Presentation Basics Competency Test
(for use with Microsoft PowerPoint 2010 software)

Name:_____   Date:_____   Score:_____

This is an open book test. You may not get assistance from any class member or from the instructor (except for clarification).

Create a presentation using the following information for the slides:

- Choose a slide design (theme) for the presentation.
- Include at least two (2) custom animations.
- Include one (1) slide transition.
- Include one (1) hyperlink that pertains to the subject of interviewing for a job (in order to receive full points, you will need to make sure the hyperlink works).
- Show the instructor the slide show when you are finished to see if you have mastered this competency.
- Print a handout of the slide show using 6 slides to a page.

Slide 1 (Title Slide Layout)

SOME BARRIERS TO EMPLOYMENT

RECOGNIZING, OVERCOMING, AND SUCCEEDING

Slide 2
DEVELOP A GOOD WORK ETHIC
- Be at work every day
- Be on time
- Have a back-up babysitter (if you have children)
- Have a back-up to your back-up
- Don't make excuses for not doing your job
- Don't bring your personal problems to work

Slide 3
ATTITUDE COUNTS
- Be flexible
- Remember the "Golden Rule"
- Don't complain
- Appreciate your job
- Offer to help others
- Be a "team player"
- Do things without
  being asked

Slide 4

DEVELOP GOOD SKILLS

- Take every opportunity to learn
- Don't waste your time
- ✓ Internet
- ✓ Non-tasks
- ✓ Too many breaks
- ✓ Socializing
- Strive to be productive
- Point toward a job
- Develop marketability

Slide 5

SET HIGH GOALS, BUT BE REALISTIC

- Research job market
    - Know skills required
    - Read the want-ads
    - Network
- Consider former employers
- Learn to operate a computer
- Develop ten-key & keyboarding speed

Slide 6

INTERVIEW WELL

- Understand the interview process
- Learn answers to common interview questions
- Have an interview wardrobe
- Be enthusiastic
- Practice! Practice! Practice!

Grading Sheet for PowerPoint Competency

Total Points = 100
Passing Score = 80

Typing text on slides accurately and correctly   _____
     70 Points Possible -5 Each Error

Selecting and using Slide Design (Theme)   _____
     5 Points Possible

Working hyperlink   _____
     5 Points Possible

Use of 2 custom animations   _____
     10 Points Possible

Use of 1 slide transition   _____
     5 Points Possible

Correctly printing slide show as a handout   _____
     5 Points