

Activities/ Resources for Outcomes

Activity Sheet: MS PowerPoint Basics

Activity #1

Practice creating a new PowerPoint presentation

1. Open a **Microsoft PowerPoint 2013**
2. Click **Blank Presentation**
3. On the slide that appears, type City of Elgin in the **Title** box
4. In the **Subtitle** box, type Gail Borden Public Library
5. Click the **File** tab and select **Save As**
6. Save the PowerPoint to your desktop with the title City of Elgin

Activity #2

Practice adding slides and content

1. From the **Home** tab, click the **New Slide** button
2. In the **Title** box, type Things to Do
3. In the content box, type a list of **three** fun things to do in Elgin
4. Click the **Insert** tab
5. Click the **Online Pictures** button
6. In the search box, type the word **fun** and insert an image of your choice. Adjust image to fit

More practice adding slides and content

1. **Add two** more **new** slides to your presentation with the following information:
 - a. **Title** the next slide Location
 - i. Create a list with the following information
 1. Between Chicago and Rockford
 2. Straddles the Fox River
 3. Just south of I-90
 - ii. Insert a photo of the city of Elgin – If necessary, resize and move the image
 - b. **Title** the next slide Places to Eat

- i. Create a list of **three** or more favorite places to eat in Elgin
- ii. Insert a photo from online to depict food/restaurants. Adjust the image, if necessary.

Activity #3

Practice adjusting slide layouts and re-arranging slide order

1. With the Things to Do slide selected, change the layout to **Two Content**
2. In the new content box that appears, type three more fun things to do in Elgin
3. Adjust your image as necessary
4. With the Location slide selected, insert a new slide
5. Select the new slide and drag it in-between each of the slides in the Navigation Pane. Leave the slide below the Places to Eat Slide

Activity #4

Practice duplicating and deleting slides

1. With the Things to Do slide selected, right click to access the options menu
2. Click **Duplicate** to create a copy of the selected slide
3. On the copy slide, change the **title** to Events
4. Change the text in the content boxes to reflect the following:
 - a. Fox Trot
 - b. Fourth of July
 - c. Zombie Fest
 - d. Elgin Symphony Orchestra
 - e. Art & Soul
 - f. Historic House Walk
5. Select the blank slide you previously inserted and right-click to access the options menu
6. Click **Delete**

Activity #5

Practice applying a theme

1. With the title slide selected, click the **Design** tab
2. Click through the various themes and apply one of your choice (Note: The default theme is "Office")
3. Depending on the theme selected, slides may need adjustment. Touch up your slides as necessary

Activity #6

Practice playing your PowerPoint presentation

1. With the Title Slide selected, click the **Slide Show** tab
2. Click the **From the Beginning** button
3. Click through your presentation until you reach the black, ending screen
4. Click once more to return to the PowerPoint editing window
5. Make any slide adjustments, if necessary, and then play it through one more time

Internet Reliability notes/handout:

Be a good judge of websites. Would you give the page a first-place award?

- Rate the internet site you are using with the following scale.
- If it scores badly, find another place to get your information.
- For this exercise you must identify and evaluate FIVE sites.

For each site, answer the following questions:

1. Is there an author or sponsor of the page? Yes / No
2. Are the author's credentials listed? Yes / No
3. Is the author's affiliation listed? Yes / No
4. Is contact information provided? Yes / No

(HINT: if a tilde (~) mark is used in the address, that usually indicates a personal home page and may not be reliable.)

5. Has this page been updated recently? Yes / No
Date updated _____

6. Is the page well organized? Yes / No

7. Is the site still under construction? Yes / No

8. Is there a defined purpose for the page? Yes / No

9. Is the information from the original source (primary source) or a source reporting about the original source (secondary source)? Yes / No

10. Can you verify the information by using the links available? Do they take you where they should take you? Yes / No

11. Are there any obvious biases? Yes / No

12. Is there a copyright symbol on the page? Yes / No

Total: Yes ____ No ____

Scoring:

1 to 5 "Yes" ----- Find another site to use.

6 to 8 "Yes" ----- The site may be worth looking into, but use caution.

9 to 12 "Yes" ----- You hit the jackpot and should find some useful information to use on this site.

Technology Profile

What is the technology? How is it used?

1. Provide the basics of the technology: its name and any basic information you have about it.
2. How is the technology used? Give the basic details necessary to explain what it is to someone else.
3. What are the limitations of the technology? Are there things it cannot do or cannot do well?
4. What restrictions are there on the technology? Are there ways it is illegal or unethical to use it?
5. Use a metaphor or simile to explain what the technology is, and explain why the phrase you chose is appropriate.

Who interacts with the technology?

1. Who uses the technology? Describe the people who interact with it directly.
2. Now think about the people who are indirectly involved with the technology. Describe the people who are affected by it even though they do not directly interact with it.
3. Who decides how to use the technology? How are the "right" and "wrong" ways to use it decided?
4. Who does NOT use the technology? What difference does NOT using the technology make to them and others?
5. Use a metaphor or simile to describe the people who use the technology, and explain why the phrase you chose is appropriate.

Where is the technology used? When is it used?

1. Generally, what is the setting where the technology is used?
2. Name some specific places and times when the technology is used.
3. In what times and places would you never use the technology? Why not?
4. How does the technology compare to the other technologies used in the same setting(s)?
5. How does the technology "fit" the time and place? How can you tell?
6. What makes the technology a good fit, a bad fit, or somewhere in between?

Why is the technology used?

1. What does the technology do that could not be done or could not be done as easily and/or efficiently without it?
2. What are the negative effects of the technology, and why do people use it regardless of those effects?
3. How has the technology changed the way people live and work? Is the change positive or negative?
4. Does human use of the technology have positive or negative results? Do those results influence the reasons or the ways the technology is used?
5. Taking into account all the positives and negatives, why would you say people use the technology? Do you agree or disagree with their decision to use it, and why?

Text Analysis Chart

<p>Title Include the title and anything you notice about the way the title is written (any special information included?)</p>	
<p>Author Identify who wrote the text and any relevant organizational or personal information</p>	
<p>Purpose Identify the function the text serves; state how the author intends readers use it</p>	
<p>Audience Identify groups of readers whom the text addresses (consider primary and secondary audiences)</p>	
<p>Use of Media Identify the components included in the text: words, pictures, video, sound, etc.</p>	
<p>Sections of the Text Identify the components of the text (for instance, what sections does it include? What information is included in each section?)</p>	
<p>Level of Detail Indicate the level of specific information included in the text as well as when and how details are used. Consider how technical the information is.</p>	
<p>Length Indicate how long the document is as well as how the lengths of specific sections compare.</p>	
<p>Writing Style Identify the style the text uses (Is it formal, informal, highly technical, etc.?) What information in the text supports the style you identified?</p>	
<p>Layout & Design Indicate special features of the text's layout and design, such as use of white space, placement of graphics, use of fonts, and page orientation.</p>	

Research Paper Sample Outline

I. Introduction

- A. Attention Grabber
- B. Supportive Sentence
- C. Supportive Sentence
- D. Thesis: Technology is changing the lives of human beings.

II. Machines are beginning to take the place of humans in factories.

A. Advantages of using machines

1. Machines can perform tasks faster and cheaper.
2. Machines make fewer mistakes.
3. Employers complain their workers do not have the right skills.

B. Disadvantages/Effect on workers

1. Workers must be trained in areas such as robotics and computers.
2. Workers must be trained in new technologies and be educated in new technologies.
3. More people are being forced to work fewer hours/part time.

III. Electric cars will drive, instead of human beings.

A. Advantages of electric cars

1. Less smog—electric cars do not pollute the air.
2. Cars can be used as a shuttle service to eliminate some of the smog.
3. They can take the stress of driving off a person.

B. Disadvantages

1. They can be expensive.
2. They may put some car companies out of business and put people out of work.
3. It is hard to trust a machine to drive for you.

IV. Artificial Intelligence is beginning to take human jobs.

A. Advantages of using robots

1. AI will improve health care and education.
2. AI will help where there are not enough doctors or teachers.
3. Elderly will have more caregivers.
4. Children will have more patient teachers.
5. AI can predict where crime will occur and stop crimes before they occur.

B. Disadvantages of using robots instead of humans.

1. Some worry that humans will lose control of robots.
2. Technology may not be used for good.
3. People will lose jobs to robots.

V. Conclusion

Restate Thesis: Technology is changing the lives of human beings.

Conclusion sentence 1

Conclusion sentence 2

Conclusion Sentence 3

Final Remarks