

# MS PowerPoint Exam

1 – 3 December 2008

Name: \_\_\_\_\_

ISAT 229 Section #: \_\_\_\_\_

**Purpose:** To demonstrate the ability to create and give an appropriate PowerPoint presentation.

**Problem:** You are introducing yourself and your scholastic major to a group of incoming freshmen. You must assume that the new students know very little about the various degree programs offered and the job prospects for graduates of these programs. Your purpose is to try to influence them to pursue the same major as you (if you are currently undecided, select the major that you are most likely to pursue). Consequently, you will be putting together a brief PowerPoint presentation to describe your major and its benefits. To personalize the information for the students you must also describe why you selected this major and what characteristics *you* have that would make you a good fit for this major.

## Instructions:

1. Create a PowerPoint presentation called **<Your Major>.pptx**
2. Collect information appropriate for your presentation.
  - a. This must include skills required and job prospects as well as any additional information regarding why your major would be a good choice.
3. Organize the information as specified in class.
4. Create an 8-9 minute PowerPoint presentation with your data.
5. Practice the presentation to ensure that you are adequately prepared to communicate the information successfully and you keep within the specified time limit.
6. **Upload the PowerPoint presentation through the class' website prior to your scheduled presentation date.**
7. Put your PowerPoint presentation on a USB drive or CD-ROM so that it can be quickly accessed from the computer you will be presenting from.
8. Be prepared on your scheduled day to quickly load and begin your presentation.
9. Take a few deep breaths (quietly).
10. Give the presentation.
11. Wait for the applause to die down and be prepared to answer a few questions regarding the material you have presented.
12. When you are not giving the presentation, make sure that you are in class and prepared to evaluate the other students who will be presenting (your evaluations will be used as a part of your overall PowerPoint exam grade).
13. Bonus points will be awarded to those students who sign up for the earlier timeslots.