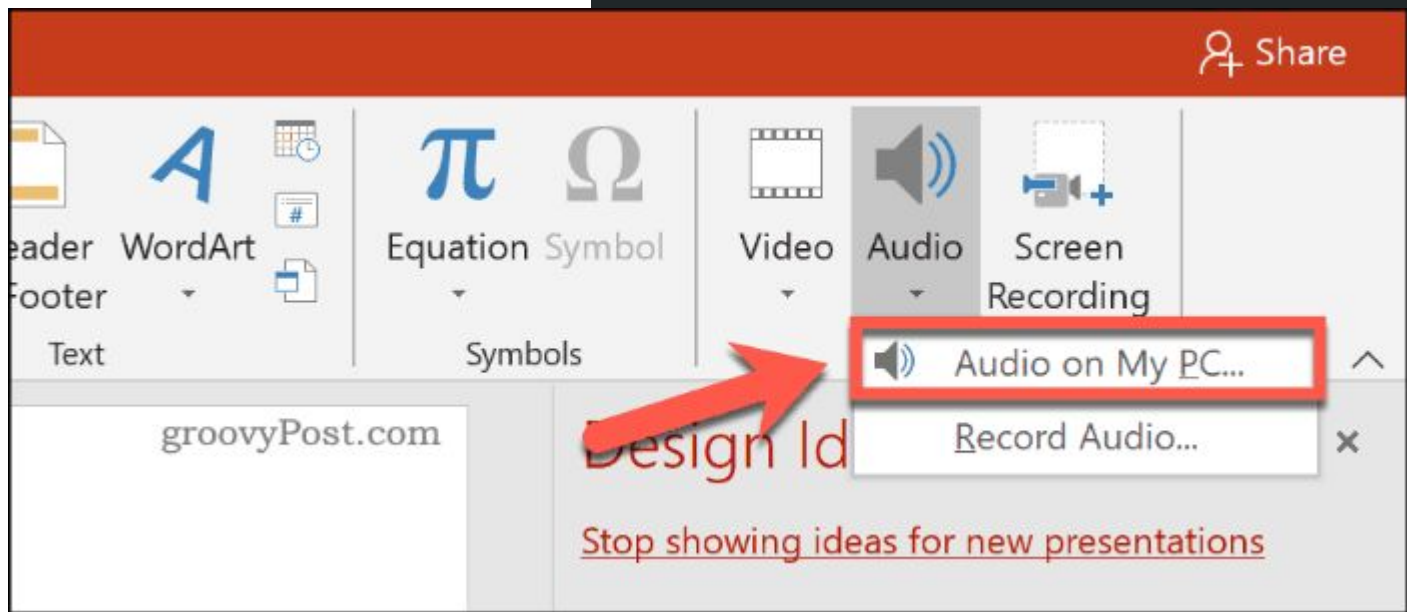


MS Power Point

Session 2



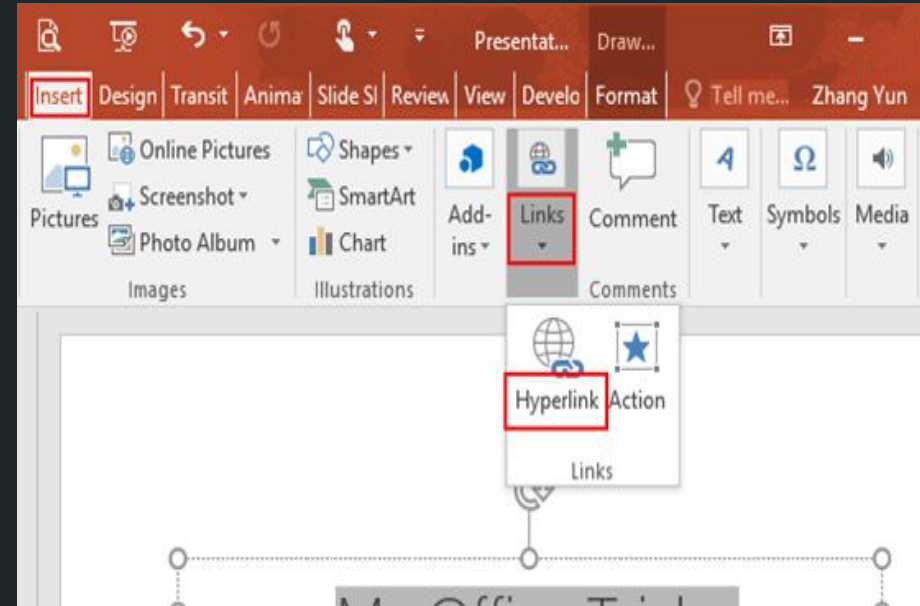
Adding Audio Clips

You can add audio, such as music, narration, or sound bites, to your PowerPoint presentation. To record and hear any audio, your computer must be equipped with a sound card, microphone, and speakers.

To insert a hyperlink into your presentation:

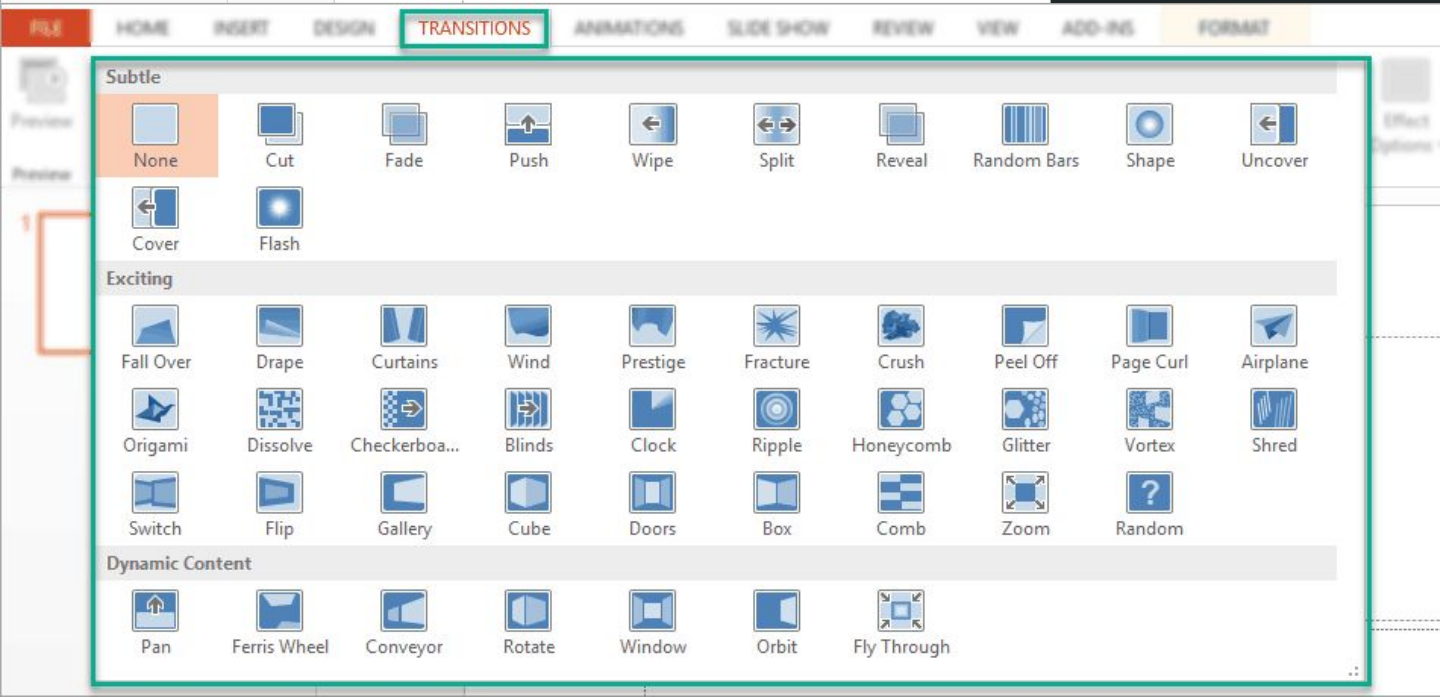
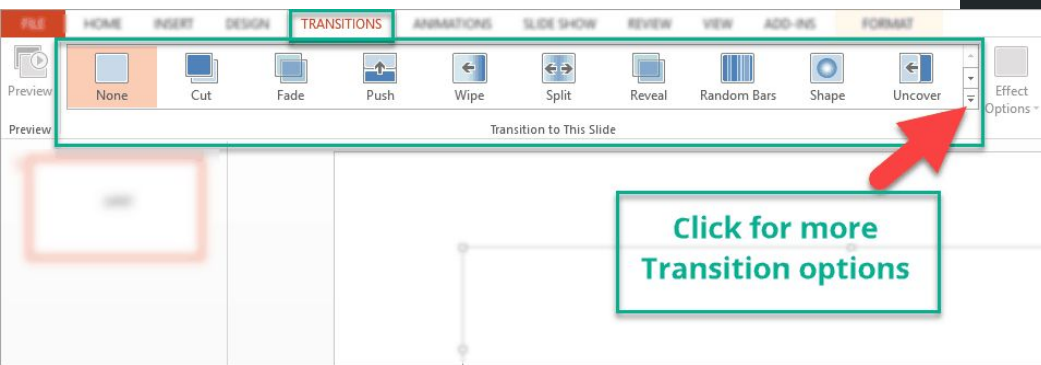
1. Open the PowerPoint presentation.
2. Highlight the text or object you would like to hyperlink.
3. Right-click the highlighted text and select "Hyperlink..."
4. From the "Link to:" side panel, choose the destination for your hyperlink.
 - For **Existing File or Web Page**, browse your computer to locate the file you wish to link to.
 - For **Place in This Document**, choose the slide you wish to link to.
 - For **Create a New Document**, type the name of your new PowerPoint presentation and choose when to edit the document.
 - For **E-mail Addresses**, enter the recipient(s) email address and the subject line of the email.
5. Click [OK].
6. To test the action button, start your PowerPoint slideshow (Click F5 on your keyboard) and click the text with the action button.

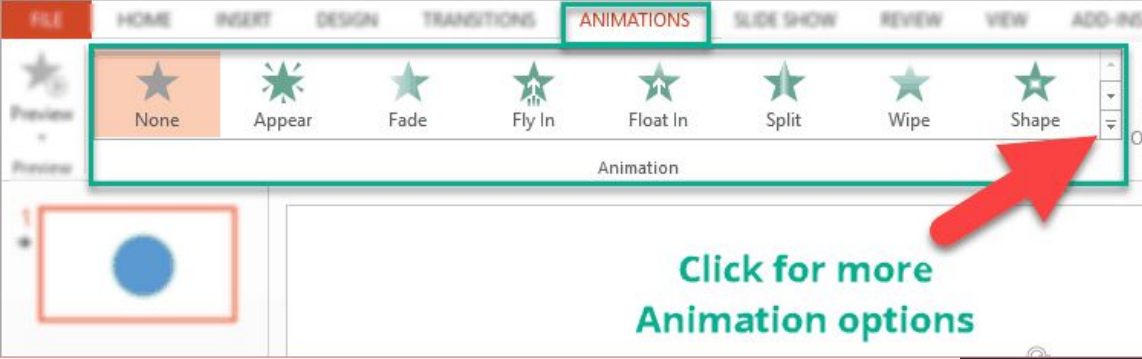
slide.



Transition :

The first type of animation is called *transition animation*; these are animations added in between slides. When you transition from slide 1 to slide 2, you can add an animation in between the slides. You can view the different transition options by going to the **Transitions pane** on the PowerPoint ribbon.

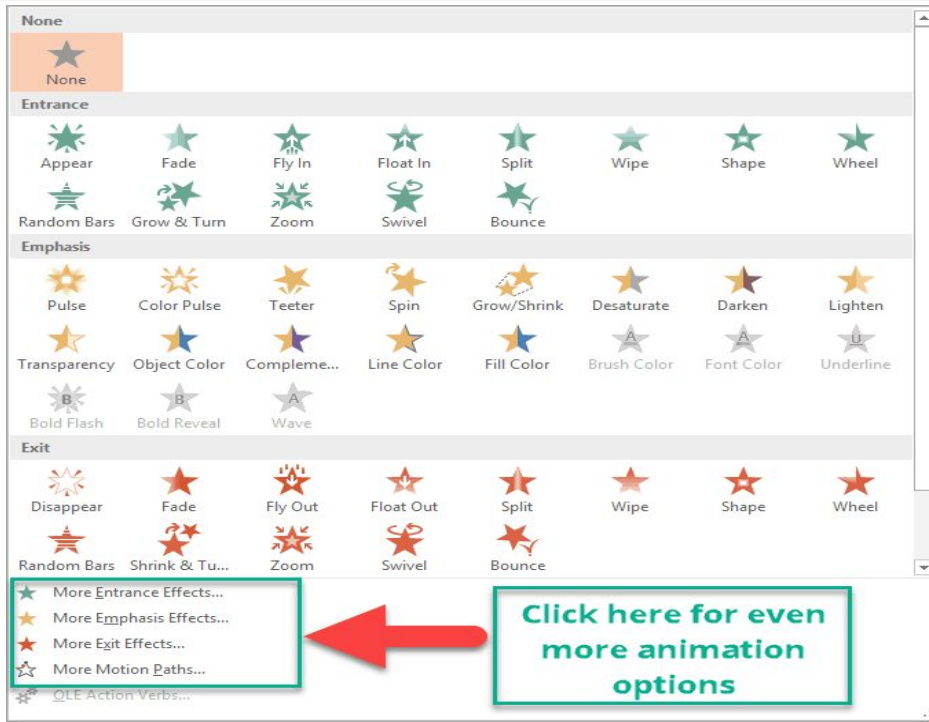




Animations

The second type of animations bring the objects or elements within your slide to life. If you want to animate text, an image, shape, graph or chart, this is the type of animation you select.

You first have to **click on the object you want to animate**, then **click on the Animations tab**.



Digital Literacy(21st Century Literacies)
Microsoft Powerpoint- 2
Lesson Plan

Objective: Participants will be able to understand and apply insert menu in MS PowerPoint	
Total Time: 90 Minutes	
Materials Required: Computer lab with projector and screen, MS PowerPoint installed on all the computers for students	
Instructor Note: After understanding and using basics of MS PowerPoint in the previous session, participants will learn and apply all the options in the Insert menu to make their presentations more relevant and effective. Use demonstration as the training method and make students practice as much as possible.	
Opening Protocol: <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling ● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session 	5 Minutes
Opening Activity : <ul style="list-style-type: none"> ● Take students' questions from the previous session to ensure that they have all learned the basics of MS PowerPoint ● Explain/demonstrate some commonly asked options again 	10 Minutes
Concept Demonstration: Insert Menu <ul style="list-style-type: none"> ● Ask students to open the Insert Menu and recognise the options they had used in MS Word ● After doing a quick recap, demonstrate some functions like SmartArt, Icons, Pictures, Video and Audio 	15 Minutes
Activity: Practice Insert Option <ul style="list-style-type: none"> ● Ask students to apply Insert options on the same presentation that they had created in the previous session ● Go to different desks and observe how students are doing the task. Guide them if they get stuck somewhere. 	15 Minutes
Activity 2: Practice Shortcut Keys <ul style="list-style-type: none"> ● Ask students to open their handbook and read the shortcut keys ● Give 10 minutes to participants to practice shortcut keys of all the options that they have learned in the session 	10 Minutes

<p>Activity 3: Create a Presentation</p> <ul style="list-style-type: none"> ● Ask students to choose any topic that they want to create presentation on ● In case some students are not able to decide the topic, give them options like My School/ My College, My City, Our Country, Inflation, Women Empowerment, My profile, Value of Ethics ● Ask them to create a atleast 3 slides presentation on the topic they have chosen ● Ask them to apply maximum options they have learned in two sessions ● Ask them to complete it in 15 minutes ● Use remaining 10 minutes to randomly check some presentations ● Ask students to save and close the presentation on their computers 	<p>25 Minutes</p>
<p>Closing/Debrief: Ask students to answer the quiz questions given in their handbook to check their understanding. Answer their questions, if any. Encourage them to practice making more slides at home or in computer labs.</p>	<p>5 Minutes</p>
<p>Closing Protocol:</p> <ul style="list-style-type: none"> ● Thank the participants for their time ● Announce the next time you will be visiting them ● Share the topic of the next session ● Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session ● Click pictures of the artefacts for documentation 	<p>5 Minutes</p>