

Dear Parents / Students

Due to the unprecedented situation, Knowledgeplus Training center is mobilized and will keep accompanying and supporting our students through this difficult time.

Our Staff will be continuously, **sending notes and exercises on a weekly basis** through **what's app and email**. Students are requested to **copy the notes and do the exercises** on their copybooks.

The answers to the questions below will be made available on our website on **knowledgeplus.mu/support.php**

Please note that these are extra work and notes that we are providing our students and **all classes will be replaced during the winter vacation.**

We thank you for your trust and are convinced that, together, we will overcome these troubled times

## **ICT – Extra Notes and homework- Week 4**

### **Microsoft PowerPoint**

#### **Introduction to Ms PowerPoint**

Microsoft PowerPoint is a powerful presentation software. The program uses slides to convey information rich in multimedia.

#### **Ms PowerPoint allows people to:**

- Type text and numbers
- Add pictures
- Add design
- Add transitions
- Add animation
- Add sound
- Add video

#### **5 Keys to make a perfect PowerPoint**

- Not much text
- Short lines of text
- Keywords only
- Avoid red and yellow color
- Do not add to many animations

## How to add slides

- Click on “Home Tab”
- Click on “New Slide” in the slides Sections.
- Select the appropriate Slide Layout.

## How to delete a slide

- Right-click slide on the extreme left of the window
- Select “Delete Slide”.

## How to add design

- Click “Design” in Home Tab
- Select the “Themes” you want to add
- Select the “Variants” you want to add
- Example of design
  - Facet
  - Gallery
  - Integral
  - Droplet

## How to add pictures

- Click “Insert” in Home Tab
- Select the “Pictures”
- Browse your pictures
- Select the picture
- Click on insert
- (picture can be re-sized and rotated)

## How to add transitions

- Click “Transitions” in the Home Tab
- Select the “Transitions” you want to add
- Example of Transitions
  - Fade
  - Fracture
  - Flip
  - Crush
  - Curtain

## Slide Show

- Click “Slide Show” in Home Tab
- Click on “From Beginning” to start from 1<sup>st</sup> slide
- Click on “From Current Slide” to start from selected

## Theory Questions

### 1. Choose the correct answer and fill in the blanks

- a) The .....is used for typing words which can be seen on the monitor.(keyboard/mouse)
- b) .....keys have alphabet A-Z(alphabet/Numeric)
- c) The ..... keys are used to move the cursor.(Arrow/Mouse)
- d) We use .....key to move to the next line. (Enter/Delete)
- e) .....key erases the letter after the cursor. (Delete/Backspace)

### 2. Computer Hardware Word Scramble

1. DC : -----
2. IKNCDRAIGTRE : -----
3. MHCOONRIEP: -----
4. SEFOOARWT: -----
5. SAPERKES: -----
6. MUEOSPDA: -----
7. CPMORTEU: -----
8. DIAGILTCMRAEA: -----
9. KARDBOYE: -----
- 10.MOSUE: -----
- 11.MOTRION: -----
- 12.PRRINTE: -----

### 3. Match the following

- |                   |   |
|-------------------|---|
| a. Backspace keys | • To leave space between characters or numbers                                  |
| b. Enter key      | • Move the cursor up, down, left and right on the screen                        |
| c. Arrow keys     | • Move the cursor to the next line  |
| d. Space bar      | • Moves the cursor backward thus deleting a character to the left of the cursor |

**4: Tick the correct box below**

	<b>Hardware</b>	<b>Software</b>
Keyboard	<input type="checkbox"/>	<input type="checkbox"/>
Monitor	<input type="checkbox"/>	<input type="checkbox"/>
Word processor	<input type="checkbox"/>	<input type="checkbox"/>
Operating System	<input type="checkbox"/>	<input type="checkbox"/>
Central processing unit	<input type="checkbox"/>	<input type="checkbox"/>

**5. Write down the steps to create a new folder on the desktop.**

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