**“Know Your Neighbor”**

**Directions**: You will create a 10-slide PowerPoint presentation. The subject of the presentation is someone in class, and **NOT** yourself. Names will be randomly drawn. In case there is an ODD number of students in class, the first 3 names drawn will be one group. Each partner will create a PowerPoint on each other. The following information will be included in the 10-slide PowerPoint presentation.

Slide 1: “Title Slide” will include the name of the student interviewed (person who the PowerPoint is about), the date, class period, and at the name of the student creating the PowerPoint.

Slide 2: “Family” will include names and information about the subject’s close family.

Slide 3: “The Early Years” will include information about the subject’s “early years” BEFORE high school.

Slide 4: “Likes” will include 3 things that the subject likes or enjoys.

Slide 5: “Dislikes” will include 3 things that the subject does not like, or does not enjoy.

Slide 6: “High School” will include 3 things that the subject has done, or participated in at the high school.

Slide 7: “Forget About It” will include something funny or embarrassing that has happened to the subject.

Slide 8: “Goals” will include 5 things that the subject plans to accomplish or acquire by the time they are 30 years old.

Slide 9: “Role-Model” will include a person that the subject admires, and feels is a role-model for them.

Slide 10: “My Advice” will include 3 things the subject would tell next year’s incoming Freshmen that would help them be successful in high school.

* Each slide is worth **5 points** each, and must demonstrate effort, creativity, and good taste.
* You must include a title and ***at least*** 3 pictures on each slide. Pictures may be Internet images, or ClipArt.
* You **MUST** follow the “**Rule of 6**” which means you must **NOT** use more than 6 bullets per slide, and each bullet must **NOT** use more than 6 words.
* Bonus points will be awarded if the PowerPoint slides are animated.
* PowerPoint presentation **MUST** be completed by the end of class. No extensions, no exceptions.
* Insert a Header to your PowerPoint:
	+ *Click the Insert Tab*
	+ *Click Header and Footer*
	+ *Click on the “Notes and Handout” tab*
	+ *Click on the “Header” checkbox, and type* ***YOUR*** *full name in the textbox.*
	+ *Click on the “Footer” checkbox, and type the class period in the textbox.*
	+ *Click “Apply to All”*
* Presentation will be printed in black and white as a handout (3 slides per page).
Select the Oki laser printer, and use the following steps:
	+ *Save your PowerPoint file to your “My Documents” folder.*
	+ *Click on the Office Button*
	+ *Click Print*
	+ *Under “Print What” choose Handout (3 slides per page). This will print 3 slides per page as a handout.*
	+ *Click “OK.” Your PowerPoint printout (10 slides) should be 4 pages.*