Trends in Business Assignment

Computer Applications II/Business Administration

PART ONE:

Directions:

1. Using the Internet, current books or magazines, you will need to create a **presentation** about a future trend(s) in business.
2. The presentation must have **6 slides** and the requirements for each slide are listed below.
3. While you create your **presentation**, follow the outline below.

SLIDE REQUIREMENTS:

*Slide One*

**Title Slide**

* Your Name, class mod, and name of class, as well as a **picture** to represent your topic(s)
* Use a **title** slide

*Slide Two*

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* Include your MAIN ideas in a list of discussion topics
* Use a **two** **column** slide

# Slide Three, Four and Five

**Information Slides –** Use **Text** slides for all three

* Create three MAIN ideas based on the information you find about a topic
* Each slide should have a HEADING based on the MAIN idea
* Within these slides, you must include one **picture**
* Each slide should have two to five (4-5) facts about the topic, which means you should have 4-5 bullets (ach fact should have its own bullet)
* Each bullet should be limited to 6-7 words per bullet

*Slide Six*

**Conclusion**

* Provide a summary of your entire presentation. This means you should re-list the **most** important information from **slides 3-5**.
* Use a **Text** slide

1. Each presentation should have a **theme** applied to it.
2. When finished, **print** your document as a **handout** with 6 slides.

Hints: The entire presentation should have one style of font; each slide should have the same **background** or **theme**; each slide should have one **heading**; pick a theme that **fits** well with the topic; if you use dark slides, make sure you can read the words; make sure pictures don’t cover the information on the page; limit your pictures to one per slide.

USEFUL WEBSITES:

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