Lab 3: MS PowerPoint

CLOs: CLO 1
Introduction to MS PowerPoint.
Inserting diagrams in power point Inserting charts in power point.
Inserting audio in power point.
Inserting video in power point.
Create an animated story.

Laboratory Objective:

- To be able to describe and identify the components of Ms PowerPoint.
- To be able to use Ms power point for simple presentation purposes.
- Learn to Open and Edit Presentations, Text Formatting and Styling, Previewing and Printing Presentations.

Laboratory Learning Outcomes:

- Identify and describe the essential components of Microsoft PowerPoint, including the Ribbon, Slides Pane, and Slide Sorter.
- Develop proficiency in creating and editing PowerPoint presentations, including slide management and text formatting.
- Learn to preview presentations and master the art of printing slides, handouts, and notes pages.

Introduction to MS Power Point

Microsoft PowerPoint is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations.

Starting power point

Click on the start button and select all programs. Select Microsoft office and click on Ms power point. You can also search power point in search bar. Or you can start it directly from the short-cut available on desktop.
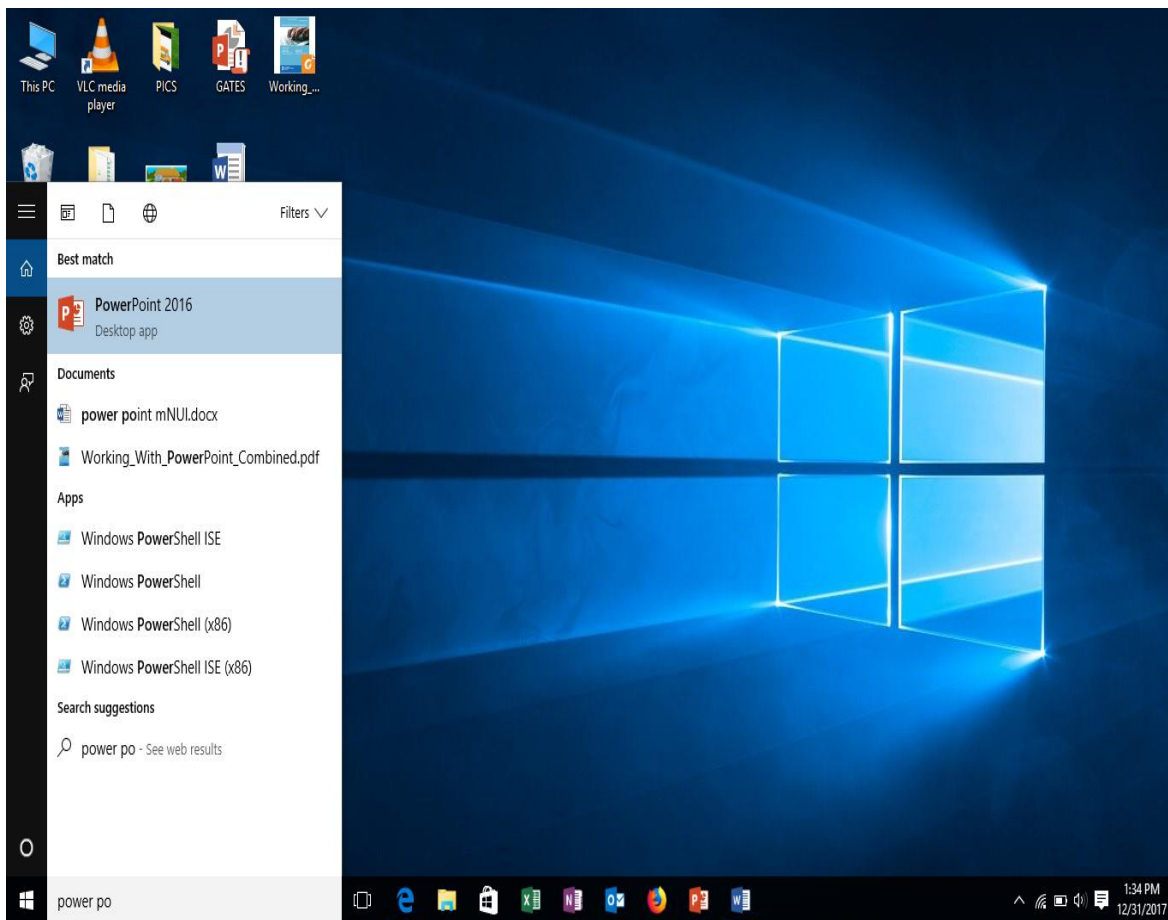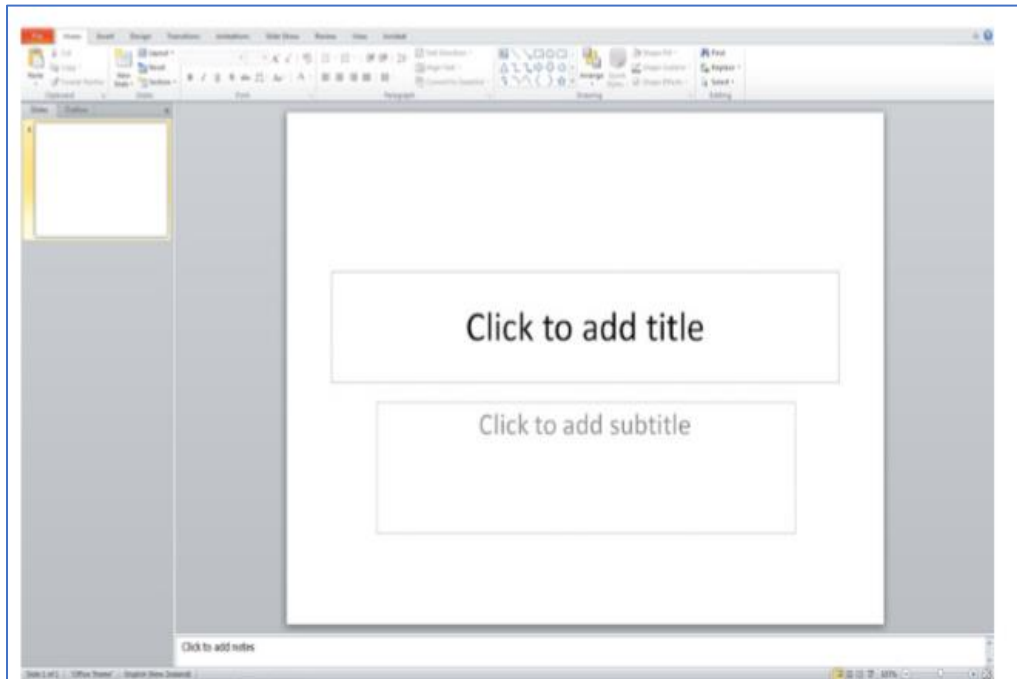

Figure 1-starting power point.

Program window

Different actions to be performed in power point:

Deleting a slide:
Select the slide that you would like to delete and press the Delete key on the keyboard OR right click on the selected slide and select Delete Slide from the menu.

Copying a Slide:
Select the slide you would like to copy, right click on the selected slide and select Copy from the menu.

Pasting a Slide:
Position your cursor where you want to paste the slide and press Ctrl + V.

Moving a slide:
After creating a PowerPoint presentation, you may decide to change the order of your slides. Select the slide you wish to move (a border will appear around the selected slide) and drag the slide to where you want to reposition it and drop it into the position. The slide number sequence will automatically update.

Inserting charts in power point

To insert chart, select the slide where you want to insert the slide and go to insert tab and click on charts. Charts dialog box will appear. And select the desired chart. And click OK. An excel window will open so you can directly enter/edit data.
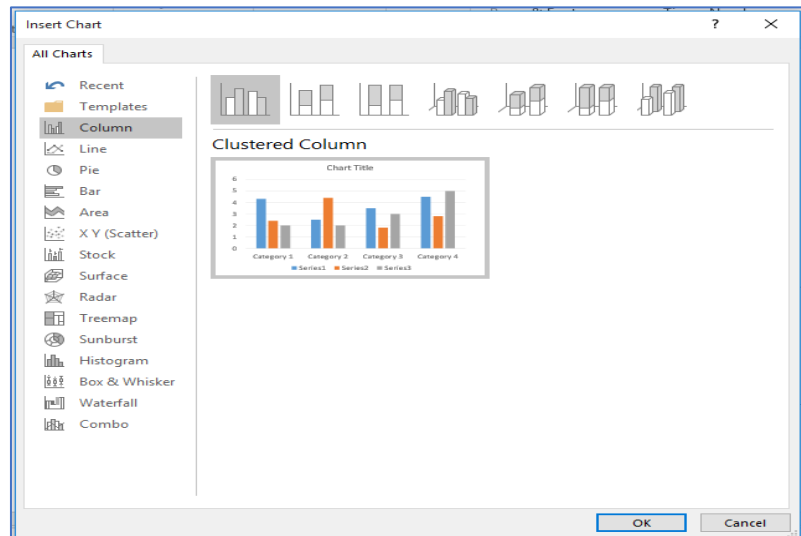

Figure 2-inserting chart

Inserting diagrams in power point:

Go to insert tab and select smart art. A dialog box will appear. Select the desired shape and click OK.
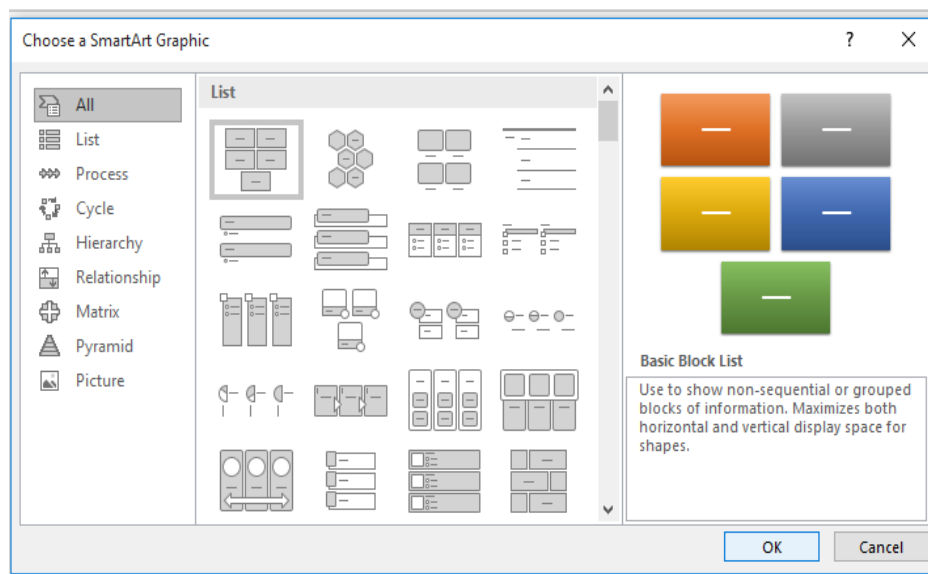

Figure 3 -inserting diagrams.

Inserting audio in power point

Click insert tab and click on audio and select audio on my PC. Insert audio box will appear.
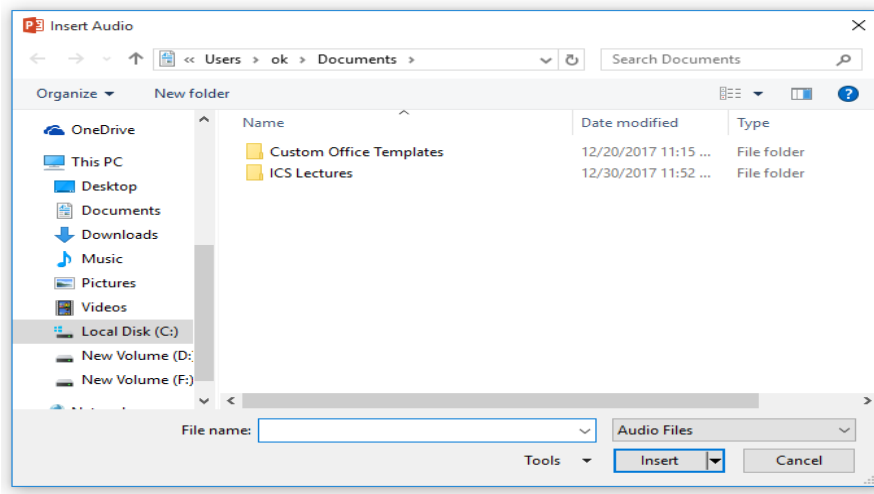

Figure 4-inserting audio

Browse for your sound file and click insert. Sound will be added.

Inserting video in power point

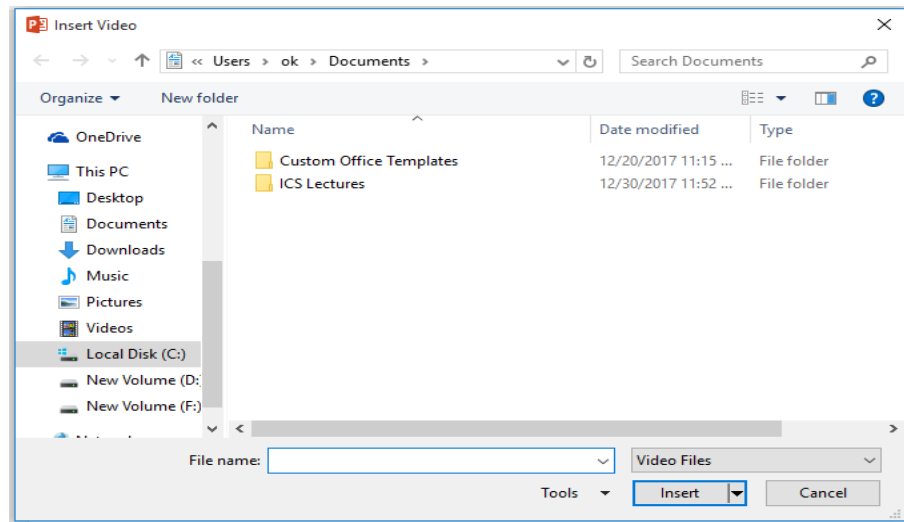Go to the insert tab and click on video button and select video on my PC.

Figure 5-inserting video

Browse for your video and click **Insert**.

Exiting power point:

You can exit power point by clicking the close button at the upper right corner. Or select file tab and click on close option.

Assignment

Create an Animated Story

Objectives:

To learn how to add different animations at the same time how to sync them.

Processing steps:

1. Start power point and select blank presentation as explained in the assignment 1.

Getting Blank slide

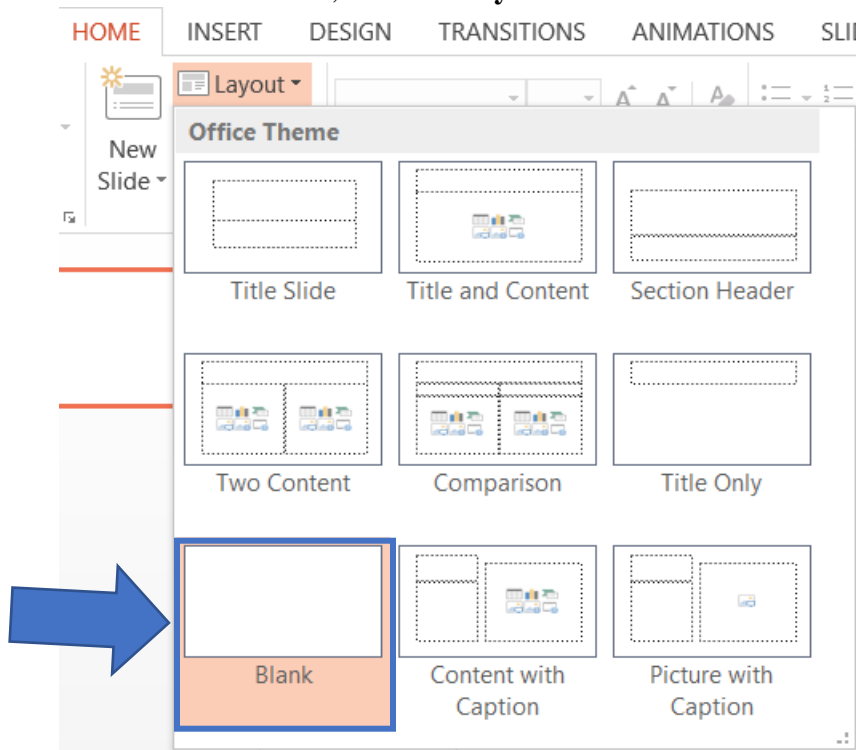2. On **Home** tab, click on **Layout** and select **Blank** from the list.

Figure 6-blank slide

3. Insert picture as a background related the task as per procedure explained in the assignment 7.

Removing background of images to be inserted

4. Insert the images in the slide related to the story and format them. **Remove background** of the inserted images if required. This can be done by selecting the picture to activate format bar and select remove background.

Figure 7-remove background button

5. Format the pictures and place them in the slide and apply animations on the pictures.

6. In this slide I have inserted 3 images (mother, daughter and bucket).

7. Now start applying desired animation on the images (in this case I have applied one animation on mother image i.e., **float in** and one on daughter image and two animations on bucket i.e**., float in and pulse**)

8. You can also insert different shapes in the slide as explained above (in this slide I have used cloud callout shape available in the callout group)

Inserting text in shapes

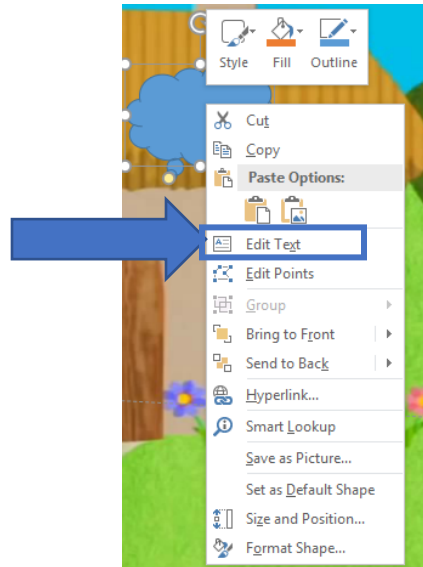9. Insert text and format the shapes select the shape and select option edit text and start adding text in the shape.

Figure 8-adding text in shapes

Applying multiple animation

10. To apply multiple animations on an image, select the image and apply first animation and for second animation click the down arrow next to add animation button in the **animations tab.**
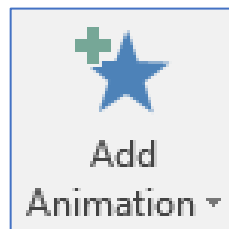

Figure 9-add animation button

Viewing Slide show

11. Set the duration and delay for each image. You can view the slide show of the slide by clicking on the slide show tab and selecting **"from current slide"** option in the start slide show group.

Figure 10-viewing slide show

Adding new slide

12. After completion of first slide add second slide. In the home tab select the **new slide** button and add blank slide.
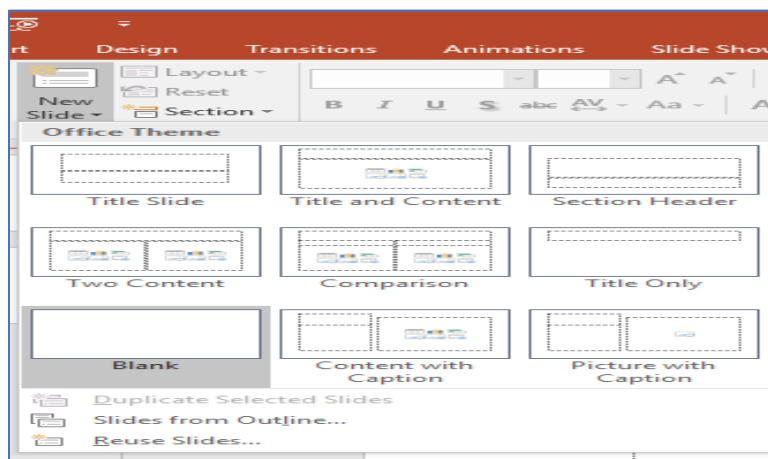

Figure 11-adding new slide

13. In the second slide again insert different pictures and apply animations on them. You can also add different effects on animation path. This can be done from the **"effects options"** available in animations tab.

Applying effects to animation

14. To apply effects on animation, first apply animation on picture and then select **Effect Options**.
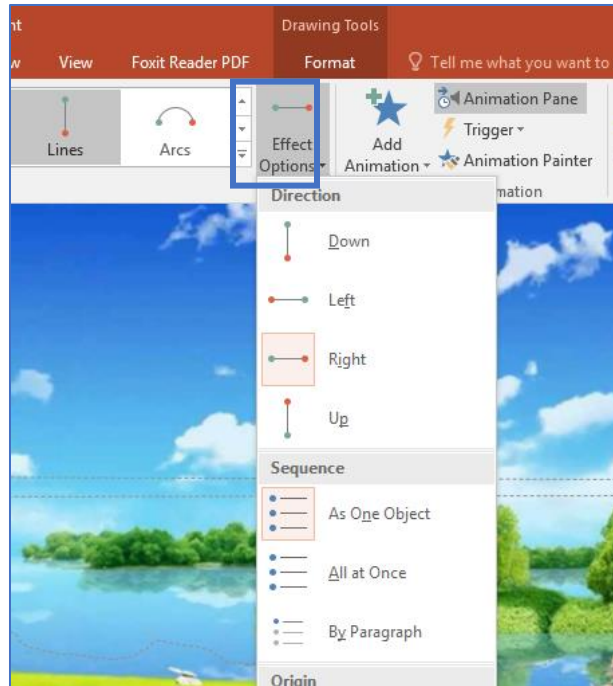
Figure 12-animation effects

15. To arrange the animations in sequence, press and hold the animation in the **animation pane** and drag it to the desired position.
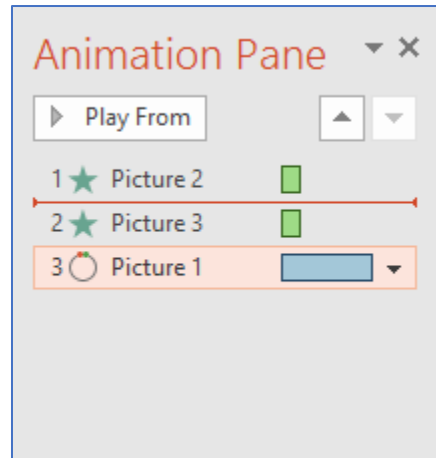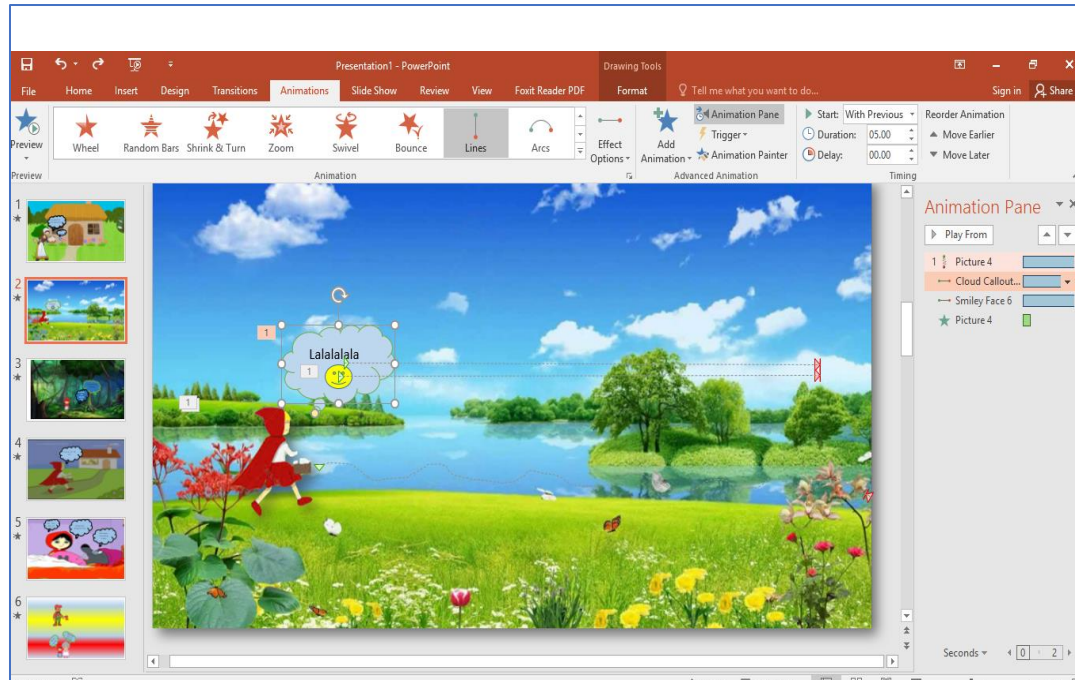

Figure 13-sequencing animation

16. To define your own motion path in animation, select the **custom path.**

**17.** Apply animations and effects on the images inserted and check its slide show.

18. Now in the third slide again insert the desired pictures and shapes, format them and apply animations on them(in this slide I have applied arc and grow/shrink animation on wolf image and line and pulse animation on girl image and wipe and fade on callouts and line animation on bucket)

19. Sequence all the animations and check the slideshow of the current slide.
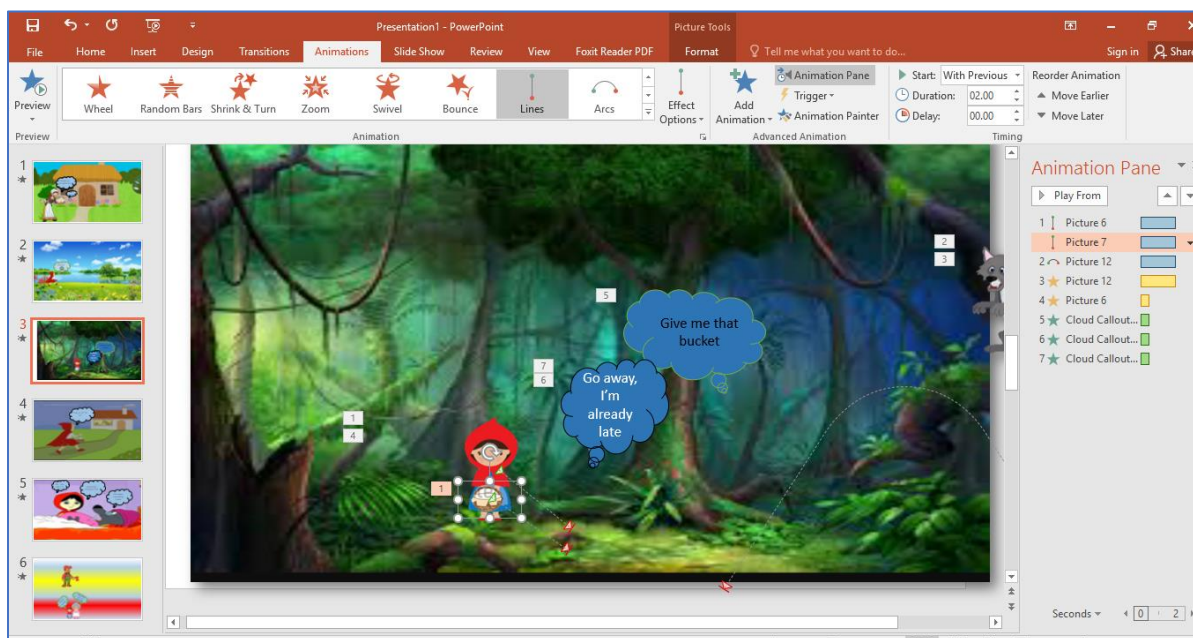
20. Similarly insert picture and callout in the fourth slide and apply animation on them (I have applied fade animation on the shape). Check the slide show.
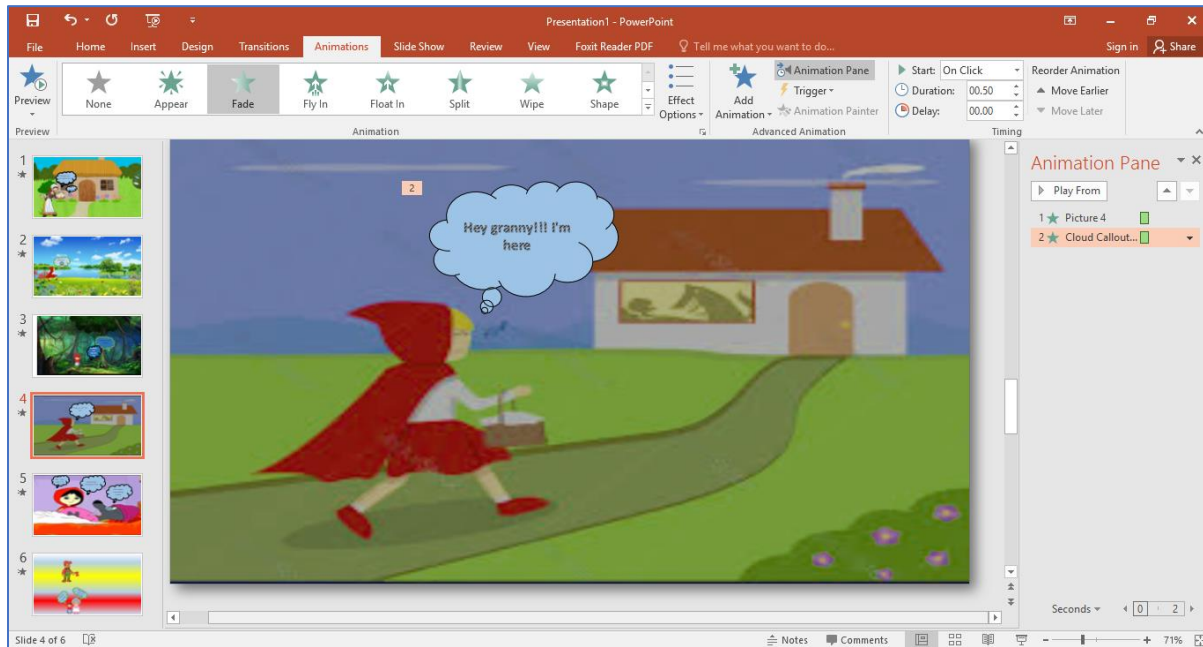
21. In the fifth slide again add pictures and shapes and apply animation on them (I have applied **Fade animation** on shapes and line animation on grandma's image)
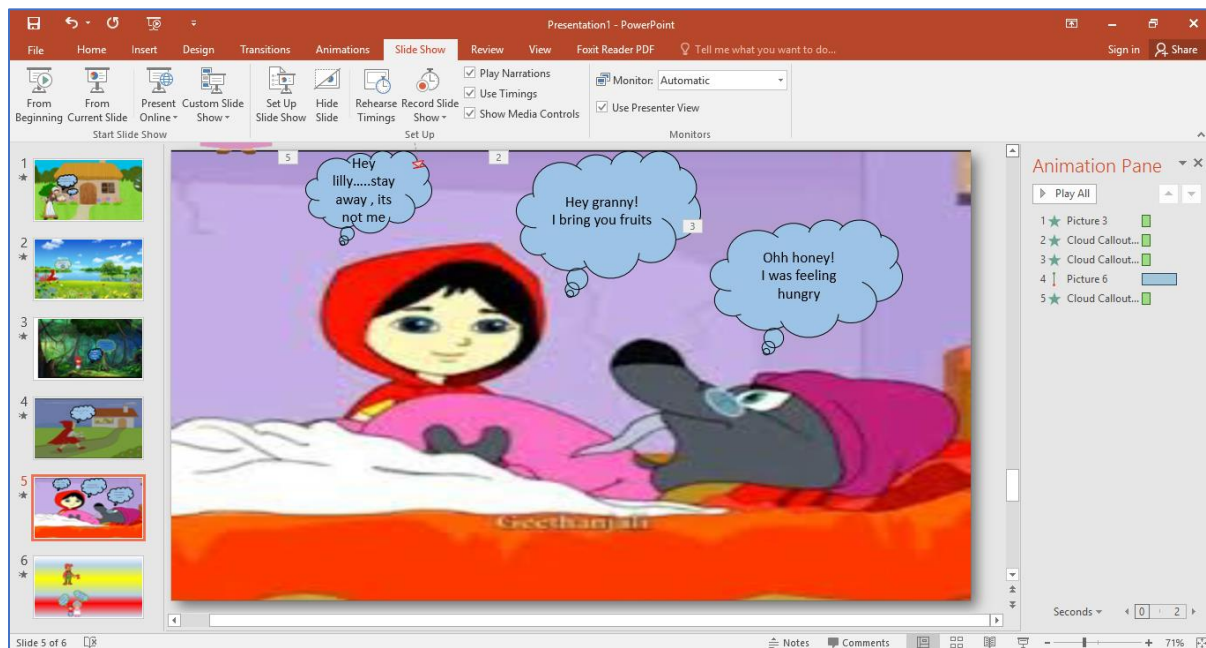
22. In the fifth slide, create different background. To do this, go to the **Design** tab and then select **Format Background** and select the desired background (picture and texture etc.)
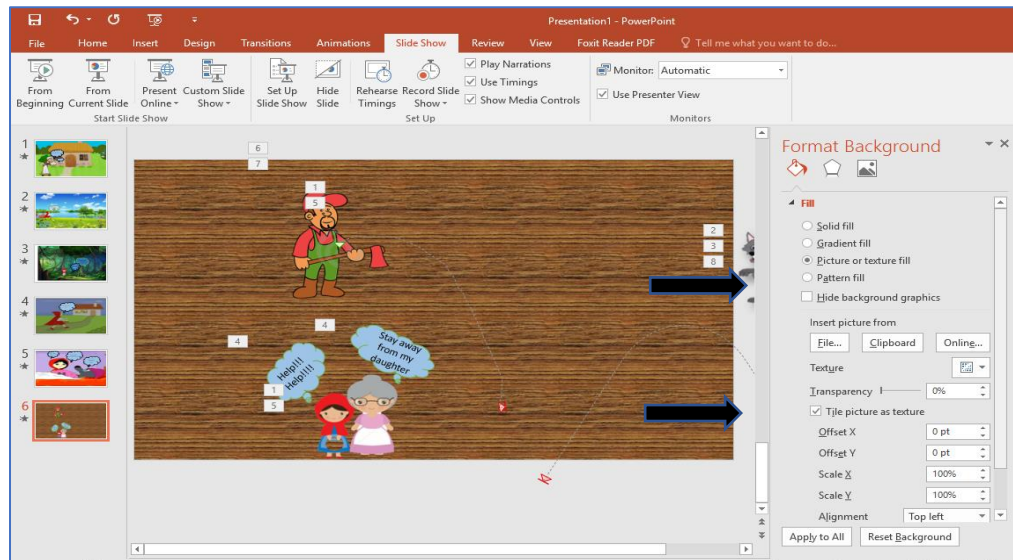

Figure 14-inserting background

Applying transitions

23. You can also add transitions to the slides. This can be done by selecting the **transitions tab** and then select the desired transitions. (In this presentation I have used curtains, wind, push, random bars and ripples)
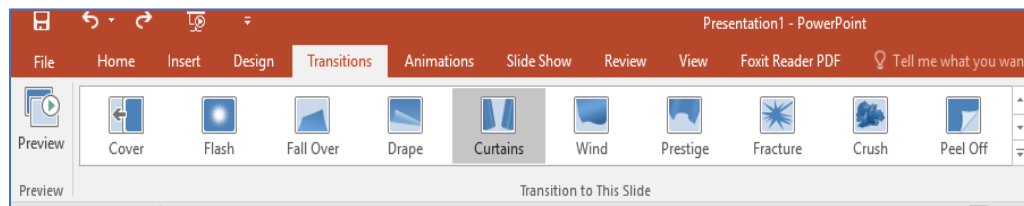

Figure 15-adding transitions

24. After completing the presentation, you can save it with the procedure explained in assignment 1.

Conclusion:

After following the above steps, one can learn how to insert pictures, shapes and animation in slides. How to add new slides and multiple animations and transitions on different slides.