Computer Tech PowerPoint Assignment

This assignment has two goals. First to have you learn about or learn more about PowerPoint and second to relay and enforce what you are learning about computers. The assignment is as follows:

Each student will sign up for a subject, and then they will create a PowerPoint on that subject and present it to the class. The following web site can help with ideas and information if you need some additional help: *http://www.internet4classrooms.com/on-line\_powerpoint.htm*

You can also use the Internet for research or pictures.

Criteria:

The presentation must have at least 13 slides and be between 3-4 minutes in length.

You will be presenting this to the class. You should strive to have your presentation last no more that 4 minutes. **The presentation should describe the history of the subject, a description of how it works and what it will look like in the future, among other things.** Points will be deducted for presentations that go longer than four minutes and shorter than 3 minutes. Each slide should have a transition and some type of animation for text or pictures.

The better the presentation looks the better your grade.

It will be graded on the following criteria:

Content 40% does it present the material to the class?

Design 40% how well it looks, transition/pictures/animations/creativity

Timing 20% does it stay on time?

Remember the following:

* You should strive for a presentation that provides information and keeps the attention of the audience.
* Remember this is a beginner you are presenting to so be precise and keep it simple.
* Provide outlined steps and procedures 6 X 6 rule – around 6 word per though and no more than 6 bullets per slide. This is a guideline to keep it in outline form.
* Include graphics and or pictures and be creative.
* If you have PowerPoint at home you may work on it at home also but that doesn’t mean you get to sit in here and do nothing. Manage your time wisely.
* Make sure you save your work often.
* Add transitions and animations to keep the viewers attention

Use the first day to lay it out (backgrounds, contrast etc.) and start inserting text and transitions.

On the second day add graphics and/or pictures with animations

The third day if necessary will be used to finalize the presentation and rehearse it.

You may use the internet for clip art, information for your presentation, sounds, etc.

You will have 2-3 class days to work on the assignment.

Don’t Forget To Save Often!!!