

## Worksheet 8b: Marking PowerPoint Changes On Screen

**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 second, you can use the directions below to mark changes on screen. If your last name comes alphabetically first, you should use Worksheet 8a, which includes directions for marking changes on the hard copy.

1. Please review the “AER Redesign” PowerPoint presentation and suggest appropriate edits using information from the corresponding reading and video above. Please make edits to the slides and the notes as well as provide comments where appropriate. You can access the PowerPoint presentation on our schedule. Here are directions for making on-screen changes:

- a. Open up the “AER Redesign” PowerPoint presentation document and save it so it is clearly identifiable: i.e. AER\_Redesign\_Fryedits.
- b. Edit the slides and the notes. Don’t worry about keeping track of your changes.
- c. Add notes to each slide, where appropriate. You can add notes in the “review” pane.
- d. Save the document and email it to [bryanfry@wsu.edu](mailto:bryanfry@wsu.edu).

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.

