



**Overview:** In this project, students become information technology specialists who work for a company that manufactures and sells personal computers. The business has launched a new initiative that will have consumers choose components for their computer. It is called "Your Computer, Your Way!" To help the customer pick the right hardware component to suit their needs, students create an information package using Microsoft PowerPoint. The package explains the aspects to consider when selecting devices using bulleted lists, tables, graphic organizers, clip art, picture files, video, and sound clips. The information package is transformed into a presentation, interactive tutorial, web page, and handout to educate the purchaser.

### Covered Objectives:

- ☞ Define the term computer, input device, and output device.
- ☞ Identify different types of computers including the microcomputer, laptop computer, workstation, minicomputer, mainframe, and super computer.
- ☞ Determine what type of computer a person should purchase based upon their needs.
- ☞ Identify different input devices including the keyboard, mouse, scanner, microphone, joystick, trackball, touch pad, touch screen, and light pen.
- ☞ Identify different output devices including the speakers, headphones, monitor, printer, plotter, and speech synthesizer.
- ☞ Open and close a program.
- ☞ Save a presentation.
- ☞ View the slide master.
- ☞ Select the default slide master.
- ☞ Format slide background to a solid color, gradient, or texture.
- ☞ Format the font, font size, font style, alignment, and font color of text.
- ☞ Format the fill and line color of a placeholder.
- ☞ Change the bullet style for each level on a slide.
- ☞ Insert a clip art onto a slide.
- ☞ Create a unique design for a presentation by editing the slide master.
- ☞ Insert and format the shape by changing the style, fill, border, and effect.
- ☞ Change the object order of slide objects.
- ☞ Insert a header and footer onto a slide.
- ☞ Create a title slide and an introduction slide
- ☞ Rotate or flip an object on a slide.

### Activities & Sample Work: