**Assignment 3: Presenting with PowerPoint**

**Due Week 10 and worth 175 points**

**Overview:**

Microsoft PowerPoint presentations are used in classrooms and companies all over the world each and every day. They are used to share information, gain support, move projects forward, and sell. Knowing how to put together a presentation that is engaging, focused, and clear is a challenge that many of us face.

In this assignment, you will use Microsoft PowerPoint to create a multimedia presentation showcasing what you have learned in this course about information systems, digital literacy, and Microsoft Office tools.

**Assignment Requirement:**

To successfully complete this assignment, submit a Microsoft PowerPoint template that includes the required information and edits.

 **Recommended TestOut Desktop Pro Skills Labs to review prior to completing this assignment:**

* + 4.2.4 Skills Lab: Create and Manage Presentations
	+ 4.4.4 Skills Lab: Design Slides
	+ 4.5.4 Skills Lab: Use the Slide Master
	+ 4.6.5 Skills Lab: Format Illustrations and Tables
	+ 4.7.3 Skills Lab: Format Pictures and Other Media
	+ 4.8.4 Skills Lab: Apply Animations and Transitions

**Steps:**

* + Review the [**Assignment 3 Sample**](https://blackboard.strayer.edu/bbcswebdav/institution/CIS/105/1188_10x/CIS105%20Assignment%203%20Sample.pptx) to see a completed version of this assignment for reference. **Note:** You may not copy any information from this sample into your own assignment. Select the "Read-Only" option when the password window appears as you open this sample.
	+ Download the [**Assignment 3 Template**](https://blackboard.strayer.edu/bbcswebdav/institution/CIS/105/1188_10x/CIS105%20Assignment%203%20Template.pptx) (with directions inside). You will complete and submit your assignment on this template.
	+ Follow the directions that are listed in the template.
	+ Submit your assignment through the Assignment 3 submission link on the Week 10 ASSIGNMENTS page.

**Details That Will Be Inside the Template:**

* + **Slide 1**: Edit the title slide to include your name, date, the course ID and course title, the assignment title, and a relevant graphic.
	+ **Slide 2:** Create one (1) slide describing the main things you learned about using the Internet from this course.
		- Add the three bullet points. Add sub-bullets if needed.
		- Insert a relevant, high quality **graphic** or **image** in the slide.
	+ **Slide 3**: Create one (1) slide describing the main things you learned about academic integrity, ethics, and plagiarism from this course.
		- Add the three bullet points.
		- Add sub-bullets if needed.
	+ **Slide 4:** Create one (1) slide describing the main things you learned about managing digital assets from this course.
		- Add the three bullet points. Add sub-bullets if needed.
		- Insert a **hyperlink** to an outside source in this slide.
	+ **Slide 5:** Create one (1) slide describing the top skills you learned from the Microsoft Word portion of this course.
		- Add the three bullet points.
		- Change the bullet **style**.
	+ **Slide 6:** Create one (1) slide describing the top skills you learned from the Microsoft Excel portion of this course.
		- Add the three bullet points. Add sub-bullets if needed.
		- Change the **bullet style** to a **numbered** list.
		- Insert a relevant **chart, table**, or **SmartArt** element into the slide. For example, you could add a bar chart to the slide on Excel in which you rate the Microsoft Excel skills you learned in this course in terms of difficulty or usefulness.
	+ **Slide 7**: Create one (1) slide describing the top skills you learned from the Microsoft PowerPoint portion of this course.
		- Add the three bullet points. Add sub-bullets if needed.
		- Change the **bullet style** to a **numbered** list.

**Customize ALL slides:**

* + Insert a **transition** of any type (ex. Cut, Fade, Push, etc.) into ALL of the slides in your presentation.
	+ Insert text into the **Notes** section of each slide indicating what you would consider saying when presenting your content.
	+ Organize the presentation so that the information is clear and visually appealing.
	+ Record your own **audio narration** on Slides 1 and 2. Your audio should match your notes.

**Hints for recording audio:**

With PowerPoint 2016 on your student laptop, you have the ability to record audio from within PowerPoint and include it in the presentation. You can also upload previously recorded audio files into your PowerPoint presentation instead. If you have access to a headset microphone, we recommend you use it for recording your audio, as the quality will be improved. If not, you may use your laptop’s internal microphone to record your audio narration. Please try to record from a quiet environment with little to no background noise.

Click on the **Submit Assignment** link at the top of the page to submit your completed .pptx file to your Instructor.

Grading for this assignment will be based on answer quality, logic / organization of the paper, and language and writing skills, using [**this rubric**](https://blackboard.strayer.edu/bbcswebdav/institution/CIS/105/1188_10x/Assignment%203%20Grading%20Rubric.html).

**Recommended Lynda.com video to review prior to completing this assignment:**

Different options are listed based on the version of Microsoft PowerPoint you are using (2016 vs. 2013, PC vs. Mac). **Note:** The Strayer student laptops come with Microsoft PowerPoint 2016 PC version. **Note:** Review at a minimum the Introduction and Getting Started chapters of the video.

* + [**PowerPoint 2016 Essential Training**](https://www.lynda.com/PowerPoint-tutorials/PowerPoint-2016-Essential-Training/375928-2.html)
	+ [**PowerPoint 2013 Essential Training**](https://www.lynda.com/Office-tutorials/PowerPoint-2013-Essential-Training/115468-2.html)
	+ [**PowerPoint for Mac 2016 Essential Training**](https://www.lynda.com/PowerPoint-tutorials/PowerPoint-Mac-2016-Essential-Training/380385-2.html)
	+ [**PowerPoint for Mac 2011 Essential Training**](https://www.lynda.com/PowerPoint-2011-for-mac-tutorials/essential-training/72964-2.html)

**Note:** This assignment will be run automatically through SafeAssign plagiarism detection software and an originality report will be sent to your instructor. Please make sure that you are writing in your own words and not copying any information from outside sources. Please review Strayer University's [**Academic Integrity Policy**](https://blackboard.strayer.edu/bbcswebdav/institution/CIS/105/1176_studios/Academic%20Integrity%20Policy_revised%205.16.17.pdf) before beginning this assignment.