



Task Title: Making a Special Occasion Slideshow

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: Use Microsoft PowerPoint to create a special occasion slideshow.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2b
- Communicate Ideas and Information/B4
- Use Digital Technology/D.3

Materials Required:

- Pen/pencil and paper
- Computer with Microsoft PowerPoint

Learner Information

People sometimes create slideshows to present at special occasions such as birthdays or retirement parties. These slideshows will use pictures and words to tell a story about a person. They are usually fun and creative.

Open a new presentation in Microsoft PowerPoint.

Scan the "45th Birthday Celebration".

45th Birthday Celebration

- The birthday celebration is for June Robbins
- Her birthday is January 3rd
- She enjoys reading, arranging flowers, and hiking
- She plans to start travelling more now that she is 45
- She has three children and a golden retriever named Archie

Work Sheet

Task 1: Create a new slideshow with at least 5 slides. Include the information you have been given about the birthday celebration. Feel free to add additional details.

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐

Task 2: Complete at least three of the following actions on your slideshow:

- **Add a border or outline**
- **Use a background or template**
- **Change a font colour**
- **Change a font style**
- **Insert a picture or shape**

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐

Task 3: Show your instructor your completed slideshow.

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐