

NEW ERA HIGH SCHOOL, PANCHGANI
IT ASSIGNMENT-2 Class IV

UNIT	Setting Up the Text
Time Line	Total 1week (3 rd May to 10 th May 2020)
TOPIC	<ul style="list-style-type: none"> • Making text beautiful • Highlighting Title of Presentation • Styling your Text
Objective	<ul style="list-style-type: none"> • To make text beautiful using different formatting. • To highlight your title of presentation.
Learning Outcomes	<ul style="list-style-type: none"> • Is able to use to different formatting to make presentation creative.
Activity	<p>Project- Making your Presentation Creative</p> <ol style="list-style-type: none"> 1. Open your existing presentation i.e. Assignment 1 project. 2. Apply different formatting as given below- <ol style="list-style-type: none"> a. Apply Font. b. Font size- 14 c. Underline your title d. Apply Font color 3. To save your file click on Save As. 4. Save the file using your Class name followed by your name and assignment no. (e.g. - 4.Rohan2)
Submission	<p>For Activities: Please ensure that your child completes the activities given in the time allotted and submit the file by 10th 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 10th May 2020. For any queries you may contact me on pooja.jadhav@nehs.in Contact number- 7507908578</p>
Moral Value	Like God created us beautiful, we must use our abilities to create beautiful things.
Resources	-

Worksheet 2

1. Write steps to open your existing presentation.
2. Draw and write use of following tools-
 - a. Bold
 - b. Italics
 - c. Underline
 - d. Font Color
 - e. font
 - f. Font size
