


**Chepstow Comprehensive School – Computing/ICT Department**

**GCSE Portfolio**

Communicating Information

# A Powerpoint Presentation

	<p>You need to design and make a poster or a brochure for the a topic of your choice advertising a presentation on a particular topic. You also need to design and create a second piece of work – the Powerpoint presentation itself. The topic should be connected with one or more of the subjects you study at school. Examples</p> <p>The Solar System (Science)          World War II (History)          Volcanoes (Geography)          The works of Vincent van Gogh (Art)          French vocabulary (Modern Languages)          Even ICT theory</p>	
--	--	---

**What you have to do..**

<p>Background (Use a word processor to do this)</p>	<p>Describe the topic of your choice e.g. The rise of facism in 1930s Germany.          Explain what you are going to do and the purpose of your documents.          Describe where your work is to be saved. Give the directory structure and the names of each file.          Explain where your data is going to come from.          (Clipart, Internet, drawn yourself, scanned from magazines etc)</p>	<p>These are important - there are marks for these.</p>
---	---	---

<p>Design (Example)</p>	<p>Start with an outline <b>design</b> of the document. Either draw it with a pencil or use a graphics package.          Make sure it is not too simple - if you like you can do a three-part folding brochure.</p>	<p>Do this on a single sheet of A4. Include pictures and text ...and as many clever features as you can!</p>
-----------------------------	---	--

<p>Documents</p>	<p><b>Create</b> the first document. Make sure you have some text and some graphics.</p>	<p>Make sure you leave a clear margin round the edge and don't use background colour!</p>
------------------	--	---

	<p>Take special care over <b>formatting</b>. Make sure you use some of these:</p> <ul style="list-style-type: none"> <li>• font and styles; bold; italic;</li> <li>• text alignment (centred or justified);</li> </ul>	<p>Use at least one of these</p>
--	--	----------------------------------

	<p>Make sure you use some of these <b>presentation</b> techniques:</p> <ul style="list-style-type: none"> <li>• frames</li> <li>• borders</li> <li>• fill effects</li> <li>• word art</li> <li>• animated graphics</li> </ul>	<p>Use at least one of these</p>
	<p>Add some <b>advanced formatting</b> techniques :</p> <ul style="list-style-type: none"> <li>• headers / footers</li> <li>• tables / spreadsheets included</li> <li>• margins</li> <li>• overlapping frames</li> <li>• superscript / subscript</li> <li>• bullet points</li> <li>• rotated text</li> <li>• include graphs or charts in the document</li> <li>• hyperlinks</li> <li>• hoverbuttons</li> <li>• animation</li> </ul>	<p>Use at least three of these.</p> <p>Recommended actions:</p> <p>Bullet points</p> <p>Include a table</p> <p>Use hyperlinks to websites and to navigate around the slides</p>
	<p>Include some <b>advanced</b> and <b>automated</b> routines :</p> <ul style="list-style-type: none"> <li>• import/export of data</li> <li>• mailmerge</li> <li>• automatic page numbering</li> <li>• formulas in a document</li> <li>• macros eg to create letter heads (play and record)</li> <li>• automatic contents</li> <li>• automatic index</li> </ul> <p>adding script routines to a web page.</p>	<p>At least two of these need to be included in one of your documents.</p> <p>Use macros to place a multiple choice question template on to three slides</p> <p>Simple VB programming to mark the multiple test questions</p> <p>Perform a calculation on the value in a TextBox</p>
	<p>Other things for which you will get marks :</p> <ul style="list-style-type: none"> <li>• make sure there are NO mistakes.</li> <li>• make sure the data is plausible - ie sensible!</li> </ul>	
	<p>You do not need to limit yourself to 2 documents. Do more if you wish!</p>	
<p>View the <a href="#">mark scheme</a></p>		

## **Macros Write up**

At the end of my slide show I developed a multiple choice question slide.

To do this I first had to record a MACRO. I did this by opening the Visual Basic toolbar (do a print screen here) and creating 2 blank slides.

I called the macro MCQ (multiple choice question).

I put in a Label for the question and 3 option buttons with answers. I put in a command button that you must click on to check the answer and a text box to give people their results. (print screen of this slide).

Then I stopped recording the macro and opened it on another slide. I then put the captions in all the right boxes.

I then programmed the command button with a line of Visual Basic programming. This instruction meant that if the person clicked on the right answer and clicked in the command button the text box would say something like "Well Done!".

Print screen of the programming line in the command button OR copy and paste it in.

**Portfolio Project**  
**Powerpoint Slideshow**  
**Topic of Your Choice**

What you have to do:

- Decide on a topic for your slide show.
- Design a front cover. Include your name, form, title, GCSE IT, portfolio etc.
- Construct a slide show of at least 15 slides.
- Use a variety of formatting techniques on your slides (see instruction sheet)
- Use some animation and transition effects on the slides.
- Create a multiple choice question slide. You will be shown how to do this.
- Create a poster advertising your slide show. Put a table in the centre of the poster with dates, times and venues in it.
- Start the write-up. Say where the files are saved e.g. N:\Mydocuments\GCSE IT\Y10\Powerpoint project
- In the write up say WHY you had to do the slide show e.g. to illustrate your GCSE English talk.
- Say which techniques you used – see instruction sheet for details.
- Use screen shots (print screen) to paste into the write up. Use arrows to point to things you have done.
- Explain how you did the poster.
- Check the instruction sheet to make sure you have done everything.
- Print the slide show using “handouts” and 4 or 6 to a page.
- Put everything into your folder.

<b>GCSE ICT Portfolio Checklist</b>	<b>Marks</b>	<b>Done</b>
<b>Spreadsheet Modelling</b>		
Create spreadsheet, use different data types such as number, text, currency	3	
Directory structure – explain and screenshot where work saved	1	
Check accuracy (spelling)	1	
Check plausibility (sensible, believable)	1	
Simple formulae	1	
Graphs with reasons	1	
Investigation with data change (what happens if I change this number?)	1	
Investigation with formula change (what happens if I change this formula?)	1	
Further investigation	1	
If statement with 2 outcomes	1	
Sort 2 times with reasons	1	
Apply validation rules 2 fields	1	
Extend If statement to 3 outcomes	1	
Insert Header/Footer	1	
General formatting and Design (design of spreadsheet, bold, italic, borders etc)	4	
<b>Communicating Information</b>		
Enter data (text & pics) into Powerpoint	3	
Directory structure	1	
Check accuracy (spelling)	1	
Check plausibility	1	
Summary of data in a word processor	1	
Apply formatting to text (bold, text alignment eg centering)	1	
Simple techniques such as apply borders, fill effects, frames, word art	1	
State purpose and audience of leaflet and print leaflet/poster	1	
State purpose and audience of main powerpoint and print leaflet/powerpoint	1	
Produce advertising poster or leaflet	1	
Add bullet points to a slide	1	
Add a table to a slide	1	
Add Internal & External hyperlinks to a slide	1	
Produce a macro to template a multiple choice question	1	
Add code to make a multiple choice question work	1	
General design & features (include boxes with font sizes, annotate features etc)	3	
<b>Information Handling</b>		
Enter data into database	3	
Directory structure	1	
Check accuracy	1	
Check plausibility	1	
2 x sorts of table with reasons	2	
2 x simple searches (queries) with reasons	2	
2 x complex searches(queries) with reasons	3	
Insert a calculated field on a report	1	
Insert a hyperlink field	1	
Design a data capture form	1	

Design a data structure form	1	
Impose validation rules on 2 fields	1	
Test database & validation rules	2	