“Professional Computer Presentations” Online Course

Project #1 – Presentation to Inform

Project Objectives:
• Design, develop and deliver a presentation to inform
• Design business communication employing effective design principles
• Design, develop and deliver business communication using effective, efficient and appealing language and tone appropriate for the audience
• Deliver presentations with professionalism, poise and confidence

Project Criteria:
1. The presentation must include the following:
   a. Minimum of five slides
   b. Title slide with presentation title and subtitle
   c. Minimum of three different slide layouts not including the title slide
   d. Minimum of two clipart images
   e. Minimum of one transition and one effect

2. Rehearse the presentation.

3. Print the presentation in six-slide format and bring to class.

4. Present your introduction in no fewer than two but no more than three minutes.