

X. Actual Procedure Followed.

1. Create a New Presentation:

- (a) Once users open the presentation software a new blank slide is open with default layout.
- (b) Alternatively a new slide is added by choosing the relevant menu/option and choosing from the available layout.
- (c) In the blank slide use relevant menu/short cut key to insert and place text box on the slide, to insert and edit text. User can perform all word processing related tasks on text.

(d) Insert some sample text and format it.

(e) Add few more slides.

2. Add pictures in presentation:

(a) Go to slide where picture is to be inserted.

(b) Go to relevant menu to insert picture.

(c) Choose the folder where file is located.

(d) Selected the file.

(e) Insert the file into presentation.

(f) Once picture is inserted to slide, it can be formatted in many ways.

(g) Click the image on slide, choose relevant to edit the image or press right click button to activate various image formatting/editing options like settings brightness, contrast, transparency, cropping the image.

(h) One can also insert shapes and clipart from relevant menu option.

(i) After clicking on image/graphic object, use handle on the border of image to its size or drag it to change its place on the slide.

XXII Assessment Scheme

Performance indicators		Weightage
Process related (10 Marks)		40 %
a.	Tool Selection Ability.	20%
b.	Use of Appropriate tool to perform the identified task(s)	20%
Product related (15 Marks)		60 %
a.	Performed/completed the identified task(s)	20%
b.	Correctness of output achieved	20%
c.	Completed the practical in stipulated time	10%
d.	Correctness of question asked	10%
Total (25 Marks)		100 %

List of Student Team Members

1.
2.
3.
4.

Marks Obtained			Dated signature of Teacher
Process Related(10)	Product Related(15)	Total(25)	

- (j) Go to relevant menu to view the presentation.
- (k) Using view option user can change the slide sequence by choosing slide sorter option and dragging the slide and dropping in to new location in the sequence. slide master option is used to insert a piece of text image to make it appear on every slide.
- (l) Go to relevant menu to change a slide layout apply a theme and change background colour.
- (m) Add new slides and insert more text / image / shapes from the relevant menu, Format and place it and complete the presentation.

XII Actual procedure followed

XIII Resources used (with major specifications)

Computer System
Office Software package
any desktop or laptop with basic big
Power Point presentation, Google
Slides.

XIV Precautions followed

1. Handle computer system with care.
2. Effects and timing shall be considered.

XV Observations and Calculations
-Not Applicable-

XVI Results

thus we came to know how to make presentation
step-by-step.

XVII Interpretation Of Results

thus a presentation, learning came to know.

XVIII Conclusions and Recommendations (if any)

We got information on how to create PPT,
design and layout.

XIX Practical Related Questions

Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

1. If you compress the images in the presentation, then what will be the effect on the file?
2. How will you enter a text on blank theme slide?
3. How to start the slide show from any particular slide?
4. What are the different types of layout?

XX Exercise

Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

1. Prepare a simple slide show of 5 slides displaying your name, middle name, surname, branch, and college name.
2. Prepare a simple slide show of 3 Slide displaying various cartoon characters.

XXI References / Suggestions for further Reading

- <https://business.tutsplus.com/tutorials/powerpoint-presentation-tips--cms-29886>
- <https://www.lifewire.com/ways-to-view-slides-in-powerpoint-2767112>

Question 1) If you compress the image in the presentation then what will be the effect on the file.

Answer) If we compress image then the quality of the image will decrease. But it will not affect the presentation, it will be almost same.

Question 2) How will you enter a text on blank theme slide

Answer) i) Add a text box anywhere on the slide click on the insert menu text box or on the text box icon on the drawing toolbar.

ii) click and hold down the left mouse button while you drag your mouse.

iii) Click inside the text box and start writing.

Question 3) How to start the slide show from any particular slide?

Answer) i) Click on the SLIDE SHOW tab in the Power Point Presentation.

ii) Then click on the tab 'From Current Slide' so the presentation will begin.

Question 4) What are the different types of layout.

Answer) (a) Fixed position or location point.

(b) Product or line layout.

(c) Process or Functional layout.

(d) Combined or group layout.