

Exercise : 6

Notes:

1. For images and better content you can use Google.
2. Give Animations to each slide.
3. Add page number in footer in all slides Except title slide.
4. Also Add your name in footer as – “-Created by Yourname”.

PowerPoint Exercise 1: Basic Computer Skills

Slide 1: Title Slide

- **Title:** Basic Computer Skills
- **Subtitle:** Getting Started with Computers
- **Image:** Relevant graphic (e.g., computer or laptop)

Slide 2: Introduction

- **Title:** Why Basic Computer Skills Matter
- **Content:** Brief overview of the importance of computer skills in everyday life and in future careers.

Slide 3: Understanding Computer Hardware

- **Title:** Components of a Computer
- **Content:**
 - **CPU:** The brain of the computer
 - **Monitor:** The screen for display
 - **Keyboard and Mouse:** Input devices
 - **Printer and Scanner:** Peripheral devices
- **Image:** Diagram labeling computer parts

Slide 4: Understanding Computer Hardware

- **Title:** Components of a Computer
- **Content:**
 - Using smart Art create Hierarchy of component.

Slide 5: Introduction to Operating Systems

- **Title:** What is an Operating System?
- **Content:** Explanation of what an OS is and examples (Windows, macOS, Linux).

Slide 6: File Management

- **Title:** Managing Files and Folders
- **Content:**
 - **Creating, Naming, and Organizing Folders**
 - **Saving and Opening Files**
 - **Basic File Operations:** Copy, Move, Delete

Slide 7: Using Software Applications

- **Title:** Common Software Applications
- **Content:**
 - **Word Processing (e.g., Microsoft Word)**
 - **Spreadsheets (e.g., Microsoft Excel)**
 - **Web Browsers (e.g., Google Chrome)**

Slide 8: Online Safety and Etiquette

- **Title:** Staying Safe Online
- **Content:**
 - **Basic Security Tips:** Using strong passwords, avoiding suspicious links
 - **Online Etiquette:** Respectful communication and behavior

Slide 9: Troubleshooting Basics

- **Title:** Common Computer Issues and Solutions
- **Content:**
 - **Basic Troubleshooting:** Restarting the computer, checking connections
 - **Common Problems:** Slow performance, software crashes

Slide 10: Closing Slide

- **Title:** Thank You!
- **Image:** Motivational quote about learning and technology

PowerPoint Exercise 2: Topic: Use of computer

As per previous exercise create power point presentation of at least 15 slides. And give designing and animations.