***A picture containing text, clock

Description automatically generated***

This project was supported by the Cybersecurity and IT Pathways grant from the Florida Department of Education through Cyber Florida, project number 291-1231C-2C001, funding authority 84.425C-D CRRSA ACT ESSER II 84.425D & GEER II 84.425C, FAIN#: S425C210052. More information at cyberflorida.org/pathways/

**Activity**

Career Research

MODULE 7: Presentation Applications

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 7: Presentation Applications

## Activity: Career Research

The student uses the Internet to research a career of their choice, then creates a presentation using specific elements.

## Standards Assessed

* **05.01** Manage and configure the presentation software environment (e.g., adjusting views, manipulating slide settings, configuring toolbar and file options).
* **05.02** Use presentation software to format and edit slides (e.g., adding and removing slides, slide layouts, format slide design, insert or format placeholders).
* **05.03** Locate, create and incorporate graphical and multimedia elements, including: shapes, graphics, images, bullets, hyperlinks, video, and audio into a slide presentation.
* **05.04** Enhance overall visual presentation by applying font selection, design themes, color schemes, templates, etc.
* **05.05** Create and manipulate graphical and multimedia elements using additional styles and effects (e.g., color selections, tone, contrast, shadows, picture styles).
* **05.06** Demonstrate various business-related elements that can be created, embedded and manipulated in a slide presentation, including: charts, graphs, tables, media, spreadsheets, and illustrations.
* **05.07** Customize presentation settings by using appropriate slide transitions and animations (e.g., on click, rehearsed timings).

## Teacher Notes

Teachers can use whatever presentation software is available for the students such as Microsoft PowerPoint or other presentation applications compatible with .pptx files. Use other online resources to help students learn the details of a specific product.

## Estimated Student Completion Time

* 45 minutes x 3-4 classes to complete the activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

# Activity: Career Research

**Students Instructions**: Use the Internet to research information on the career of your choice.

Complete the following tasks using Microsoft PowerPoint or other presentation application compatible with .pptx files.

1. Create a new presentation.
2. Use the table below to create each slide with the required elements.
3. Save your presentation based on the teacher’s instructions.

| **Slide** | **Required Elements** |
| --- | --- |
| Slide Number  Slide Title  Slide Layout | * Choose a theme for the presentation or change the background of each slide. * There must be at least 10 slides. * Each slide must have a transition and at least two animations (picture/textbox). * Each slide must have the correct Slide Title and Slide Layout. * The text on each slide must be readable (not too small) and eye-catching (colorful). * The pictures should not be too large (overshadowing the text). |
| Slide 1: Career Research  Slide Layout: Title | * You may change the title if you choose. * Add your Full Name as the Subtitle. * Add a picture related to your career. |
| Slide 2: Education  Slide Layout: Two Content | * Insert a picture of something that brings you joy, makes you happy, or something that you find beautiful. * Explain why the picture brings you joy. |
| Slide 3: Required Skills  Slide Layout: Two Content | * What type of skills does the career require? * Add a picture related to the career and/or job skills. |
| Slide 4: Salary  Slide Layout: Two Content | * What is the annual salary or hourly rate? * What is the job outlook (% increase or decrease in demand) for this career? * Add a picture related to money/salary. |
| Slide 5: Job Duties  Slide Layout: Two Content | * What is the job description/duties (list at least 3)? * What hours/days are required to work? * Add a picture of someone working in the career field. |
| Slide 6: Type of Work Environment  Slide Layout: Two Content | * What type of work environment does a person in this career work? * Add a picture of someone working in the career field within the work environment. |
| Slide 7 Job Benefits  Slide Layout: Two Content | * List three benefits of the selected career (positive things you like). * Add a picture related to the selected career. |
| Slide 8: Job Drawbacks  Slide Layout: Two Content | * List three drawbacks of the selected career (things you may not enjoy doing in that career). * Add at least one picture related to the selected career. |
| Slide 9  Title: Why This Career Interests Me  Slide Layout: Title & Content | * List three reasons why you are interested in this career. * Add a picture of your choice. |
| Slide 10  Title: References  Slide Layout: Title & Content | * List the resources you used during your research. * Add a picture related to the research. |
| Slide Show Timings | * Play presentation automatically. * Each slide shows at least 10 seconds (or long enough to read and view the slide content). * Slide show loops continuously. |