

Computer Applications

Word – Chapter 2

MLA “How To” PowerPoint Presentation (10 points, Participation):

PowerPoint Instructions:

1. Create a PowerPoint presentation to address your group’s assigned vocabulary terms from chapter 2.
2. Include a title slide to introduce your presentation:
 - a. Title (assigned group of vocabulary);
 - b. Subtitle (group members’ names).
3. Assign a slide to each vocabulary term.
4. Follow the 6x6 Rule when defining terms in your own words.
5. Visuals:
 - a. Screenshots of Word ribbon;
 - i. Print screen key;
 - ii. Paste;
 - b. Hyperlink to sample MLA paper in Word.

Presentation Instructions:

1. Equally divide the presentation among all group members;
2. Describe all visuals used within the presentation;
3. Include shortcut keys when appropriate.

Grading

10 pts	Teacher observes 4 of the following: <ul style="list-style-type: none">• All members of group are on task• Group members are on task 100% of time• Presentation is divided equally among all group members• All visuals within the presentation are described
7 pts	Teacher observes 3 of the following: <ul style="list-style-type: none">• All members of group are on task• Group members are on task 100% of time• Presentation is divided equally among all group members• All visuals within the presentation are described
5 pts	Teacher observes 2 of the following: <ul style="list-style-type: none">• All members of group are on task• Group members are on task 100% of time• Presentation is divided equally among all group members• All visuals within the presentation are described
3 pts	Teacher observes 1 of the following: <ul style="list-style-type: none">• All members of group are on task• Group members are on task 100% of time• Presentation is divided equally among all group members• All visuals within the presentation are described