VII	Presentation – Productivity Tool														
REF#	BENCHMARK:	P	K	1	2	3	4	5	6	7	8	9	10	11	12
1	Identify and use presentation vocabulary terms.		I	D	D	M	A								→
2	Organize thoughts, ideas and information using storyboards.		I	D	D	M	A								→
3	Create presentations involving sequenced slides.		I	I	D	D	M	A							→
4	Apply different slide layouts (title slide, bulleted list, chart, etc.).		I	I	D	D	M	A							→
5	Select design templates to enhance the presentation.		I	I	D	D	M	A							→
6	Select, create or modify a presentation background (color, texture, image).			I	I	D	D	M	A						→
7	Import graphics from different sources (digital camera, scanner, CD ROM, Internet, clip art, etc.).			I	I	D	D	M	A						→
8	Change text font size (large enough to be readable), style, color in slide show.			I	I	D	D	M	A						→
9	Use word art or other text effect tool, styles, and shapes to enhance slide titles.			I	I	D	D	M	A						→
10	Add special effects (transitions, timings, links, custom animation).			I	I	D	D	M	A						→
11	Use the object drawing tools (line, arrow, rectangle, rotate, order, grouping, etc.).				I	D	D	M	A						→
12	Manipulate the slide order (using slide sorter, outline, or other layout views).				I	D	D	M	A						→
13	Print in different layouts (slide, handout, notes pages, etc.).				I	D	D	M	A						→
14	Use sound files (.wav, .mid, .mp3, CD) from different sources.					I	D	M	A						→

April 2004   I = Introduce   D= Developing   M = Mastery   A = Apply – Independent use