

To provide you with an opportunity to practice with the software before your Technology Plan presentation, you are to create a Graphical Presentation (i.e. PowerPoint, etc.) that explains one of the following short topics to an audience of technology novices [how to start a PC and open a Web browser; how to print a page from the Internet; how to send an attachment with an e-mail; how to transfer digital photos from the camera to the PC; how to scan a photo to the PC; how to save an image from the Internet to your PC; how to synch a PalmPilot-type organizer with your PC; how to update your operating system; how to install a new software program; how to upgrade from a wired mouse to a wireless one; how to add a second printer to your PC]. Create a slide show (series of slides) that:

- Includes a title page - with the topic, your name, date, class, professor, etc. -- 1 slide
- Provide an overview of what you are going to explain – 1 slide
- Briefly describe the components of your PC and any software or peripherals needed to accomplish the task you selected -- 2-3 slides
- Describe the steps involved to accomplish the task you selected, including any operations required by software or peripherals – 2-5 slides
- Summary and conclusion – 1 slide

Try to use no more than 12 slides for this presentation. Turn in a printout in hand-out format, printed 2 slides per page. Due February 13, 2008.

Minimally, you should consider using slides that incorporate:

- Bulleted text;
- Graphic images; and
- Different slide layouts

For users who don't have graphical presentation software or have never used such software, the handout on presentations includes information on where to find a free open source package and tutorials and information on creating a presentation.