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

1. Insert the CS120 class USB Thumb drive
2. On the USB root folder/directory, create the ***CS120*** folder (unless the folder already exists)
3. Under ***CS120***, create ***Week9-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CS120\Week9-Files*** to store all week ten files
5. Download ***Week9-Assignment.docx*** to ***Week9-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CS120\Week9-Files\Week9-Assignment.docx*** file,answer all questions, save the changes to the ***Week9-Assignment.docx*** file, then zip with ***MSPowerPoint File-1.pptx*** and upload to Moodle.

Q1) (5 points – subtract 1 point for each error) Start MS PowerPoint and create a presentation about what you learned in week 9:

1. On the ***New/Templates*** screen, click on ***Berlin*** and select the green variation
2. Create a PowerPoint presentation with identical formatting to the one below
3. Slide guidelines, total of 5 slides:
	1. Slide 1 - ***What I learned in Week 9***
	2. Slide 2 - ***Creating and Opening Presentations*** (In your own words, enter 3 bullet items)
	3. Slide 3 - ***Saving and Sharing Presentations*** (In your own words, enter 3 bullet items)
	4. Slide 4 - ***Inserting Pictures*** (In your own words, enter 3 bullet items)
	5. Slide 5 - ***Conclusion*** (In your own words, write a concluding paragraph about the three topics)
4. For the graphics/pictures, search online pictures:
	1. For slide-2, search for ***powerpoint***
	2. For slide-3, search for ***save powerpoint document***
	3. For slide-4, search for ***insert picture document***
	4. NOTE: If you can’t find the exact picture, use a similar picture.
5. Save as ***MSPowerPoint File-1.pptx*** in ***Week9-Files*** folder.



Q2) (5 points – subtract 1 point for each error) Start Google Slides and create a presentation about what you learned in this course:

1. Open blank slides in Google Slides
2. Select **Material** for **Theme**
3. Save as ***GoogleSlides File-1*** in ***LBCC\CS120***
4. Create a slide on your course goals (three things you learned as a result of this class) and insert a picture for each topic. The picture should relate to the topic. For the topic slides, include text about what new things you learned and how it will help you in the future.
5. Slide 1 – Title slide (***Course Goals, CS120 Introduction to Digital Literacy***)
6. Slide 2 – Topic 1 (In your own words, select and write a paragraph about the topic you have learned in this course.)
7. Slide 3 – Topic 2 (In your own words, select and write a paragraph about the topic you have learned in this course.)
8. Slide 4 – Topic 3 (In your own words, select and write a paragraph about the topic you have learned in this course.)
9. Slide 5 – Conclusion (In your own words, write a concluding paragraph about the three topics you have learned in this course.)
10. Click on the grid view (similar to Slide Sorter in PowerPoint) to view all the slides in one page.
11. Use the Snipping tool to take a screen capture (of all 5 snips)
12. Save as ***snip-1.jpg*** in ***Week9-Files*** folder
13. Paste ***snip-1.jpg*** below, at the very end, and continue with next step
14. Zip both ***Week9-Assignment.docx*** and ***MSPowerPoint File-1.pptx*** files
15. Upload zipped file in Moodle.



Paste-snip1-here: