

## Chapter 18 Social Media Assignments and Projects

### Directions:

- **Before you begin any assignment: READ THESE DIRECTIONS CAREFULLY!!!**
- Complete the following assignments and save them in your home directory inside your Unit 2 folder.
- ***The name to save the assignment as is given to you so don't take that for granted. This will help you to find your work whenever I come to check it!!!***
- **SAVE your work in your home directory!!! Do not save it under my documents. Your home directory is your student ID that you use to log into the computer!!**
- **Pay close attention to the due dates for each of the assignments (no exceptions).**
- Each of the assignments will count as either a daily, quiz, test, or project grade and at your teacher's discretion.
- **Ample time will be given in class to complete the assignments so....USE YOUR TIME WISELY!!! DO NOT WASTE TIME IN CLASS PLAYING GAMES THAT DO NOT HAVE AN EDUCATIONAL PURPOSE!!!!**

### Assignment #1 Tagxedo Social Media

Go to [www.tagxedo.com](http://www.tagxedo.com). You may have to use Internet Explorer for it to work or use Google Chrome. You are to create a tagxedo using at least **15 terms** that identify some sort of social media. You can include words such as Snapchat, LinkedIn, Facebook, etc. Type your **first and last name at least 3 times in the tagxedo so that I will know that this is your work. Once you finish typing the words, press PrtScrn button in order to copy the screen with the tagxedo that you have just typed.** Then, paste and crop the tagxedo into a Word document. Save the document in your Unit 2 folder as **social media tagxedo**. **This assignment is due on Wednesday, October 21, 2015.**

### Assignment #2: Ergonomics (Newsletter)

**Ergonomics:** <http://www.healthycomputing.com/office/setup/>

Explore the following site on Office Ergonomics. Create a **newsletter**, in *Microsoft Word or Publisher*, named Office Ergonomics – Tips you should know! **The newsletter must be 2 columns, if you don't know how to insert columns, please ask!!!**

Describe **at least 5 suggestions** for setting up your office space and use of technology and office equipment. (ex. Keyboard (Carpal tunnel). Monitor – (tip) Tilting the screen too far back may cause reflected glare problems from overhead lighting Your poster should include at least **2** relevant graphics/pictures. Be creative. Save the document as **Ergonomics Newsletter**. **This assignment is due on Friday, October 23, 2015.**

See below



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Utilize the following websites to complete the information. You may Google to find information as well!

<http://www.gcflearnfree.org/socialmedia> and

<http://www.gcflearnfree.org/internet>

### **Assignment #3: Power Point (Social Media - My Fav)**

You are to create a PowerPoint presentation entitled Social Media – My Fav. You must include a minimum of **8 slides**, transition, a theme, and at least 4 clip art/graphics.

**Slide #1:** Your Name, Title of Presentation, Date and Class Period (insert a graphic on this slide)

**Slide #2:** What is social media? (Define)

**Slide #3:** What is your favorite social media website? (Name and tell why)

**Slide #4:** List 3 advantages of social media

**Slide #5:** List 3 disadvantages of using the sight.

**Slide #6:** Most Popular/trending social media site (Include graphic, in your opinion and why)

**Slide #7:** Name one other popular/trending social media site. (Include graphic)

**Slide #8:** Your opinion of social media. (Is it a good thing or nah?)

Save the document as **My Fav Social Media**. This **assignment is due on Tuesday, October 27, 2015.**

*(Social Media Handout- See Ms. Heller) Wednesday or Thursday!! (Oct. 28-29<sup>th</sup>)*

### **Assignment #4: Graphic Organizer – Social Media Netiquette**

Utilize the websites /links on the next page regarding social media netiquette. You are to create a graphic organizer and list at least 11 etiquettes regarding social media. In the center of your graphic organizer, put the word Social Media Netiquette and give a brief definition. You must include at least 1 clip art in the graphic organizer. Save the document as **GO - Social media netiquette**. This assignment is **due on Wednesday, October 28, 2015.**

### **Assignment #5: Workplace Technology and Social Media PowerPoint**

Technology and social media are ever-present in today's society. You should be aware of the various pros and cons of social media both inside and outside of the workplace. Create a PowerPoint on **Technology and Social Media**. Topics may include but be limited to the list below. You should have a total of **12 slides** including the title slide, summary (what you have learned) and a reference. You should also include transition in your slides, **4 relevant clip art/graphics**, and be creative. These are just a few examples but you can choose additional ideas.

- **Slide #1:** Your name, date and title of presentation.
- **Slide #2:** What is a computer?
- **Slide #3:** What is social media etiquette?
- **Slide #4:** What are the basic parts of a computer?

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- **Slide #5:** Social Networking (Tell me 3 things that you have learned)
- **Slide #6:** What are some Internet Safety Tips (Name 3 of them)
- **Slide #7:** What is Blogging?
- **Slide #8:** Why is Online Safety important? (3 reasons)
- **Slide #9:** Ergonomics (Tell me what you have learned about this)
- **Slide #10:** Using social media in the workplace (can it cost you your job)
- **Slide #11:** Email Safety/Tips (do's and don'ts in the workplace 2 slides)
- **Slide #12:** Tell me 3 things that you have learned about Unit 2.

Save the document as ***Technology –Social Media***. ***This assignment is due on Friday, October 30, 2015. No exceptions!!!***

### ***Social Media Etiquette Resources***

The Ultimate Social Media Etiquette Handbook, Posted by Tamar Weinberg in Marketing, Opinion, Social Media,  
<http://www.techipedia.com/2008/social-media-etiquette-handbook>

The 10 Commandments of Social Media Etiquette,  
[http://www.techhive.com/article/258898/the\\_10\\_commandments\\_of\\_social\\_media\\_etiquette.html](http://www.techhive.com/article/258898/the_10_commandments_of_social_media_etiquette.html)

The 11 Rules of Social Media Etiquette, <http://www.digitallabz.com/blogs/the-11-rules-of-social-media-etiquette.html>

Top 12 Rules of Social Media Etiquette, by Lydia Ramsey,  
<http://www.businessknowhow.com/internet/socialmediaetiquette.htm>

FACS: Social Etiquette with Media, <http://www.uen.org/Lessonplan/preview?LPid=25778>

Learning social media etiquette,  
[http://www.boston.com/business/technology/gallery/social\\_media\\_etiquette/](http://www.boston.com/business/technology/gallery/social_media_etiquette/)

The Guide to Social Media Etiquette, By Kristin Appenbrink, <http://www.realsimple.com/work-life/etiquette/manners/social-media-etiquette-00100000074068/page4.html>

25 rules of social media netiquette, by Alexander Samuel,  
<http://www.alexandrasamuel.com/world/25-rules-of-social-media-netiquette>

What is Netiquette?, by Webwise Team, <http://www.bbc.co.uk/webwise/guides/about-netiquette>

Social Media Etiquette – The Do's and Don'ts, by SocialMedia Today,  
<http://socialmediatoday.com/node/513583>