

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.

Powerpoint 2010 Exam Answers

Raffaela Di Napoli

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

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Table of Contents Powerpoint 2010 Exam Answers

1. Understanding the eBook Powerpoint 2010 Exam Answers
 - The Rise of Digital Reading Powerpoint 2010 Exam Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Powerpoint 2010 Exam Answers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Powerpoint 2010 Exam Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Powerpoint 2010 Exam Answers

- Personalized Recommendations
- Powerpoint 2010 Exam Answers User Reviews and Ratings
- Powerpoint 2010 Exam Answers and Bestseller Lists
- 5. Accessing Powerpoint 2010 Exam Answers Free and Paid eBooks
 - Powerpoint 2010 Exam Answers Public Domain eBooks
 - Powerpoint 2010 Exam Answers eBook Subscription Services
 - Powerpoint 2010 Exam Answers Budget-Friendly Options
- 6. Navigating Powerpoint 2010 Exam Answers eBook Formats
 - ePub, PDF, MOBI, and More
 - Powerpoint 2010 Exam Answers Compatibility with Devices
 - Powerpoint 2010 Exam Answers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Powerpoint 2010 Exam Answers
 - Highlighting and Note-Taking Powerpoint 2010 Exam Answers
 - Interactive Elements Powerpoint 2010 Exam Answers
- 8. Staying Engaged with Powerpoint 2010 Exam Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Powerpoint 2010 Exam Answers
- 9. Balancing eBooks and Physical Books Powerpoint 2010 Exam Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Powerpoint 2010 Exam Answers
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Powerpoint 2010 Exam Answers
 - Setting Reading Goals Powerpoint 2010 Exam Answers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Powerpoint 2010 Exam Answers

- Fact-Checking eBook Content of Powerpoint 2010 Exam Answers
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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