

Unit 7 Critical Thinking Questions

1. **How could you use the Notes function of PowerPoint to enhance a presentation, even though the audience never sees the Notes?**

They help you to remember to say specific things, or to say things in a specific way. You can only cram so much of what to do in your head, so having these notes helps a lot.

2. **You've been asked to review a fellow student's PowerPoint presentation and found several areas where the student's statements and images include multiple instances of racism or sexism. These instances are prevalent enough that you find editing the content itself to be challenging. What is the best way to respond? You may include specific statements you would make to the presentation's creator.**

I would need to be careful on how I approach this, so that I don't offend anybody. I would explain why this is not acceptable, and that things like that can offend people in numerous amount of ways. I would work with them, if they would allow me, to help fix these problems in their presentation.

3. **What are examples of etiquette for critiques or comments on a presentation that would be shared through an email, as opposed to comments in PowerPoint itself? Provide three guidelines for behavior; these may be adapted from commenting etiquette or unique to email.**

When you comment through email, you won't be leaving little notes at different places around the presentation. So on email, you will be saying a lot more. In terms of etiquette, be respectful when you leave comments. Talking smack is only going to bring the presenter down, so being more up about it will encourage them to do what you are suggesting. Also be clear when you give suggestions, if they don't know what you're talking about then they won't know what to fix.

Making it clear makes it easier for them to apply your suggestions.

4. **Compare the relative benefits and drawbacks of the three major security options for PowerPoint files: Encrypt with Password, Restrict Access, and Add a Digital Signature. Which is most secure?**

Encrypt with Password – Helps prevent people from opening it and meddling around with it, however if you lose the password you become locked out of the presentation.

Restrict Access – Manages who can access the presentation (if it is for only a specific group of people, like a government presentation). I don't see a drawback to this, I know there are some that exist, but I can't think of any.

Add a Digital Signature – Proves that that you see is authentic and has not been meddled with (provides proof of origin, time, identity, and status of a digital document). However, these can cost loads of money (depending on how you get it).

I believe the most secure option is a **digital signature** because it lowers the risks of documents being intercepted, read, destroyed, or altered while in transit.

5. **Give an example of a situation in which version control would be beneficial. How would you have to transport or share your file to take advantage of Microsoft's automatic creation of versions as you continue to work in the file?**

Version control would be best beneficial during a team project because you can see who did what and how it affected the entire PowerPoint. Also if something somebody did needed to be reversed, that could be done through the version history. To do this on PowerPoint, I would share it through OneDrive (this is the most effective way to share with other people). There are other ways, but this is my preferred method of doing it.