



## Digital Literacy II: Office Productivity

### Unit 4 Slideshow Presentations

#### LAB 2 Presenting a Slideshow (Instructor)

#### Explanation

In this lab, students will deliver a slideshow presentation in a hard-copy and digital format by printing slides and handouts, and running a slideshow presentation on your computer.

#### Prompts

There are no prompts for this lab.

#### Assessment Rubric

CRITERIA	POOR 0-2	FAIR 3-5	GOOD 6-8	EXCELLENT 8-10	Score
Printing a slideshow	Not able to access the print window and/or demonstrate how to print the slideshow in any manner	Demonstrates the steps to preview and print a slides individually (one slide per sheet) but unable to print handouts	Demonstrates the steps to print a handout, but unable to set the print options as instructed in step 3 of the procedure	Performs all printing tasks as directed in the procedure steps 1 through 3	
Presenting a slideshow	Unaware of how to run a slide show	Able to launch the slideshow but not able to navigate slides forward and reverse, and/or exit the slideshow	Can start, navigate, and end a slide show, and annotate a slideshow using tools e.g. pen and highlighter	Completes steps 1 through 7 in the procedure	





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