POWERPOINT – CAREER EXPLORATION ASSIGNMENT

Think of a career you wish to explore. Research the career using resources from the Internet or library. A good source is the Occupational Outlook Handbook (http://www.bls.gov/oco/). It has all the research information that I am requiring of you.

I. **You will need to create slides for the following topics (112 pts.)**

- **Title Slide (4 pts.)**
  - Write the name of the career you are researching
  - Put your name and period on the first slide too

- **Description of the job (14 pts.)**
  - Give a description of what the job is entails
  - Hint: Under “Summary” and “What They Do” in the Occupational Outlook Handbook
  - 4 sentences explaining the slide. Go into detail from what is on the slide. Do not repeat the slide in the notes.

- **Skills needed for the job (14 pts.)**
  - List the important qualities (skills) needed for the profession
  - 4 sentences explaining the slide. Go into detail from what is on the slide. Do not repeat the slide in the notes.

- **Duties needed for the job (14 pts.)**
  - Describe the duties necessary for the profession
  - 4 sentences explaining the slide. Go into detail from what is on the slide. Do not repeat the slide in the notes.

- **Education/Experience for the job (14 pts.)**
  - Describe how much education or experience is needed for the profession
  - Are there any certifications or examinations required?
  - 4 sentences explaining the slide. Go into detail from what is on the slide. Do not repeat the slide in the notes.

- **Salary earned in this profession (14 pts.)**
  - List the starting salary and the potential salary for the profession
  - 4 sentences explaining the slide. Go into detail from what is on the slide. Do not repeat the slide in the notes.

- **Outlook (14 pts.)**
  - What is the likelihood of getting a job in this field when you graduate from your studies?
  - 4 sentences explaining the slide. Go into detail from what is on the slide. Do not repeat the slide in the notes.

- **Why you picked this career (not just for the money) (14 pts.)**
  - Give your personal reason for why you wanted to research this career
  - Now that you did some research, are you still interested in pursuing this career?
  - If yes, state why. If not, state why not.
  - 4 sentences explaining the slide. Go into detail from what is on the slide. Do not repeat the slide in the notes.
Bibliography—*Proper MLA Format* (remove hyperlinks, if any) (10 pts.)

- Using References in Word or Noodle Tools is a good way, and then copy and paste it to your PowerPoint.
- Use bullets or a blank line to separate the citations.
- **All information and pictures** need to be cited. The **last** site you visit is what you use, not how you begin.

*PowerPoint is a TALKING presentation. Consequently, your slides should have no more than 15 words (not including the title). The details of your presentation go into a Notes Page (View > Notes Page). No notes needed for the Title Slide and Bibliography Slide.*

### II. Design for Your PowerPoint (38 pts.)

- Use at least **2 different slide layouts** – must match contents on the slide (Home Tab > Slide Group > Layout). *(Not including Title Slide and Title & Content—defaults).* (4 points)
- Have some type of **background** (Design Tab > Background Group > Background Launcher). (Can be a background color or theme background.) (2 points)
- Use something from **Shapes** (Insert Tab > Illustrations Group > Shapes). (2 points)
- Need at least **2 slides** with **custom animations** (Animations Tab). (An animated picture counts as a picture, not animation.) (4 points)
- Need at least **2 slides** with **transitions** (Transitions Tab). (4 points)
- Use **WordArt** (Insert > WordArt). (2 points)
- Use a **SmartArt** Graphic (Insert > SmartArt). (2 points)
- Use a **Quick Style** (Home > QuickStyles). (2 points)
- Make use of different **font sizes** and **font styles** (Home Tab > Font Group). Font sizes should be a minimum of **20 points**. (4 points)
- Use at least **2 pictures** (Internet Picture = Save Picture As or Insert Picture or Insert > Clip Art).
  
  - One picture should have a **picture border** around it. (4 points)
- Use **Bold, Italics, and Shadow. DO NOT USE UNDERLINE UNLESS IT IS A HYPERLINK**
  
  - In notes or on slide (Home > Font Group). (1 pts. each = 3 points)

- Limited to ONE sound effect (if any) for entire presentation (optional).

### III. Before Printing

- When finished, put your **name** as a **Header or Footer** on a **Notes Page** (Insert > Header and Footer—Notes and Handouts Tab). (5 points).
- **Proofread Spelling, Grammar, and Punctuation** (Review > Spelling). (1 point is taken off for each error.)
- **Print Notes Pages for ALL slides** (File > Print > Notes Page).

**TOTAL POINTS = 150**

**A = 135-150**  **B = 120-134**  **C = 105-119**  **D = 90 – 104**  **F = 0-89**