

Title: MS Power Point (Working with text and objects)

Aims:

- Getting practice with Lists, Indent and Line spacing
- Getting practice with Formatting pictures and Shapes.
- Getting practice with Aligning, Ordering and Grouping objects.
- Getting knowledge with Animating Text and Objects

Task:

1. Lists
 - a. To modify the bullet style
 - b. To modify a numbered list
 - c. To change the starting number
 - d. To modify a size and color
 - e. Customizing bullets
 - i To use a symbol as bullet
2. Indent and Line spacing
 - a. To indent text
 - b. To indent list and paragraph
 - c. Fine tuning indents
 - i To show the ruler
 - d. Line spacing
 - i To format line spacing
3. Inserting pictures
 - a. To insert a picture from a file
 - b. To insert an online picture
 - c. Moving and resizing pictures
 - i To select a picture
 - ii To resize a picture
 - iii To rotate a picture
 - iv To move a picture
 - v To delete a picture
 - d. Inserting screenshots
 - i To insert a screenshot of a window

4. Formatting pictures
 - a. To crop an image
 - b. To crop an image to a shape
 - c. To add a border to an image
5. Shapes
 - a. To insert a shape
 - b. To change a shape style
 - c. To change a shape fill color
 - d. To change the shape outline
 - e. To add shape effects
 - f. To change to a different shape
6. Aligning, ordering and grouping objects
 - a. To align two or more objects
 - b. To align objects to the slide
 - c. Grouping objects
 - ii To group objects
 - iii To ungroup objects
 - d. Rotating objects
 - i To rotate an object
7. Animating Text and objects
 - a. To apply an animation to an object
 - b. To remove an animation
 - c. Working with animations
 - i To reorder the animations
 - ii To preview animations
 - d. The animation pane
 - i To open an animation pane
 - ii To reorder effects from the animation pane
 - iii To preview effects from the animation pane
 - iv To change an effect's start option
 - e. The effect options dialog box
 - i To open the effect options dialog box
 - ii To change the effect timing

Exercise:

Topic: Sustainable Practices for a Greener Tomorrow

Slide 1: Introduction to Environmental Sustainability

Task:

- Insert Title: "Sustainable Practices for a Greener Tomorrow".
- Insert Subtitle: "Understanding Environmental Sustainability".
- Add an Image: Earth from space or a nature-based image (e.g., trees, globe).
- Apply animations:
 - Fade-in animation for the title.
 - Zoom effect for the image.

Slide 2: Everyday Practices to Save the Environment

Task:

- Insert Title: "Everyday Practices to Save the Environment".
- Create Bullet Points: "Reduce, Reuse, Recycle", "Switch to eco-friendly products", "Save water and energy".
- Add Images: Recycling bins, solar panels, and LED lightbulbs.
- Apply animations:
 - Fade-in animation for the bullet points.
 - Zoom effect for the images.

Slide 3: Conclusion & Call to Action

Task:

- Insert Title: "Our Greener Future".
- Add an Image: A green city, trees growing, or a nature-based transformation image.
- Apply animations:
 - Fade-out effect for the text.
 - Grow/shrink animation for the image.

Slide 4: Work with Objects and Shapes

- Insert Title: "Let's Save Our Environment".
- Apply objects and shapes-based design