



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:

- ☞ explain the function of various input devices
- ☞ explain the function of various output devices
- ☞ identify various features of the monitor and describe types of monitor technologies
- ☞ identify various storage mediums and compare their capacity
- ☞ understand storage terminology such as kilobyte, megabyte, and gigabyte
- ☞ understand the concept of bits, bytes, and binary code
- ☞ view the storage capacity of various mediums using Windows
- ☞ format a master slide including text, background, bullets, headers and footers
- ☞ insert a picture, sound, or video clip onto a slide
- ☞ insert a slide and select various layouts
- ☞ insert a table and format the cells
- ☞ print a slideshow as a handout
- ☞ use the pen during a presentation
- ☞ view a presentation in various views: Normal, Slide View, and Outline View
- ☞ edit the contrast and brightness of a picture

Activities & Sample Work:

