MICROSOFT POWERPOINT

LEARNING OBJECTIVES:

- Create a PowerPoint presentation on a requested topic (Exercise 1 & Exercise 2).
- Save a PowerPoint presentation as PowerPoint show (Exercise 1).
- Send a formal email to your teacher and include your presentation as attached file (Exercise 2).

PRINCIPLES OF PRESENTATION

- Make it BIG. The minimum size of text must be 24.
- Keep it simple:
    - Avoid too many colors or too many fonts or styles.
    - The 7×7 rule: no more than 7 lines per slide & no more than 7 words per line.
    - Include just the main ideas.
    - Do not include art work – they just distract the audience.
    - Do not include sound effects.
    - Do not include text animations effects.
- Make it clear:
    - Do not use all text in capital letters.
    - Choose the proper font type (Arial, Calibri, Times, etc.).
    - Use normal text or **bold**.
    - Avoid *italics* – are difficult to read.
    - Avoid using the underlines – they may signify hyperlinks.
    - Use number for lists when the sequence is important (priority, hierarchy).
    - Use high contrasts (the best contrast is black and white).
- Organization: Slide title (name of the topic & author & author's affiliation) & Contents slide & The slides of the presentation & The End slides.

EXERCISE 1

1. Create a new PowerPoint presentation named *InformationQuantity* and saved it in **Lab02** folder.
2. General content of the presentation must be:
   - Slide 1:
       - Title: Quantity of Information by Examples
       - Subtitle: you full name with the family name in CAPITALS and the affiliation (as Faculty and University)
   - Slide 2: Outline of the presentation
   - Slide 2: The request and solution for Problem 1. Use the following structure:

Request	Solution (units of measurements)
120 kb + 120 kb =	(byte)
200 kb + 1024 biţi =	(kB)
100 Mb + 1000 kb + 1 Gb =	(kB)
120 kb + 120 kb =	(B)
128 b + 1020 o =	(kB)

   - Slide 3. The step by step solution for Problem 2.
   - Slide 4: The step by step solution for Problem 3.
   - Slide 5: The step by step solution for Problem 4.
   - Slide 6: The step by step solution for Problem 5.
   - Slide 7: The step by step solution for Problem 6.
   - Slide 8: The step by step solution for Problem 7.
   - Slide 9: The end slide. Please address thanks for attention and this slide and also include a picture with a message (use Google image search engine)
3. Save the file.

4. Save as the file as PowerPoint show (*.pps).
5. Send the *.pps by e-mail as attached file to your teacher.
- Subject: Your name – Faculty – group number
- Introduction: Dear Dr. + the name of the teacher
- Content by example (address your teacher formally): I just sent my assignment for PowerPoint lab.
- End (end the e-mail formally)
- Sign the e-mail.
- Do not forget to attached the *.pps presentation.

The e-mail addresses of the teachers are as follows:
- Mădălina Văleanu – mvaleanu@umfcluj.ro
- Cosmina I. Bondor – cbondor@umfcluj.ro
- Sorana D. Bolboacă – sbolboaca@umfcluj.ro
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PROBLEMS

Problem 1. Find the solution for the following operations:
   a. 120 kB + 120 kB = …. bytes
   b. 200 kB + 1024 B = …. kB
   c. 100 MB + 1000 KB + 1 GB = …. KB
   d. 120 KB + 120 KB = …………. B
   e. 128 B + 1020 B = ………….kB

Problem 2. A book has on average 2500 characters per page. We know that a character is stored in a byte. How many book pages fit on a floppy disk 1440 kB? But on a 700 MB CD? But on a 4 GB DVD?

Problem 3. If a book of 220 pages is on average 2000 characters per page and a character is stored in a byte, what size should be the device needed to store 350 books?

Problem 4. How many medical images with the average size of 150 kB can be stored on a CD of 700 MB? But on an 800 MB CD? But on a 4 GB DVD?

Problem 5. How many bits can be stored on a CD of 700 MB?

Problem 6. How many books of 512 pages (2560 characters per page, a character is stored in a byte) can be stored on a CD of 700 MB? But on an external drive of 4 TB?

Problem 7. How many characters per page has a book of 500 pages stored on a file of 1MiB (we know that one character is stored on 8 bytes)?

EXERCISE 2

Presenting a "Hot Topic" in Medicine/Dentistry using PowerPoint. The presentation's audience is your colleagues. Collect scientific information regarding one of the below-presented topics using ClinicalKey (https://www.clinicalkey.com/).

Questions for Faculty of Medicine:
1. Does intensive glucose control improve outcomes in Type 2 diabetes?
2. What is the optimal prophylaxis to prevent contrast-induced acute kidney injury?
3. Do inhaled medications increase morbidity and/or mortality in patients with COPD?
4. Which is the medical potential of stem cells?
5. What is "personalised medicine"?
6. Good practice in presentation of statistical data using graphics

Questions for Faculty of Dentistry:
1. Which are the needs for dentistry of aging population?

2. How is gum disease affecting your heart and kidneys?
3. How & why teeth are whitened?
4. To chew or not to chew gum, that is the question?
5. Good practice in presentation of statistical data using graphics
6. Informatics systems in dental practice

Organization requirements: Slide title (name of the topic & author & author's affiliation) & Contents slide & The slides of the presentation & The End slides.

Choose one of the about questions and use the PowerPoint features in order to answer to the chosen question. If you want to answer to another question (your own question) please feel free to do this.

You are free to use images, diagrams, charts, tables, etc. but when are using please provide their source. The minimum requirement is one table/graph and one image (Google Images).