PowerPoint Index Card Template

Student | Task 1 of 4 | LETTER

Original prompt

Task 1: Plan a portrait 3x5 index-card slide. State the slide width and height, the orientation, and where the title and body text boxes will sit.

Your steps or drawing

PowerPoint Index Card Template

Student | Task 2 of 4 | LETTER

Original prompt

Task 2: Construct a landscape 3x5 index-card slide in PowerPoint. List the exact steps to set the size and add the two text boxes.

Your steps or drawing

PowerPoint Index Card Template

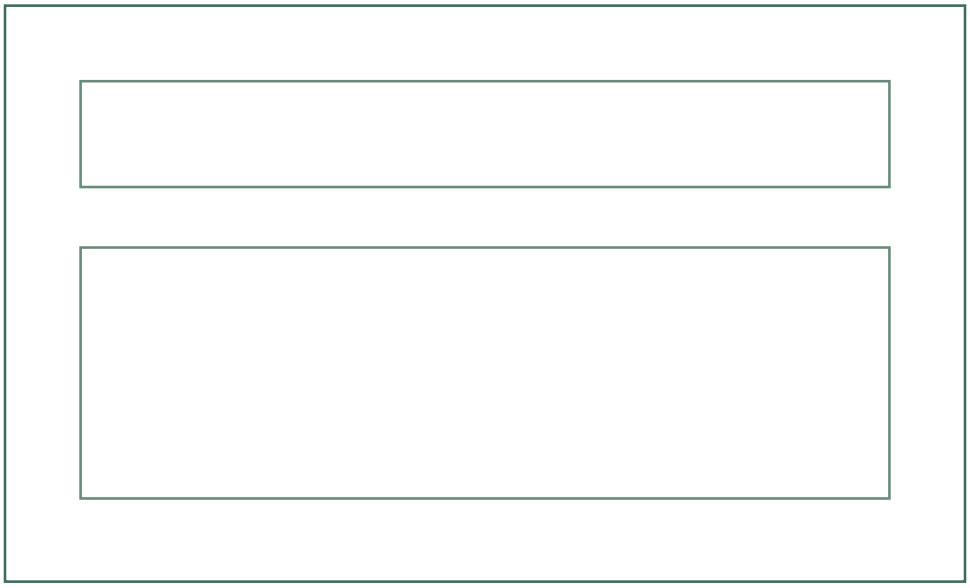
Student | Task 3 of 4 | LETTER

Original prompt

Task 3: Redraw a given index-card slide layout on paper. The given layout is a landscape card with a title box across the top and a body box below it. Sketch the card and label the two boxes.

Given layout

Use the top and lower boxes as locations for your redraw.



Your steps or drawing

PowerPoint Index Card Template

Student | Task 4 of 4 | LETTER

Original prompt

Task 4: Check a finished index-card slide. The slide is 5 inches by 3 inches, but the body text box extends past the right edge. State whether the slide passes and what to fix.

Given layout

Look at where the lower box sits relative to the right edge.



Your steps or drawing