CSC 120 – Introduction to Computers - Spring 2016

**Final Project Presentations** - There will be a maximum of two students per team. Since both team members will receive the same grade, you must **work together** to create the Word document, the Excel workbook, and the PowerPoint Presentation.

Your final project should adhere to the following guidelines!

1. Research the topic of computer security and staying safe while on the Internet and use the specific topics of the 2 team members from your WAC2 assignment. You can also use Beekman chapter 10 lecture and/or module 6 lecture for supplemental information.
2. From the information you gather:
   1. Create a PowerPoint presentation by outlining the information using content placeholders, vary the slide layouts.
      1. Definition of the topic
      2. Specific computer functions or functionality impacted
      3. Human impact (how computers are effected by humans and vice versa)
      4. Information and data impacted (software, personal or company information, etc.)
      5. Ways to improve security (reliability, availability, confidentiality, and/or integrity).
   2. Create a flyer or mini newsletter in Word describing or defining terms related to the topic.
      1. You must start with a blank document. You cannot begin the document from a template.
      2. The document MUST include character and paragraph formatting.
      3. The length should be one page (1 inch margins, 12 pt. font).
      4. All of these graphical elements must be included (picture, drawing tools (shapes), Wingding symbol, SmartArt).
      5. The document is to be embedded into the PowerPoint presentation.
   3. Create an Excel spreadsheet to show a numerical data analysis related to the topic.
      1. Start with a blank workbook. You cannot begin the workbook from a template.
      2. Use formulas and functions in the spreadsheet.
         * You MUST use at least two formulas and three functions.
      3. Create at least one chart to graphically display the data.
      4. Format the spreadsheet to include all of the following: border, shading, number formatting, and alignment options.
      5. Embed the chart AND the spreadsheet into the PowerPoint presentation.
3. The PowerPoint file will include:
   1. Start with a blank PowerPoint Presentation. You cannot begin the presentation from a template.
   2. Ten (10) slides of various layouts, including Title and References slides
   3. Text outlined on the placeholders, using the 7x7 rule, active voice, and parallel construction
   4. One table with data organized in columns/rows
   5. Design Theme or background with contrasting color for font and bullets
   6. Follow other rules for design
   7. Use of the graphics tools: WordArt (on slide 1), Clip Art (you can use Animated Clip Art or photographs, but be consistent), and Wingding Symbol. SmartArt and Drawing tools (shapes) are required. Follow rules for focal point with image and text, also be consistent with other design elements used (color, style, format). KISS (keep it sweet & simple)
   8. Slide footer with your team’s last names, date, and slide number
   9. Animation throughout the presentation (limit the different types of effects to three)
   10. Transition ALL slides (limit the different types of effects to two)
   11. Files from both applications (Word and Excel) embedded. One slide for Excel and one for Word.
   12. Hyperlink two (2) websites
4. Presentations will be the day of your scheduled final exam.

For the presentation,

* 1. Both team members must participate equally in the presentation.
  2. Prepare adequate speaker notes and rehearse. DO NOT read from the PowerPoint slides.
  3. Dress is to be business professional. Gentlemen that means jacket and tie, ladies that means dress or suit. (Nothing exposing too much!) Points will be deducted if dressed inappropriately!
  4. Time limit is 10 minutes. **Points will be deducted for going over time!!!**

1. Be sure to spell check and proofread the work. All three files (Word, Excel and PowerPoint) must be submitted by both team members via the assignment link in Blackboard before you give your presentation.