

Microsoft PowerPoint– OCP-A

Getting to Know Me Assignment

Course Objectives	Demonstrate knowledge of PowerPoint features by creating a presentation Apply specific PowerPoint features Research Emerging Technology by presenting one upcoming technology Develop oral presentation skills by presenting your work to your classmates										
Competencies	05.08, 10.04, 12.0										
Module Materials	PowerPoint Research via search engines										
Assignment	<p>Prepare a PowerPoint slide presentation that introduces yourself Use 6-8 slides</p> <ul style="list-style-type: none"> • One slide MUST be prepared for each of the following: <ul style="list-style-type: none"> ▪ Title Slide with topic (Getting to Know Me) and your name. ▪ A slide that contains your short-term goals (completing OCP-A, lose 5 pounds, gain 5 pounds, run eight miles per week, etc.) and your long-term goals (completing the MAS program, develop and follow an exercise program, travel, etc.) Use the layout which allows all goals to be placed on one slide. • The other slides can be on topics of interest to you; but these are some suggestions: <table style="margin-left: 40px; border: none;"> <tr> <td>Family</td> <td>Pets</td> </tr> <tr> <td>Hobbies/Interests</td> <td>Work Experience</td> </tr> <tr> <td>Favorite Movies</td> <td>Favorite TV Shows</td> </tr> <tr> <td>Favorite Music/Musicians</td> <td>Sports that interest you</td> </tr> <tr> <td colspan="2">Places you have lived (or traveled)</td> </tr> </table> • Create a slide on any topic about yourself that you are willing to share with classmates • Include pictures/graphics/clip art to illustrate items discussed • Use an attractive background as well as colors which will display well • Use several different slide layouts • Use a variety of fonts and apply various font attributes (size, shading, colors, etc.) • Apply animation and transition to your slides • Include one or two slides that will explain an “emerging technology.” That technology can be what is expected in the next five years in regards to cellphone research, robotic research, medical device or procedure research, videoconferencing, Dragon (speaking) software, cameras, tv, appliances, computers. • Embed the fonts into your presentation when you save it to your flash drive. 	Family	Pets	Hobbies/Interests	Work Experience	Favorite Movies	Favorite TV Shows	Favorite Music/Musicians	Sports that interest you	Places you have lived (or traveled)	
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Assessment	50 points for correct setup and design of PowerPoint presentation as well as presenting to your classmates. When presenting, classmates will complete an evaluation form indicating your strengths and needs for improvement.										

OTHER NOTES: It is usually best not to apply any timing to your slides as this will be the first time you may be presenting to a group and you will want to control the movement from slide to slide.

****If there is an issue presenting to the class, please talk with Mrs. Cribb or Mrs. Greinke in private. Something can be worked out. No need to stress!!!!