

Keyboarding - Weekly Task List & Performance Objectives

Agenda Week 12:

Day 1: Article Review & Power-Point Presentation Preparation

Day 2-3: Article Review Requirements

- Students are to research 1 major topic online. Topic must be related to **Advances in Technology or Green Energy**
- Find an interesting article, research paper or source regarding your topic. Save the article.
- Find a few pictures or visual images that represent your topic. Example: If you are doing an article on “Electric Vehicles,” then copy images that support it. Do not make copies of a puppy, it wouldn’t be relevant to the topic.
- Save your images.
- In Word, students should make a list of the main or most important pieces of information from their research. Make a list or Pros vs Cons regarding your topic. Do you agree, disagree or both with what you read about the topic you researched. Type a 3-4 paragraph review of Pros vs Cons. You do **NOT** have to agree with all aspects of the research or article you found. Be clear in your viewpoint.
- Save your work.

Day 4-5: Power-Point Presentation Preparation

- With 1 partner, you will organize, plan, design and build a power-point presentation
- Use 5-6 slides for this presentation
- Discuss themes, color, quality issues, text size, blends & information you want to convey
- Complete slides and save accordingly
- All power-points will be evaluated by students and teacher
- Next class, we will organize a “PowerPoint Presentation” of your information

Day 5: Power-Point Presentation

- Group presentations, done by teacher, but evaluated by all. Peer review of each Power-Point
- Print and turn in individual article reviews
- Give teacher a digital copy of Power-Point Project to be saved

Note:

- **You MUST save your work in YOUR drive (H: Drive) and if you don’t finish, you will finish your work the next day in-class or before/after school hours.**
- **Be organized with your files – Save in H: drive – Save in Keyboarding folder – Save in Week 11 folder**
- **ONCE YOU ARE ALL DONE WITH THE ENTIRE PROJECT, SAVE AS POWER POINT AND PDF AND THEN PLACE IN IN STUDENT TURN-IN FOLDER - I:\Students\~Graphic Design & Imaging\ - Graphics Student Hand-In Folder\~KIEL - STUDENT HAND IN FOLDER\Hour 2 - KEYBOARDING\2ND QUARTER\ARTICLE REVIEW & POWERPOINT PROJECT**