

CSIT 501

Additional PowerPoint Assignment: Presentation

Do a PowerPoint project on any subject of your choice that meets the following criteria:

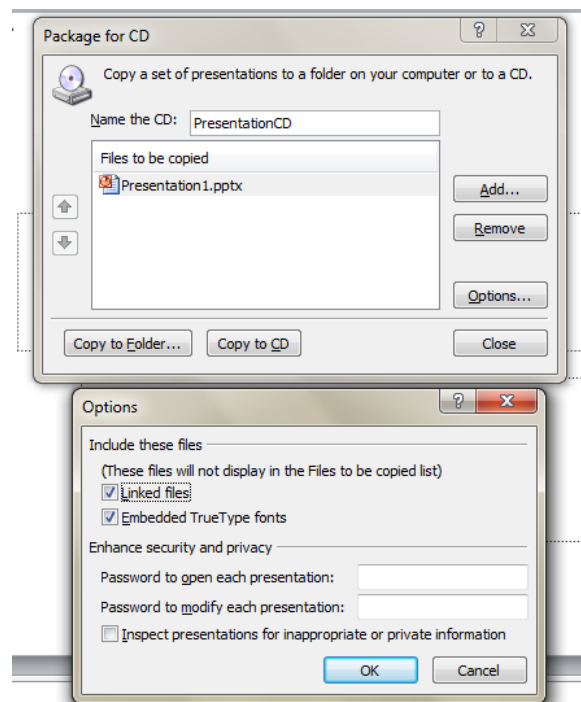
1. Your instructor will tell you how to submit your presentation
2. Subject can be researched on the Internet at a minimum of 3 different sites
3. Contains a minimum of 10 slides, including a title slide and a reference slide citing the sources of your information.
4. Slides must demonstrate custom animation and slide transitions.
5. Slides must contain both text and images from the Internet.

Notes

- In prior versions of PowerPoint media files greater than 100KB are linked not embedded
- When submitting presentation through myitlab file size must be less than 4MB

Packaging Presentation

1. File tab → Save & Send → File Types category → Package Presentation for CD → Package for CD button
2. Click on the Options button and set the setting according to the screen shot below then click OK
3. To copy to a folder on USB or a hard drive click Copy to folder
4. Type the folder name and choose the location. A folder with the name you specified will be created in the location you've chosen
5. Now you may burn a CD with your presentations. Copy to CD feature does not always work well. Use the software you normally use to burn a CD.

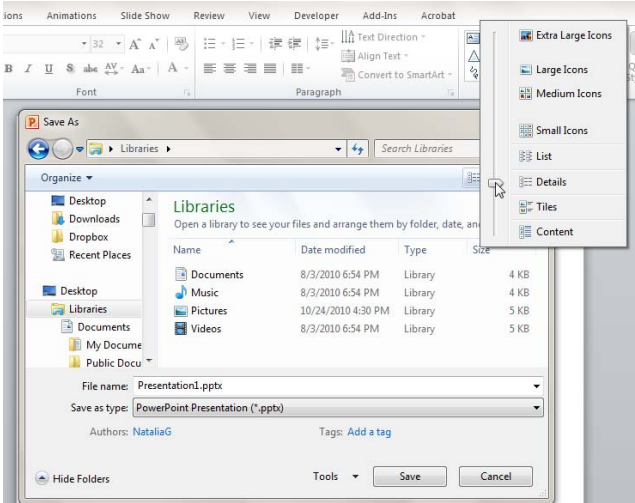


Reducing File Size

Check and if needed reduce the files size. A file may not be bigger than 4 MB.

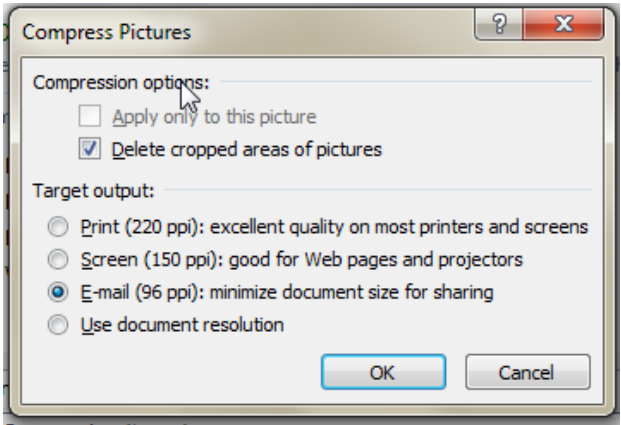
To check file size:

- 1. Go to File Tab → Save as
- 2. Locate the file
- 3. Switch to Details View. If your file is bigger than 4MB go to the next step.
- 4. To reduce file size you can compress both, images and media in your presentation



To reduce file size by compressing images

- 1. Go to File tab →Save As
- 2. Navigate to the presentation
- 3. On the bottom right corner click on Tools → Compress Pictures →Options
- 4. Set the settings according to the screenshot below
- 5. Click OK in the Compression Pictures window
- 6. Check the file size again by going to File tab →Save as
- 7. Save presentation



To reduce file size by compressing media

- 1. Go to File tab →Info →Media Size and Performance section→Compress Media button
- 2. Choose Low Quality
- 3. Save presentation

