Welcome PowerPoint experts! Now that you have completed the PowerPoint portion of your lab, it is time to take a comprehensive look at using what you have learned. Below is the description of Class Project 3. This project is done using a “grader project” within Simnet.

Version 1.0 – Initial version

If updates to this document are required, the version number will be updated appropriately. It is the student’s responsibility to ensure his or her submitted document adheres to the latest version. Any changes to this document will be announced on the Canvas discussion board along with a description of the changes.

PURPOSE

The purpose of Class Project 3 is to bring together all the different activities you have learned in the Simnet simulations over PowerPoint. The project is similar to the Word project where you download the PowerPoint Class project from Simnet, execute the instructions associated with the project, and check it back into Simnet to be graded. It is important that everyone do their own work – even the part of copying the files onto a shared machine. It is not acceptable to use any part of someone else’s work.

Simnet grades the projects as soon as you check them in – so you can immediately see your score. We are giving you two chances for the checked in part of the project – you will be able to check in the document once, get your grade, fix it, check it in the second time, and receive a grade for the second time. We will take the greater of the two scores.

REQUIREMENTS

The path to get to the PowerPoint Class Project in Simnet is as follows:

To Do > PowerPoint Project

OR

Projects > PowerPoint Project

Once you open the PowerPoint Class Project, you can download the appropriate files and submit your document once you have completed the instructions. If you are sharing a computer with someone, be sure you download the files into a separate folder on that computer and use only those files. Simnet records who downloaded what files and checks that the person checking them back in is the same as the one that checked them out. Anyone checking in someone else’s work (and the person whose work was copied) will be held accountable for cheating.

Be sure the files are saved in a separate place (using save as if necessary) – this was the cause of several people losing their work in the Word project.
The instructions for the PowerPoint Class Project will be included in the documents that it tells you to download, the title of the document is:  

*PP2013-Capstone-Level3-instructions*

After you’ve submitted your PowerPoint Class Project you can view your attempts and see what you did wrong.

**HINTS**

**Make sure you are aware of what slide you are on.**

*We recommend that you use the computer lab to complete the project.*

#9 As long as the picture is in the same area as the example provided it should be correct.

#14 The 12 point star shape is the ninth option in the first row under “stars and banners”.

#24 Insert any picture under the “capitol” search.

#25 The Reflected Rounded Rectangle is in the first row, fifth style of the picture styles.

#36 You **do not** need to print out the handouts, just change the settings it asks you to change.
Opening the PowerPoint Project

**Step 1** - Select the PowerPoint Project from the main screen.

**Step 2** – Download all **three** required files
Step 3 – Once you have completed the project, submit for grading

2. Save file.
To save your in-progress or completed work, click “Upload my file” and select the file on your computer.

Upload my file

3. Submit file for grading.
**IMPORTANT** You must upload a file before you can submit it for grading.

Grade my file

Submit Uploaded File?
MorganPP.pptx has been successfully uploaded and saved. Would you like to submit it for grading?

No, I'm not ready.

Yes, submit the file.
Step 4 — Once you have submitted your project you will be taken to the screen below where you will see what was marked incorrect. You will have one more attempt to fix your errors and resubmit if you choose.

Click here to expand and see more detail on what was marked wrong