



Assignment 2: Microsoft PowerPoint

Objective: Create a detailed presentation on a same topic as your word using Microsoft PowerPoint. This assignment will help you leverage PowerPoint's design tools, such as SmartArt, transitions, and animations, to make your presentation engaging.

Instructions:

1. Select Your Topic and Prepare Content:

- Choose the same topic as your Word report or a new current topic.
- Prepare a brief outline of the points you wish to cover.

2. Design Your Presentation:

- **Slide Layout:** Use various slide layouts to suit different content types.
- **Themes and Backgrounds:** Select a professional theme and customize backgrounds to enhance visual appeal.
- **SmartArt and Graphics:** Use SmartArt graphics to represent relationships, processes, or lists dynamically.
- **Charts and Tables:** Incorporate charts and tables to display data effectively.
- **Animations and Transitions:** Apply animations to elements and transitions between slides to keep the presentation engaging.

3. Incorporate Media and Links:

- Add relevant images, videos, or audio clips to support your points.
- Include hyperlinks to external sources or related slides within your presentation.
- Include footnote if appropriate.
- Include references.

4. **Include Speaker Notes:**

- Use the Notes section under each slide to include your talk points or additional details you will discuss during the presentation.

5. **Page Limit:**

- Insert page number in all pages. Try to put no page number in title page. Total 6 slides. One slide for title, one slide for introduction and overview, one two column slide where there will be two columns for image or information or both, one picture two column slide for writing more information with picture. One charts and graphics slide. Finally, one reference slide. You can even write the references in those slides where you use the information. No need for separate reference slide.

6. **Export and Submit:**

- Save your document by applying an appropriate File Naming Convention (FNC), where there will be date, first name, unit number, day number, task number, topic name in short, and appropriate symbols in between.
- Submit the .pptx in Moodle.

7. **Evaluation:**

- You do not need to write all the information by yourself. You can take information from different sources and cite them properly.
- N. B. This task is not for evaluating your writing quality, rather evaluating your knowledge on using different functionalities of Microsoft PowerPoint.