

A Student's Survival Guide to Computers & the Internet

Create a **Microsoft PowerPoint** presentation that incorporates the following:

- ★ Multiple Slides
- ★ Custom Animations
- ★ Slide Transitions
- ★ Word Art
- ★ Professional Layout
- ★ Auto Shapes
- ★ Background Images
- ★ Clip Art / Graphics
- ★ Text Boxes
- ★ Custom Fonts / Colors
- ★ Emphasis (Bold / Italics)
- ★ Bulleted List(s)
- ★ Paragraph Formatting
- ★ Sound

Each student must determine how to incorporate the above criteria into their document. Be as creative as possible. Your goal is to create a professional looking presentation that will catch the viewer's eye and holds their attention. All slides should have a title/heading, a related graphic(s), include timing, effects, transition, colors, background, etc...

If you are unsure about how to achieve any of these formats, go to "**Help**", type in your question and follow the given steps.

Assignment Contents

Your presentation will cover the following topics:

- ★ Internet Safety
- ★ Healthy Computing / Ergonomics
- ★ Intellectual Property / File Sharing
- ★ Useful Websites for Students

1) Title Slide

- ★ Name
- ★ Block
- ★ Date
- ★ Course
- ★ Transition
- ★ Project Title
- ★ Related Graphic
- ★ Timing / Animation

2) Internet Safety

(Each question should be on a **separate** slide)

- ★ Write a full, thoughtful paragraph explaining why it is important to practice safe computing while using the internet
- ★ Provide a **Top Five** listing of precautions one should take in order to remain safe while using the internet

3) Healthy Computing / Ergonomics

(The first three questions can fit on a **single** slide while the last question should be on a **separate** slide.)

- ★ **Define** ergonomics in your own words
- ★ Ergonomics should be important to everyone. More specifically, **employers** and **employees** should both be concerned with ergonomics. Explain why each is the case.
- ★ What are the possible long term / short term consequences of working in a workplace that is not ergonomic?
- ★ Provide a comparison of pieces of computer equipment (2 mice, 2 keyboards, 2 chairs). One piece should be ergonomic, while the other not. Rate each piece on its ergonomics using your own rating system – 4 stars, five ducks, whatever...

4) Intellectual Property / File Sharing

(Each question should be on a **separate** slide)

- ★ **Define** intellectual property
- ★ Under Canadian law is file sharing legal or illegal?
- ★ In your opinion, should file sharing be legal or illegal? Explain and justify your response.

5) Useful Websites for Students

- ★ Create a listing of 5 useful websites for **students**. For each site you must provide a short description of the site and why it's useful, a link to the site (website address) and a screenshot of the site.

6) Bibliography

- ★ Title
- ★ Related Graphic
- ★ List & Description of all sites used in your project
- ★ Links to each site used