



GLOBAL GYAN  
KEEP LEADING



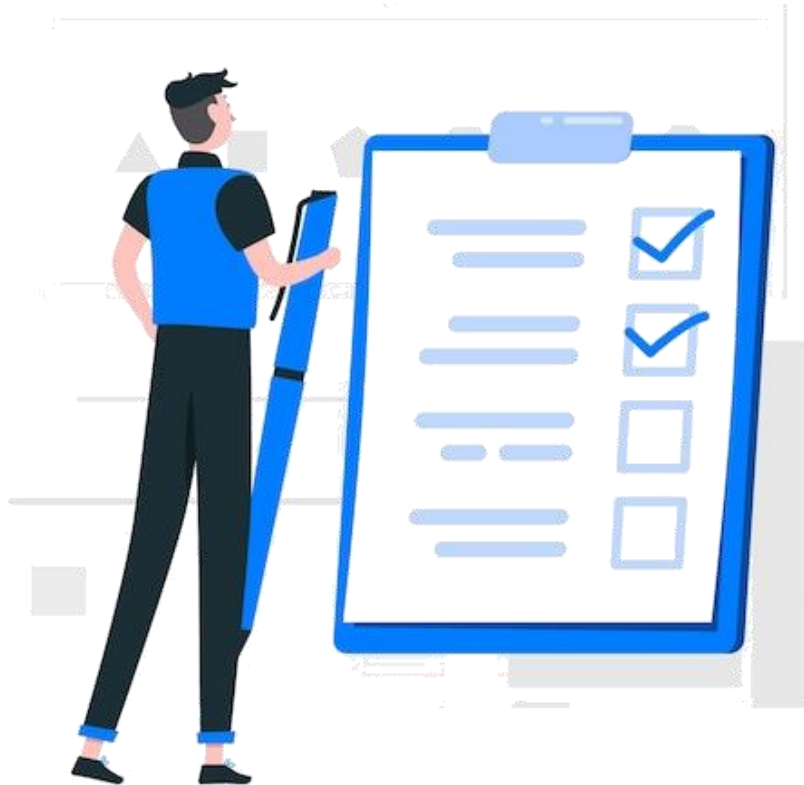
# ICT for Presentations

17<sup>th</sup> October 2022



# Agenda for Today

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1. PowerPoint Use Cases
  2. PowerPoint Toolkit and Features
  3. Design 5 Slides Activity
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# MS PowerPoint Use Cases

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Logo

Flyer

Banner

Poster

Invitation

Business Card

Meme

Brochure

Presentations

Video

Tutorials





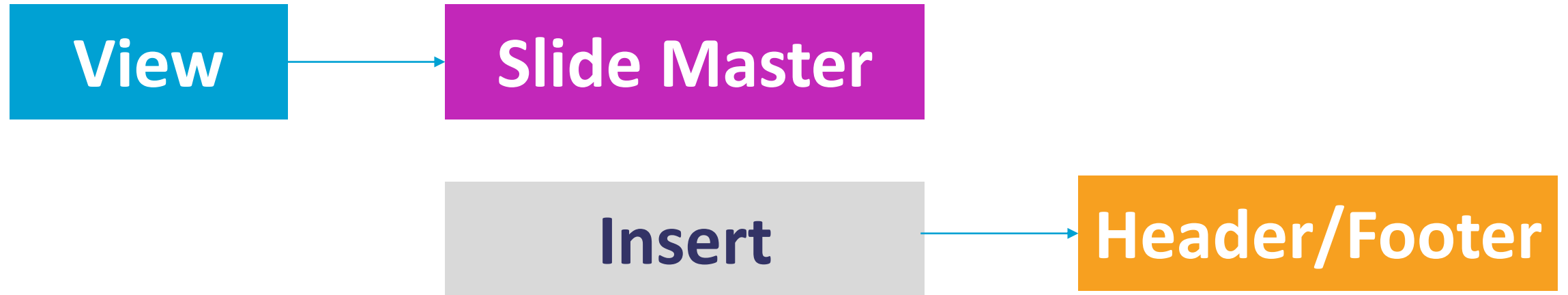
# Toolkit and Features

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- Setting the Slide Master
  - Creating a New Slide from Layout
  - Using Smart Art
  - Using INSERT tab for adding items – textbox, image, shapes, icons, smart art, charts
  - Using DESIGN tab – new templates, slide size
  - Using Gridlines and Rulers
  - Group Function
  - Animations and Transitions
  - Slideshow features
  - Record
  - Setting the Slide Master
  - Design a Project Presentation
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# Slide Master

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- Set a Logo of Your Chosen Company
  - Set the slide number – font size to 14
  - Set the footer
  - Set the date and time
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# New Slide

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- **Select a layout from options as per the content you need to showcase**
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# INSERT

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Smart Art

Text Box

Pictures

Table

Charts

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## Themes

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**Slide Changes**

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# Exercise 1

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## Design a Slide

### Display the following category of Television Sets

- Sony
- OnePlus
- MicroMax
- Samsung
- Apple

### Display the following list of household furniture

- **Living Room**
    - Sofa
    - Center Table
  - **Dining Room**
    - Dining Table
    - Crockery Wardrobe
  - **Bedroom**
    - Bed
    - Dressing Table
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