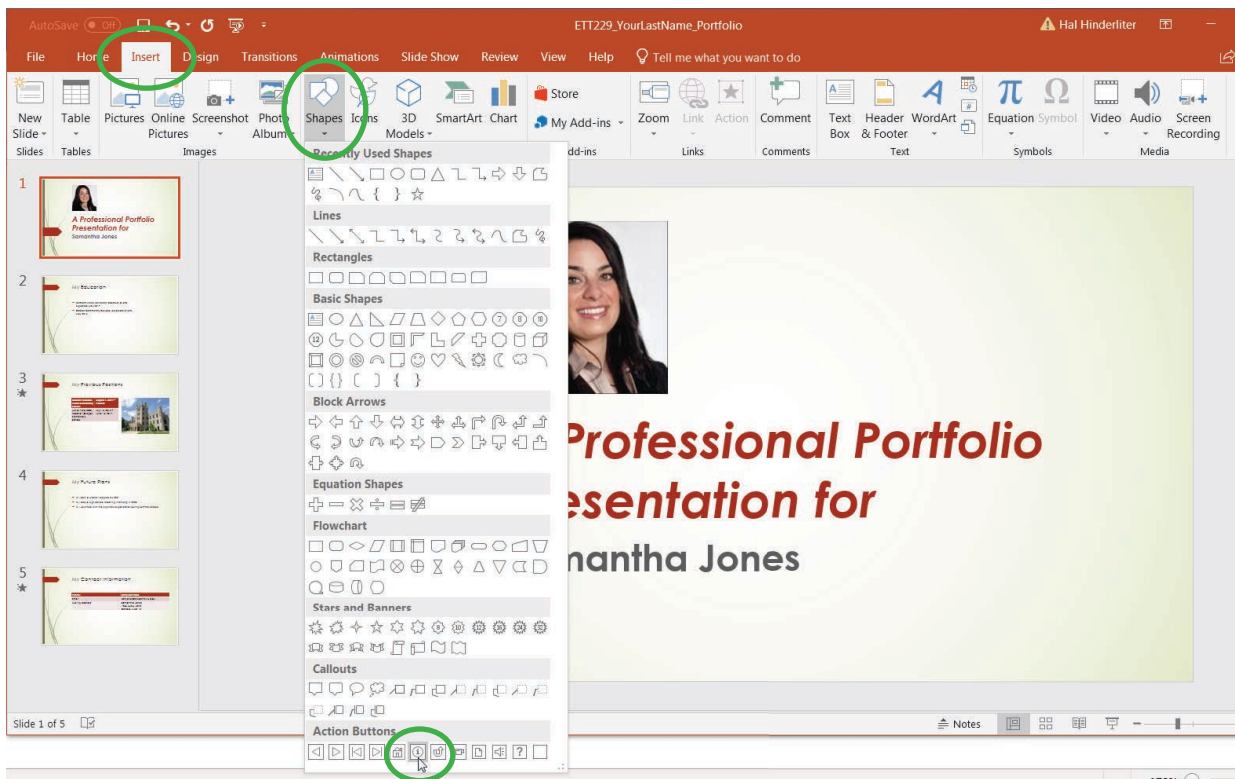

26) Your cursor will change to a cross shape. **Use the cursor to draw the button** at the bottom of your slide or along one of the sides. You will need to create 4 buttons (one for each remaining slide), so leave enough room. After the button is drawn, an Action Settings dialog box will appear. In the **Action on Click section, select Slide...** from the drop-down list. Another dialog box will appear (Hyperlink to Slide); **choose slide 2 (My Education)**. Click OK to close each dialog box.
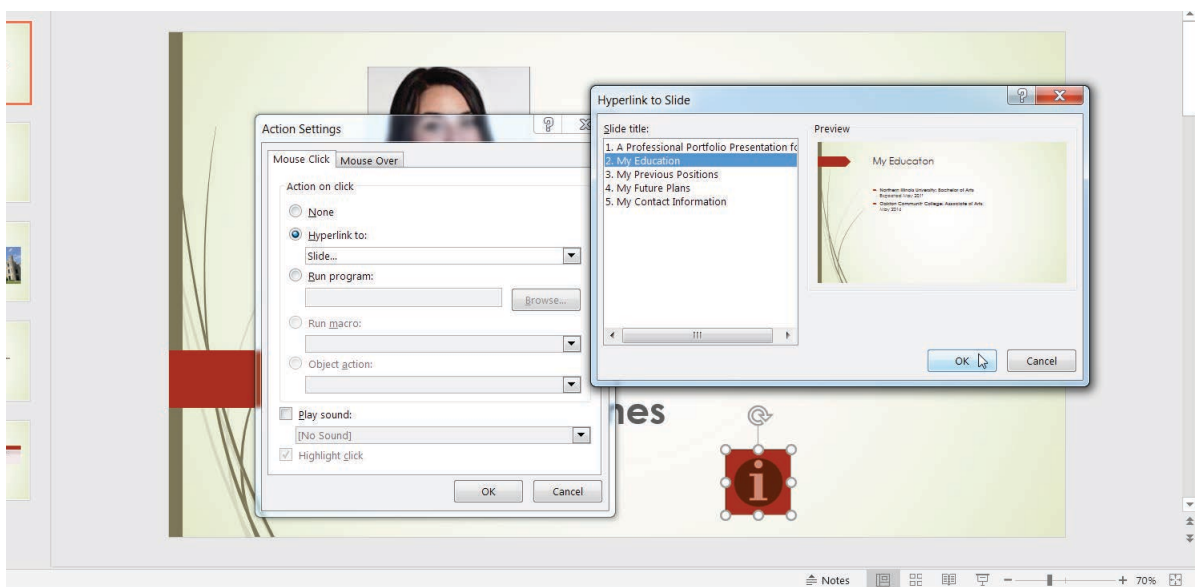
27) Add an additional action button for each remaining slide. Make sure they are all the same size by copying the first button. **(Select the first button, then hold down the Control and Shift keys while you drag the button to the right.)** Right click on each new button, then choose **Edit Link** from the contextual menu. **Update each button** so that it hyperlinks to a different slide.


28) Use your arrow keys to nudge the buttons until a similar amount of white space appears between each button. To perfect the alignment, **select the first action button then hold down the Shift key while selecting the others.** From the **Format tab, select the drop-down arrow next to the Arrange button then select Align**. If your buttons are across the bottom, choose Distribute Horizontally. If they are along the side, choose Distribute Vertically. Next, **with the buttons still selected, click on Align again**. If the buttons are along the bottom, click Align Bottom. If they are along the side, click Align Left (or Right).
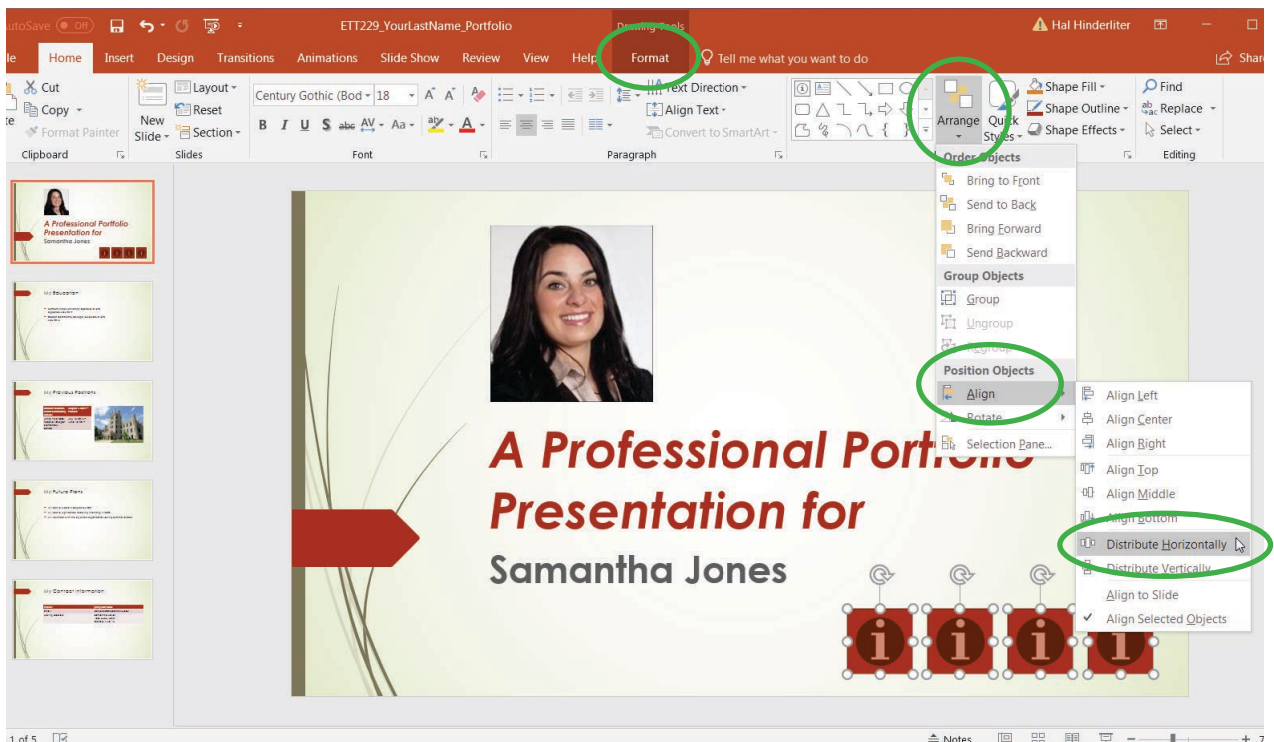
29) Add labels above or below each action button by using the Insert tab's Text Box option. Make the text center-aligned within the box, and adjust the box to be the same width as its button. Then, use the process described in step 29 to copy and align the labels.
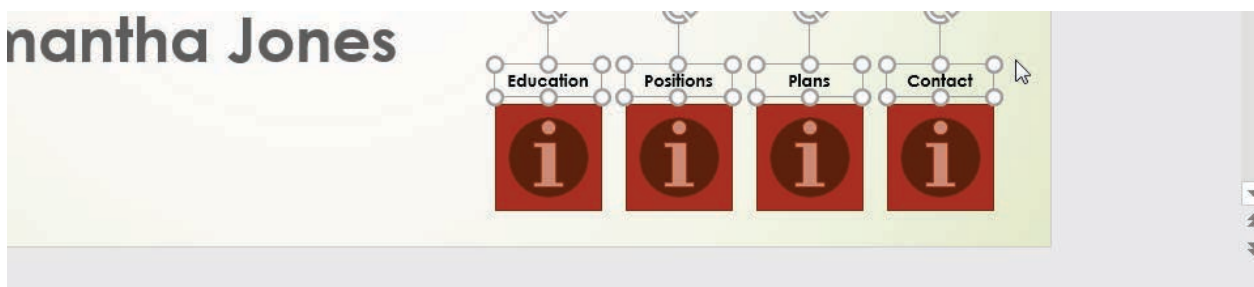
30) Finally, add a "Home" button to the other slides that will bring the viewer back to the first page. Go to slide 2, then use the Insert tab's Shapes menu to **select the Action Button that looks like a small house** (the Home icon). **Draw the button** in a bottom corner of the slide, then choose **First Slide** in the Action Settings dialog box.
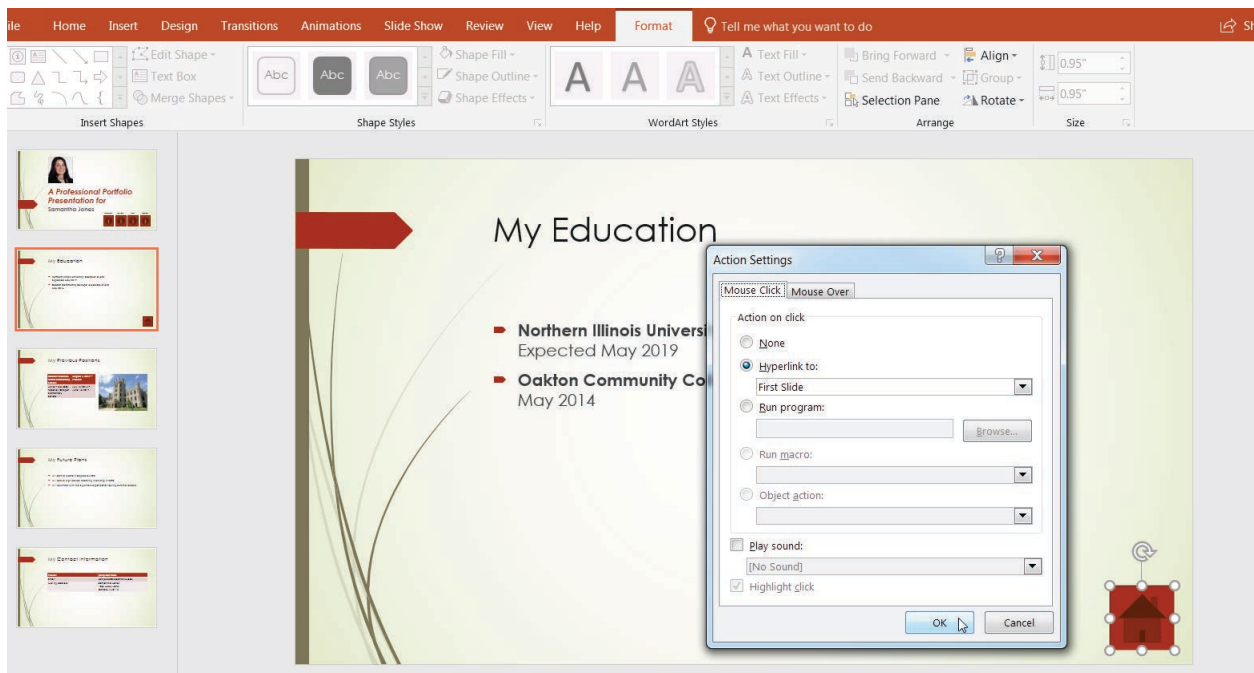
31) Copy the button, then paste it into the same position on the remaining slides.

32) To test your presentation, click on the **Slide Show tab** then choose **Play from Start**. Use the navigation buttons to view your portfolio. If your hyperlinks don't work properly, exit the slide show by pressing the Escape key. Right-click the faulty action button and click Edit Link to select the correct navigation.

33) At this point, you might also notice text or information that you would like to change or add. Please feel free to customize this portfolio. You may add slides and other information as appropriate.

34) Save your file one last time. You're done!

End of Job Aid