

Task No 01:

Create a PowerPoint presentation with Title “My Software Product”, include the transitions, animations, images and the following headings should be included in the slides:

- a) Problem statement
- b) Existing system
- c) Features
- d) Hardware Requirements/ Software Requirements
- e) Drawbacks



Problem statement

- Web version of software.
- More core applications rather than just Word, Excel, Power Point, Access and Outlook.
- Should easy to install.

Existing System

- The core applications were Word, Excel, Power Point, Access and Outlook.
- Last Office version to Support Windows 2000.
- Microsoft InfoPath and OneNote were newly launched.
- Last version of Microsoft Office to include fully customizable toolbars and menus for all of its applications, the Office Assistant.
- Office Online provides how-to articles, tips, training courses, templates, clip art, stock photos and media and downloads.
- Five separate editions of office 2003.

Features

- Office 2021 will be available with a one-off purchase.
- One Drive and Microsoft Teams are new applications.
- Microsoft Search Box for Microsoft Office apps.
- Co-authoring of same document on Word, PowerPoint & Excel.
- Dynamic arrays feature for Excel.
- Full dark mode support and performance improvement

Available Apps

Available apps are:

- Access
- Excel
- OneNote
- Outlook
- PowerPoint
- Project
- Publisher
- Visio
- Word

Hardware Requirements/ Software Requirements

- Windows 10, Windows Server 2019, or later.
- 1.1 GHz or faster, 2-core processor.
- 4 GB RAM.
- Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update).
- 4 GB of free hard disk space.
- 1280 x 768 screen resolution (64-bit Office required for 4K and higher)

Task No 02: Create a PowerPoint presentation with Title “Dives Visualization”, and add the following features:

- On **slide 2** add a **column chart** that shows the following information:

Location	Number of Dives this Year
Red Sea	1780
Caribbean	3280
Thailand	3387
Hawaii	2472
Belize	1398

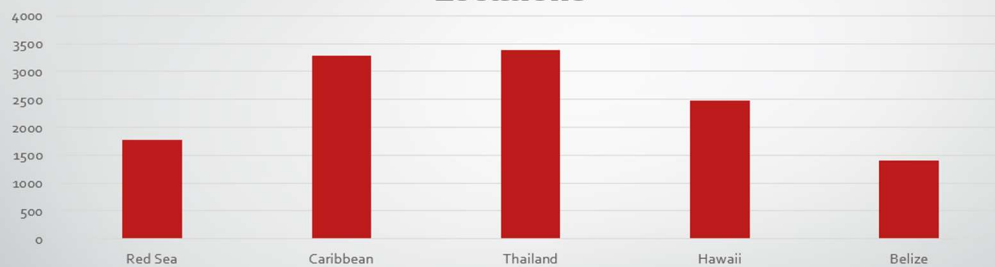
- Make sure that the chart also includes the following:
 - The heading ‘**Best Places to Dive**’.
 - Horizontal axis label of ‘**Location**’. Vertical axis label of ‘**Number of Dives this Year**’.
 - The **legend should be removed**.
- Position the chart in the space below the text ‘**This chart shows the best places to dive:**’.



Best places to dive

Location	Number of Dives this Year
Red Sea	1780
Caribbean	3380
Thailand	3387
Hawaii	2472
Belize	1398

Locations



This Chart shows the best places to Dive