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POWERPOINT PRACTICAL EXAM

For this exercise, you will create a PowerPoint presentation. Whether you present in class or just submit your presentation to D2L, depends on the course offering – classroom, hybrid or online. Your instructor will give you specific instructions.

The topic of your presentation will be: "My Dream Job." Do Internet research and obtain information about your career. What type of work would you do? What knowledge and skills are necessary to do the job well? How much does it pay? Where will you work? What appeals to you about this job? You will need to apply your creative and research skills on this assignment.

You will be graded based on the criteria below. **Ten points will be deducted for each missing or incorrect task.**

1. Create a minimum of 10 slides with a slide theme appropriate for the topic.
2. Utilize WordArt on your title slide for the title.
3. In the notes section on your title slide, type in the seven (7) "Plan Ahead" decisions to make when creating your presentation as found on page PPT 48.
4. Limit the amount of text per slide to approximately 6 lines with 6 words or less per line.
5. Apply a slide color scheme appropriate to your theme.
6. Use at least two different slide layouts
7. Insert clip art or photo to each slide.
8. Apply a different picture style or picture effect to each picture in your presentation.
9. Select a transition and apply it to all slides.
10. Insert a header on **notes/handouts** that includes your name and also insert a date\time that updates automatically.
11. Insert a footer on slides with your name and slide numbers.
12. On one slide include a table of potential salaries gathered from your research.
13. Apply the same bullets and/or numbering on all slides that require them.
14. Apply appropriate animation to at least 2 slides.
15. On two slides insert appropriate shapes with text. These will count as clip art as noted in requirement 6.
16. On one slide insert an audio file from the following web site: http://brainybetty.com/soundsforpowerpoint.htm Download an appropriate file to your computer folder. Set the audio to automatically play when the slide is shown.
17. Provide a bibliography in MLA format of all sources on the last slide of your presentation.
18. Ensure error-free text.

19. Include a screen shot of all websites that you used for research. Paste these into a separate PowerPoint file. One web site per slide. (These are in addition to the slides required. You do not need to discuss these if presenting in class.)

20. Zip both files and upload into D2L.

Submit your presentation file through the PowerPoint Exam link in the Assignments section of the course site.