

Course  
&  
Test Series

Self-Made Assignment - MS Power Point

Adding Header and Footer in Power Point

Make presentation using Screenshot and comments option in Power Point.  
Instructions/Task:

1. Apply **Concourse** theme to all the slides.
2. After making the presentation change the presentation view Normal View to Slide sorter View.
3. Save the presentation by name **"Simple Guide to your computer"**.

CBSE

ICSE

NTSE

Banking & Insurance

Central Govt. Service

State Govt. Services

LAW Entrance

MBA Entrance

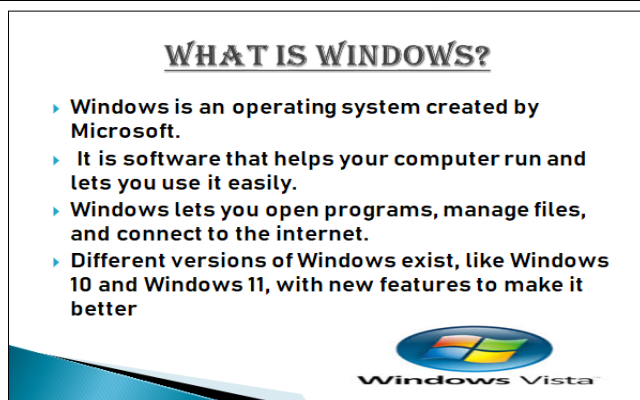
Railways & Metro Services

...many more

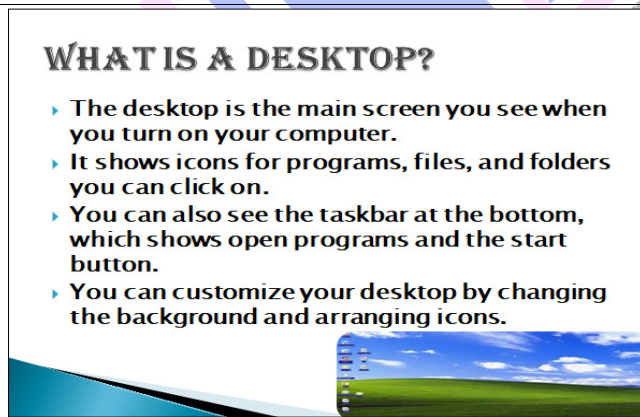
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Slide 1. Title Slide  
Screenshot = "Image of control panel."  
Comment = "Let's explore some important parts of using computer".



Slide 2. Title and Content Slide  
Screenshot = "Image of window"  
Comment = "Think of Windows as the foundation that helps everything on your computer work."



Slide 3. Title and Content Slide  
Screenshot = "Image of desktop"  
Comment = "Think of Windows as the foundation that helps everything on your computer work."

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**HOW TO OPEN WINDOWS AND DESKTOP**

- ▶ When you start your computer, Windows loads automatically.
- ▶ After a few moments, you will see the desktop appear.
- ▶ You can click on the Start button in the bottom left corner to see all your programs and settings.
- ▶ If you want to open a program, just double-click its icon on the desktop.



Slide 4. Title and Content Slide

Screenshot = "Image of window application"

Comment = "Opening Windows and your desktop is easy and quick!"

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