“Professional Computer Presentations” Online Course
Assignment #1 – Presentation Outline for the Presentation to Inform

Assignment Objectives:
• Design a presentation to inform
• Design communication using effective, efficient and appealing language and tone appropriate for the audience

The purpose of this assignment is to begin planning the content for the first project, the Presentation to Inform. The presentation plan will be done in outline format and should be brought to Class 2 – Introduction to PowerPoint.

This presentation should be used to tell the class about you. The final presentation will require multiple slides, text and clipart. The final presentation will be delivered in no fewer than two but no more than three minutes. This plan should focus on the text of your presentation but may include notes where visuals will be inserted. The plan should be typed in outline format in the following structure:

Introducing [Your Name]

I. Introduction
   a. Attention getting opening
   b. Preview

II. Body
   a. Slide Title (Repeat this slide format as necessary for each slide in the body of your presentation.)
      i. Major point 1
         1. Sub point 1
         2. Sub point 2
      ii. Major point 2
         1. Sub point 1
         2. Sub point 2

III. Conclusion
   a. Review
   b. Closing