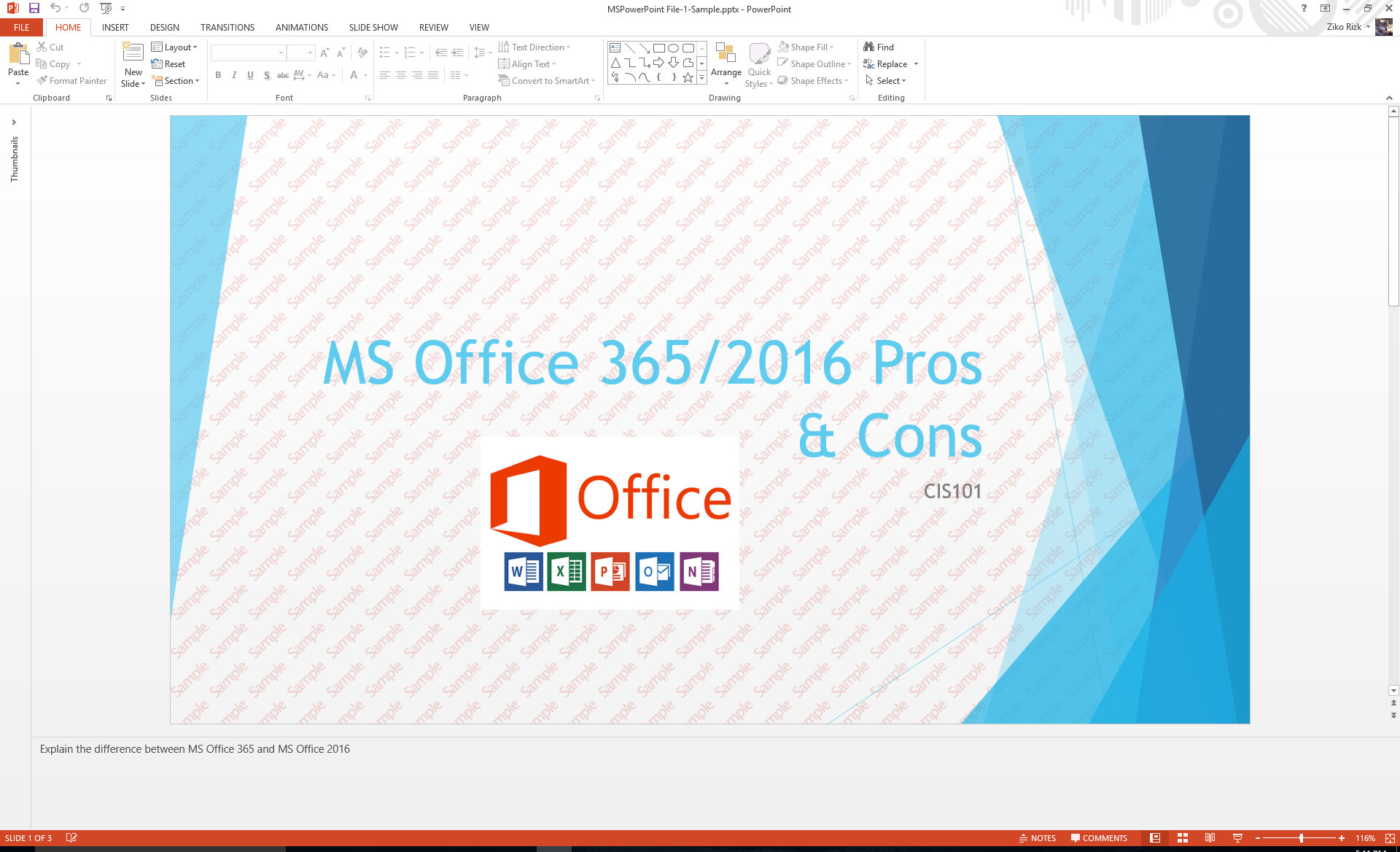
***Before you start, please:***

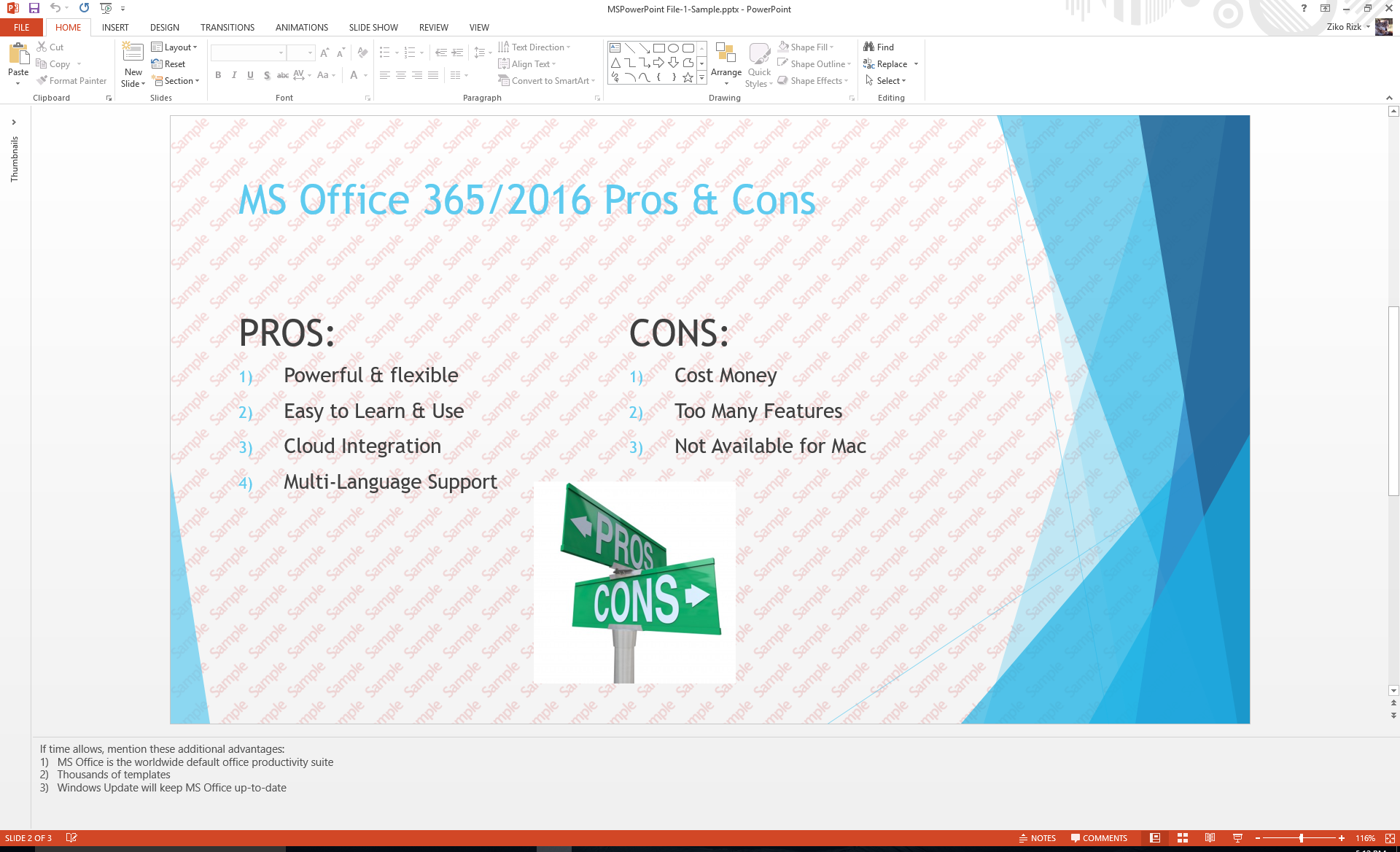
1. Inset the CIS101 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS101*** folder (unless the folder already exists)
3. Under ***CIS101***, create ***Week10-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS101\Week10-Files*** to store all week seven files
5. Download ***Week10-Assignment.docx*** to ***Week10-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS101\Week10-Files\Week10-Assignment.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.
7. **IMPORTANT:** This assignment will require you to use a Microsoft OneDrive account. If you don’t have a Microsoft OneDrive account, please create one now - <https://onedrive.live.com/about/en-us/>.

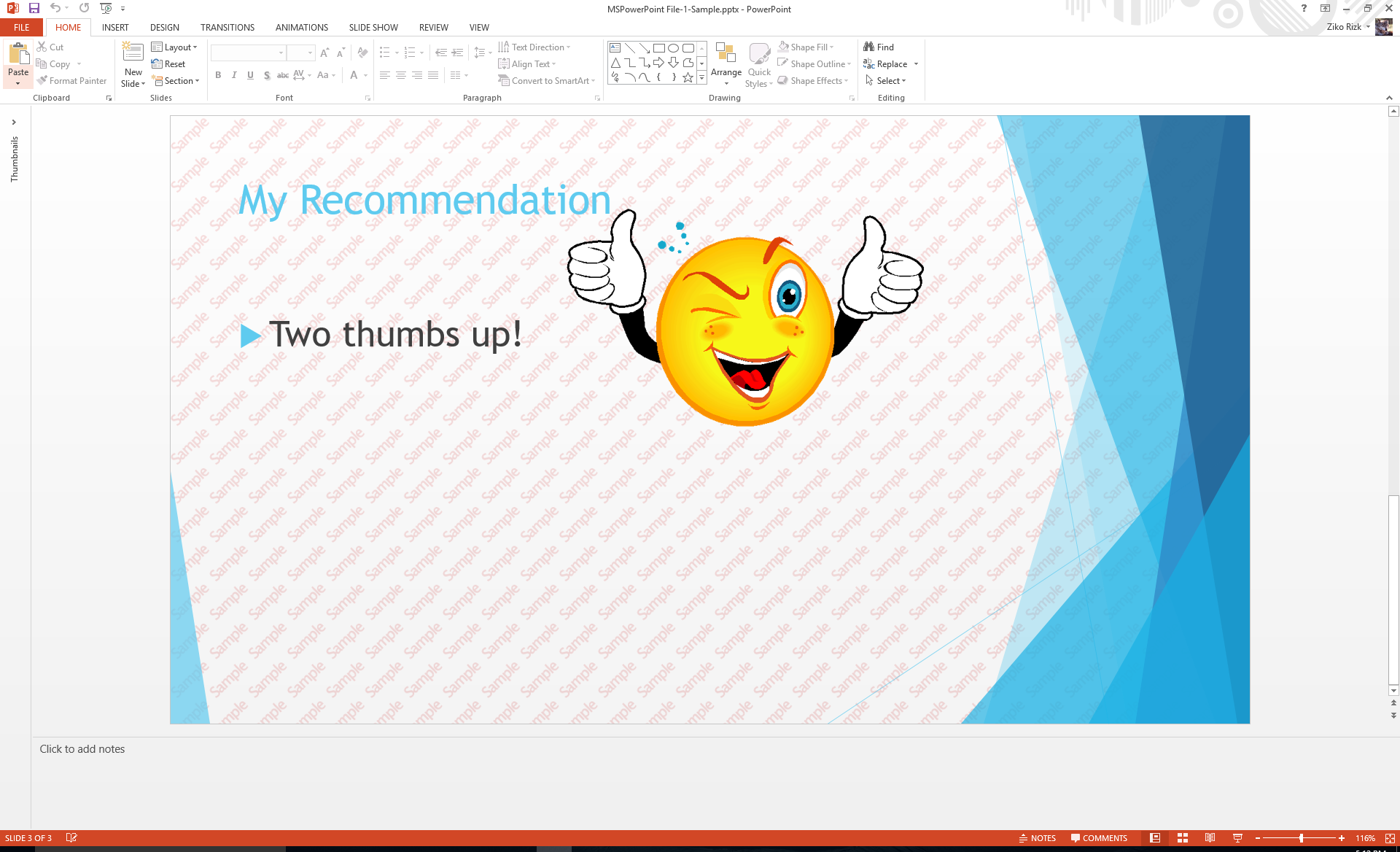
Q1) (7 points – subtract 1 point for each error) Start MS PowerPoint, on the ***New/Templates*** screen, click on ***Blank presentation*** and create a new file with the following three slides (minus the tiled slide background):

Guidelines:

1. Use the ***Facet*** theme with blue variation
2. Make sure to enter the ***Notes*** one slide-1 and slide-2
3. For the graphics/pictures, search online pictures:
   1. For slide-1, search for ***MS Office***
   2. For slide-2, search for ***pros and cons***
   3. For slide-3, search for ***two thumbs up***
   4. NOTE: If you can’t find the exact picture, use a similar picture.







1. Save as ***MSPowerPoint File-1.pptx*** in ***Week10-Files*** folder
2. Select the first slide
3. Maximize the Slides/navigation pane (manually to enlarge the three slides)
4. Snip the entire PowerPoint window
5. Save as ***snip-1.jpg*** in ***Week10-Files*** folder.

Paste-snip-1-here

Q2) (3 points – subtract 1 point for each error) Create the above slides using Microsoft OneDrive PowerPoint:

1. Logon to ***OneDrive*** using your Microsoft account
2. From the navigation pane, click one ***Files*** and create ***\LBCC\CIS101*** folders
3. From the menu, click on ***New***, then click on ***PowerPoint Presentation***
4. Create the above slides using the same guidelines
5. Save as ***MSPowerPoint File-1*** in ***LBCC\CIS101***
6. Select slide first slide
7. Use the red Pen to circle the file name, ***MSPowerPoint File-1***, and the notes at the bottom of the screen
8. Snip the entire screen
9. Save as ***snip-2.jpg*** in ***Week10-Files*** folder.

Paste-snip-2-here