**Digital Skills Readiness for Postsecondary Assessment 2021**

**Instructions for Students**

**MS PowerPoint Task: Version A - Stress Management**

**Overview:**

* Follow the detailed instructions below to complete the task.
* Your facilitator will tell you where to save your task, e.g. USB, network, desktop, cloud etc.
* You will not receive a score or grade on this assessment. Instead, you will receive a checklist identifying your skills and your skill gaps related to this task.
* **Remember to save your work frequently!**

**Create a PowerPoint File**

1. Open a new PowerPoint document.
2. Name and save the new document in a folder on your [desktop/USB/cloud] as follows:

a) File name: **Stress\_Management\_[yourfirstname\_****yourlastname]**

b) Folder name: **PowerPoint\_Task\_VA\_[yourfirstname\_yourlastname].**

**General Information**

1. Make sure all elements (text, pictures, videos) are clearly visible on each slide.
2. When you put text into a slide, choose a font size that is readable and fits the slide.
3. When you insert a picture, make sure the picture does not cover the text.

**Develop PowerPoint Presentation Slides**

**Slide 1**

1. Choose a theme for your presentation.
2. Add the title: “*Stress Management for Students”.*
3. Add your name, email address and the date in the subtitle box.

**Slide 2**

1. Insert a new slide.
2. Add the title: “*Overview”.*

1. Add this text to the slide using bullet points to display the text:

Students experience stress from time to time.

Not all stress is bad.

Stress can help motivate us.

A little bit of stress can be helpful.

Too much can make it hard to achieve our goals.

1. Find a picture that matches the text. You can find royalty-free pictures at Unsplash ([https://unsplash.com](https://unsplash.com/)) or Pixabay ([https://pixabay.com](https://pixabay.com/)). You can find icons at The Noun Project ([https://thenounproject.com](https://thenounproject.com/)).
2. Insert, resize and format the picture.
3. Under the picture, include a hyperlink to the source.

**Slide 3**

1. Insert a new slide.
2. Add the title: “*Stress Management Tips”.*
3. Add this text:

* **Avoid procrastination.** 
  + Time management skills will help you manage your academic schedule, social activities, and making time for yourself.
* **Pace yourself and take regular breaks**.
  + During breaks walk outdoors, listen to music or just sit quietly, to clear and calm your mind.
* **Set realistic expectations**.
  + Sometimes your own thoughts can cause you distress. Learn techniques for replacing unrealistic thoughts with realistic ones.

1. Use 3 Animations on this slide (Slide #3) to create a visually interesting slide.

**Slide 4**

1. Insert a new slide.
2. Add the title: “*Stress Management Apps”.*

1. Insert a Smart Art Graphic within PowerPoint to present this information:

|  |  |
| --- | --- |
| Strategy | App |
| Time management | Remember the Milk  (<https://www.rememberthemilk.com>) |
| Relaxation | The Mindfulness App  (<https://themindfulnessapp.com>) |
| Anxiety management | Mindshift  (<https://www.anxietycanada.com/resources/mindshift-cbt>) |

**Slide 5**

1. Insert a new slide.
2. Add the title: “*Have Fun!”.*
3. Add the following text:

Remember to find the fun in life. Have a coffee with your funniest friend. Go to a movie. Watch a comedian you like. Laughter can be a great tension-reducer.

1. Display the text, so it is not in paragraph form.
2. Find a short, appropriate YouTube video that makes you laugh.
3. Insert the video using the Insert Video menu.

**Final Steps**

1. Add a Transition to each slide.
2. Save your work one last time.
3. Follow instructions from your facilitator to submit your completed file.