Real Skills Check II

1. Create a folder on your desktop. Name it "your firstname_lastname"...for example, mine would be called "barbara_khirallah"
2. Open Microsoft PowerPoint as a blank presentation. When prompted to select an auto-layout, select the layout that is totally blank.
3. Create a 3-slide presentation that includes the following:

Slide One...
- Select an appropriate slide layout that allows you space to insert a title and author for your PowerPoint
- For the title, write "University of Dallas 2003" Make the text blue.
- Insert your name as the author.

Slide Two
- Select a slide layout that allows you to insert a picture on the right.
- In the picture area, insert picture of the campus map found at [http://www.udallas.edu/about/campusmap.cfm](http://www.udallas.edu/about/campusmap.cfm)
- For the bullets on the left, insert...
  - Braniff Building
  - Home of the Education Department
  - Foundation of the University

Slide Three...
- Select a slide layout that allows you to insert a picture on the left...
- For the title, write..."DANTE"
- In the picture area, insert a picture of Barbara Khirallah found at [http://acad.udallas.edu/education/Faculty/khirallah.htm](http://acad.udallas.edu/education/Faculty/khirallah.htm)
- For the bullets on the right, insert...
  - Barbara Khirallah, Director
  - Dallas Area Network for Teaching and Education
  - Offering Vygotsky-style assistance to teachers
  - Apply "Blends" design template...under format menu

Slide Four...
- Select a slide layout that allows you to add a title and to insert a two-column table with five rows.
- For the title, write..."Technology in My Life"
- Insert the table.
- Create a navy blue background color for the table only.
- In the table, use white text.
- In the left column, insert four computer skills you have added to your repertoire of skills this semester...skills that are automatic (in other words, you have done them so many times now that you could do them in your sleep!)
In the right column, insert four skills with which you still need more practice.

Select a slide layout that offers one column for inserting bullets.
For the title, write..."Goals/Dreams"...center the title.
Find an animated gif that relates to the theme of this slide and insert it.
For the bullets, insert at least three goals/dreams you have for integrating technology into your teaching/career after this class is over.
Add a sound clip that will play continuously during this slide.

4. Save your PowerPoint Presentation. Name it "yourlastname_dreams"...for example, mine would be called "khirallah_dreams".
5. Import the finished product into your webfolio.

[Click Here for Sample Skills Check II]