Lab Task: Create a PowerPoint Presentation

Topic: [Your Choice]

Instructions:

1. **Slide 1: Title Slide**
   - **Question:** Create a title slide for your presentation. Include a title, a subtitle and your name. Use a background color or image that complements the theme of your presentation. Save this slide with the title "Title Slide."
2. **Slide 2: Introduction**
   - **Question:** Create a slide that introduces your topic. Include a brief overview with a few bullet points that explain the significance of the topic. Add an appropriate image or graphic that represents the topic. Format the text to make it clear and readable.
3. **Slide 3: Key Points**
   - **Question:** Design a slide to outline 3-4 key points related to your topic. Use bullet points or numbered lists for clarity. Incorporate visuals like charts, diagrams, or images to support each key point. Ensure the slide is visually balanced and not overcrowded.
4. **Slide 4: Case Study or Example**
   - **Question:** Create a slide that presents a case study or a detailed example related to your topic. Include a relevant image.
5. **Slide 5: Conclusion**
   - **Question:** Design a conclusion slide that summarizes the main takeaways from your presentation. Include a call to action or final thought. Choose a design that wraps up the presentation effectively and leaves a strong impression.

Additional Requirements:

- Use consistent fonts, colors, and styles throughout the presentation.
- Apply transitions between slides and animations to highlight important elements.
- Save your presentation as "YourTopic_Presentation.pptx" and submit it.

Command Prompt Questions:

Question1: Open Command Prompt and navigate to the directory where you want to work. Use the (change directory) command to move to different folders. For example, move to the `Documents` folder and then back to the root directory. Take a screenshot of your Command Prompt window showing the directory changes.

Question2: Create a new folder named `Lab_Task_Folder` in your desktop. Inside this folder, create two text files named `file1.txt` and `file2.txt`. Use the `echo` command to add some sample text to these files. List the contents of the folder to confirm that the files were created. Finally, delete `file2.txt` and take a screenshot showing the remaining files.

Question3: Create a text file named `report.txt` in your user directory with the text "This is a report." Check that the file was created by listing the contents of your user directory. Then, rename `report.txt` to `summary.txt` and verify that the rename operation was successful by listing the directory contents again. Take a screenshot showing the directory before and after the rename.