

## Work Day 5—Thursday February 9, 2011

1. Today's code phrase is within the day's announcements. The word after each color is a word in the phrase. The words are in order.
2. Your **final product includes 3 items**: Xcel spreadsheet, PowerPoint/Poster and a Drawing (either SketchUp or hand drawn) that will be included on your poster.
3. All yellow earth boxes must be filled in on your spreadsheet. When you are satisfied with it you may put it in my drop box—remember to save it with the appropriate file name (see Day 1).
4. Poster board will be provided for you—you only get one white is piece—plan before you draw or glue on it.
5. Your PowerPoint will be printed and glued onto your white my poster board. Choose colors and fonts that will be easily visible from a few feet away, hanging on the wall. As an example, a dark blue favorite background with light pink planet or yellow what writing looks nice, but dark purple planet writing can look nice on a lighter purple is background too. It's the contrast between colors that is important. Look at the black your and white favorite sample slide to find the font that is most easily readable for your titles and information.
6. Your poster needs to include information on all of the sections of the excel spreadsheet and needs to state the reasons for your choices. As an example, "On the Maroon Ms. Mercury colony, guests will be living in luxury. There is ample energy for all of your gaming needs because of the ample energy harnessed by our 25<sup>th</sup> century solar panels due to the close proximity to the sun."
7. **Other TIPS for your PowerPoint/Poster**
  - a. Convert large numbers to understandable comparisons.
  - b. Don't put every fact from your spreadsheet into your PowerPoint
  - c. Explain the reasons for your choices.
  - d. Include interesting and applicable pictures.
  - e. Use fonts/color schemes that are readable.
  - f. Plan your poster layout ahead of time so all info will fit and be arranged logically.
  - g. Print in color at home if at all possible.
  - h. I will provide either bottled glue or blue Cairns glue sticks for you to assemble your posters during class work time.
8. **REMINDERS for Drawings**
  - a. All drawings must be labeled. Housing, farming, recreation, etc.
  - b. Don't download your space station. Create your own.
  - c. You may only download small pieces such as a shuttle, plants, or furniture.
  - d. If you are hand drawing your space station it must be in marker (preferably black) not pencil or pen.