<u>WEEK- 2</u>

OBJECTIVES

To help the students in learning about MS-Power Point.

OUTCOMES

After completing this, the students would be able to:

❖ Understand the usage of MS-Power Point in real life.

PROBLEMS

1# Design Seasonal Greeting cards using MS-Power Point.



2# Design an AMU Magazine cover in MS-Power Point. Use the following:

[i] Select a theme for the page

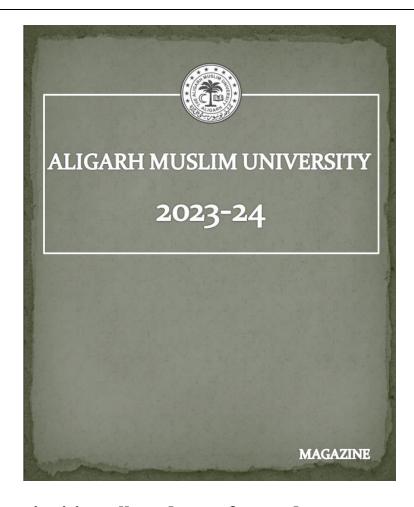
• In Design menu, set "Slide Orientation" to "Portrait" and select theme for the Magazine.

[ii] Insert either a picture or clipart

• From Insert menu, select "Picture" or "Clip Art" from Illustrations section.

[iii] Use WordArt.

• From Insert menu, select "WordArt" from Text section.



3# Design a poster inviting all students of your department to the IT Fest.



4# Create a 5-slide presentation on any topic. Use Images, Graphs, Chart, Tables, Animation, Time, Bullets, Transition, Sound, Hyperlink, Background template, Header and Footer.

Images: Insert tab > Pictures option

Graphs/Charts: Insert tab > Chart option

Tables: Insert tab > Table option > select number of rows and columns

Animation/Transitions:

• Click on the "Animations" or "Transitions" tab.

• Select a desired animation or transition effect from the available options.

Time: Click on the "Slide Show" tab >> Rehearse timing option.

Bullets: Home tab > bullet type from Paragraph section.

Sound:

- Click on the "Insert" tab. Select "Audio" and insert the desired audio file.
- Adjust settings for when and how the audio plays.

Hyperlink:

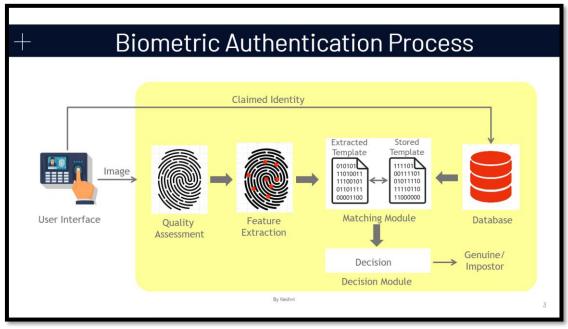
- Highlight the text or object you want to hyperlink.
- Click on the "Insert" tab and select "Hyperlink."
- Choose the destination URL or slide within your presentation.

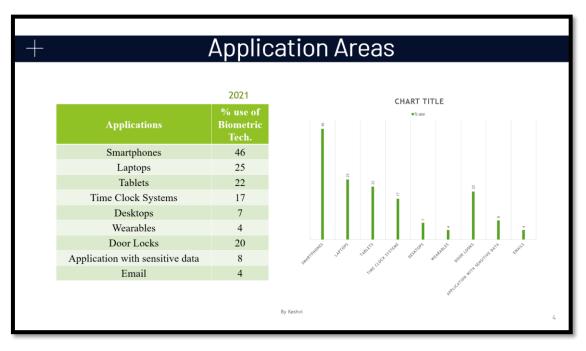
Background template: Design tab >> Themes option.

Header and footer: Insert tab >> Header and footer option











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Digital Waste / e-Waste

 Electronic products that are unwanted, broken and have reached the end of their 'useful life', such as Cellphones, Heaters, Fax machines, Remote controls, Circuit boards, DVDs, etc.

Causes:

- · Launch of new electronic devices.
- Replacing broken device by new rather than fixing it.

