The purpose of this assignment is to create a professional-looking presentation using Microsoft PowerPoint. You may select any topic of your choice, but you need to use a variety of layouts and you must use PowerPoint or a comparable software package. Do not simply copy the slides on the attached sample – be creative!

The picture of the screen below and to the left is the first screen you will see when you execute PowerPoint. You have several choices, but you should choose Blank Presentation to get started. After you have made your choice, you will see the screen on the right, which contains a variety of AutoLayouts. Choose Title Slide as your first layout and create the slide by following the prompts. Click on the button labeled Next Slide and choose another slide and layout. Repeat the process until you have created all your slides. Use a Presentation Template of your choice (click on Format-Apply Design).

You will have one or two pages of output to submit, depending on which option(s) you choose. After creating your slides, click on File, Print, Print what, and then select Handouts (6 slides per page). You may create and print as many slides as you wish, but you must create at least six slides for Option 1 and at least 10 slides (total) for Option 2. Insert the page number, current date, and a footer with the message “Developed by Your Name” for each slide – this is illustrated in the sample on the reverse side of this sheet.

Here are the point values for the two options.
• Option 1 (70%) Your slide layout choices are restricted to Title, Bulleted Text, 2 Column Text, Table, Text & Clip Art, and Clip Art & Text (6 slides).
• Option 2 (30%) Complete Option 1, but include the following slide layouts: Text & Chart, Chart & Text, Organization Chart, and Chart (4 additional slides).

Don’t forget to include your name in the Title Slide.