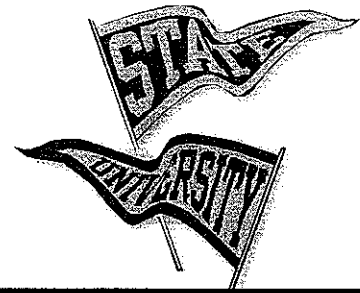**PROJECT #7**

Taking a Tour of a College or University

OBJECTIVE:

To create a PowerPoint presentation that introduces prospective
students to a college or university

PROJECT SCENARIO:

One of the most important decisions you will face in your high school career is where
you will attend college. Researching colleges and universities to find that perfect
fit can become overwhelming at times. In this project, you will create a PowerPoint
presentation of a college or university that you would like to attend in the future.
Assume that your audience is prospective students who know nothing about your
chosen college or university.

STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. The audience of your presentation consists of other prospective students who are also interested in
   attending the college or university you have chosen. The information you present should be accurate
   and informative to keep your audience interested.

2. Use colors similar to those of the college or university you have chosen.

3. The presentation should be easy to read with a good balance of text and graphics.

4. Keep the design and layout of the presentation professional and consistent.

BEFORE YOU BEGIN:

1. Carefully read through all parts included in this project.

2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form*
   to sketch the content, layout, and design of the presentation you will be creating for
   this project. Use multiple copies if necessary.

3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide
   while working on this project.

4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this project
   will be left for you to decide.

Present It!

Project 7: Taking a Tour of a College or University

INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.

2. Save the presentation as **PROJECT 7 – COLLEGE TOUR**.

3. Edit **slide 1**.

   ❑ *Using separate text boxes, key the text as shown.*

   ❑ *Place text box 2 in bottom left corner.*
   ❑ *Place text box 3 in the bottom right corner.*
   ❑ *Format the background of all slides using the school colors of the college or university you have chosen. Note: you will have to select an appropriate font color based on the background colors you are using.*
   ❑ *Hyperlink the words "click here" in text box 2 to the homepage of the college or university you have chosen.*
   ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

   > 1   [The name of the college or university]
   >
   > 2   **Click here to visit the** [name of college or university] **Web site**
   >
   > 3   **Presented by:** [Your name]
   >   [Project number and title]
   >   [Current date]

4. Insert **slide 2**.

   ❑ *Using separate text boxes, key the text as shown.*

   ❑ *Insert a graphic image that correlates with the message of this slide; for example, a diploma, a stack of books, etc.*
   ❑ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*
   ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

   > 1   **Admissions Requirements at**
   >   [name of college or university]
   >
   > 2   **Important Student Requirements**
   >
   > [Compose a three to five sentence paragraph that includes the following information:
   >
   > -The due date of the application.
   >
   > -The SAT/ACT scores required for acceptance into the college or university.
   >
   > -The GPA required for acceptance into the college or university.
   >
   > -The high school courses required for acceptance into the college or university.]

5. Insert **slide 3**.

□ *Using separate text boxes, key the text as shown.*

□ *Insert two photo images of both male and female college-level students. If photos are not available, use equivalent clipart images.*
□ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*
□ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

> 1 **Student Body Demographics at** *[name of college or university]*
>
> 2 *[Compose a three to five sentence paragraph that includes the following information:*
>
> *-The number of students attending the college or university.*
>
> *-The number of male vs. female students.*
>
> *-The number of commuters vs. non-commuters.]*

6. Insert **slide 4**.

□ *Using separate text boxes, key the text as shown.*

□ *Format text box 2 as standard bullets.*
□ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*
□ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

> 1 **Academic Majors Offered at** *[name of college or university]*
>
> 2 *[Compose a list of a minimum of five different academic majors available to study at the college or university.]*

7. Insert **slide 5**.

□ *Using separate text boxes, key the text as shown.*

□ *Below text box 1, use the line tool to draw a line to divide the slide in half vertically.*
□ *Place text box 2 to the left of the vertical line.*
□ *Place text box 3 to the right of the vertical line.*
□ *Place text box 4 below text box 2.*
□ *Place text box 5 below text box 3.*
□ *Insert a photo image of the school mascot and/or school logo. If photo is not available, use equivalent clipart image.*
□ *Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.*
□ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

> 1
> **Athletics and Recreational Programs at**
> *[name of college or university]*
>
> 2
> **Athletic Programs Offered**
>
> 3
> **Recreational Programs Offered**
>
> 4
> *[Include a list of a minimum of six athletic programs offered.]*
>
> 5
> *[Include a list of a minimum of six recreational programs offered.]*

8. Set the slide show to loop continuously until stopped manually by pressing the escape key (Esc).

9. Resave the presentation.

10. Run the slideshow and proofread your work carefully for accuracy, design, and format.

11. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.

12. If required, present this presentation to your instructor and/or your class.

Present It!