

Title: MS Power Point (Power Point basics, working with slides and text)

Aims:

- Make familiar with MS Power Point 2019 interface.
- Power Point basics.
- Working with slides.

Task:

1. Introduction to Power Point 2019 interface and backstage view.
2. Create a blank presentation.
3. Create a new presentation from a template.
4. Opening and existing presentation.
5. Using Customize Quick Access Toolbar.
6. Showing and hiding ribbon display options.
7. Show or hide the Ruler.
8. Zoom in and Zoom out a presentation content.
9. Switching presentation views.
10. To pin and unpin a presentation in the backstage view.
11. Using Save and Save as.
12. Using Auto recover.
13. Exporting Presentations
 - i. Export Presentation as PDF File.
 - ii. Export a Presentation to other file types.
14. Sharing Presentations.
15. Working with Slides
 - i. Insert a new slide.
 - ii. Organizing slides

- a. Duplicate Slides
 - b. Move Slides
 - c. Delete Slides
- iii. Copy and Paste Slides
- iv. Customizing slide layouts
 - a. Adjusting placeholders
 - b. To add a text box
 - c. Using blank slides
- v. Customizing slides
 - a. To change the slide size
 - b. To format the side background
 - c. To apply a theme
- 16. Text basics
 - i. To select the text
 - ii. To copy paste the text
 - iii. To cut and paste the text
 - iv. To drag and drop the text
 - v. Formatting and Aligning text
- 17. Animating text
- 18. Applying and modifying transitions
 - i. To apply transition
 - ii. To preview a transition
 - iii. To modify a transition effect
 - iv. To modify a transition duration
 - v. To add sound
 - vi. To remove a transition
- 19. Managing slides
 - i. About slide view

- ii. To view an outline
 - iii. Slide notes
 - i To add notes
 - iv. Slide sections
 - i To create slide sections
- 20. Using find and replace
- 21. Printing
 - i. To access the print pane
 - ii. To print a presentation
- 22. Presenting Your Slide show
 - i. To start a slide show
 - ii. To stop a slide show
 - iii. Presentation tools and feature
 - a. To show the task bar
 - b. To access drawing tools
 - c. To erase ink markings
 - iv. To access presenter view
 - v. To access slide show setup options

Exercise 01

- Create a presentation on the topic “Generations of Computers”.
- Apply any formatting to make the presentation more clear and attractive
- Convert the presentation into a pdf.

Exercise 02

Basics and Introduction:

Presentation Title: Computer System

Sub topics: What is a computer system, Components of computer system, and identify basic hardware components, Block diagram of a computer system.