

Century 21 Jr. Chapter 14 Application Test

Tasks Evaluation Guidelines

Task 1 Select a Design Theme and Create a Title Slide	Yes	No
<i>Technic</i> slide design theme selected		
Title slide title text is correct		
Student name and current date are correct in the subtitle		
Appropriate sound file is inserted		
Sound icon is moved off the slide		

Task 2 Create, Format, and Copy AutoShapes	Yes	No
New slides inserted and slide layout changed to Blank		
Image for slide 2 created using Insert Shapes		
Fill color for AutoShape is correct on slide 2		
Text added to the AutoShape and formatted correctly		
Image copied to other slides and edited correctly		

Task 3 Create Slides with Lists and Graphics	Yes	No
Four new slides that include the title, bulleted items, image, and sound file created		
Pictures are appropriate		
Text on new slides is correct		
Slides are arranged in the correct order		

Task 4 Create a Slide with a Table	Yes	No
Slide with Title and Table layout inserted as last slide		
Title on slide is correct		
Table inserted correctly on slide		
Table text, alignment, and formatting are correct		

Task 5 Add Notes to Slides	Yes	No
Notes added to each slide as shown in the text		
Text of notes is correct		
Notes pages printed correctly in black and white		