

Getting Involved in Your School



OBJECTIVE:

To create a PowerPoint presentation about a sports team, club, organization, or activity at your school

New Skills Reinforced:

In this activity, you will practice how to:

1. format text using the emboss effect.
2. add slide transition.



PROJECT SCENARIO:

When it comes to homework, jobs, family, friends, sports, and activities, everyone knows that high school students have quite a full plate. Finding time to participate in an extracurricular activity or playing on a sports team is something students struggle with every day. In this project, you will create a presentation that promotes participation in a sports team, club, organization, or activity at your school. Assume that your audience is students who don't know anything about your chosen sports team, club, organization, or activity.



STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. Choose a sports team, club, organization, or activity in your school that you participate in, or are interested in participating and target your presentation to other prospective students who might be interested as well.
2. To grab your audience's attention, obtain images of students at your school participating in the activity you are promoting.
3. Consider using your school colors when adding color to your presentation.
4. Use consistent design and typestyle elements throughout your presentation.



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.



Project 8: Getting Involved in Your School



INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as **PROJECT 8 – GETTING INVOLVED**.

3. Edit **slide 1**.



Using separate text boxes, key the text as shown.



- Format text box 1 using the emboss effect.
- Place text box 3 in the bottom right corner.
- Insert a photo image that illustrates the sports team, club, organization, or activity you have chosen. If photo is not available, use equivalent clipart image.
- 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 sports team, club, organization, or activity you have chosen.]
2	This slide show highlights everything you need to know about [the name of the sports team, club, organization, or activity] at [the name of your school.]
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 photo image of high school age students participating in an activity similar to the one you have chosen. 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	Why Join [the name of the sports team, club, organization, or activity]?
2	[Compose a three to five sentence paragraph that includes a minimum of three reasons why a high school student would benefit from participating in the sports team, club, organization, or activity you have selected.]



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5. Insert **slide 3**.



Using separate text boxes, key the text as shown.



- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
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1	What [the name of the sports team, club, organization, or activity] is All About
2	[Compose a three to five sentence paragraph that describes what the purpose of this organization is and why someone would enjoy participating.]

6. Insert **slide 4**.



Using separate text boxes, key the text as shown.



- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
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1	How to Join [the name of the sports team, club, organization, or activity]
2	[Compose a three to five sentence paragraph that includes the following information: -Where and when a student can join. -The name and contact information of the advisor/coach. -Membership fees or dues (if applicable).]

7. Insert **slide 5**.



Using separate text boxes, key the text as shown.



- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
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1	Membership Requirements
2	[Compose a three to five sentence paragraph that includes the following information: -The attendance policy. -When and where the meetings or practices take place. -Academic and grade point average requirements for participation. -Uniform, costume, equipment, dress code, etc. requirements.]



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8. Insert **slide 6**



Using separate text boxes, key the text as shown.



Insert a minimum of six photos of students involved in the sports team, club, organization, or activity. If photos are not available, use equivalent clipart images.

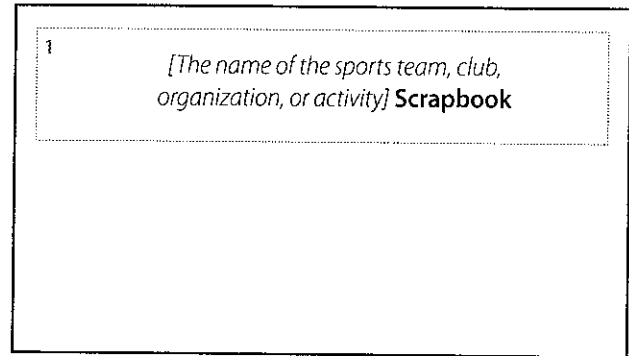
Resize the images so that they all fit proportionately on the slide.



Add a photo caption or bubble thought to each graphic image.



Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



9. Insert **slide 7**

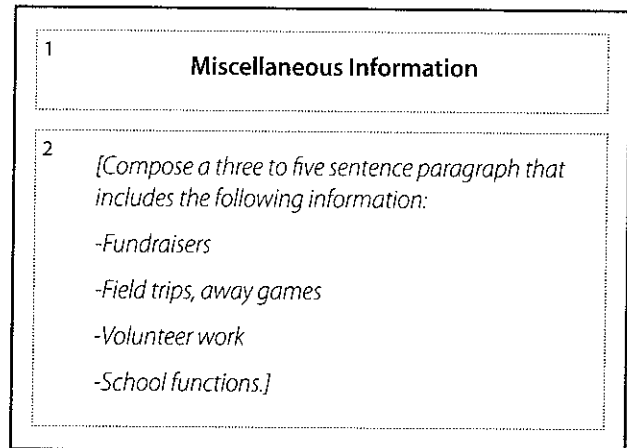


Using separate text boxes, key the text as shown.



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.



10. Apply the same slide transition to each slide.

11. Set up the slide show to advance to the next slide by mouse click.

12. Resave the presentation.

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

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

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