

**Assignment #2:** Presentation Development

**Assigned:** Tuesday, 4 October 2001

**Due:** Tuesday, 9 October 2001

**Short description:**

We have our first assignment! We have been asked to create a set of presentations to be used for introducing an audience to one of our company's products. The client says that she will be required, in the upcoming weeks, to give presentations on the product to a wide variety of audiences. As a starting point, she would like us to create a set of three presentations, including one to address each of the audiences listed below:

- (1) the general public (specifically a presentation for UW-TC class)
- (2) the chief financial officer of the company
- (3) other people in the company (possibly for a monthly staff meeting)

**Requirements:**

1. Your team should work together to create three presentations, of 5-7 slides each.
2. Collectively, the presentations should include the following features:
  - At least four different slide layouts
  - An illustration created with Powerpoint (table, graph, chart)
  - At least one imported graphic (scanned, screen captured, via Internet, etc.)
  - One or more animations (text or graphics)
  - One or more slide transitions
3. Each of the presentations should include:
  - Effective use of the Master Slide feature (probably a different master for each audience, maybe even custom designed master...)
  - In the note page for slide 1 - a statement about which audience the presentation targets and how the presentations' features map to it's audience

**Objectives of this assignment:**

This assignment permits our team to practice the following services that we can provide

- Developing presentations using the PowerPoint tool
- Designing text and graphics for specific audiences
- Conducting research on a product and communicating the information with different audiences

**Tips:**

1. Your team needs to choose the "product".
2. To take a screenshot, "Alt-Shift-PrintScreen" will place a copy of the screen contents on the clipboard. You can then paste the screen image where you wish.
3. Your presentation should include as much actual information as possible. However, this requirement is not meant to be a showstopper. If there is information you think

may be useful for a particular audience – such as dollar amounts, sales figures – and the information is unavailable, include a slot for the information in the presentation.

4. To present the same product to different audiences, you may choose to vary **how** you present the same information and also **what** information you choose to present.

**Submission:**

This assignment is due on Tuesday, 10/9/01, at 4:00 pm. Each student in the group should submit each of the three presentations.