



Presentation Techniques

McAlpine Locks & Dam Problem

Topics

- Use bulleted lists
- Embed online video
- Add speaker notes
- Rehearse timings
- Hide slides
- Run a slideshow

Background Information

This project uses text and illustrations from the U.S. Army Corps of Engineers' history of the McAlpine Locks and Dam complex, *Triumph at the Falls: The Louisville and Portland Canal*.

Instructions

IMPORTANT: This assignment requires the Windows version of Microsoft 365. macOS users can access a ready-to-use version through Windows Virtual Desktop by following the instructions at <https://cs101.wvu.edu/wvd>.

IMPORTANT: Complete the steps below in the order they are given. Completing the steps out of order may complicate the assignment or result in an incorrect result.

1. Download and extract the provided Data Files ZIP file. It contains the following files for use in this assignment:
 - a. **mcalpine_pppt_mldp.pptx** – Presentation about McAlpine Locks and Dam.
2. Open the **mcalpine_pppt_mldp.pptx** presentation in Microsoft PowerPoint.

Use bulleted lists

3. We need to modify several slides.
 - a. On the *Source Material* slide, format the content as a bulleted list. There should be two bullets: One beginning with "This presentation is based" and the other beginning with "Excerpts from this book."
 - b. On the *Lock Size* slide, format the content as a bulleted list. Each sentence should be its own bullet.



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Embed online video

4. Create one new slide at the end of the presentation:
 - a. *Title and Content*-type slide titled *Corps of Engineers Video*. Add the online video about McAlpine Locks and Dam from <https://www.youtube.com/watch?v=UqUCAJK64PQ> to the content area of the slide. Size the video to be 4.78-inches high by 8.5-inches wide. Position it so it is centered in the content area.

Add speaker notes

5. We would like to add speaker notes to the presentation to remind the presenter of key aspects to mention. Speaker notes are only visible to the presenter, not the audience.

HINT: Include any trailing periods in the speaker notes.

- a. On the *Source Material* slide, add speaker notes: Leland R. Johnson authored a number of books about Corps of Engineers projects.
- b. On the *Lock Size* slide, add speaker notes: One cubic foot is equal to 7.48 gallons.

Rehearse timings

6. Rehearse timings for the presentation, going through it at a natural pace. Save the new slide timings.

Hide slides

7. Due to time constraints or other concerns, it is not always possible to cover all of the material in a presentation. Slides can be hidden so they are not shown, but their content is still saved in case they are needed again in the future.
 - a. Hide the *Corps of Engineers Video* slide.

Run a slideshow

8. Run the slideshow from beginning to end.



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Grading Rubric

This assignment is worth 8 points. It will be graded by your instructor using this rubric:

Standard	Meets Requirements (8 points)	Does Not Meet Requirements (0 points)
Student made reasonable effort in correctly completing assignment.	Assignment is at least 70% complete and correct, or student contacted instructor for help on incorrect or incomplete items.	Assignment is less than 70% complete and correct, and student did not contact instructor for assistance on incorrect or incomplete items.

This rubric will be used for peer evaluation of this assignment:

Standard	Excellent	Satisfactory	Needs Improvement
Assignment is correct and complete.	Assignment is at least 90% complete and correct.	Assignment is 70%-89% complete and correct.	Assignment is less than 70% complete and correct.