Professional Partner PowerPoint Project

AKA: Putting together a Perfect Business Block Letter and an Impeccable Memo using pictures from the snipping tool in your start menu and the screenshot feature on the 2010 PowerPoint program.

Your mission is to turn those pesky, problematic letters and memos into a pleasant, popular, and painless pursuit. Show your fellow students the steps to take to create a business letter and a memo using actual screen shots and snips and placing them in your PowerPoint along with arrows, text, and the steps to take to create the perfect business documents.

You need to use as many or as little slides as it takes to get your message across, but it must be informational. A new student should be able to write a letter using your directions and have it turn out perfectly. That is the final test. Here’s an example of an outline for the project:

* List all the steps in a business block letter.
* Take a snip of each of the major steps that you need to illustrate.
* Supply step by step instructions along with the illustrations
* Take a screen shot of a finished product to show what you are looking for as a result.
* Make it look professional and be creative enough with designs, transitions and animations to gain your audience’s attention.

Do the same thing with the memo!

You will have four classes to create and work on this project. It is worth 75 points. Put effort into it!!

The best presentation in each class will win a choice of candy for their efforts!!