**Coffee Shop Assignment**

He l p f u l P r e s e n t a t i o n T i p s

 Know your audience and the purpose of the presentation.

 Face the audience and use the slides to support what you have to say.

 Choose a Design Template that best suits the subject matter or develop your own design.

 Follow C.R.A.P. principles of Design - <https://www.youtube.com/watch?v=admfIU5UkUs>



 Font sizes should be between 22 and 36 points for readability.

 Use a simple and plain font (1 or 2 fonts in total)

 Avoid using too many colours, which can make a presentation hard to read.

 A professional presentation must have no spelling errors / Spell check and proofread the slides.

 Using too many transitions or animations distracts from the information (audience just wants to watch transitions or animations).

 Use bullets to highlight key words / limit the amount of text on a slide (it is difficult for the audience to pick out what is important.)

 Use pictures, animation, video, and audio to enhance the message (e.g. clearer, more interesting, more entertaining).

 Use the presenter’s notes (if applicable) to plan your presentation.

As s i g n m e n t

 Open Microsoft PowerPoint

 Choose a New Slideshow

 The Default Slide Layout should be the Title Slide

 Click on the Title Box and type: “Co f f e e a n d t h e W o r l d ”

 Click on the subtitle box and type: “Yo u r N a m e ”

 Type Ct r l + S > S a v e a s : l a s t n a m e \_ e x a m p l e \_ c o f f e e . p p t

 Choose In s er t from the Menu Bar > Ne w S l i d e . What is the default slide? Bu l l e t e d L i s t .

 Click on the Title Box and type: “Ov e r v i e w ”

 Click on the Bulleted List Box and type:

o Hi s t o r y

o He a l t h B e n e f i t s

o Co f f e e R i c h Co u n t r i e s

o Ro a s t ’ s

o Fa m o u s C o f f e e S ho p s

 Ty p e C t r l + S

 Insert a new slide.

 From the Menu Bar choose Fo r m a t > S l i d e La y o ut > C ho o s e T e x t & P i c t ur e S l i d e

 Click on the Title Box and type: “H i s t o r y ”

 Click on the Bulleted Text Box and type: “

o Tr a c e d t o t h e e a r l y 9t h c e n t u r y

o Fi r s t a p p e a r e d i n t h e hi g hl a n d s o f E t hi o p i a

o Sp r e a d t o E g y p t an d t h e r e s t o f t h e w o r l d

o On e o f t h e wo r l d ’ s m o s t i m p o r t a n t c o m m o d i t i e s

 Double Click on the picture Icon on the right side of your slide and locate the picture of the Map of Africa from your

PowerPoint file folder. > Choose Insert.

 Ty p e C t r l + S

 Insert a New Slide > T ex t & C h ar t S l i d e

 Click on the Title Box and type: “H e a l t h Be n e f i t s ”

 Click on the Bulleted text box and type:

o Me n t a l p e r f o r ma n c e

o An t i o x i d a n t

o Ex e r c i s e p e r f o r m a n c e

o So c i a l p l e a s u r e

 Double Click on the chart icon to insert a chart. A Data sheet will pop up.

o In the first Row and the Second Column type: “E n e r g y ”

o In the first Row and Third Column type: “W e i g h t ”

o In Row 2 and the first Column type “C o f f e e D r i n k e r s ”

o In Row 3 and the first Column type “N o n C o f f e e D r i n k e r s ”

o Format the four numbers by highlighting the four cells and Right Clicking and choosing Number > Select Pe r c e n t a n d c h o o s e z e r o d e c i m a l p l a c e s . Se l e c t O . K .

o Change the numbers accordingly:

 Coffee Drinkers & Energy = .80

 Coffee Drinkers & Weight = .75

 Non Coffee Drinkers & Energy = .65

 Non Coffee Drinkers & Weight = .60

 Close the Data Sheet

 Right Click on Chart and Choose Format Axis

o Change the Scale Maximum to 1.0

o Change the font to size 14

o Select O.K.

 Right Click on the Coffee Drinkers Bar on the graph and choose Format Data Series

o Under Patterns change the colour to Yellow

o Under Data Labels Choose Value

o Choose O.K.

 Right Click on the Non Coffee Drinkers Bar on the graph and choose Format Data Series

o Under Patterns change the colour to Blue

o Under Data Labels Choose Value

o Choose O.K.

 Double Click the numbers on top of the chart

o Change the Font Size to 12

 Right Click on Energy & Weight Axis and select Format Axis

o Select Alignment

o Change to 90 degrees

 To eliminate space on the graph, you may need to delete rows and columns by selecting the row / column heading

(i.e. C, D, 4, 5, )  Right Clicking  selecting Delete.

 Ty p e C t r l + S

 Insert a New Slide Ti t l e a n d T a b l e

o Click on the title and write Co f f e e R i c h Co u n t r i e s

o Double Click on the Ad d T a b l e

o Select 2 Rows x 2 Columns and select O.K.

 Right Click on the first box and select Bo r d e r s & F i l l

o Go to the Fill Tab and select the drop down menu and choose:

 Fill Effects

 Picture Tab > Select Picture

 Insert Plaid

 Right Click on the fourth box and select Bo r d e r s & F i l l

o Go to the Fill Tab and select the drop down menu and choose:

 Fill Effects

 Picture Tab > Select Picture

 Insert Plaid

 Right Click on the Second and Third Box and select Bo r d e r s a n d F i l l

o Go to the Fill Tab and select the drop down menu and choose:

 Fill Effects

 Picture Tab > Select Picture

 Coffee Beans

 In the first box type Costa Rica in White Font, Second box Columbia Black Font, Third write Ethiopia in Black font and in the fourth box write Brazil in White Font

 Ty p e C t r l + S

 Insert a Title Only Slide with the Title “Ro a s t ’ s ”

 Using the Drawing toolbar select the arrow option with the two-ended arrowheads.

 Using Word Art create two headings:

o Light in Yellow

o Dark in Brown

o Place them on opposite ends of the arrow line

 Create three text boxes:

o Breakfast on the light side

o French in the Middle

o Sumatra on the right side

 Ty p e C t r l + S

 Insert a new slide: Bulleted and Picture

o Create the Title “F a m o u s C o f f e e S h o p s ”

o Insert the coffee shop names

o Insert the Starbucks Image

 Ty p e C t r l + S

 Insert a new slide with Title Only

o Type in the Title Box “ Th e E n d ”

o Insert the Death by Coffee Image in the middle of the slide

 Ty p e C t r l + S

 Change the Slide Design: Fo r m a t > S l i d e D e s i g n > C ho o s e y o ur o w n d e s i g n > A p p l y t o a l l

 Ty p e C t r l + S

 Under Colour Scheme Choose Custom Scheme > Select Custom > Once you have selected your colour select

Apply to All

 Ty p e C t r l + S

 Click on the first slide and add a Slide Transition:

o Slideshow > Slide Transition > Your Choice > Medium Speed > No Sound

 Ty p e C t r l + S

 Highlight the Title on the first Slide “Coffee’s of the World” and select Custom Animation > Select Entrance Fade > Select Start with Previous > Speed Medium > Select O.K. Apply the same animation to your name.

 Create Animation for the words & sentences on your other slides \*Keep in mind that you will either want to have bullets to enter Af t e r Pr e v i o u s or On C l i c k .

 On the “Roast’s” slide, select both word art words (Light & Dark) > Select Custom Animation > Add Effect > Select Emphasis > Choose Colour Blend > Medium Speed > Change to a colour of your choice > Start with Previous > Select O.K.

 Ty p e C t r l + S

 Select the Starbucks Cup > Select Custom Animation > Add Effect > Select Fade > Medium Speed > Start with

Previous > O.K.

 On the last slide choose your own Animation for the picture

 Ty p e C t r l + S

 Return to the first slide and Select In s e r t > S o u n d F i l e > F r o m F i l e > S e l ec t P r o v i d ed S o n g > S e l e c t P l ay

Au t o m a t i c a l l y > O . K .

 Right Click on the sound file > select Animation > Options > Stop Playing after 8 Slides > Select Hide While Playing

 Preview the Presentation

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_ \_\_\_\_\_

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| I/ C - Le v e l 1 - Le v e l 2 - Le v e l 3 - Le v e l 4+ + + + |
| Th i n k i n g/ I n q u i r y ~ 10 m a r k s |
|  Creative thinking skills (development of unique themes / animations thatsuit thepresentation) CRAP |  | Basic5 | Adequate6 | Good7 | Excellent8 - 10 |
| Ap p l i c a t i o n ~ 1 0 m a r k s |
| • Application of technology |  | Basic5 | Adequate6 | Good7 | Excellent8 - 10 |

\* A student who receives an I/C has not met the minimum requirements or has not completed the task.