

Career Study PowerPoint

Many business and marketing jobs use presentation software to perform their job duties. Some occupations that use presentations may be administrative assistants, advertising managers, budget analysts, business education teachers, chief financial officers, employee training specialists, human resources managers, public relations specialists, to name a few. Having the ability to present in a business setting is a great skill. When presenting, many times it is good to have a visual for the audience. Adding a visual presentation to your talk can help inform, instruct, entertain, inspire, stimulate, and persuade your audience.

For this assignment, create a PowerPoint on careers following the directions below:

1. Open PowerPoint, then in another window open UtahFutures.
2. Title Page
 - a. Create a title Slide with the title “Fascinating Careers” (or something like it)
 - b. Subtitle it with your name.
 - c. Change the background color by right clicking on the white background area and choosing “Format Background.” Play with the different options that will appear on the right side of your screen.
 - d. Insert Picture: Go to Insert Picture and choose an image from your computer, or go to Insert Picture Online and find a picture that will compliment your topic.
 - i. Resize it to the size you want and place it anywhere on the page.
 - e. SAVE THE FILE as “Careers – your initials” putting your initials in!
3. You will now go to Utah Futures and select three careers that you think are interesting. They can be ANY career—you do not have to pick from a list!

4. Slide 2:

- a. On the Home tab, press the “new slide” button four times. You should now have 5 slides.
- b. Slide 2 Title: Careers I am Interested In (or something like that)
- c. In your bulleted list, type three bullet points—one for each career title you’ve chosen.
- d. Add a background and change the font of your title.



5. Slide 3:

- a. Slide 3 title: The name of the first career you listed
- b. Bullet points:
 - i. Yearly Salary
 - ii. Education required
 - iii. Star-Rating (write “no star rating” if it doesn’t have one)
 - iv. Why you think it would be a cool career
- c. Go to Insert, online pictures and find an image that makes sense. Pull it in and place it anywhere on the page.
- d. Change the background and fonts however you wish.



6. Slides 4-5:

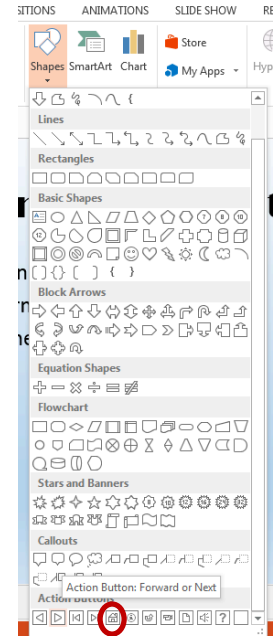
- a. Do the same as slide 3 with the other 2 careers

7. Hyperlinks:

- a. Go to Slide 2. Highlight the first career name and right click. Choose “hyperlink”. Then select “Place in this document” and choose your slide for that career.
 - i. Do the same for the other careers.
- b. To run the Power Point to test your links, go to the “Slide Show” ribbon and choose “From the beginning” to watch it. You can press ESC to get out of it.

8. Button

- a. In slide 3, Go to Insert>Shape.
- b. Choose the “home button” at the VERY BOTTOM of the shapes list.
- c. Draw it in the lower right corner. It will automatically prompt you to connect it to the first slide. That’s fine, or you can change it to slide 2.
- d. When finished, right click on the button and choose “copy.”
- e. Then go to slide 4 an right click and choose “paste.” Do the same for slide 5.



9. Animations

- a. Go to slide 3 and highlight the first bullet point.
 - i. Go to the “Animations” ribbon and choose one of the green button options. Your text should now be animated.
 - ii. Do the same for the other bullet points on this and other slides.
 - iii. You can also click on your pictures and animate them.
 1. If you click on the downward arrow (circled in the picture below) and then click on “more entrance effects” you will find a lot more entrance options!

10. Save your file again.

- a. If you have extra time, go play with some other features! Have fun!

