***Project delivery instructions***

**For Microsoft Office Power point includes at least:**

Create a presentation.

* Change Design , Transitions .
* Add a picture, shape, or chart.

Ex: Create a new PowerPoint

* In the first slide, Type your name as title and your id , center as slide subtitle.
* In the second slide, add EELU logo as picture in the body of the slide, write EELU Logo as slide title.
* In the Third slide, delete the body textbox and draw yellow sun, write sun Shape as slide title.
* Add two animations on the EELU Logo (grow/shrink and spin), make the two animations start after previous.
* Made transitions on your presentation as follow slide1 (cover transition), slide2 (Fade transition) and slide3 (Pan transition)
* See your presentation in the show mode.

**For Microsoft Office Word includes at least: (For All Students)**

* Cover page, Header and footer.
* Pictures, Date & Time, Page borders.
* Charts, Hyperlinks, Tables.

1. **EX: Open** the file word **word.docx** on the **desktop**.
2. Make the first line **bold** and underline with size **24** color **Blue** and font type **Arial**.
3. **Edit** the **line space** in all paragraphs to **double** line space.
4. Make the **phases** of machine cycle in **bulleted list format**.
5. **Insert** the **page** **number** in the header.
6. **Insert** **cover** **page** and write **your** **name** on it.
7. Make page **borders** to all pages.
8. **Insert** **table** in **new page** consist of (**2 Columns, 4 Row)**.
9. Make different borders style for the first cell in the table.
10. **Save** the file on the **desktop** with name (**Computer.docx**).

**Use the following examples as a reference,**

* Create a document for personal cv.
* Create a model of graduation project book.
* Create a model of research topic.

Create a document for personal cv includes:

• Picture

• List

• Paragraph

• Hyperlink

Create a model of graduation project book includes:

* Cover page
* Index of content
* Content
* Picture
* Table
* Paragraph
* Diagram
* Every page has a page number
* Footer and header
* Hyperlink

Create a model of research includes:

• Cover page

• An introduction

• Index of content

• Content

* Picture
* Table
* Paragraph
* Diagram
* Every page has a page number
* Footer and header
* Hyperlink
* Conclusion
* Sources

**Note that:**

**For All Centers :** will have a project and discussion.

**For other centers:**

Team members: only one and maximum 2 for **Assuit, Alexandria and Sohag Only.**

**Grade:** 10 (5 for delivery and 5 for discussion).

All students must attend their discussions according to the schedule, there can be no late submissions.