

Project: Learning a New Piece of Software

The goal of the project is to expose students to a wider range of software they might find useful in their degrees while learning advanced formatting with Microsoft Word, how to give an effective presentation with Microsoft PowerPoint, and how to create a web page.

Most of the project will be done individually, while the presentations will be done in groups. You may send up presenting a piece of software you did not write about for the rest of the project.

Part 3: In-Class Presentation (In Groups of 2-3, Slides due Monday June 14)

For this part of the project, you will work in **groups of 2 or 3**. To join a group, go to WebCT, Course Content, Assignments, and at the bottom, Group Presentations Sign-Up.

After you create your group:

1. Choose one piece of software that you will present. It will be one of the pieces of software that a member in your group wrote about for their tutorial. You may not choose a new piece of software.
2. Email me (gbanaszka@connect.carleton.ca) the choice of your software as soon as possible. It will be first come, first served, and I will NOT be allowing you to do your presentation on a duplicate piece of software, even if you email me after you are almost done.
3. Create your presentation slides in PowerPoint.
4. Submit your slides to WebCT by **June 14 at noon**.
5. Attend class June 14, June 16, and June 21. Groups will be chosen at random to present those days so you must be present.

The **presentation topic** will not be a tutorial for your software. Instead, you will have **ten minutes** to tell us about it: who uses it, a general overview of what it does (including some results of what it does, possibly in screenshots), and why we might want to use it. You are like a salesman convincing us that this software might be useful to us in our degrees.

Technical Requirements

- You will create PowerPoint slides for your presentation that satisfy the following:
 - You will start with a built-in theme and set of colours (but not the one that is used by default when the program opens).
 - You will edit the master slide in an attractive way such that all your slides are affected. You may also edit individual styles if it helps improve the look of your presentation.
 - You will include images at some point in your presentation.
 - You will use custom animations at some point in your presentation (but use appropriately and sparingly – don't distract your audience with them!).

- You will use text sparingly – show only your key points on your slides (a word or two per bullet at most!).
- Use shapes and/or Word Art at some point in the presentation.
- During the 10 minute presentation:
 - You will give a well-rehearsed presentation in which you speak loudly and clearly.
 - Every member of the group will speak equally as long as the others (I suggest switching speakers each slide or two to keep the audience interested – you need to rehearse to pull this off properly).
 - You will have some kind of audience participation. (Ideas: Do a poll, ask a question audience will answer, facilitate a quick think-pair-share, etc... just make sure it ties in well with the actual content of the presentation.)

Marking Scheme

Slides:

Marks	Requirement
2	Slides are interesting and attractive, and reflect what will likely be a good presentation.
1	Started with a theme and colour scheme that is not the default.
1	Edited the master slide in an attractive way.
1	Included useful images.
1	Used custom animations effectively.
1	Used text sparingly.
1	Used shapes and/or Word Art effectively.
8	TOTAL

In-class presentation:

Marks	Requirement
1	Presentation was well rehearsed.
1	Group members spoke audibly at a good pace.
2	Each member of the group spoke an equal amount of time.
1	The presentation included audience participation.
1	The presentation convinced me that I should consider using the software shown.
1	The presentation was interesting and creative.
7	TOTAL