MS-WORD

Microsoft Word is a word processor developed by Microsoft. It was first

released in 1983 under the name Multi-Tool Word for Xenix systems. MS

Word is a popular word-processing program used primarily for creating

documents such as letters, brochures, learning activities, tests, quizzes and

students' homework assignments. There are many simple but useful features

available in Microsoft Word to make it easier for study and work. That's why

so many people would prefer to convert the read-only PDF to editable Word

and edit PDF in Word.

Chose any two topics from the below;







Task 1 -Presentation

Create a presentation using PowerPoint which will include the following;

Research on the chosen topic and complete the task,

1.Give a good title in title slide.

2. 2nd and 3rd slide will be on the chosen topics.

3.Add appropriate images.

4.Add animations and transmission.

5.Save the work.

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| --- | --- | --- | --- | --- |
| **Rubric for PowerPoint** | | | | |
|  | 1 | 2 | 3 | Total |
| Able to research |  |  |  |  |
| Able to add slides |  |  |  |  |
| Able to insert the graph as an image |  |  |  |  |
| Able to use Design, Animation and Transitions |  |  |  |  |
| **Key**:1. Needs more opportunity to develop this skill.  2.Beginning to demonstrate this skill.  3.Has achieved this skill. | | | | |