Worksheet 8a: Marking PowerPoint Changes on Hard Copy

Corresponding Reading and Video: "Really Bad PPTs" and "Talk Nerdy to Me" located on the schedule.

Key Concepts: Four Components to a Great Presentation; Five Rules to Create Great PowerPoint Presentations; Keys for Great Communication

Assignment: This week you and your partner are going to edit the Athletic Academic Expectations and Responsibilities (AER) Redesign PowerPoint, which is located on our course schedule (See "AER Redesign"). One of you will mark changes on a hard-copy printout, and the other will mark changes directly on the PowerPoint. If your last name comes alphabetically first, you can use the directions below to mark changes on the hard copy. If your last name comes alphabetically second, you should use Worksheet 8b, which includes directions for marking changes on screen.

1. Please review the "AER Redesign" PowerPoint presentation and suggest appropriate using information from the corresponding reading and video above. Please edit a hard copy of the document. Make edits to the slides and the notes as well as provide a list of editorial suggestions at the bottom of the each page. You can access the PowerPoint presentation on our schedule. Here are directions for making changes on the hard copy:

   a. Open up the "AER Redesign" PowerPoint presentation document.

   b. In the tool bar, click on "File" and select "Print" from the dropdown menu.

   c. Click on the "print what" and select "notes" from the dropdown menu. This should allow you to view each slide with corresponding notes on separate document pages.

   d. Print the entire document.

   e. Edit the slides and the notes and provide queries at the bottom of each page.

Read the Scenario below for further details:

Scenario: In the spring of 2016, Washington State University's athletic program hired Crimson and Gray Marketing to redesign their Academic Expectations and Requirements (AER) document for student athletes. After testing the AER document for usability, members of the design team discovered it was not accessible to users. It had a poor design and it was difficult for students to find information in an efficient and timely manner. The team decided to redesign the document using basic design principals. They tested the prototype and found that students were able to find simple information more quickly and were much more pleased with the new document.

The marketing team is scheduled to present their results to the AER committee in a couple of weeks and has hired you as an editorial consultant. Your job is to review their presentation slides (and notes) and provide feedback before the presentation date.