

Career Slide Show

Directions You can learn about a career and polish your technology skills at the same time. Follow the steps below to prepare an electronic slide show about a career that interests you. Then follow up with the Discovery activity.

- 1 **List jobs that appeal to you.** Focus on fields that interest you the most. As you do research later, you will learn about the details of the job you choose for your presentation.
- 2 **Select one job to research.** Use library and Internet sources to investigate the chosen job in detail. One good source of information is the *Occupational Outlook Handbook* published by the U.S. Department of Labor, which is available both in print and online. While doing research, look for answers to the following questions:

<input type="checkbox"/> <i>What is the nature of the work?</i> In other words, what would your duties be on this job? What might a typical workday involve?
<input type="checkbox"/> <i>What are the working conditions?</i> What setting would you work in if you held this job? What would your hours most likely be, and would they be fixed or variable? Would the job involve travel? Would you work alone or with others?
<input type="checkbox"/> <i>What qualifications would you need for this job?</i> Is a college degree in a particular field required? What about skills and training? Would certain courses or activities help you prepare for the job? How demanding is the work physically and mentally?
<input type="checkbox"/> <i>How much do workers in this field make?</i> Although this figure is likely to vary, you can find out what an average worker earns and what the starting pay is likely to be. Also find out about benefits, such as health insurance.
<input type="checkbox"/> <i>What is the employment outlook for this job?</i> How competitive is the field? What types of businesses employ most of the workers in this field? Are opportunities for people who hold this job expected to grow in the future, or might they decline?

- 3 **Organize the information.** In what order will you present the facts you have gathered? Ideally, your presentation should flow, or move easily from topic to topic. Facts need to be sorted into slides that the audience can take in at a glance. To make information as clear as possible, you may want to use different formats, such as bulleted lists or graphs. These formats also help make your slide show more visually interesting.

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CHAPTER 3 Pathways to Careers (Continued)

Focus on Computers

4 Prepare the slides. There are several ways to set up a slide show using presentation software.

- The program may allow you to use a “wizard” that formats the slide show for you. If you select this option, you simply input information about the topic of your slide show, the title, and a few other details. The program then suggests a series of slides laid out in a particular order. You click on each slide and fill in the facts.
- Another way to organize the slide show is to create an outline first, using a word processing program. The outline is imported into your slide show program. The program creates one slide for each main topic on the outline. If you want more slides, you can add them.
- To have more control over the slide show’s organization, create your slides from scratch. Check the menus until you find the “Add new slide” command. When you select it, the program may present you with a gallery of possible formats for each slide. There are formats for the title slide, text, graphics, bulleted lists, and so on. You can select the appropriate format for each slide as you build your presentation.
- Many programs let you insert graphs. You may be able to create the graph in another program and import it. In other cases, you may be able to select a graph option in the slide show program itself. The program will pop up a window where you can input your data. A graph is drawn for you, which you can insert into the slide.

5 Practice your slide show presentation. Click through the slides one at a time and explain the information on each one as you display it. Run through the entire presentation until your delivery is smooth. Then present your slide show to the class.

Discovery

The Right Job In the space below, write whether you still think this job would be a good choice for you, now that you have done the research. Explain why or why not.
