

NEW ERA HIGH SCHOOL, PANCHGANI IT ASSIGNMENT-1 Class IV	
UNIT	Creating Presentations using Microsoft Office Power Point
Time Line	Total 1week (27 th April to 2 nd May 2020)
TOPIC	<ul style="list-style-type: none"> • Creating simple presentation • Adding details • Adding Pictures • Inserting Table to Presentation
Objective	<ul style="list-style-type: none"> • To open PowerPoint • To create an Presentation • To add information and Pictures • To create the Table.
Learning Outcomes	<ul style="list-style-type: none"> • Is able to open PowerPoint application. • Is able to create file, add relevant information and create table. • Is able to save a file.
Activity	<p>Project- To create Presentation on Good Hygiene for Coronavirus</p> <ol style="list-style-type: none"> 1. The presentation should contain 5 slides. 2. The first slide of Presentation should contain Name of the Presentation. 3. The second slide should contain some information related to the topic. 4. You can add images to the presentation related to the topic. 5. Add Table to the presentation which should contain at least 3 Do's and Don'ts. 6. Save the file using your Class name followed by your name and assignment no. (e.g. - 4.Rohan1)
Submission	<p>For Activities: Please ensure that your child completes the activities given in the time allotted and submit the file by 2nd May 2020. Kindly send your project on mail. email ID- pooja.jadhav@nehs.in</p> <p>The marks indicated will be included for internal assessment.</p> <p>For Assignments: Kindly ensure your child completes the given assignment in the same week mentioned. These assignments have to be solved in their own handwriting on a separate new sheet and after completion the scanned copy or an image (clear picture taken on a mobile) to be mailed to the teacher. Kindly take note of the date of submission.</p> <p>The Assignment needs to be completed by 2nd May 2020. For any queries you may contact me on pooja.jadhav@nehs.in</p>
Moral Value	Precaution is better than cure.
Resources	-

Worksheet 1

1. Write steps to add Slide to the PowerPoint presentation.
2. Write steps to add Table to the PowerPoint presentation.
3. How will you add pictures to your presentation?
