

Presentation Graphics

- Digital Photo Album
- Story Telling
- Quiz Competition
- iPod
- Annual Day

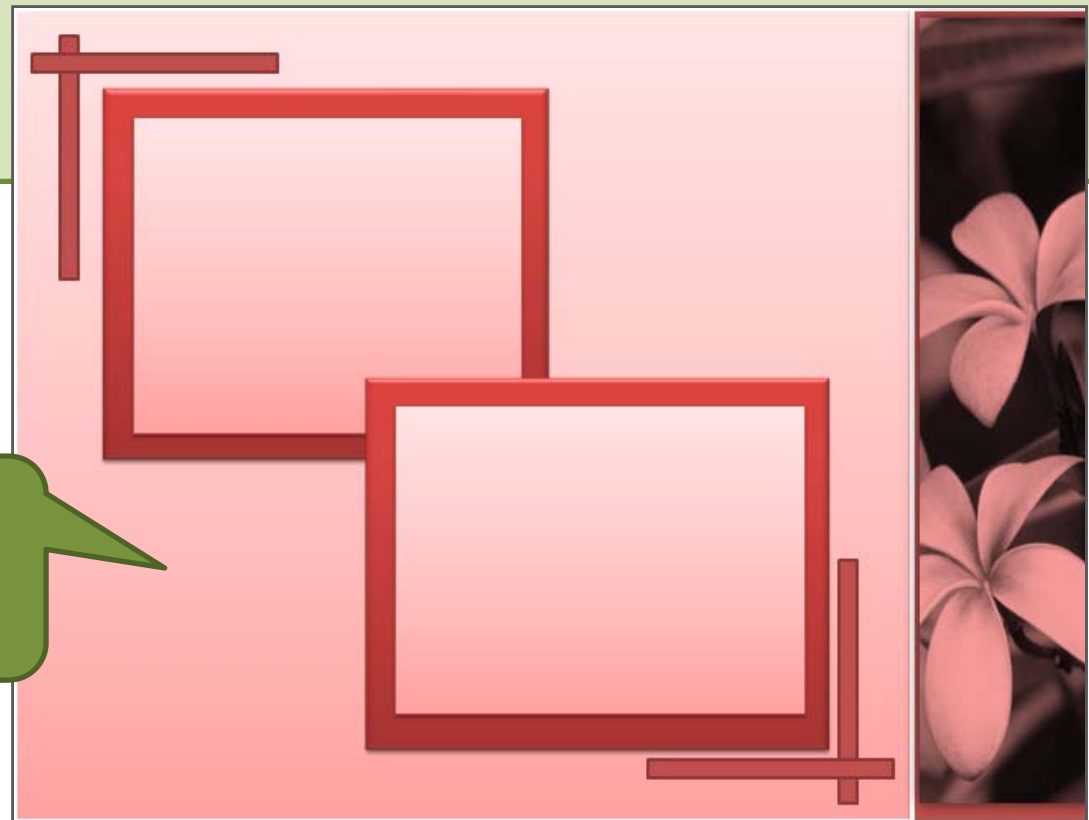
Digital Photo Album

Objective: To design a photo album for picnic photos

Tips:

- Apply background
- Insert picture
- Crop the picture to prepare side band
- Recolour the picture
- Insert auto shapes
- Change the shape style

Design photo album

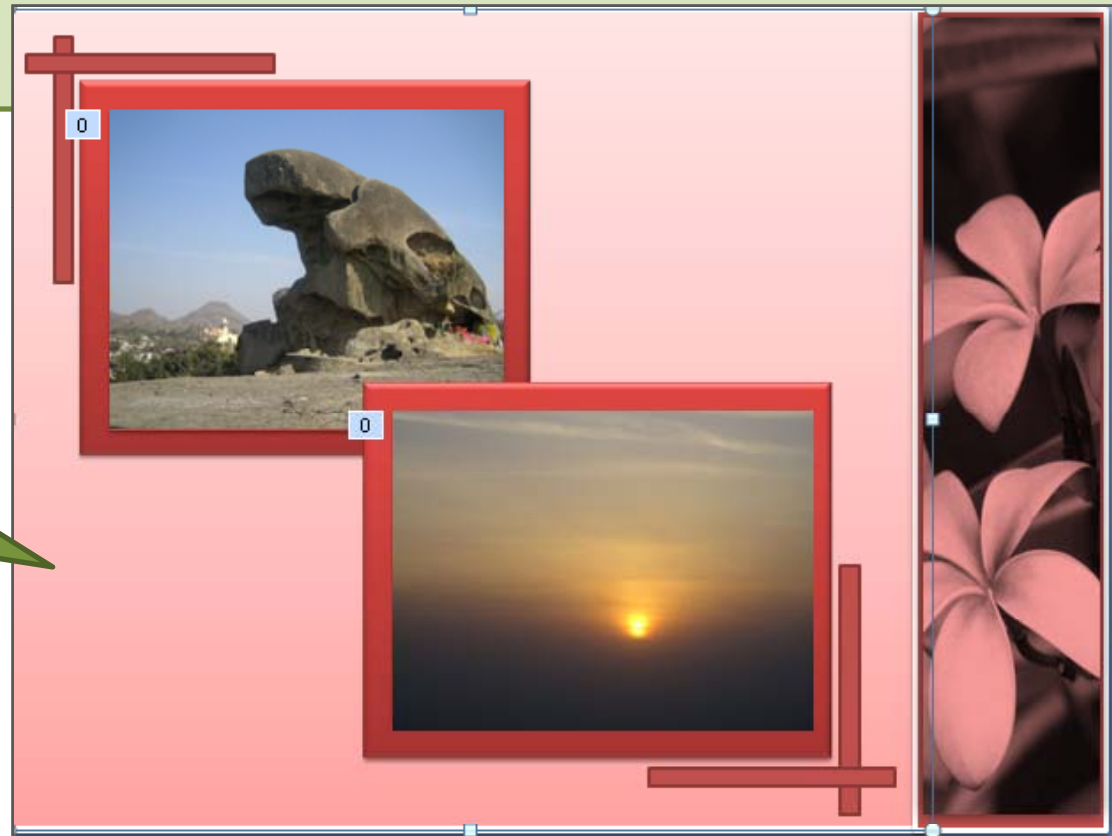


Objective: To apply custom animation to the photos

Tips:

- Insert picnic photos
- Click on 'Animations' menu
- Click on 'Custom animation'
- Add effects

Apply custom animation



Objective: To insert a video clip of picnic

Tips:

- Click on 'Insert' menu
- Click on 'Movie'
- Click on 'Movie from file'
- Select a video clip
- Click on 'open'
- Click on 'Automatically'
- Click on 'Movie Tools- Options'
- Click on 'Play Full Screen'

Insert video clip

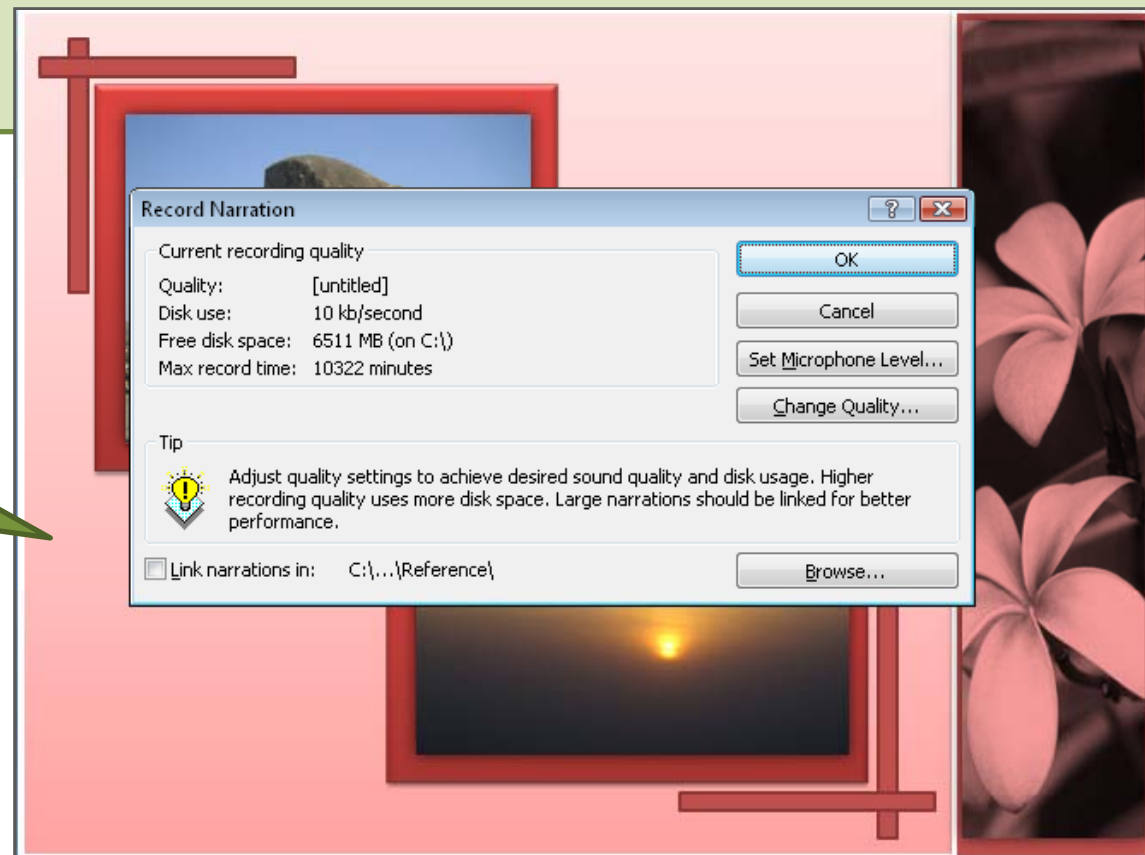


Objective: To record the narration for picnic photos

Tips:

- Select the slide
- Click on 'Slide show' menu
- Click on 'Record narration'
- Click on 'Ok'
- Save the recorded narration

Record narration



Picnic Album

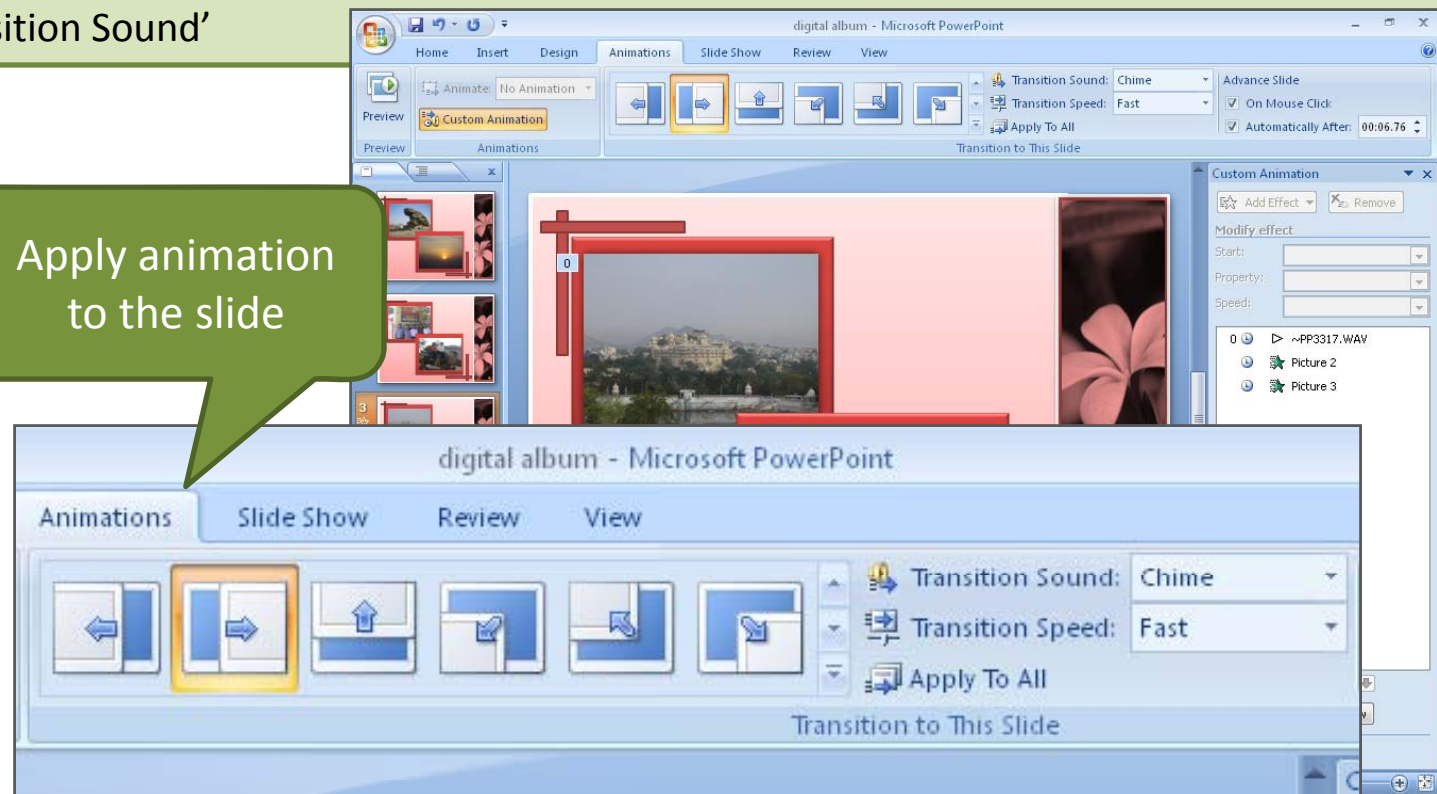
Objective: To apply animation to the slides of digital photo album

Activity 3

Tips:

- Select the slide
- Click on 'Animations' menu
- Select the transition style
- Select the 'Transition Sound'

Apply animation to the slide



Objective: To apply time settings to the slide show of digital photo album

Tips:

- Click on 'Slide Show' menu
- Click on 'Rehearse Timings'
- Click on next button
- Click on 'Yes'

Apply time settings
to the slide show



Story Telling

Tell a story

Activity 1

Objective: To insert the pictures to develop a story

Tips:

- Apply background
- Insert picture
- Crop the picture
- Insert text box
- Type the text



Insert pictures



Tell a story

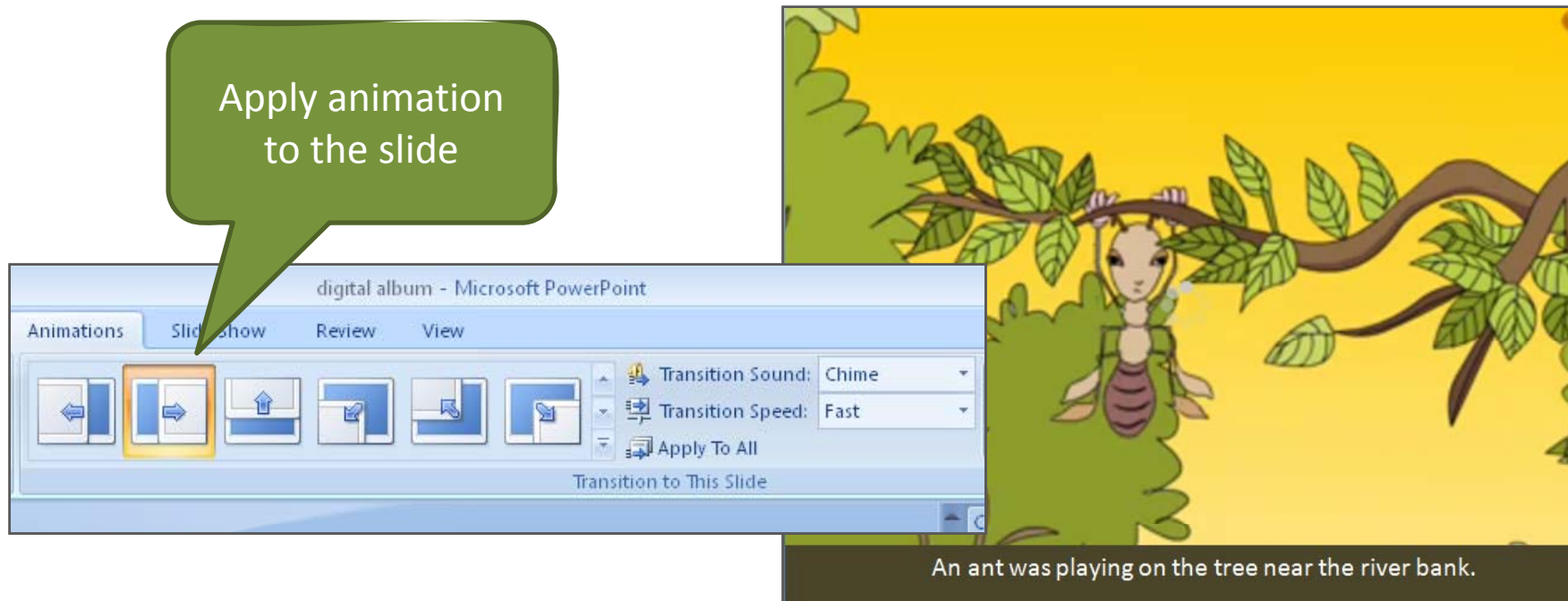
Activity 1a

Objective: To apply animation to the slides to make a movie

Tips:

- Select the slide
- Click on 'Animations' menu
- Select the transition style
- Select the 'Transition Sound'
- Make tick on "Automatically After"
- Adjust the time to advance slide

Apply animation
to the slide



Objective: To insert a sound in the story

Tips:

- Select the slide
- Click on 'Insert' menu
- Click on 'Sound'
- Click on 'Sound for clip organizer'
- Search a sound
- Click on drop box
- Click on 'Insert'
- Click on 'Automatically'



Tell a story

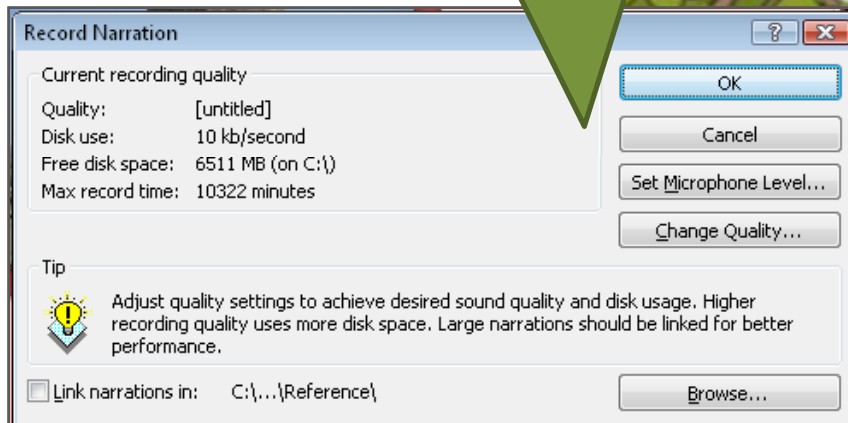
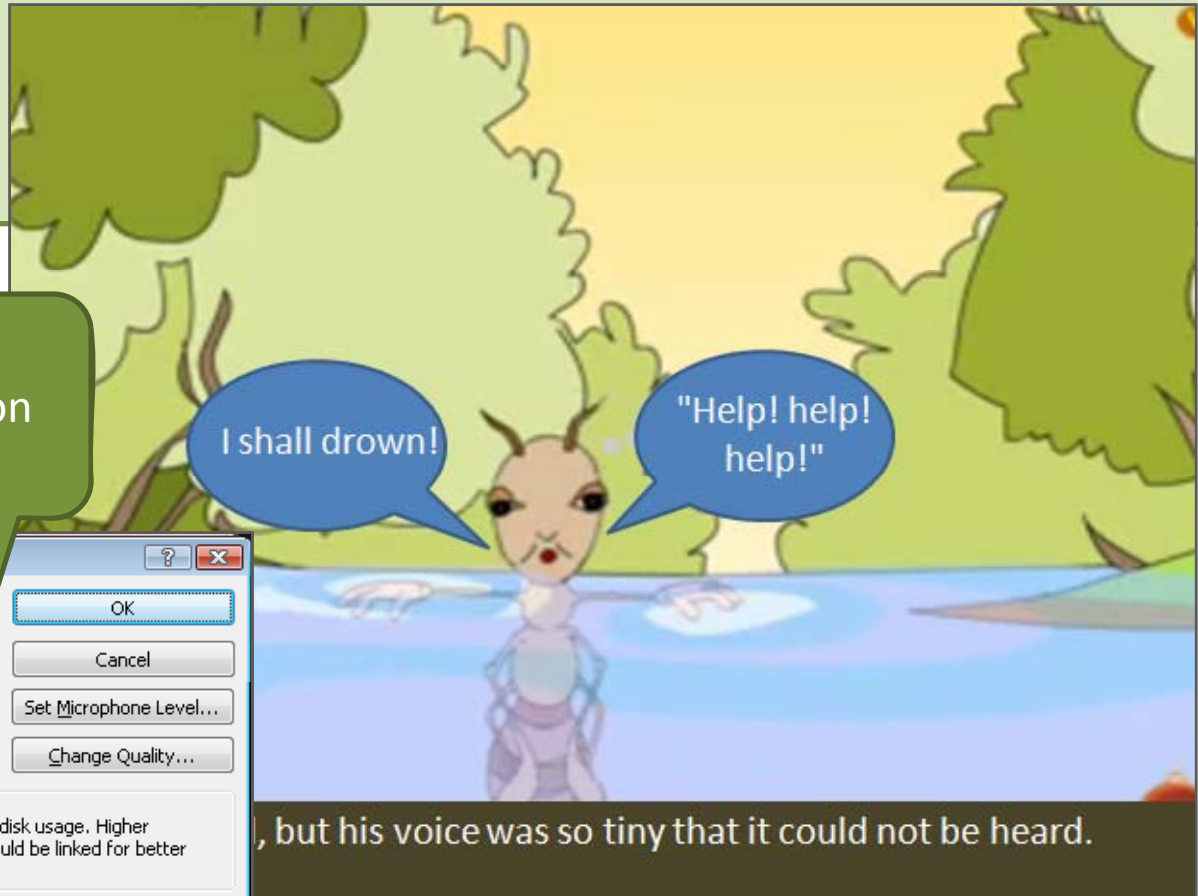
Activity 2a

Objective: To insert narration in the story

Tips:

- Select the slide
- Click on 'Slide show' menu
- Click on 'Record narration'
- Click on 'Ok'
- Save the recorded narration

Insert narration



Tell a story

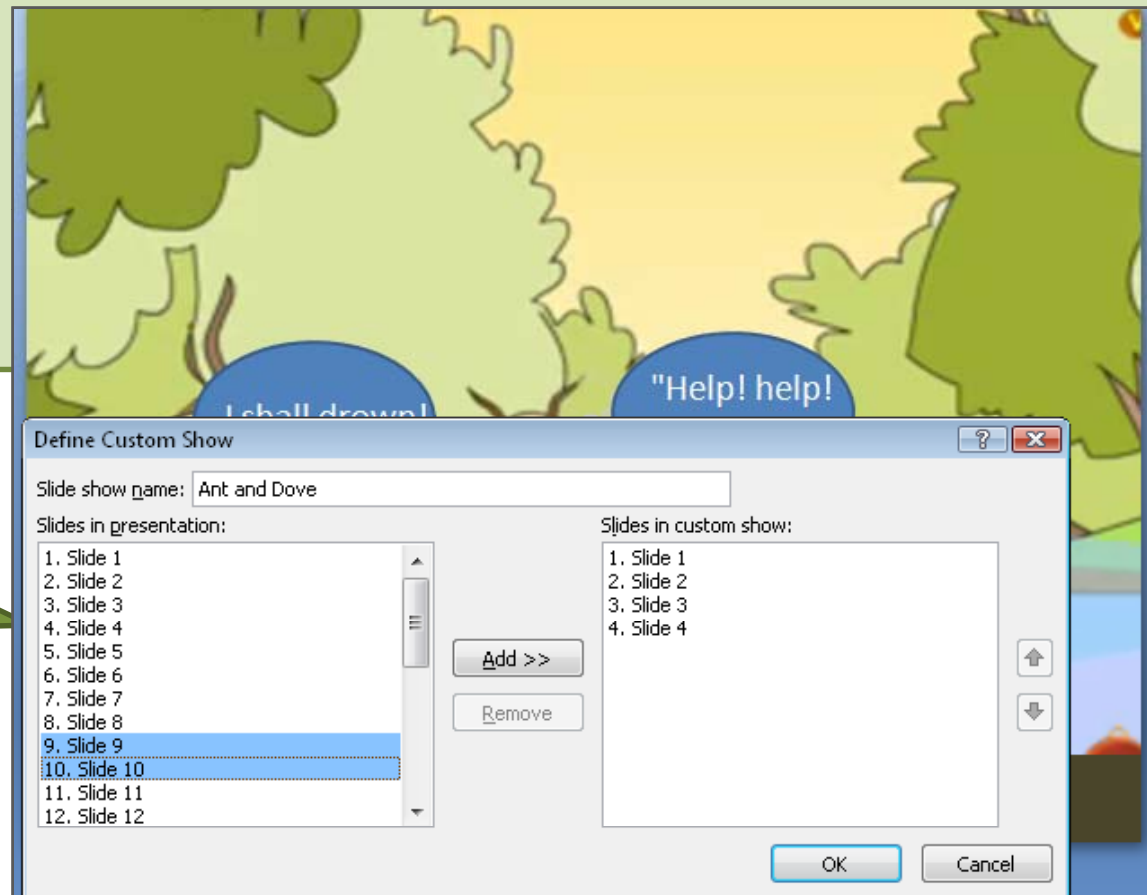
Activity 3

Objective: To make a short story using custom show

Tips:

- Click on 'Slide show' menu
- Click on 'Custom Slide Show'
- Click on 'Custom Shows'
- Click on 'New'
- Type the name of Slide show
- Select the slides
- Click on 'Add'
- Click on 'ok'
- Click on 'Show'

Insert narration



Objective: To apply time settings to the slide show

Tips:

- Click on 'Slide Show' menu
- Click on 'Rehearse Timings'
- Click on next button
- Click on 'Yes'

Apply time settings to the slide show





Quiz Competition



Objective: To insert a template to make a quiz show for MS-CIT students

Activity 1

Tips:

- Click on 'office ' button
- Click on 'new'
- Click on 'Installed template'
- Select 'Quiz Show' template
- Click on 'Create'
- Click on 'New Slide'
- Select the slide according to question type

Insert a template



Objective: To insert a hyperlink to show feedback in the Quiz show

Tips:

- Right click on option
- Click on 'Hyperlink'
- Click on 'Click on 'Bookmark'
- Select feedback slide
- Click on 'Ok'

Information System has five parts

- True
- False

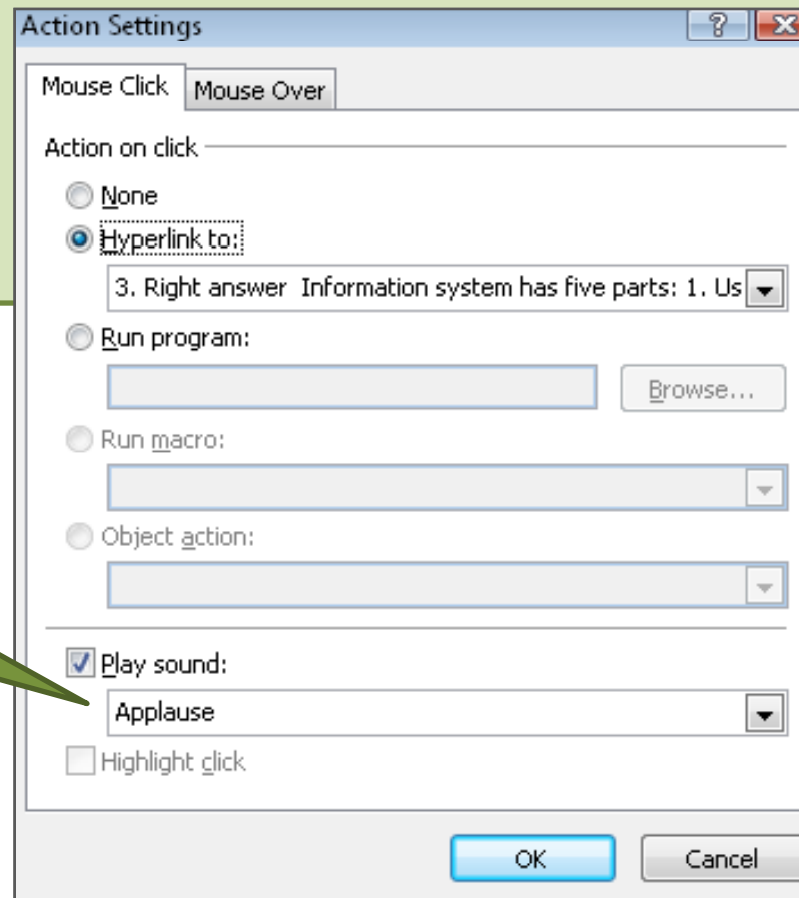
Insert a hyperlink

Objective: To insert a sound for mouse click to show feedback in the Quiz show

Activity 2

Tips:

- Right click on option
- Click on 'Edit Hyperlink'
- Click on 'Mouse Click'
- Check the box 'Play Sound'
- Click on drop box
- Select a sound
- Click on 'Ok'



Insert a sound for mouse click

Objective: To hyperlink an object in the Quiz show

Tips:

- Click on 'Insert' menu
- Click on 'Picture'
- Select a picture
- Format a picture
- Right click on picture
- Select a slide of feedback
- Click on 'Ok'

Hyperlink the object

The image shows a quiz slide with a dark background. At the top, the text reads "Identify an output device" in a large white font, with "Click on correct picture" in a smaller white font below it. There are two options presented as white rounded rectangles. The first option shows a computer monitor icon above a pink button labeled "Monitor". The second option shows a computer keyboard icon above a pink button labeled "Keyboard". A small yellow dot is visible in the bottom right corner of the slide area.

Objective: To create a template for quiz show

Tips:

- Open a new presentation
- Prepare slides for the quiz show
- Click on 'Save '
- Click the drop box of 'Save as type'
- Click on 'PowerPoint presentation Template'
- Click on 'Save'

Create quiz show
template



Quiz Show

The slide features a white background with a large, bold, black serif font for the text 'Quiz Show'. To the right of the text is a 3D-style gold coin with a white question mark on its face. The slide is framed by two horizontal gold bars: one at the top and one at the bottom, each with a thin black line underneath it.

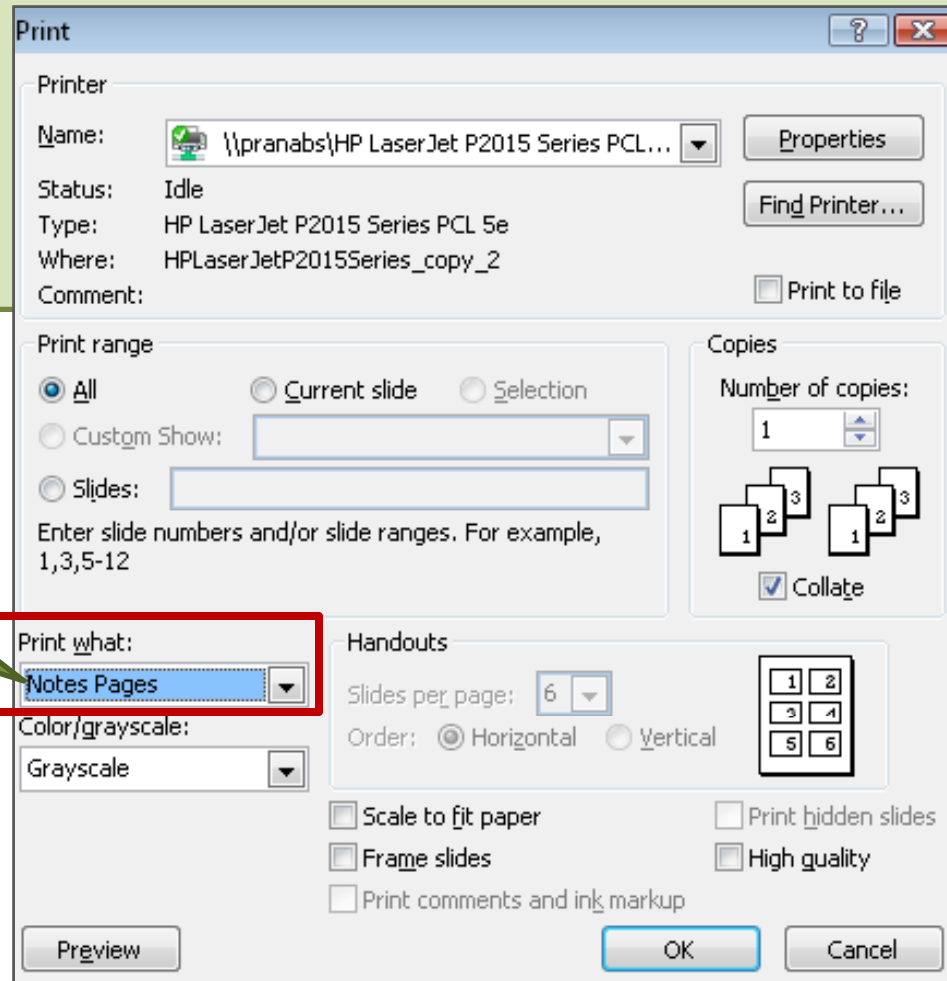
Objective: To print the notes pages of the slides of quiz show

Activity 3a

Tips: You have written few instructions regarding quiz show in the notes and you have to send the hard copy of it to your friends.

- Click on 'Office' button
- Click on 'Print'
- In Print What, click on 'Notes Pages'
- In Color/Grayscale, click on 'Grayscale'
- Click on 'Ok'

Print Notes pages





iPod



Activity 1

Objective: To insert hyperlink to the wallpapers for iPod

Tips:

- Click on 'Insert' menu
- Click on 'Picture'
- Select picture
- Click on 'Open'
- Resize the picture
- Right click on 'Wallpapers'
- Click on 'Bookmark'
- Select the slide
- Click on 'Ok'



Objective: To create a wallpaper for iPod

Tips:

- Click on 'Wallpapers'
- Click on 'Insert' menu
- Click on 'Action'
- Click on 'Run program'
- Click on 'Browse'
- Select path (C:\Windows\System 32\mspaint.exe)
- Click on 'Ok'
- Save the paint file
- Open paint file (image)
- Resize the image as wallpaper



Objective: To insert hyperlink to MP3 song in iPod

Tips:

- Click on 'Insert' menu
- Click on 'Sound'
- Click on 'Sound from file'
- Select MP3 file
- Click on 'Open'
- Click on 'Automatically'
- Hyperlink this slide with the MP3 song list

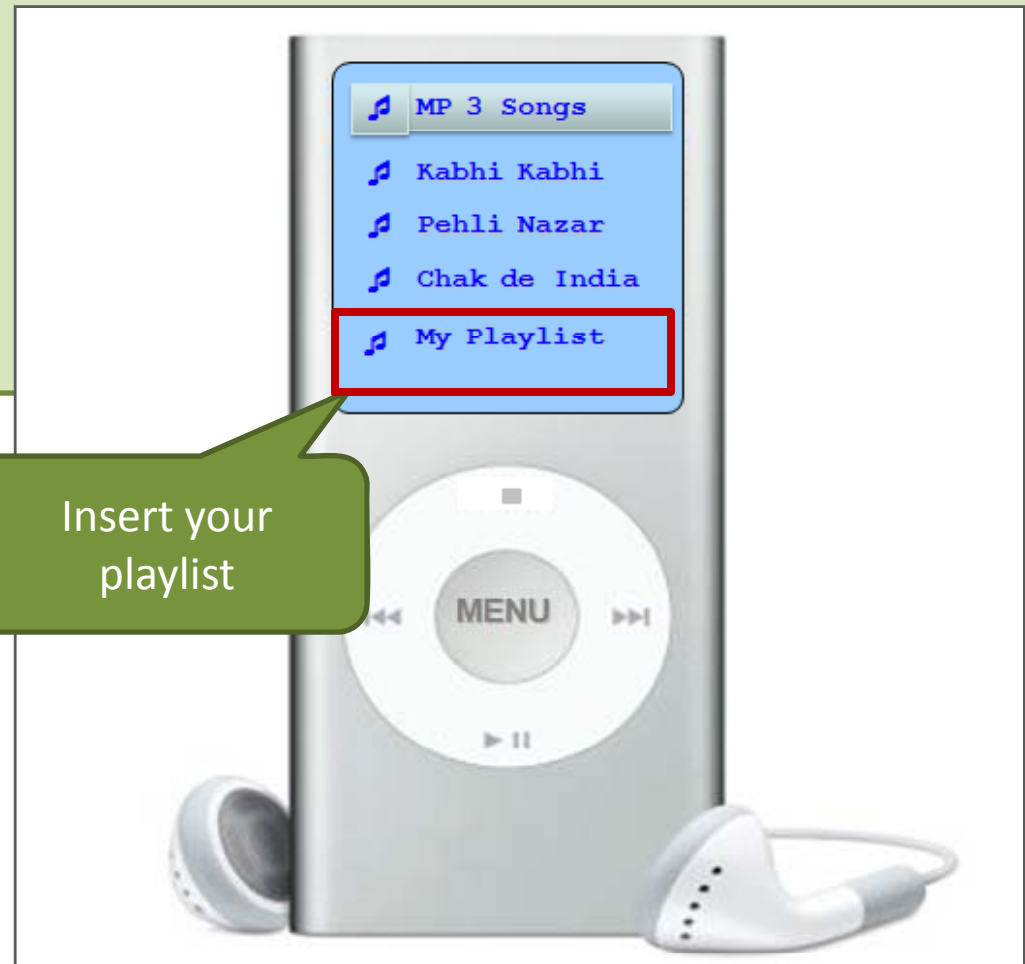


Objective: To insert your playlist in iPod

Activity 12a

Tips:

- Click on 'Insert' menu
- Click on 'Action'
- Click on 'Run program'
- Click on 'Browse'
- Select path (C:\Program Files\
Windows Media Player\wmpplayer.exe)
- Click on 'Ok'



Objective: To insert hyperlink to video in iPod

Tips:

- Click on 'Insert' menu
- Click on 'Movie'
- Click on 'Movie from file'
- Select video file
- Click on 'Open'
- Click on 'Automatically'
- Hyperlink this slide with the Video list



Objective: To create a video to insert in iPod

Tips:

- Click on 'Start'
- Click on 'Programs'
- Click on 'Windows Movie Maker'
- Import the photos of your friends wedding
- Publish a movie
- Click on 'Insert' menu
- Click on 'Movie'
- Click on 'Movie from file'
- Select video file
- Click on 'Open'
- Click on 'Automatically'





Annual Day



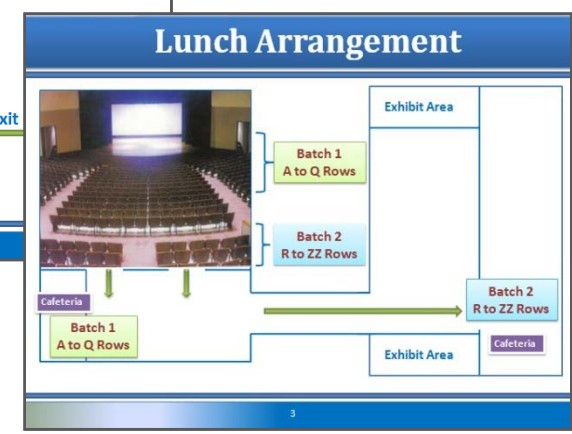
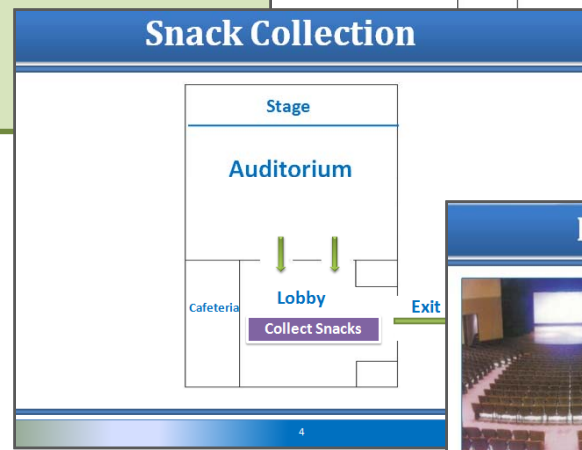
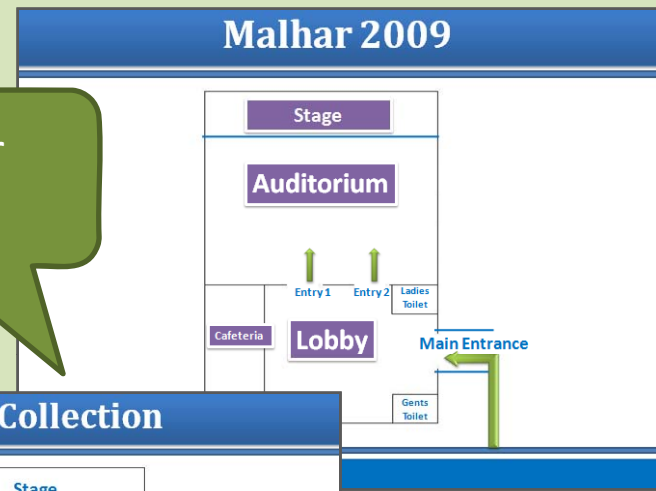
Objective: To prepare presentation for the arrangements of Annual Day

Activity 1

Tips:

- Open a new presentation
- Apply a design
- Insert 'Picture'
- Format picture
- Insert 'Shape'
- Insert 'Text box'
- Apply shape style to text box
- Insert 'Arrow'
- Format the 'Arrow' shape

Insert your playlist

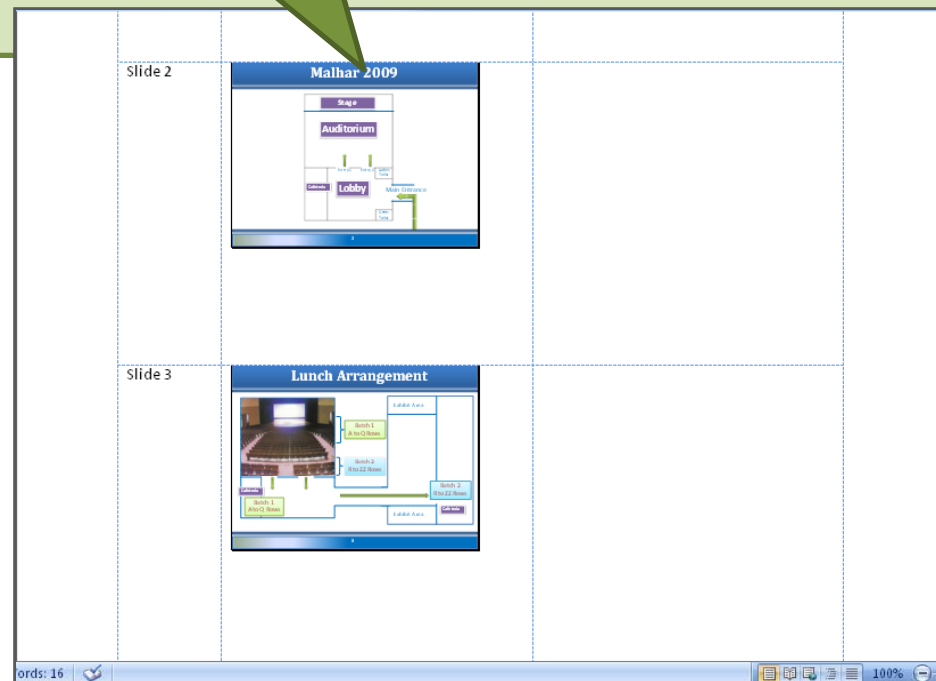


Objective: To send a mail of arrangements document to all volunteers

Tips:

- Click on 'Office' button
- Click on 'Send'
- Click on 'Email'
- Type the email addresses
- Type a message
- Click on 'Send'

Insert your playlist

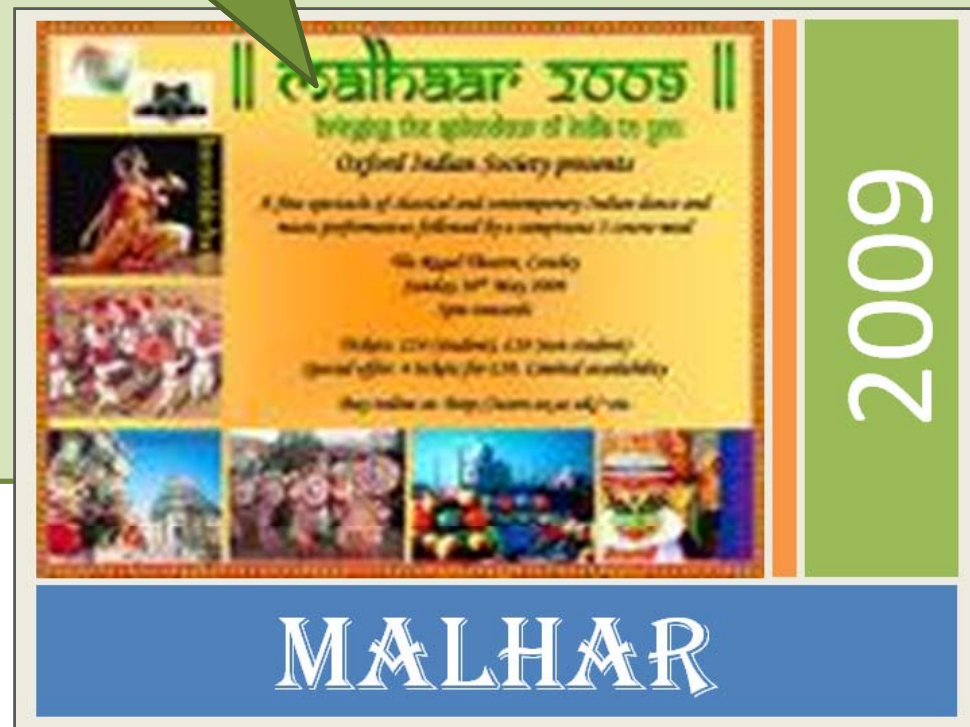


Objective: To make a photo album of annual day

Tips:

- Click on Office button
- Click on 'New'
- Click on 'Installed Templates'
- Select template of Photo album
- Click on 'Create'
- Click on 'Insert' menu
- Click on 'Picture'
- Select picture
- Click on 'Open'
- Insert text
- Click on 'Home' menu
- Click on 'New Slide'
- Select a slide

Insert your
playlist



Objective: To insert a movie of Dean's speech

Tips:

- Click on 'Insert' menu
- Click on 'Movie'
- Select movie
- Click on 'Ok'
- Type the text
- Click on 'Animations' menu
- Click on 'Custom Animation'
- Click on 'Add Effect'

Insert a movie

DEAN'S SPEECH

We ourselves feel that what we are doing is just a drop in the ocean, but the ocean would be less because of that missing drop.

- Mother Teresa



Objective: To make a website of annual function

Tips:

- Click on 'Office' button
- Click on 'Save as'
- Click on 'Other formats'
- Click on drag drop
- Click on 'Web page'
- Click on 'Save'

Make a website



Objective: To make a CD of annual function

Tips:

- Click on 'Office' button
- Click on 'Publish'
- Click on 'Package for CD'
- Name the CD
- Click on 'Copy to CD'

Make a CD

