

Syllabus for Information and Communication Technology (Including ECDL Start)

2004

Area Secondary Schools

ICT Learning Centre
Department of Technology in Education
Education Division
Floriania

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ECDL Syllabus and ECDL Sample Part Tests:

These may be viewed and downloaded from the following site:

<http://www.ecdl.com>

ICT Area Secondary Schools Syllabus ECDL Start

This ICT Syllabus is designed to meet the requirements for the ECDL Start Certificate which includes the following modules:

- Module 2 - Using the computer and managing files
- Module 3 - Word Processing
- Module 4 - Spreadsheets
- Module 7 – Information and Communications (Internet and Emails)

Moreover, this Syllabus caters for other ICT topics useful for Area Secondary School students namely “drawing” and “presentations” using *Paint* and *PowerPoint*.

It is recommended to follow the suggested teaching schedule found below. Students will be able to sit, on a voluntary basis, for ECDL tests as follows:

- Modules 3 and 4 at the end of Form 4 and
- Modules 2 and 7 at the end of Form 5.

Special thanks goes to the ICT Subject co-ordinators, Mr Godwin Zammit and Mr Joseph Vella and also to the support teachers Mr Emanuel Zammit and Ms Michelle Mangion for their contributions.

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1. ECDL Module 2 – Using the computer and managing files – Skills module

1.1. MF1

- 1.1.1. Start, shut down, restart the computer
- 1.1.2. GUI environment – the desktop, taskbar, recycle bin, icons, folders
- 1.1.3. Windows environment – parts of a window (title bar, toolbar, menu bar, status bar, scroll bars, border, corner), reduce, enlarge, re-size, restore, scale, move, close window, dialogue box (OK, Cancel, Apply)
- 1.1.4. Recognise icons for HDD, FDD
- 1.1.5. Using an application (notepad) – interface window parts, manipulating the application window, opening and saving an existing file using a path, creating a new file, printing

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Production of labelled chart of the desktop.*
- *Fill-in exercise of window's features.*
- *Type a list of computer hardware in a simple text editing application (notepad) and save it in an existing folder.*
- *Use of educational game (downloaded from Internet) related to topic.*
- *Other practical tasks are integrated within the module specifications.*

1.2. MF2

- 1.2.1. Shutting down non-responding applications
- 1.2.2. GUI environment – select/move desktop icons
- 1.2.3. Windows environment – the dialogue box (further options – Tabs, Printing Options)
- 1.2.4. Format a floppy disk
- 1.2.5. Desktop configuration – viewing date, time, volume, display options (background, screen saver, screen saver options, resolution), create desktop icon or menu alias
- 1.2.6. Scanning disks for viruses

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Format a floppy and save a file in it.*
- *Produce a simple flow diagram with steps taken to format a floppy disk.*
- *Scan a disk for viruses and view statistical report. List a few current viruses.*
- *List ways of preventing virus infections*
- *Change properties of desktop and create a shortcut of the calculator on the desktop*
- *Other practical tasks are integrated within the module specifications.*

1.3. MF3

- 1.3.1. Basic directory and folder structure (tree) on a computer – viewing directories/folders and files, creating further directories/folders, renaming directories/folders, directory/folder attributes (name, size, date last update), deleting a directory/folder
- 1.3.2. File handling – selecting one or more files, moving, copying, pasting, deleting files within folders, restoring files, backup on floppy disk
- 1.3.3. Using Windows Help

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Producing a diagram showing the tree structure of folders/subfolders implemented on the computer's HDD and used by the student.*
- *Treasure hunt for simple paths (C:/My Documents/English) and longer paths*
- *Prepare a table having missing file attributes (file name, extension, type, modified, size etc) for a specific folder. Set it out as a fill-in exercise where students have to look for missing information after being given the path of the folder.*
- *Create a folder and subfolders on a diskette and backup particular file/s.*
- *Provide a particular topic (keyword) and search in Windows "Help".*
- *Other practical tasks are integrated within the module specifications.*

1.4. MF4

- 1.4.1. Computer's basic system information – viewing the OS, processor type, Ram available
- 1.4.2. Using Search – searching for a file or folder. Search for a file by name, date created or type. Use wildcards.
- 1.4.3. Use of print screen (screen capture)
- 1.4.4. Set & change keyboard language

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Student to provide newspaper/magazine adverts and highlighting CPU and RAM specifications and the type of OS.*
- *Use the adverts, PC brochures to compare specifications (hard disk, processor speed, RAM etc) of latest technology with older technology. Search webopaedia.*
- *Search for all spreadsheet files (or other application) on the harddisk.*
- *Capture WP screen, crop some toolbar buttons in Paint, insert and label in a WP document.*
- *Other practical tasks are integrated within the module specifications.*

1.5. MF5

- 1.5.1. File attributes – viewing (name, size, file type, date last modified, read only), recognise DOC, XLS, MDB, PPT, RTF, PDF, HTM, image files (JPG, BMP, GIF, TIF), audio files (WAV, MID, MP3, WMA), compressed files (ZIP), temporary files (TMP).
- 1.5.2. Renaming files
- 1.5.3. Sorting files
- 1.5.4. File compression and extraction
- 1.5.5. Install/uninstall software
- 1.5.6. Customising Print Options – install new printer, changing default printer, view and control a print job

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Organise (sort) files in a particular folder by different attributes.*
- *Compress two large files(long text documents) and store in a particular folder. Record their file names, original sizes and the compressed sizes. Provide reasons for compressing files.*
- *Use “Run” command to install a small program.*
- *Other practical tasks are integrated within the module specifications.*

2. ECDL Module 3 – Word Processing – Skills module

2.1. WP1

- 2.1.1. Use and advantages of WP
- 2.1.2. Open application, the WP interface, exit
- 2.1.3. Open existing document, creating new document, modifying, saving to HDD, closing the document
- 2.1.4. Inserting/overtyping, editing and formatting of text – backspace/ delete keys, highlighting (character, word, paragraph, whole document), cut, copy, paste, undo, font type and size, bold, italic, underline, text colour, text alignment, subscript/superscript, case changes
- 2.1.5. Inserting an object in document – image files, chart, clipart, *WordArt*, moving, resizing and deleting objects
- 2.1.6. Setting up for printing – margins, orientation, paper size, preview and print to installed printer

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Provide a short paragraph on a disk for editing and formatting purposes. Insert a fancy title (WordArt) and a related image.*
- *Create a simple poster/flyer and insert an image.*
- *View the default settings for printing.*
- *Other practical tasks are integrated within the module specifications.*

2.2. WP2

- 2.2.1. Using Help functions
- 2.2.2. Show/Hide Toolbars
- 2.2.3. Change page display modes
- 2.2.4. Saving to a floppy disk
- 2.2.5. Page view magnification (zooming)
- 2.2.6. Spell checking the document – features of spell check dialogue box
- 2.2.7. Further formatting - bulleted and numbered lists
- 2.2.8. Search (find only) and replace – word or phrase
- 2.2.9. Headers and footers – insertion of page numbers, date, author, basic text format options
- 2.2.10. Printing

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Search Word help for a supplied topic, copy information into a document and save in a floppy disk.*
- *Organise the text in the document as a bulleted/numbered list and search for particular word/s.*

- *Insert appropriate data in header/footer.*
- *Other practical tasks are integrated within the module specifications.*

2.3. WP3

- 2.3.1. Modify preferences in application such as user name, default directory
- 2.3.2. Open several documents - move, copy, paste between active documents
- 2.3.3. Display/hide non-printing characters
- 2.3.4. Inserting special characters, symbols, page breaks
- 2.3.5. Applying existing styles
- 2.3.6. Choosing and using a template for a specific task
- 2.3.7. Inserting tables – rows, columns, cells, cell attributes (formatting, size, colour/shading), insertion/deletion of rows/columns, borders
- 2.3.8. Printing – use of basic print options

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Open any two documents (one from HDD, other from FDD) and transfer text/graphics between them*
- *Apply different styles to a supplied unformatted document.*
- *Prepare a CV/Report/Fax/Memo/etc using a template.*
- *Create a simple pattern by colouring the cells of a table*
- *Create a table for a class timetable, edit and format the table.*
- *Other practical tasks are integrated within the module specifications.*

2.4. WP4

- 2.4.1. Save document under another file format – TXT, RTF, template, software version number.
- 2.4.2. Saving a document as a Web Page.
- 2.4.3. Further formatting – hyphenation, indentation, line spacing, paragraph spacing, copying formatting (the format painter), setting tabs (left, right, centre, decimal), adding borders
- 2.4.4. Mail merging – creating a mailing list in a spreadsheet and merging the mailing list with a letter document or label

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Create a birthday invitation, using further formatting features to enhance the layout and save it as a template.*
- *Prepare a document on any topic of interest to the students' and save it in HTML format.*
- *Use mail merge to produce personalised invitations by merging the form letter with source data from a spreadsheet/table in Word.*
- *Other practical tasks are integrated within the module specifications.*

3. ECDL Module 4 – Spreadsheets – Skills module

3.1. SS1

- 3.1.1. *Use and advantages of SS*
- 3.1.2. Open application, the SS interface, exit
- 3.1.3. Open existing workbook, modifying, creating new workbook, rows, columns, cells, active cell, saving to HDD and floppy, closing the workbook.
- 3.1.4. Distinction between workbook and worksheets
- 3.1.5. Contents of cell – values (numbers), labels (text), simple formulae
- 3.1.6. Use of +, -, /, * in formulas
- 3.1.7. Inserting, editing and formatting of text – entering data above, selecting a cell or adjacent cells
- 3.1.8. Cut, copy, paste (in worksheet & between worksheets), delete, undo
- 3.1.9. Changing font type and size, font colour, bold, italic, underline, double underline
- 3.1.10. Changing background colour, column width, row height
- 3.1.11. Use of Format Painter
- 3.1.12. Setting up for printing – margins, orientation, paper size, display gridlines, row/column headings for printing, preview and print to installed printer

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Identify components of spreadsheet interface.*
- *Use a simple pre-prepared spreadsheet to identify cell contents.*
- *Use simple arithmetic operators (+, -, *, /) on two values.*
- *Find area, perimeter, volume. Convert Centigrade to Fahrenheit.*
- *Create a simple invoice, use editing and formatting features listed above, print.*
- *Other practical tasks are integrated within the module specifications.*

3.2. SS2

- 3.2.1. Using Help functions
- 3.2.2. Show/Hide Toolbars
- 3.2.3. Page view magnification (zooming)
- 3.2.4. Modify preferences in application such as user name, default directory
- 3.2.5. Change view modes
- 3.2.6. Freeze/unfreeze columns/rows
- 3.2.7. Use of basic functions (sum, max, min, average) – recognise error messages with formulas
- 3.2.8. Inserting special characters, symbols, page breaks, new rows/columns, headers and footers to include date, time, filename, worksheet name.
- 3.2.9. Further formatting – left, right, centre, different number styles, decimal places, commas (for thousands), currency, adding borders

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Create a simple home budgeting worksheet (include income and expenses for a 3-month period)*
- *Find total, average, minimum and maximum for income/expenses .*
- *Manipulate the positions of the rows/columns.*
- *Format the data and include currency/decimal places (currency conversion SS).*
- *Insert header and footer and print.*
- *Use of historical, weather, etc data to tabulate statistical information.*
- *Other practical tasks are integrated within the module specifications.*

3.3. SS3

- 3.3.1. Selecting adjacent row/s or column/s, selecting non adjacent cells, rows or columns,
- 3.3.2. Open several workbooks - move, copy, paste between open workbooks.
- 3.3.3. Worksheets: rename, duplicate, move, delete, insert worksheets, navigate within workbook
- 3.3.4. Search (find only) and replace cell contents
- 3.3.5. Sorting – numerical or alphabetical ascending or descending
- 3.3.6. Further formatting – different date styles, numbers as percentages, text orientation, alignment top and bottom , text wrapping, centre over a cell range
- 3.3.7. Further basic functions (count) – recognise error messages with formulas
- 3.3.8. AutoFill (also incremental data entries) and replicate
- 3.3.9. Printing - fit on one page, print range of cells, automatic row printing on each sheet

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Create a sheet with student names and their half yearly marks in different subjects.*
- *Copy student names into another sheet for annual marks*
- *Search for a particular name/mark*
- *Duplicate one sheet and sort by name, subject or order of merit (total marks).*
- *Count number of occurrences of a particular mark*
- *Use incremental data entry for indexing students*
- *Other practical tasks are integrated within the module specifications.*

3.4. SS4

- 3.4.1. Use of relative, mixed and absolute cell references
- 3.4.2. The IF function
- 3.4.3. Charts (graphs) – produce charts to analyse data, types of, modify, labelling, scaling, modify colours, move, delete
- 3.4.4. Save workbook under another file format – TXT, template, software version number and for posting to a web site
- 3.4.5. Printing – use of basic print options

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Create a sports league table for keeping track of points for a number of teams.*

- *Use relative and absolute referencing for commission, VAT, profit, currency rate.*
- *Use if function to describe the performance of each team.*
- *Create statistical graphs using instances from previous modules (eg. Sports, tourism, weather etc).*
- *Other practical tasks are integrated within the module specifications.*

4. ECDL Module 7 – Information and Communication – Skills module

4.1. INT1

- 4.1.1. Basic network concepts: LAN, WAN
- 4.1.2. Distinguish between WWW and Internet
- 4.1.3. Hardware requirements (multimedia computer system, modem, telephone line, ISP)
- 4.1.4. Logon – username, password
- 4.1.5. Open web browsing application, display a given web page, close
- 4.1.6. Browsing a specified site - Open a given web page, use a hyperlink, an image link. Return to original page (navigation forward/backward; return to homepage, refresh)
- 4.1.7. Setting up for printing – preview, print web page, print a frame
- 4.1.8. Search engines – using a single keyword
- 4.1.9. E-mail – advantages of web-based email, logon, open an e-mail application, open mailbox, open message, close application, create new message, saving, insert address in 'mailto' and subject, delete message, printing

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Produce a labelled chart showing the hardware required to connect to the Internet.*
- *Visit a specific site (school web site if available) and navigate through it*
- *Conduct a search on a specific topic and print a page of required information.*
- *Open, read, delete a received message and send a new one.*
- *Other practical tasks are integrated within the module specifications.*

4.2. INT2

- 4.2.1. Using help functions (browser and e-mail)
- 4.2.2. Change view/display modes
- 4.2.3. Change web browser homepage
- 4.2.4. Show/Hide Toolbars (browser and e-mail)
- 4.2.5. Search engines – refining searches (using "", +, -), use of keywords
- 4.2.6. Printing – modify page set-up options
- 4.2.7. E-mail – change display modes, cut - copy - paste to duplicate text within message/to another message, spell check, marking a message in mail folder, use of mail bin, reply to a received message, reply to all, reply with/without original message, copy message to another address, printing

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Search the WWW for a specific topic using generic words/phrases*
- *Use of special symbols/operators to refine a search.*
- *Change homepage to another website (eg. BBC, Discovery)*
- *Edit a message and reply to a message.*
- *Other practical tasks are integrated within the module specifications.*

4.3. INT3

- 4.3.1. Understand structure of web address, http, URL
- 4.3.2. Basic settings: to display images on page, not to load images onto page
- 4.3.3. Browser history, delete history
- 4.3.4. Favourites /Bookmarks – add a web page to favourites, opening a page from favourites, organising favourites folder.
- 4.3.5. Saving a webpage, downloading files & saving
- 4.3.6. Pasting text & images from website into documents
- 4.3.7. Printing a search report
- 4.3.8. E-mail – structure of email address, netiquette, spam, risk of viruses, digital signatures, add attachments, delete attachment, open and save an attachment, forward a message, reply using distribution list, cc, bcc

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Download a page without images.*
- *View history for the last couple of days.*
- *Add new websites to the favourites folder.*
- *Download a file into a particular folder.*
- *Create a personal folder in favourites and add a current affairs web site (BBC etc).*
- *Copy a news item (image and text) into a document.*
- *Send the document as an attachment to multiple recipients using the Cc and Bcc functions.*
- *Other practical tasks are integrated within the module specifications.*

4.4. INT4

- 4.4.1. Cookies, cache, secure websites, digital certificates, encryption & uses, firewalls
- 4.4.2. Fill in web based forms
- 4.4.3. Using common logical operators in searches
- 4.4.4. E-mail - Organising messages – search for a message, create new mail folder, delete, moving messages to a new mail folder, sort messages by name, subject, date, sending low/high priority messages, inserting text from another source, printing
- 4.4.5. Address book – add address, delete, create new list, update from incoming mail

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Encrypt a simple sentence using a very simple algorithm (such as changing each letter to the successor).*
- *Use website (eg government site) for filling in a web based form (Do not submit but copy the form into WP and use it there)*
- *Organise received mail in various folders.*
- *Add and use email addresses from the address book.*
- *Other practical tasks are integrated within the module specifications.*

5. Graphics (Paint and Presentation)

5.1. GR1 (Paint)

- 5.1.1. *Open application, the application interface, exit*
- 5.1.2. *Creating simple drawings, new page, save/save as to different file formats (bmp, jpg)*
- 5.1.3. *Use of toolbox, rectangle/ellipse/line/polygon/pencil/curve/paintbrush/airbrush tools*
- 5.1.4. *Changing tool colour*
- 5.1.5. *Lines – freehand, horizontal, vertical, diagonal – different thickness*
- 5.1.6. *Editing tools - select, cut, copy, paste, eraser, undo.*
- 5.1.7. *Printing*

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Draw a colourful border using basic shapes and lines of different thickness.*
- *Draw the shape of a tree using: the curve tool for the trunk (thick lines) and branches (thin lines), the spray tool to represent the foliage in different shades of green, select and copy the tree to create the effect of a group of trees.*
- *Other practical tasks are integrated within the module specifications.*

5.2. GR2 (Paint)

- 5.2.1. *Use of '+' or '-' keys (numeric keypad) in conjunction with other tools*
- 5.2.2. *Colour box – foreground/background colours, editing colours, colour picker*
- 5.2.3. *Import a clipart*
- 5.2.4. *Transforming objects – flip, rotate, stretch, skew*
- 5.2.5. *Inserting text - text bar, formatting, colouring, text stored as a picture*
- 5.2.6. *Image attributes, units of measurement, page dimensions, zoom*
- 5.2.7. *Using Help*
- 5.2.8. *Printing*

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Create a logo for a company, TV/radio station, environmental organisation.*
- *Create a simple drawing of a country scene and import a clipart of a bird*
- *Produce a wildlife poster made up of a title in large font size, some information in a small font size and insert a clipart.*
- *Other practical tasks are integrated within the module specifications.*

5.3. GR3 (Presentation – as a drawing tool)

- 5.3.1. *Open application, the application interface, exit*
- 5.3.2. *Presentation toolbars*
- 5.3.3. *Drawing objects – different types of lines, modify line width, changing line colour – adding other shapes (boxes, circles, freeform), outline type*
- 5.3.4. *Inserting and resizing images/clipart*

5.3.5. *Inserting a text box and formatting – line weights, line style, line colour, formatting text*

5.3.6. *Setting up for printing – landscape/portrait*

*Suggested Tasks (Use of a blank single slide as a drawing canvas):
(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)*

- *Create a slide with an imported clipart and label its various components using textboxes.*
- *Build a slide using text boxes containing different fonts, having different styles, sizes and colour.*
- *Produce a slide consisting of a list of the top ten famous personalities (singers, actors, bands, etc)*
- *Other practical tasks are integrated within the module specifications.*

5.4. GR4 (Presentation)

5.4.1. *Create a simple 3 to 5 slide presentation – using templates/designs, slide layouts*

5.4.2. *Grouping and ungrouping objects, applying a shadow*

5.4.3. *Text build effects, pre-set animation effects, slide transition*

5.4.4. *Display modes – slide, sorter, slide show*

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Select a template to produce a presentation on a specific subject such as My Hobby, My favourite actor/singer/band, etc. Search the internet for importing the images/textual information. Apply slide and text build effects.*
- *Select a template and prepare a 4 slide presentation applying the same transition effect. Type the title 'Autoshapes' to appear in all slides – give subtitles 'Basic Shapes', 'Block Arrows', 'Stars and Banners', 'Flowcharts' to the slides. In each slide draw a related shape and apply a shadow.*
- *Other practical tasks are integrated within the module specifications.*

5.5. GR5 (Presentation)

5.5.1. *Create a simple 3 to 5 slide presentation*

5.5.2. *Further drawing objects – colours and fill effects*

5.5.3. *Transformation of images - rotating, flipping, duplicating, layering, etc.*

5.5.4. *Sound effects*

5.5.5. *Timing slides*

5.5.6. *Printing selected slide/s*

Suggested Tasks:

(Preferably use this module in relation to other school subjects or projects to enhance/integrate ICT across the curriculum Please remember that you can also merge modules to tackle a single project.)

- *Import a clipart, copy and paste, rotating the image slightly, then flip the image to face the other side. Group to form one object.*
- *Prepare a presentation on a subject related to the environment, include slide transition effect, animate the slide titles and images, time the slides.*
- *Other practical tasks are integrated within the module specifications.*