

International Business



PROJECT DESCRIPTION:

The company for which you work has decided to expand into the international market. As an employee of the Human Resources Department, you will be responsible for creating a presentation to be delivered to the employees that will be sent to the new international branch. The purpose of the presentation is to introduce the employees to the country in which they will be working, its people and culture.

Choose the country that you would like to research and prepare your presentation (the U.S.A. cannot be used and countries cannot be duplicated). Suggested items to include in your research are language spoken, climate, housing, cultural diversity, religions, business practices, currency, and social customs.

INSTRUCTIONS AND REQUIREMENTS:

1. Use PowerPoint 2010 to create a slide show that could be used for the presentation described above.
2. Begin by choosing a country and researching that country. Information to look for is listed above; however you are not limited to this list.
 - a. Create a Word 2010 outline from the research information.
 - b. Place your name, hour, date in the header then save, print & turn in your outline.
 - c. Close the outline file.
3. Open a blank PowerPoint file.
 - a. From the *New Slide* tool (on the Home tab) choose *Slides from Outline* to allow PowerPoint to create slides from your outline.
 - b. Modify the slides in the following ways:
 - i. Adjust (if necessary) the layouts of the slides
 - ii. Apply an appropriate Theme (design) to your slides. Be sure to adjust Color schemes and/or Font schemes, if you like
 - iii. Add Notes to supplement the slide information. Notes should include your plan for an intro and closing.
4. Save your presentation to your own directory in the appropriate folder and **prepare to present it to the class.**
 - a. Review the slides & presentation information
 - b. Practice
5. Create handouts of your slideshow by using the *Save & Send* option under the File tab.
 - a. Show slides and notes by selecting the *Notes next to slides* option.
 - b. Submit the Word document (the handouts) electronically.