

Student Name: \_\_\_\_\_

## Microsoft Power Point - Assignment 1

**Due: March 3rd**

**Task:** You will modify the Microsoft Power Point presentation provided by the professor to meet the requirements below. The provided presentation is titled **Assignment 1 – Power Point**. All requirements listed below but be included in the presentation in order to receive full credit. You will add, delete, change, and/or insert items in the presentation provided to alter the slides provided to you.

**Requirements:** Using the provided presentation titled **Assignment 1 – Power Point**, you will create an updated Microsoft Power Point presentation that meets all of the requirements listed below. The point count for each task is listed next to the task. The specific details of each task must be exact.

**Rename** the presentation to *your first name last name – CISA 3358 – PP Assignment 1*. *Example: Carmeshia Miller – CISA 3358 – PP*. Modify the presentation so that it includes all of the following items/specifications:

- (15 points) **Presentation must be exactly 15 slides in length.**
  - One **introduction slide** with your name, class information, date, and assignment name. This will be **slide 1**.
  - One question slide should be **slide 14** and titled "**Questions**".
  - One reference/source slide required should be **slide 15** and titled "**Sources**". Must provide at least 3 credible references.
  - Slide number should be at the bottom of every slide except the title slide.
- (15 points) **Slide master setup:**
  - Setup slide master so than all title fonts are in Baskerville Old Face.
  - The footer should be: *Your first name last name – Power Point Assignment 1*.
  - Change the presentation Theme to Badge.
  - Change the Background Style to Style 8.
  - Be sure to remove any and all water marks.
- (5 points) **Comparison Slide:**
  - Add one comparison slide as slide number 3.
  - Title the slide CISA 3358 Online Rocks.... I Think!!!!
  - Title one side Pros and the other side Cons.

Student Name: \_\_\_\_\_

- Using Star Bullets, list 4 Pros for the CISA 3358 class on the Pros side and 4 Cons for the CISA 3358 class on the Cons side.
- (5 points) **Bulleted lists:**
  - Create 10 bulleted items listing the benefits of completing your degree.
  - This list should be on **slide 4**.
  - The slide should be titled Degree Completion Benefits.
- (10 points) **Text Boxes & Gradient Fill:**
  - Create four (4) text boxes on **slides 5, 6, & 7**.
  - Each slide should have 4 text boxes and the content of each box should be centered.
  - The Shape Fill of each text box should be setup as Gradient, Light Variations, and Linear Up.
  - The text font size should be 20 points and the type should be Baskerville Olde Face.
  - Slide 5 should be titled “Best Success Quotes”. The text boxes should contain four of what YOU feel are the best quotes on success.
  - Slide 6 should be titled “Worst Success Quotes”. The text boxes should contain four of what YOU feel are the worst quotes on success.
  - Slide 7 should be titled “Life Quotes”. The text boxes should contain four of what YOU feel are the best life quotes to live by.
- (5 points) **Table specifications:**
  - This should be **slide 2** and titled Table of Quotes.
  - Insert a table that is 4 rows by 3 columns.
  - The column titles should be the same as the slide titles for slides 5, 6, & 7.
  - The rows should contain the corresponding quotes that you listed in the Text Box section above.
  - Format the Borders with All Borders set.
- (5 points) **Images:**
  - This should be **slide 8** and titled Image - Funny Meme
  - Insert a picture of the funniest meme you’ve ever seen.
- (5 points) **Hyperlinks:**
  - This should be **slide 9** and titled Informational Links Related to My Major.
  - Insert hyperlinks to 5 different informational websites related to your college major.

Student Name: \_\_\_\_\_

- The links should be listed using Checkmark Bullets and double spaced.
- Title each link as follows:
  - Title Link 1 – Major Related Link 1 Ex: “**Computer Science & Me**”
  - Title Link 2 – Major Related Link 2
  - Title Link 3 – Major Related Link 3
  - Title Link 4 – Major Related Link 4
  - Title Link 5 – Major Related Link 5
- (5 points) **Insert video:**
  - This should be **slide 10** and titled Information Systems Video.
  - Insert the online video titled Principles of Information Systems into your presentation.
  - Video link: <https://www.youtube.com/watch?v=Glt0oK5QEmk>
  - The video should fill the entire slide.
- (5 points) **Chart specification:**
  - This should be **slide 11** and titled TAMU-SA Enrollment.
  - Insert a **Doughnut Chart**
  - Title the Chart "Texas A&M University-SA"
  - Show the legend on the **right side of the chart**.
  - Label the Legend Category Entries as: Spring 2021, Fall 2021, Spring 2022, and Fall 2022.
  - Values: Spring 2021=15,875, Fall 2021= 12,000, Spring 2022=14,250, Fall 2022= 22,132
  - For Chart Elements, include Data Labels and use the Data Callout setting.
- (5 points) **Smart Art:**
  - This should be **slide 12** and titled Vertical Box.
  - Insert the **Vertical Box List** graphic.
  - Title the top box “**Upper**”, the center box “**Middle**”, and the Bottom box “**Lower**”.
- (5 points) **Screen Shot Slide:**
  - This should be **slide 13** and titled "**Texas A&M - SA Campus Map**".
  - Take a screen shot of the campus map located at <http://www.tamusa.edu/uploadFile/folders/fcestrad/Pdf/Pdf-635827659019942741-10.100.150.124.pdf>
  - Make sure if you crop the screen shot, the website address is included in the shot.

Student Name: \_\_\_\_\_

- (5 points) **Slide Transitions & Timing:**
  - Use the **Fracture** transition for slides 1-5 and set them to advance on mouse click.
  - Use the **Honeycomb** transition for slides 6-10 and set it to advance after 10 seconds.
  - Use the **Ferris Wheel** transition for slides 11-15 and set them to advance on mouse click.
- (5 points) **Embed Fonts:**
  - Set the entire presentation up to embed fonts in the file.
  - Set it to embed only the characters used in the presentation
- (5 points) **Create Sections:**
  - Create 3 different sections within your presentation.
  - Slides 1-7 are one section. Title it "**TAMU-SA CISA3358**" Section.
  - Slides 8-10 and one section. Title it "**Audio & Visual**" Section.
  - Slides 11-15 are one section. Title it "**That's All Folks**" Section.