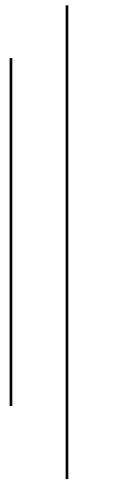




Bachelor in Computer Application (BCA)



Lab Report on Fundamental and Computer Application

Submitted by:

Name: Sagun Basnet

Submitted to:

Name:

Table of Contents

1. MS-Word.....
 - Introduction to MS-Word
 - Lab Works
2. MS-Excel.....
 - Introduction to Excel
 - Lab works
3. MS-Dos.....
 - Introduction to MS-Dos
 - List of Dos Commands
4. MS-PowerPoint.....
 - Introuction of MS-PowerPoint
 - Features
 - Slide show in powerpoint
 - Presentation on multimedia
5. Adobe Photoshop.....
 - Introduction to Photoshop
 - Workspace
 - The tools layout
 - Lab works

MS-Word

Introduction to MS-Word

Microsoft Word is a word processor developed by Microsoft. It allows us to create, edit, format, save, print, delete and view a multidirectional text document. It allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books. By default, documents in word 2016 are saved with the .docx extension.

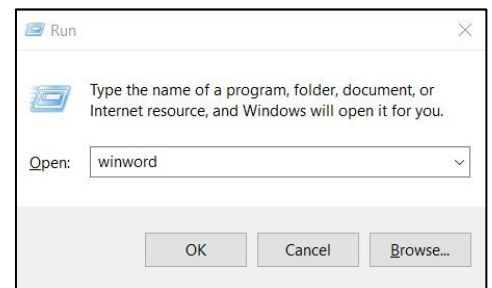
How to open or MS-Word

Step I: - Click the button Windows key + R. Then the run Window

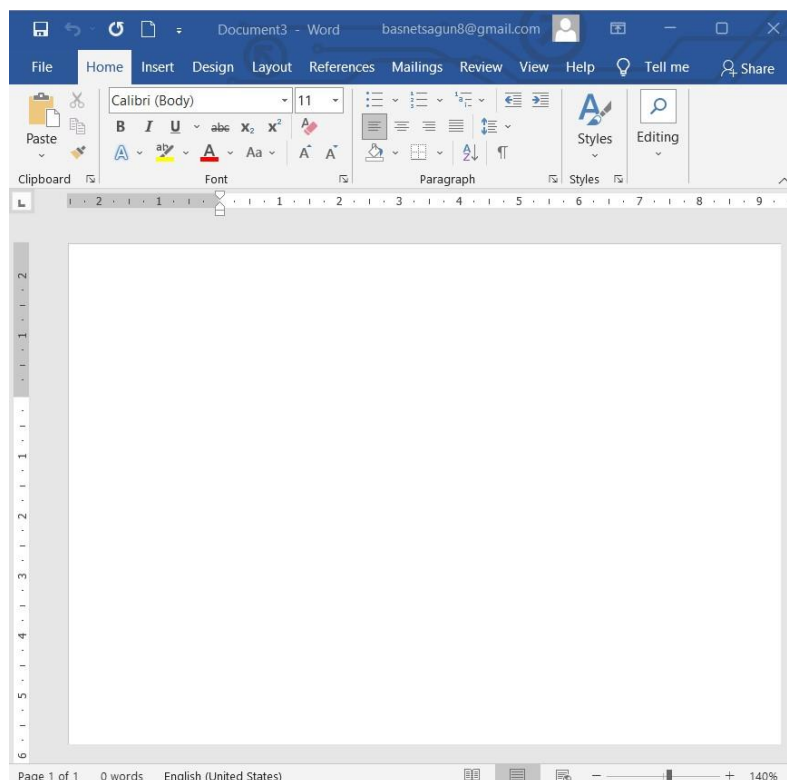
will pop out in screen. As shown in figure.

Step II: - Write winword in Open option in run window.

Step III: - Press OK button and now MS-Word file is open.



Following is the basic window which you get when you start the Word application.



Designing certificate in MS-Word

Objective:

To be able to create a simple certificate for an organization in MS word.

To be familiar with MS word tools.

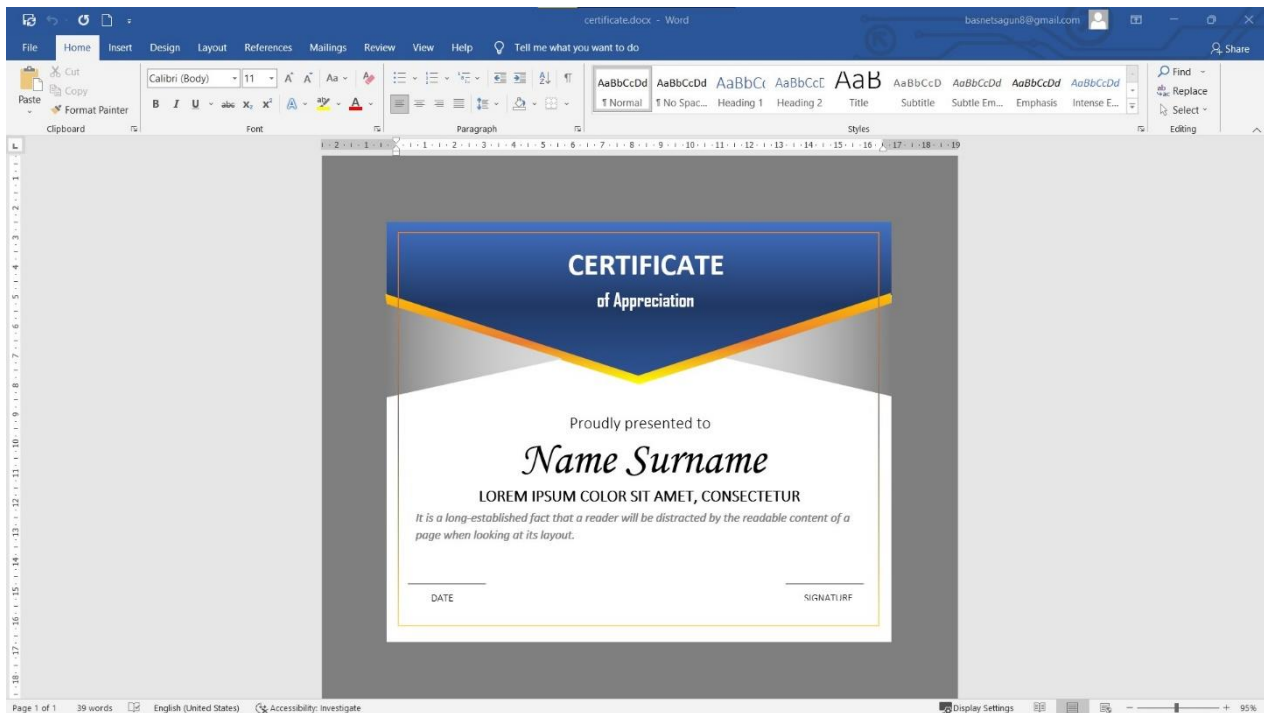
To gain the extra knowledge or skill for future purpose in MS word.

About:

It is a card carrying the holder's photograph, name, date of birth, and other personal details, serving as officials' proof of their identity.

Procedure:

Step I: - At first create a 2 rectangle, first one should be bigger and second smaller than first one. Apply color to the bigger rectangle, Right click it and sent it to back.



Step II: - Inside the small rectangle make a blue color shape as shown in above figure with the help of curve shape. Again, with the help of curve shape make a yellow orange shape just bellow the blue shape as shown in the figure.

Step III: - Again, take a triangle shape and draw a shape as shown in above figure (shape is in gray color) and copy it, past it and rotate that copy shape to 90° and placed it right below the previous shape as shown in the above figure.

Step IV: - Take a rectangle shape and draw it little smaller than previous small rectangle. Then go to shape format, then set shape fill to no fill. Then go to shape

outline and apply the color as your wish. This step will create boarder like shape as shown in above figure with yellow red color.

Step V: - Now select text tool from shapes and type a text like above figure inside the certificate design.

Conclusion:

It was seen that through above mentioned steps anyone can create a question paper for a school in MS word.

Designing simple advertisement template in MS-Word

Objective:

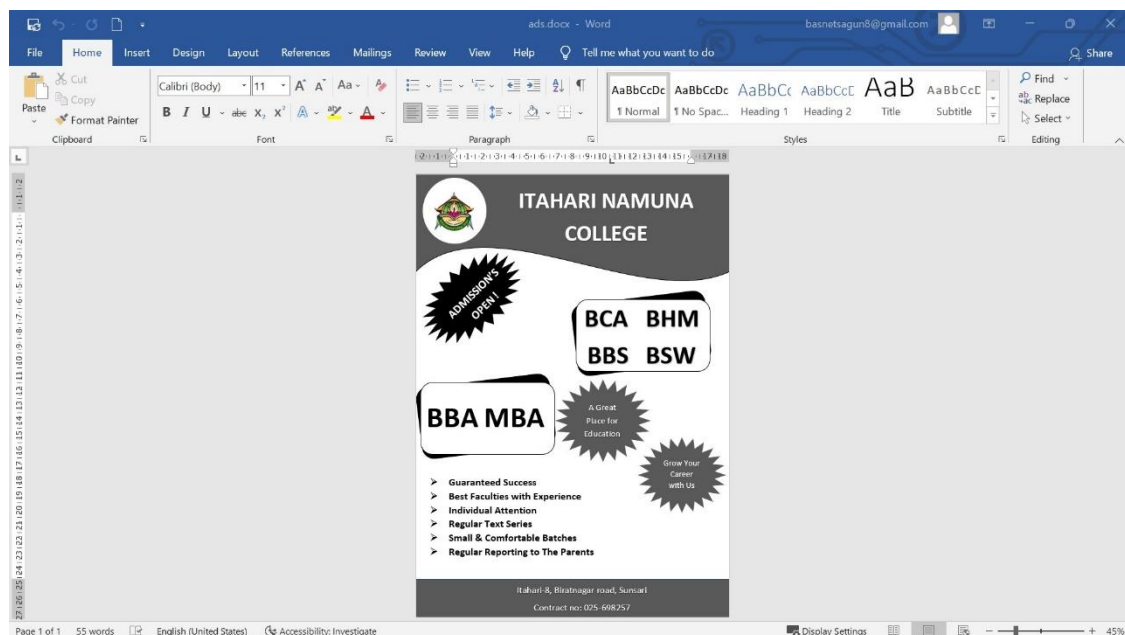
To be able to create a advertisement template in MS word.

To be familiar with MS word tools and its format.

To gain the extra knowledge or skill for future purpose in MS word.

Procedure:

Step I: - First take a rectangle shape and draw it at the top of your MS-Word page. Give any color to that rectangle (In my case I have apply gray color). Then select that rectangle, go to shape format, go to edit shape and click edit points. Edit the bottom of that rectangle as shown in the figure below and insert logo of college and name of the college.



Step II: - Simple take 24-points star shape and draw it in side the page below the heading of the design which was created in Step I. Give a color to it (In my case I have apply black color). Then rotate it and place it like shown in above figure.

Step III: - Again take a rectangle: rounded corners shape than draw it inside the page then copy it again past it and apply black color to one of them and another white than send back that rectangle which is black then little rotate it as shown in the above figure. Group that 2 rectangles than again copy and paste it then moves that copy rectangles to another side as shown in the figure.

Step IV: - Draw two 24-points star shapes of equal size or simply draw 1 stare than copy and paste it. Placed it like in the figure. Write any slogan in side that shape.

Step V: - Take a rectangle shape and draw in the bottom of that page as shown in the figure. Color it with gray and by inserting the text box write the address and contract of the college.

Step VI: - Take a text box then make a box just above the bottom rectangle and write a text about the feature of the college.

Conclusion:

It was seen that through above mentioned steps anyone can create a advertisement template for a school in MS word.

Designing simple logo in MS-Word

Objective:

To be able to create a simple logo in MS word.

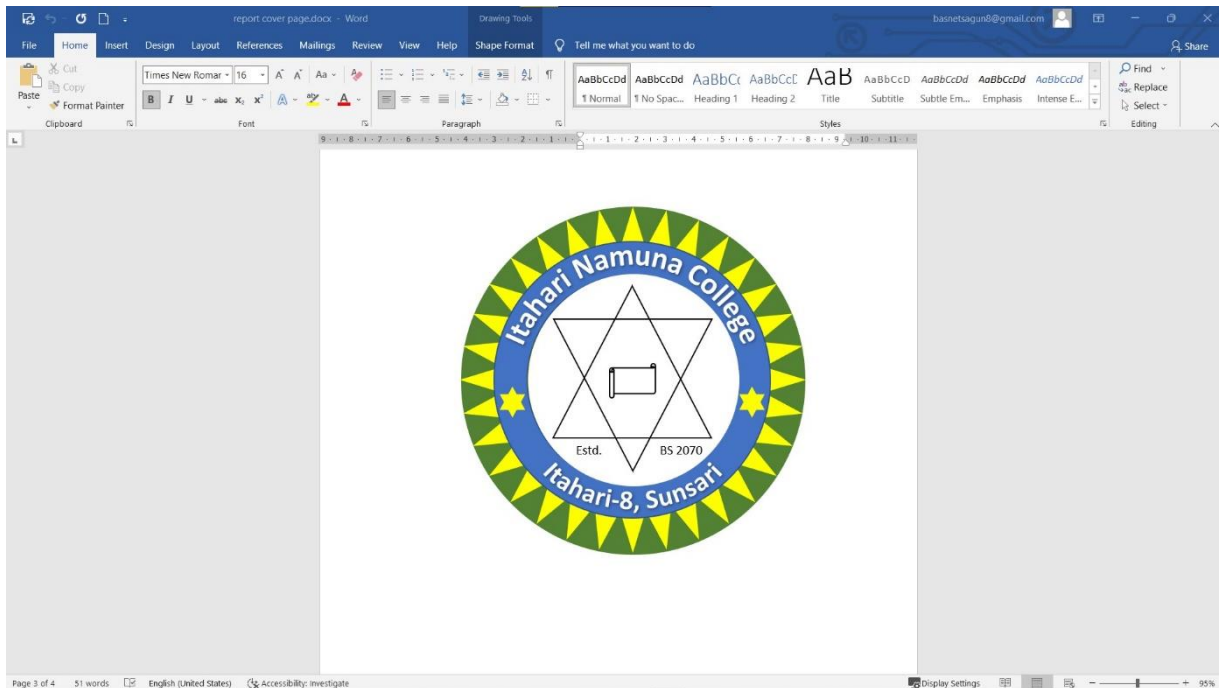
To be familiar with MS word tools and its format.

To gain the extra knowledge or skill for future purpose in MS word.

Procedure:

Step I: - First take a circle: hollow shape than draw in the middle of the page. Give color light green to that shape as shown in the figure: -

Step II: - Take a 32-points star shape, draw over that circle: hollow shape with same size and give yellow color as shown in bellow figure.



Step III: - Again take a circle: hollow shape and draw it over that 32-points star shape and give a color blue as shown in above figure.

Step IV: - Insert a word art and in word art write college name & college address. Go to text effect then click transform and click circle then adjust the text which will be inside the blue color circle: hollow shape as shown in the above figure.

Step V: - Take a circle shape with a white color and place it to hide middle part of 32-points star shape as shown in the figure.

Step VI: - Draw a 2 triangle of same size. Reverse one of the triangles just opposite to another and make a star shape just shown in the figure. In the middle of that figure insert any types of educational shape like shape of a book etc. And with the help of text box write the established date of the college.

Conclusion:

It was seen that through above mentioned steps anyone can create a simple logo for a school in MS word.

Designing simple Identity card in MS-Word

Objective:

To be able to create a Identity card in MS word.

To be familiar with MS word tools and its format.

To gain the extra knowledge or skill for future purpose in MS word.

Procedure:

Step 1: - Open new page – layout – margin – custom margin – portrait

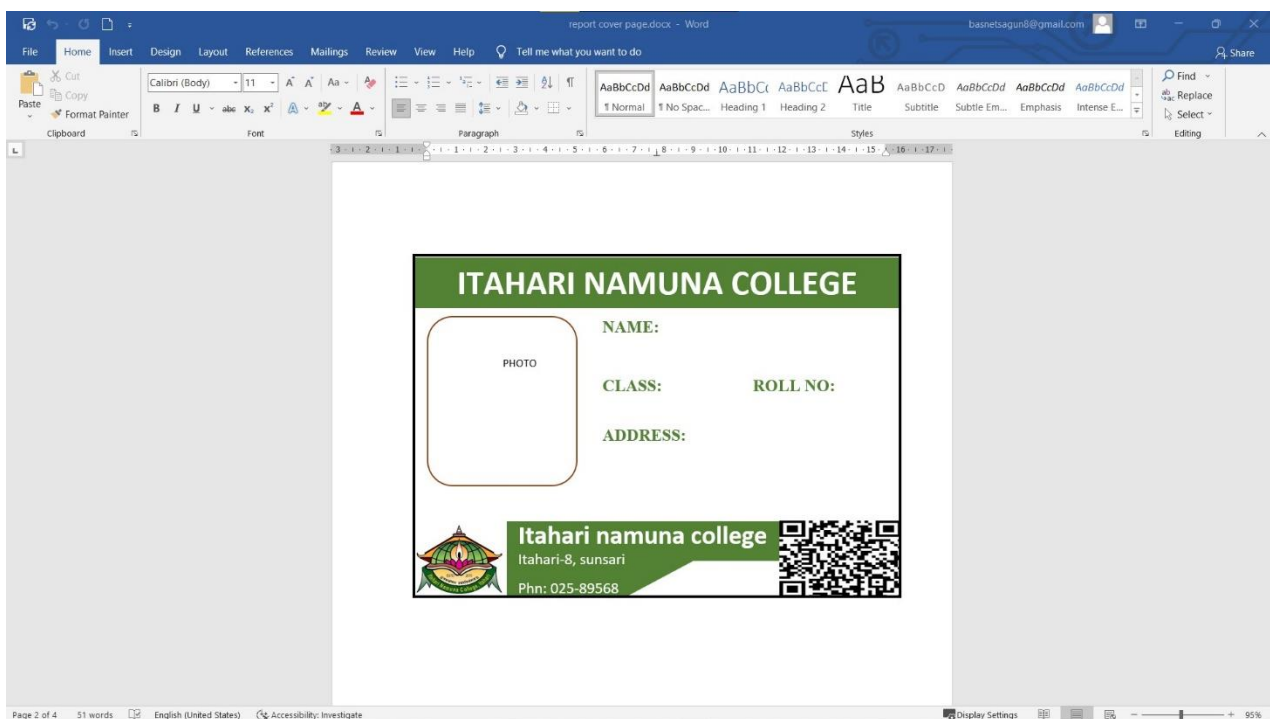
Select top = 0, left = 0, gutter = 0, and gutter position = 0

Step 2: - Select page setup – with width = 2.2 and height = 3.4

Step 3: - Go to view – view multiple pages – page layout – page break

Step 4: - Insert shape – format = 1 and circle = 1

Step 5: - Add – fill color – fill picture – fill the details.



Conclusion:

It was seen that through above mentioned steps anyone can create an identity card in MS word.

MS-Excel

Introduction to MS-Excel

Microsoft Excel is a spreadsheet program used to record and analyze numerical and static data. Microsoft Excel provides multiple features to perform various operations like calculations, pivot tables, graph tools, macro programming, etc. By default, spreadsheets saved in word 2010 are saved with the .xlsx extension.

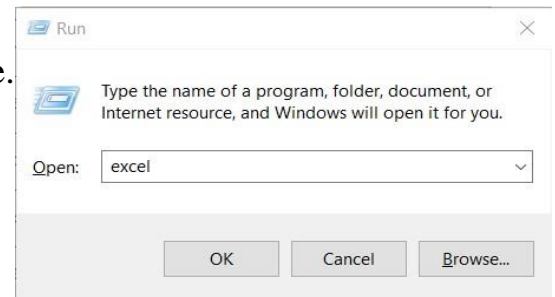
How to open or run MS-Excel in computer

Step 1 – Click the button windows + R at the same time.

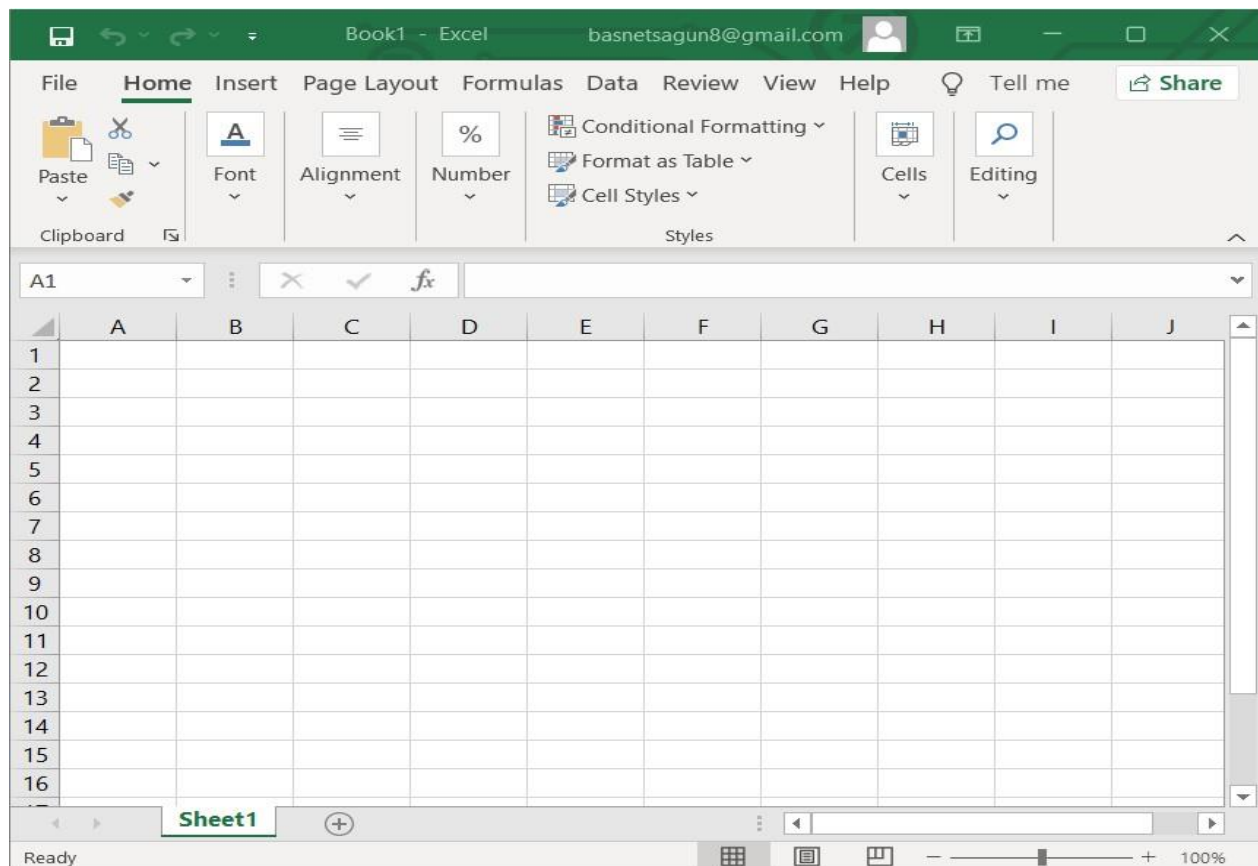
Then the run option will pop out in screen

Step 2 – Write excel in open option in run file.

Step 3 – Press ok button and now MS-Excel will open.



Following is the basic window which you get when you start the excel application.



SEE Marksheet in MS-Excel

Objective:

To be able to create a SEE Marksheet in MS Excel.

To be familiar with MS Excel tools and its format.

To gain the extra knowledge or skill for future purpose in MS excel.

Procedure:

Step I – At first merge the cell A2:L2 and write the content as shown in the below figure. And same by merging A3:L4.

Step II – Write the column heading like Serial number, subject, credit hours, obtained grade, final grade, etc. as shown in the picture and also write all the subject, credit hours and inputs the marks in Obtained grade with both theory and practical.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<div>SECONDARY EDUCATION EXAMINATION, GRADE-10</div> <div>GRADE-SHEET</div>											
2												
3												
4												
5	SERIAL NUMBER	SUBJECT	CREDIT HOUR	OBTAINED GRADE			FINAL GRADE	GRADE POINT				REMARKS
6				TH of 80	PR of 20							
7	1	COMP. ENGLISH	4	75	5		A	3.6				
8	2	COMP. NEPALI	4	72	19		A+	4				
9	3	COMP. MATHEMATICS	4	98			A+	4				
10	4	COMP. SCIENCE	4	68	19		A	3.6				
11	5	COMP. SOCIAL STUDIES	4	62	19		A	3.6				
12	6	COMP. HEALTH, POP & ENC EDU	4	68	19		A	3.6				
13	7	OPT. I ADDITIONAL MATHEMATICS	4	89			A	3.6				
14	8	OPT. II OFFICE MGMT & ACCOUNT	4	76	19		A+	4				
15	GRADE POINT AVERAGE (GPA):											
16	3.75											

Step III – In cell J7 write the following formula :-

=IF(SUM(H7:I7)>=90,"A+",IF(SUM(H7:I7)>=80,"A",IF(SUM(H7:I7)>=70,"B+",IF(SUM(H7:I7)>=60,"B",IF(SUM(H7:I7)>=50,"C+",IF(SUM(H7:I7)>=40,"C",IF(SUM(H7:I7)>=30,"D+",IF(SUM(H7:I7)>=20,"D","E")))))))) to obtain the final grade. And drag down to cell J14 to obtain final grade of all subject.

Step IV – In cell K7 write the following formula: -

=IF(J7="A+",4,IF(J7="A",3.6,IF(J7="B+",3.2,IF(J7="B",2.8,IF(J7="C+",2.4,IF(J7="C",2,IF(J7="D+",1.6,IF(J7="D",1.4,1)))))))) to obtain the grade point. Drag down to cell no K14.

Step V – Merge the cell A15:J16 and write Grade point average (GPA). And in cell K15 write the following formula: - =AVERAGE(K7:K14) to find GPA of the above marks.

Conclusion:

It was seen that through above mentioned steps anyone can create a SEE Marksheet in MS Excel.

BCA result sample with MS-excel

Objective:

To be able to create a BCA result sample in MS Excel.

To be familiar with MS Excel tools and its format.

To gain the extra knowledge or skill for future purpose in MS excel.

Procedure:

Step I – At first write student name their marks like shown in below figure.

Step II – Then to find the total obtain marks of the students type the following formula:

=SUM (C6:G6)

And drag down to the cell H8.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2			BCA 1st semester result sample										
3													
4													
5	SN	NAME	CFA	Digital logic	Math	Social	English	Total	per (%)	Result	Grade	Rank	Remark
6	1	Ram	45	56	65	75	55	296	59.2	Pass	E		2 Satisfactory
7	2	Shyam	66	44	55	77	65	307	61.4	Pass	D		1 Moderate
8	3	hari	77	54	45	52	56	284	56.8	Pass	E		3 Satisfactory

Step III – Again to find the percentage of their marks, their total marks is 500 then the formula is: -

=H6/500*100

And drag down to cell I8.

Step IV – To find the result (pass if student have obtained more than 40 in each subject) then type the following formula: -

=IF(COUNTIF (C6:G6,">=40"),"Pass","Fail")

And drag down to cell J8.

Step V – To find grade (A for ≥ 90 , B for ≥ 80 , C for ≥ 70 , D for ≥ 60 , E for ≥ 40) input the following formula: -

=IF(I6 \geq 90,"A",IF(I6 \geq 80,"B",IF(I6 \geq 70,"C",IF(I6 \geq 60,"D","E"))))

And drag it down to cell K8.

Step VI – To Rank among 3 students as shown in above figure type this formula: -

=RANK(H6,\$H\$6:\$H\$8)

And drag it to cell L8.

Step VII – At last writing remarks by using formula and the condition is “Excellent”

for A grade, “Good” for B, “Fair” for C, “Moderate” for D and “Satisfactory” for E.

=IF(K6="A","Excellent",IF(K6="B","Good",IF(K6="C","Fair",IF(K6="D","Moderate","Satisfactory"))))

And drag down to cell M8.

Conclusion:

It was seen that through above mentioned steps anyone can create a SEE Marksheet in MS Excel.

Student growth rate and forecast in MS-Excel

Objective:

To be able to create a Student growth rate in MS Excel.

To be familiar with MS Excel tools and its format.

To gain the extra knowledge or skill for future purpose in MS excel.

Procedure:

Step I – At first input the year, number of students from 2015 to 2020 and other additional things like below figure

Step II- Then in cell c16 type the following formula: -

=FORECAST(\$B16,\$C\$10:\$C15,\$B\$10:\$B15)

To find next year total student according to previous years total student and drag it down

Step II - To find male and female number of student type the following formula: -

=FORECAST(\$B16,\$D\$10:\$D15,\$B\$10:\$B15)

	A	B	C	D	E	F	G	H
1								
2			Student Growth Rate & Forecast					
3								
4			Average Growth Rate of student till 2020=			36%	36%	36%
5			Average Growth Rate of student by 2025=			25%	24%	26%
6								
7			Student			Student Growth Rate		
8								
9	S.N.	Year	Total	Male	Female	Total	Male	Female
10	1	2015	72	35	37			
11	2	2016	120	57	63	67%	63%	70%
12	3	2017	192	85	107	60%	49%	70%
13	4	2018	272	113	159	42%	33%	49%
14	5	2019	283	132	151	4%	17%	-5%
15	6	2020	303	156	147	7%	18%	-3%
16	7	2021	379	182	197	25%	17%	34%
17	8	2022	429	207	222	13%	13%	13%
18	9	2023	478	231	247	11%	12%	11%
19	10	2024	527	256	271	10%	11%	10%
20	11	2025	576	280	296	9%	10%	9%

Step III – To find total student growth rate type the following formula: -

=((C11-C10)/C10) And to find male and female student growth rate

=((D11-D10)/D10) And =((E11-E10)/E10)

Step IV – To find average growth rate of student till 2020 and by 2025 write the formula: -

In cell F4 =AVERAGE(F11:F15) And drag to right. In cell F5 =AVERAGE(F11:F20) and drag to right.

Conclusion:

It was seen that through above mentioned steps anyone can create a Student Growth rate in MS Excel.

Hotel billing system with MS-Excel

Objective:

To be able to create Hotel billing system in MS Excel.

To be familiar with MS Excel tools and its format.

To gain the extra knowledge or skill for future purpose in MS excel.

Procedure:

Step I – At first Input the name of food, its price and how many quantities of, like below figure.

Step II – In cell E5 or for amount write the following formula: -

=C5*D5 To find the amount of food multiplying with quantity.

Step III – For total, in cell D11 write the formula: -

=SUM(E5:E10) To find the total of all the food order.

Step IV – In discount, (Discount is 10%) cell no D12 write the following formula: -

=10/100*D11 To find discount amount from total.

Step V – In TAX, (TAX is 13%) cell no D13 write the following formula: -

=13/100*D11 To find TAX amount from total.

	A	B	C	D	E
1					
2		Hotel billing system			
3					
4	SN	Food	Price	Quantity	Amount
5	1	Coffee	75	2	150
6	2	French fries	120	2	240
7	3	Chicken momo	150	4	600
8	4	Chicken chilli	200	4	800
9	5				
10	6				
11	Total:			1790	
12	Discount:			179	
13	TAX:			232.7	
14	Grand Total:			1843.7	

Conclusion:

It was seen that through above mentioned steps anyone can create a Hotel billing system in MS Excel.

MS-DOS

Introduction to DOS

DOS Commands are instructions to perform tasks on files and directories very useful to Windows users. DOS commands are case insensitive. And as you already know, file is the area where we store group of information or data, and collection of groups of files is called a directory.

In MS-DOS the file name follows 8dot3 format and is divided into two parts – primary name and secondary name. Primary name is up to 8 character long and secondary name is up to 4 characters with dot. For example, in the file-name logo.jpg, Logo is the primary name and the .jpg is the secondary name. Secondary name is fixed for particular type of file, meaning for system files the secondary name is designated as .sys, for text files it is .txt and so on. To name a file or directory special character like <>, / * | and space are not allowed.

1. From the level of the C:\Work directory create a directory labeled LAB, and then create two subdirectories labeled: LAB2A and LAB3A in the LAB directory.

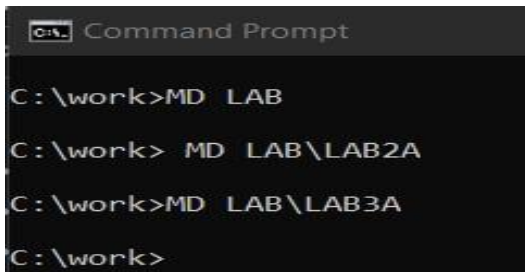
Ans:

```
C:\Work> MD LAB↵ C:\Work>MD LAB\LAB2A↵
```

```
C:\Work>MD LAB\LAB3A↵
```

Or

```
C:\Work>MD LAB\LAB2A LAB\LAB3A↵
```

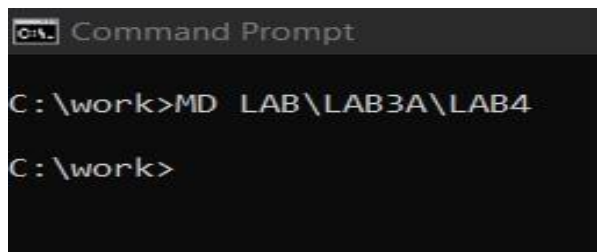


```
Command Prompt
C:\work>MD LAB
C:\work> MD LAB\LAB2A
C:\work>MD LAB\LAB3A
C:\work>
```

2. In the LAB3A directory create a subdirectory labeled LAB4.

Ans:

```
C:\Work>MD LAB\LAB3A\LAB4↵
```



```
Command Prompt
C:\work>MD LAB\LAB3A\LAB4
C:\work>
```

3. In the LAB2A directory create files: file1.txt and write your first name and last name in this file, file2.txt and write the number of your index in it.

Ans:

```
C:\Work>CD LAB\LAB2A ↵
```

```
C:\Work\LAB\LAB2A>copy con file1.txt↵
```

```
Jiwan Khadka
```

```
^Z (Press F6)
```

```
C:\Work\LAB\LAB2A>copy con file2.txt↵
```

```
1
```

```
^Z (Press F6)
```



```
C:\work>CD LAB\LAB2A

C:\work\LAB\LAB2A>copy con file1.txt
sagun basnet
^Z^Z
        1 file(s) copied.

C:\work\LAB\LAB2A>copy con file2.txt
1
^Z
        1 file(s) copied.
```

4. Place a data from the files: file1.txt and file2.txt into mydata.txt file.

Ans:

C:\Work\LAB\LAB2A>copy file1.txt+file2.txt mydata.txt↵

```
Command Prompt

C:\work\LAB\LAB2A>copy file1.txt+file2.txt mydata.txt
file1.txt
file2.txt
        1 file(s) copied.

C:\work\LAB\LAB2A>
```

5. Display the contents of the file mydata.txt.

Ans:

C:\Work\LAB\LAB2A>type mydata.txt↵

```
Command Prompt

C:\work\LAB\LAB2A>type mydata.txt
sagun basnet
1

C:\work\LAB\LAB2A>
```

6. Copy the file mydata.txt to the LAB3 directory renaming it to filesca1.txt.

Ans:

C:\Work\LAB\LAB2A>copy mydata.txt ..\LAB3A\filesca1.txt↵

```
Command Prompt

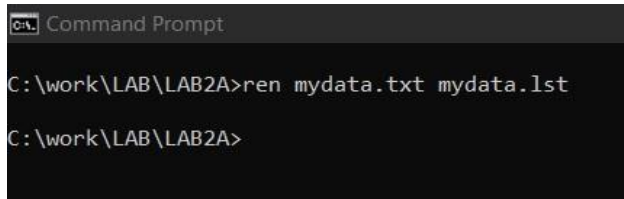
C:\work\LAB\LAB2A>copy mydata.txt ..\LAB3A\filesca1.txt
        1 file(s) copied.

C:\work\LAB\LAB2A>
```


7. Rename the file from mydata.txt to mydata.lst.

Ans:

```
C:\Work\LAB\LAB2A>ren mydata.txt  
mydata.lst↵
```



```
Command Prompt  
C:\work\LAB\LAB2A>ren mydata.txt mydata.lst  
C:\work\LAB\LAB2A>
```

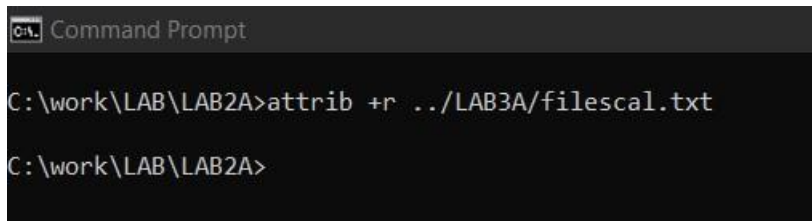
8. Enable the "read only" attribute for the file filescal.txt.

Ans:

```
C:\Work\LAB\LAB2A>attrib +r ../LAB3A/filescal.txt↵
```

Or

```
C:\WORK\LAB\LAB3A>attrib +r filescal.txt
```

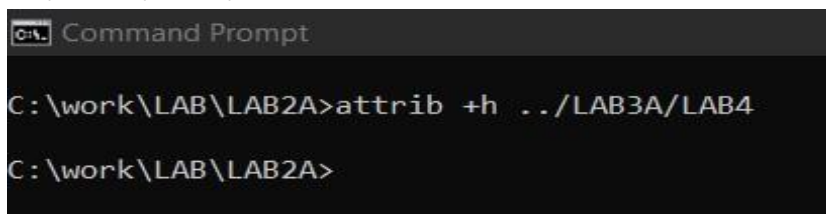


```
Command Prompt  
C:\work\LAB\LAB2A>attrib +r ../LAB3A/filescal.txt  
C:\work\LAB\LAB2A>
```

9. Enable the "hidden" attribute for the LAB4 directory.

Ans:

```
C:\Work\LAB\LAB2A>attrib +h ../LAB3A/LAB4↵
```

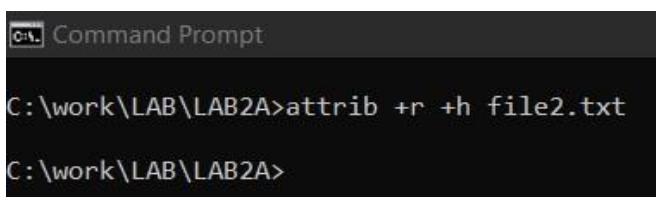


```
Command Prompt  
C:\work\LAB\LAB2A>attrib +h ../LAB3A/LAB4  
C:\work\LAB\LAB2A>
```

10. Enable the "read only" and "hidden" attribute for the file file2.txt.

Ans:

```
C:\Work\LAB\LAB2A>attrib +r +h file2.txt↵
```



```
Command Prompt  
C:\work\LAB\LAB2A>attrib +r +h file2.txt  
C:\work\LAB\LAB2A>
```

11. Create a directory: C:\WORK\LABOR

Ans:

```
C:\Work\LAB\LAB2A>CD ../../
```

```
C:\Work>MD LABOR
```

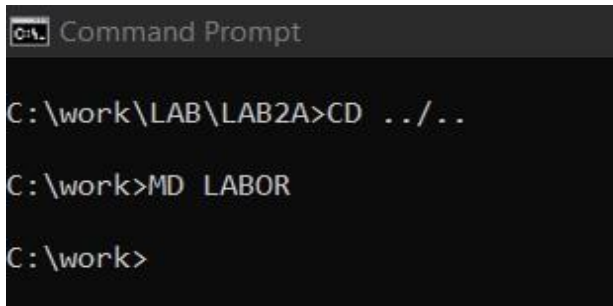
Or

```
C:\Work\LAB\LAB2A>MD ../../LABOR
```

Or

```
C:\Work\LAB\LAB2A>MD
```

```
C:\WORK\ABC
```



```
Command Prompt
C:\work\LAB\LAB2A>CD ../../
C:\work>MD LABOR
C:\work>
```

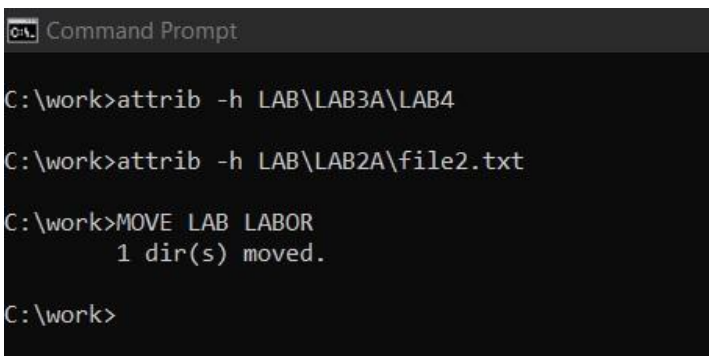
12. Move the structure from the LAB directory to the LABOR directory, remember about the hidden files and directories and the empty directory.

Ans:

```
C:\Work>attrib -h LAB\LAB3A\LAB4
```

```
C:\Work>attrib -h LAB\LAB2A\file2.txt
```

```
C:\Work>MOVE LAB LABOR
```



```
Command Prompt
C:\work>attrib -h LAB\LAB3A\LAB4
C:\work>attrib -h LAB\LAB2A\file2.txt
C:\work>MOVE LAB LABOR
          1 dir(s) moved.
C:\work>
```

13. Place the information about the structure of the C:\WORK directory in the file inflab.txt, and the information about the attributes of this structure in the file infolab2.txt

Ans:

```
C:\Work>tree /f /a>inflab.txt
```

```
C:\Work>attrib>infolab2.txt
```

```
Command Prompt

C:\work>tree /f /a>inflab.txt

C:\work>attrib>infolab2.txt

C:\work>type inflab.txt
Folder PATH listing for volume OS
Volume serial number is 3223-1AEC
C:..
|   inflab.txt
|
\---LABOR
    \---LAB
        +---LAB2A
        |       file1.txt
        |       file2.txt
        |       mydata.lst
        |
        \---LAB3A
            |   filesca1.txt
            |
            \---LAB4

C:\work>type infolab2.txt
A                  C:\work\inflab.txt
A                  C:\work\infolab2.txt

C:\work>
```

14. Delete the tree of the C:\WORK\LAB directory.

Ans:

C:\Work>RD LABOR\LAB /S /Q

```
Command Prompt

C:\work>RD LABOR\LAB /S /Q

C:\work>tree LABOR
Folder PATH listing for volume OS
Volume serial number is 3223-1AEC
C:\WORK\LABOR
No subfolders exist

C:\work>
```

MS_Powerpoint

Introduction to MS-Poerpoint

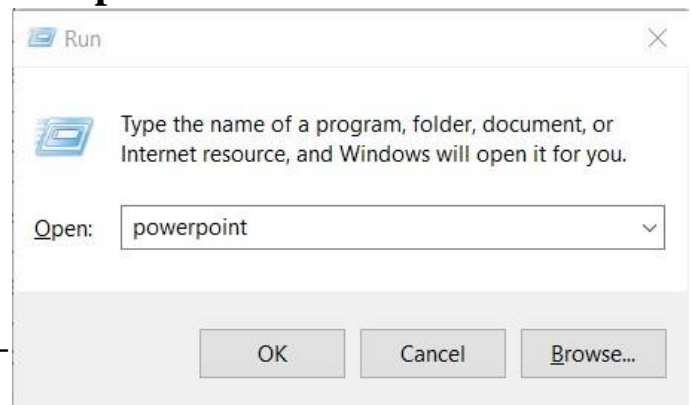
Ms-Powerpoint is a presentation software that helps us to create combination of various slides depicting a graphical and visual interpretation of data, to present information in a more crative and interactive manner. By default, presentations saved in powerpoint 2016 are saved with .pptx extension.

How to open or run MS-Powerpoint in computer

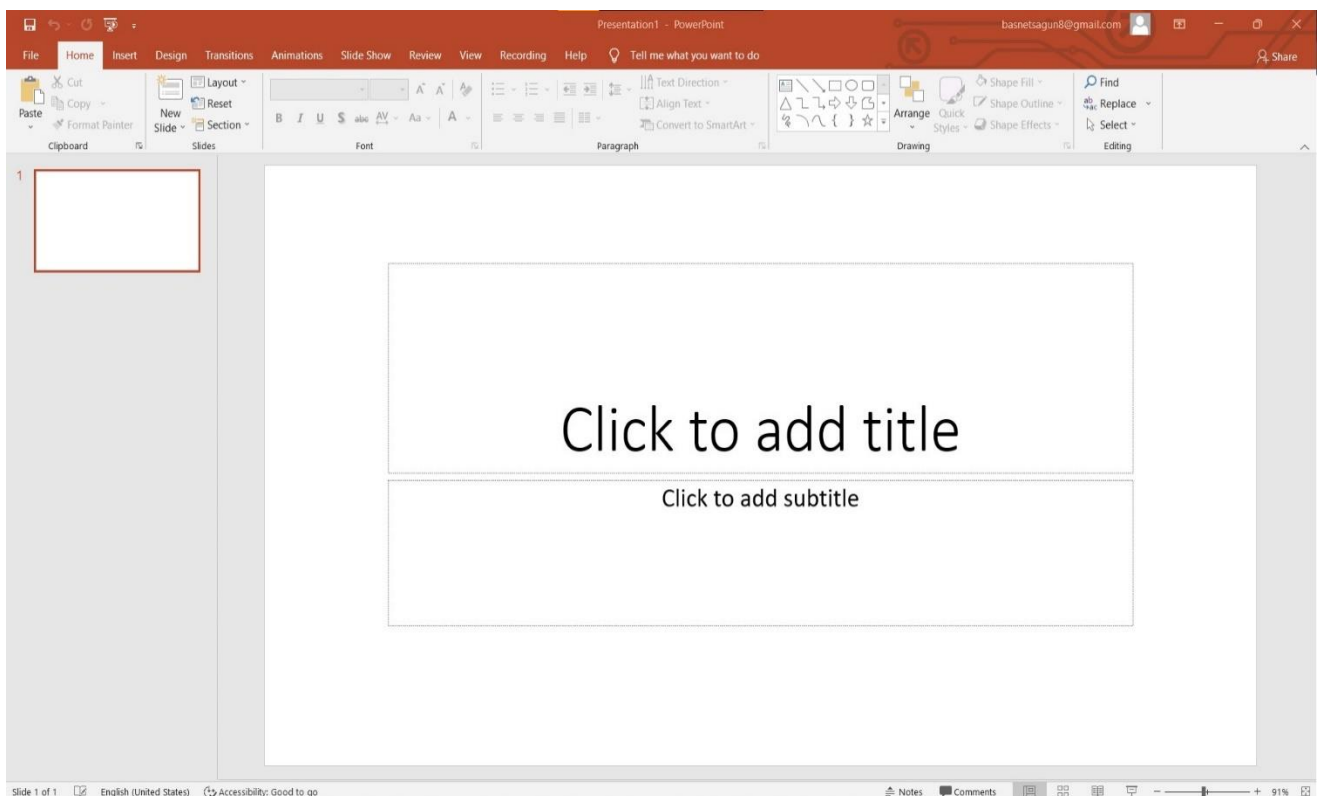
Step I: - Click the button window + R at the same time. Then the run option will pop out in screen.

Step II: - Write powerpoint in open option in run file.

Step III: - Press ok button and now MS-Powe--rpoint application will open.



Following is the basic window which you get when you start the powerpoint application.



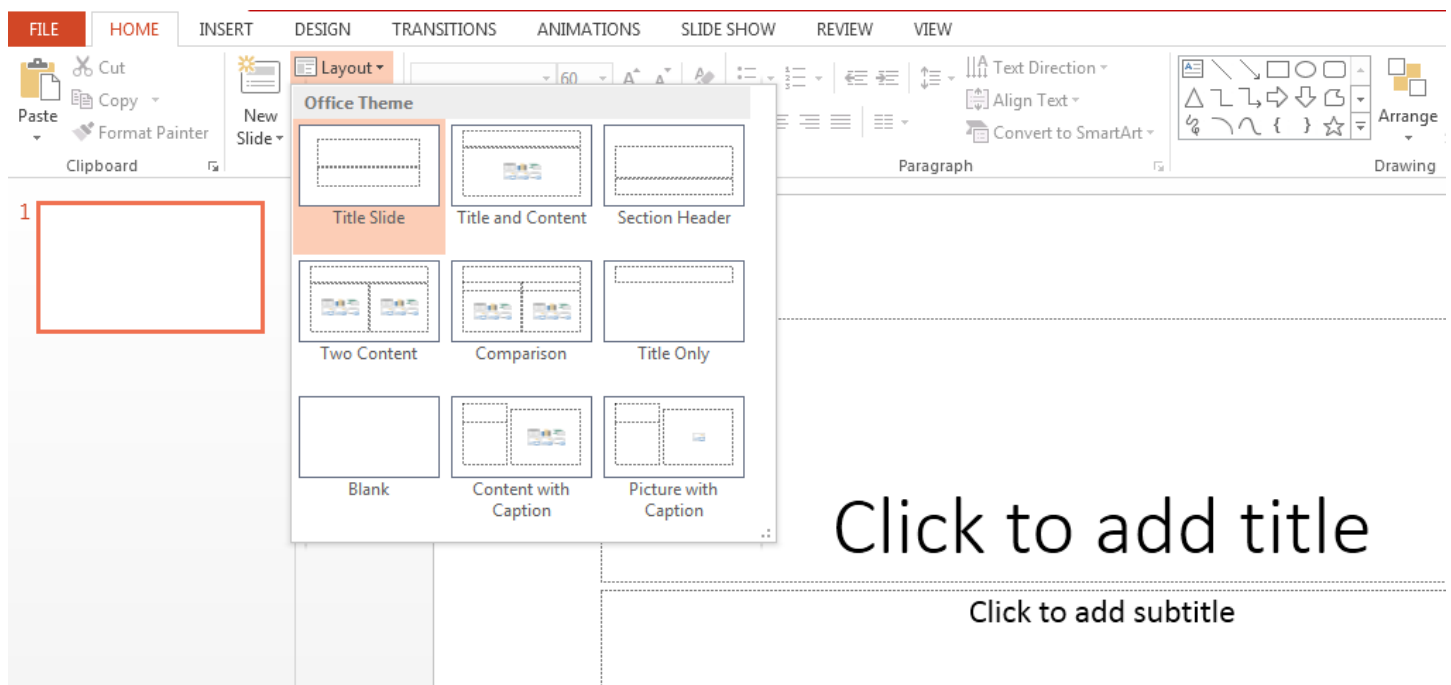
Features of MS PowerPoint

There are multiple features that are available in MS PowerPoint which can customise and optimise a presentation. The same have been discussed below.

1. Slide Layout

Multiple options and layouts are available based on which a presentation can be created. This option is available under the “Home” section and one can select from the multiple layout options provided.

The image below shows the different slide layout options which are available for use:



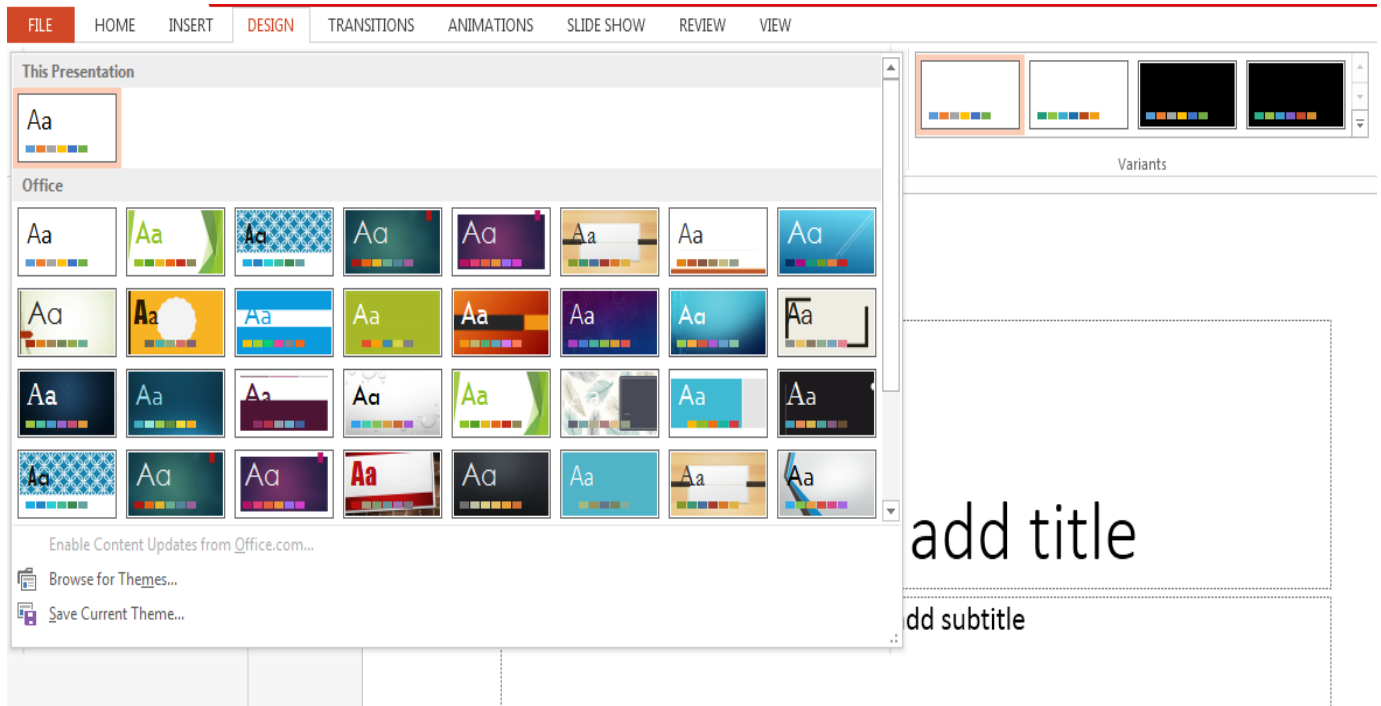
2. Slide Design

MS PowerPoint has various themes using which background colour and designs or textures can be added to a slide. This makes the presentation more colourful and attracts the attention of the people looking at it.

This feature can be added using the “Design” category mentioned on the homepage of MS PowerPoint. Although there are existing design templates available, in case someone wants to add some new texture or colour, the option to

customise the design is also available. Apart from this, slide designs can also be downloaded online.

Refer to the below for slide design:



3. Slide Background

As PowerPoint is a design-based program, backgrounds are effective ways of improving the aesthetics and readability of the slides. The Themes in PowerPoint helps select the backgrounds by default, so every time you change the theme, the default background is set automatically. Theme includes more than just backgrounds, so you can retain other aspects of the theme while changing the default background.

Given below are the steps to apply background in powerpoint.

Step I – In the design ribbon, under the background group, click the background styles command.

Step II – Select one of the background styles that suits your requirements.

Step III – To edit the background for a specific slide, right-click on the desired background slide and select “Apply to selected slides”.

Step IV – Select slide now have the new background.

4. Group and ungroup

While working with powerpoint, you might need to carry out a set of actions on a bunch of object. Powerpoint allows you to group object within a slide and apply the same action on all the objects simultaneously. This feature in powerpoint is called grouping. The following are the steps will help you group and ungroup object: -

Step I – Select a set of shapes or objects together. To select the objects, press the ctrl key and select each object individually. If the objects are together, you can also click and drag the cursor to select them; however with the click and drag everything that falls within the selected area will be selected.

Step II – Go to the arrange Group under the format ribbon.

Step III – Click on group under the group menu item – this will group the objects and shapes into a single object.

Step IV – Apply the common change you want to make to these objects.

Step V – Even though the objects are grouped, you can still edit them individually if need be.

Step VI – If you want to edit the shapes or objects individually, go back to the group menu and select ungroup.

Step VII – After making changes, if you want to regroup the objects as per original grouping, you select one the objects and use the regroup option under the group menu.

5. Animation

Powerpoint offers animation support which can be use effectively to add some motion in a monotonous presentation and make it more interesting. Animation can be applied to any object on the slide and the motions can the automated, timed or trigger. The following steps will help you add and preview animations in the slide: -

Step I – Go to the animation ribbom and click on the Animation pane to display the animation sidebar.

Step II – Select one of the objects in the slide and click on the Add Animation menu option.

Step III – Choose one the Animation options.

Entrance will cause the object to appear in the screen.

Emphasis will cause the object to emphasis without appearing or leaving the screen.

Step IV – Once you add the animation for an object, it will show up in the Animation pane.

Step V – By default, all the animations are initiated by a click, but you can change this, To change the trigger, rght click on the animation object on the pane and choose an alternate trigger.

Start on click will cause the animation to start when you click the mouse.

Start with previous will cause the animation to begin with the previous animation; if this is the first object, it will begin as soon as you reach the slide during the slide show. Start after Previous will cause the animation to begin after the previous animation end.

Step VI – From the timing section, you can also manipulate the animation timings.

Step VII – To preview the animation settings, just click play on the animation pane.

6. Transition

PowerPoint supports slide transition feature which allows you to specify how should the slides transition during the slide show.

Given below are the steps to add and preview slide transitions.

Step I – Slect the slide to which you wants to apply the transition.

Step II – Go to the transition scheme the Transitions ribbon.

Step III – Select one of the transition schemes from the list available. Powerpoint will instantly show you a preview of the scheme. If you are not satisfied, you can pick an alternate scheme. The last selected scheme will apply to the slide.

Step IV – You can change the effects on the selected transition scheme from the Effect option menu. Every scheme has a unique set of effect options.

Step V – You can also modify the transition timing setting from the Timing section.

Step VI – To preview the slide transition, click on preview.

7. Slide Master

Slide master is simple way of applying changes to the entire slide. Every presentation has at least one slide master, but you can have more than one. Using feature like copy/paste and format painting you can make changes to different sections within the presentation to make them look similar, however, if you want to use a theme and background throughout the slide, using master is a simpler and more graceful way of approaching it.

Given below are the steps to customize your slide master: -

Step I – Go to the master views group under the View ribbon.

Step II – Click on Slide master to open the slide Master Ribbon. The top most slide in the left sidebar is the Master slide. All the slides within this master template will follow the settings you add on this master slide.

Step III – You can make changes to the master slide in terms of the theme, design, font properties, position and size of the title and other content using the remaining ribbons which are still accessible.

Step IV – While PowerPoint provides some default slide layouts, you can create your own layouts by clicking on the “Insert Layout” in the Edit master section of the slide master ribbon.

Step V – You can add content placeholders to the slide layouts using the “Insert Placeholder” in the Master Layout group under the slide master ribbon. Under the Placeholder dropdown, you can either create a generic content placeholder or specify the kind of content you want in that placeholder.

Step VI – You can apply different themes, background and page setup settings to all the slides from the master slide.

Step VII – You can also customize individual slide layouts to be different from the master slide using the menu options available with the layouts.

Powerpoint slides to a video

Step I – Click on the file tab to show file options.

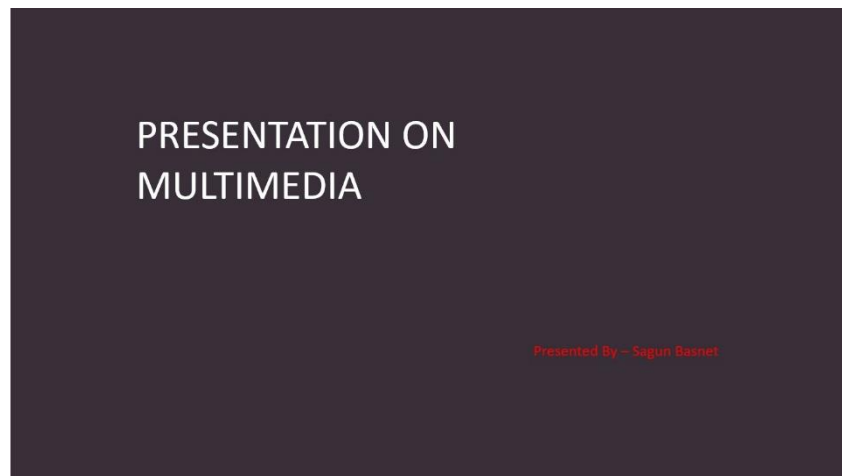
Step II – Scroll down and select Export and navigate to create a video.

Step III – Select your video settings preference (video quality, timings and narration, video size).

Step IV – Click on Create a Video.

Step V – Choose a filename, saving the location and video type (.mp4 or .wmv).

Presentation on Multimedia in PowerPoint



Multimedia and it's application

Multimedia is combination of different digital medias or content such as text, audio, images, animations, videos and interactive content.

Multimedia can be recorded and played, displayed, interacted with or accessed by information content processing devices, such as computerized and electronic devices. It is a computer based interactive communication process.



Elements/components of Multimedia

The main key elements of multimedia are given below:-

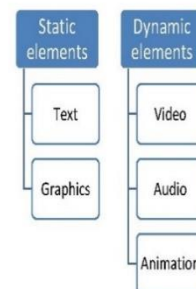
1. Text

Simply text is a combination of alphabets, digits, punctuations, symbols etc. It can be in any languages like nepali, English etc.

2. Graphics

The use of large amount of text in a screen makes it dull in presentation so, Graphic is used to make an application attractive. It is simply a image in a digital form which is also called as digital images. It is mostly used by a developer or designer to makes an application attractive.

Five main elements of multimedia



Elements/components of Multimedia

3. Audio

Audio are also called as sound element. It is produce by a vibrations. In multimedia audio can be in the form of speech, sound effect, music etc. There are several types of sound which can be used in multimedia. they are human voices, instrumental notes, natural sounds etc.

4. Video

Video is the technology of recording, processing, transmitting reconstructing the moving picture. Same as images but the dimension of time is added with video. The size of the video is much more higher than the image.

5. Animation

Animation is also the process of creating a video but in video we capture or record somethings and in animation, it combine a series of pictures and display it in such a way that looks like a video. like cartoons. We can say animation is a moving images.



Characteristics of a Multimedia system

Multimedia system is a system capable of processing multimedia data and applications.

A multimedia system must follows four basic characteristics:-

1. Multimedia system must be computer controlled.
2. Multimedia systems are integrated.
3. The information they handle must be represented digitally.
4. The interface to the final presentation of media is usually interactive.

Application area of Multimedia

- Print media and electronic publication
- Entertainment and games
- Education
- Engineering
- Medical Science
- Business Communication and corporate tannings.
- Special effects
- Virtual Reality
- Electronic Sales

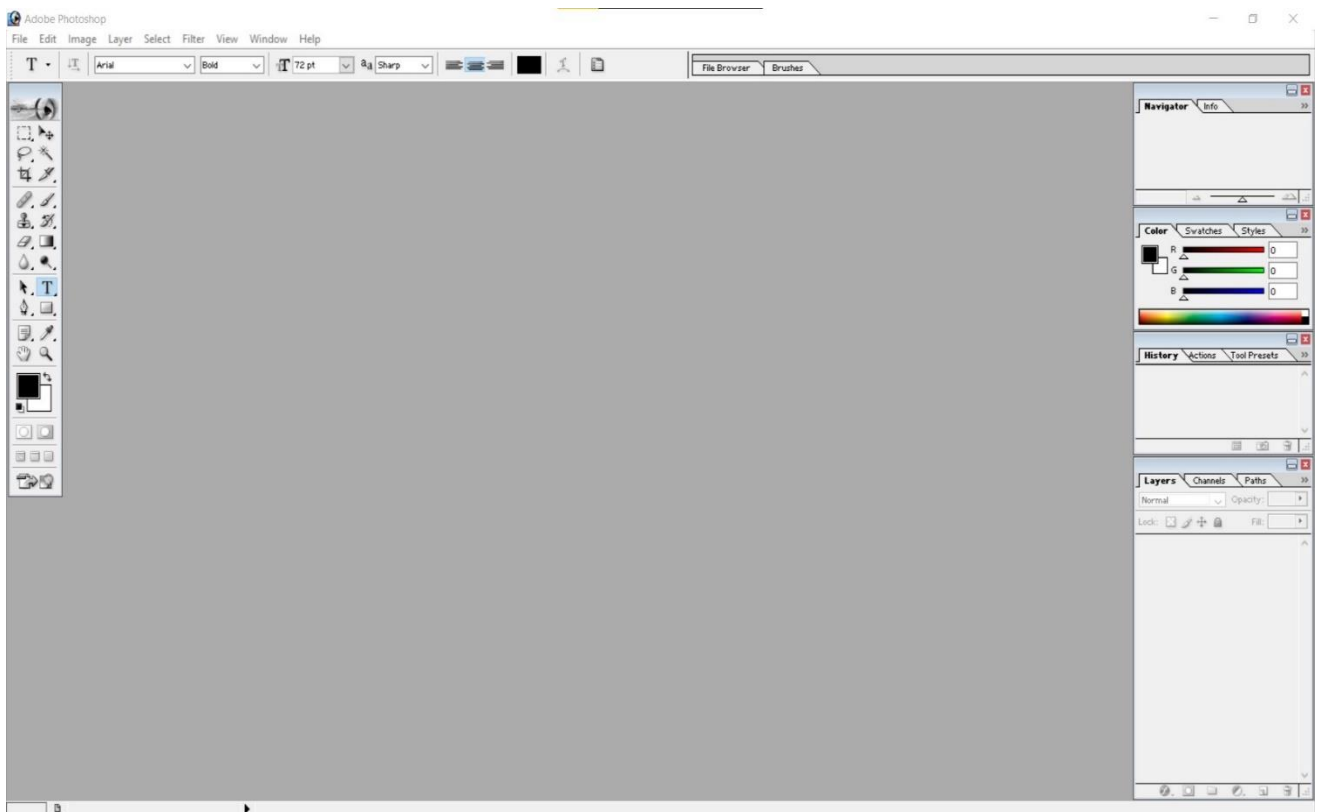
Adobe Photoshop

Introduction to Photoshop

Adobe Photoshop is a graphics editing software, or image editing software, that allows you to create and manipulate visual images on the computer. Editing features in the program help in creating managing for Internet, print, and other new media disciplines.

Workspace in Photoshop

Photoshop lays out the most important tools that you will need right on the main workspace. This allows you to easily find the tools that you need without digging through menus. Furthermore, Photoshop allows user to use simple keyboard shortcuts in order to get to these tools faster.



Tool Bar

It provides access to a variety of tools with multiple image-editing functions. These tools typically fall under the categories of drawing; measuring and navigation; selection; typing; and retouching. Some tools contain a small triangle in the bottom right corner of the tool icon; these can be expanded to reveal similar tools.

Options Bar

Works in coordination menus for performing common tasks. It consists of eleven menu options: File; Edit; Image; Layer; Type; Select; Filter; 3D; View; Window; Help. Menu items containing an ellipsis indicate that a dialogue box will follow that option. Menu items with an arrow indicate a submenu for that particular option.

Panels/palettes

It helps you monitor and modify your work. It provides groups of functionality specific to certain tools or tasks. You can create a custom workspace by moving and manipulating panels.

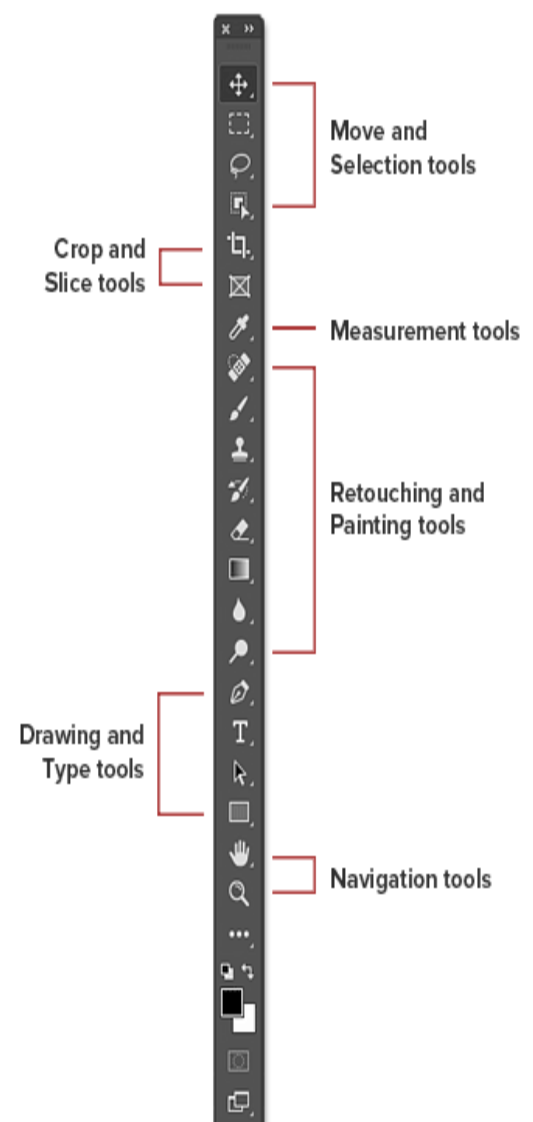
The tools layout

Let's look at how Photoshop's toolbar is organized. While it may seem like the tools are listed randomly, there's actually a logical order to it, with related tools grouped together.

At the top, we have Photoshop's Move and selection tools. And directly below them are the crop and slice tools. Below that are the measurement tools, followed by Photoshop's many Retouching and Painting tools.

Next are the Drawing tools. And finally, we have the Navigation tools at the bottom.

Photoshop tools layout



Designing simple cover page of copy

Objective:

To create a cover page of copy.

To be familiar with a photoshop tools.

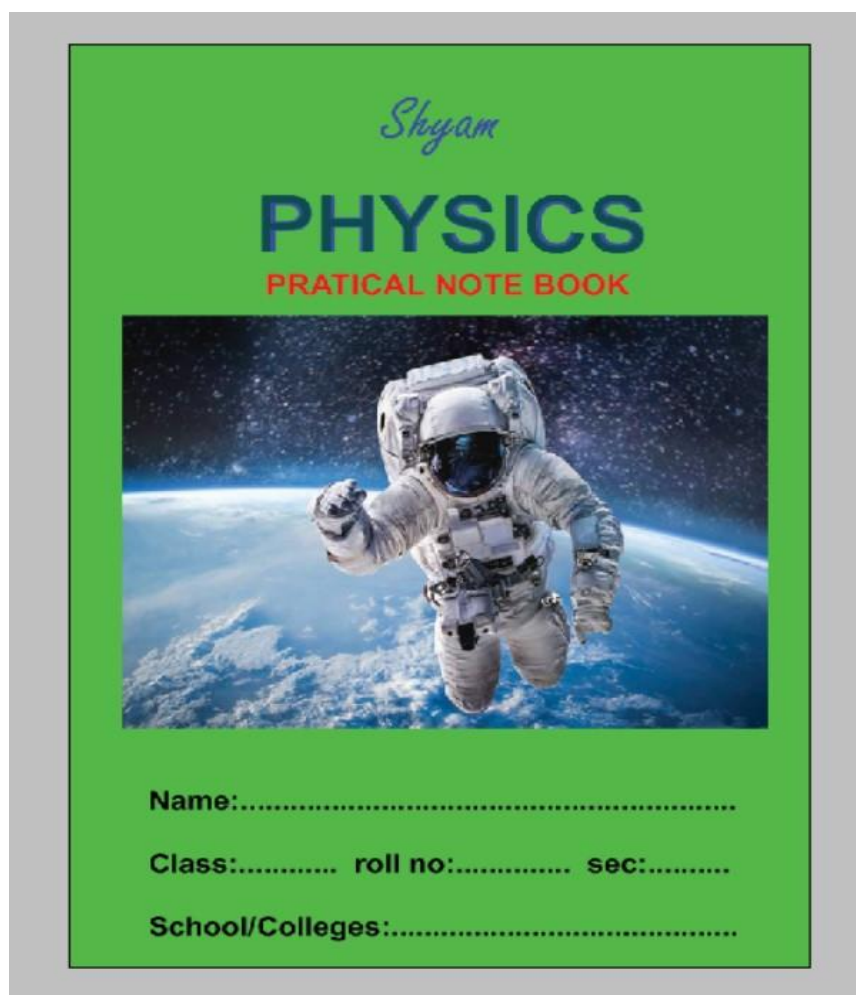
Procedure:

Step I:- Open photoshop in your computer.

Step II:- From rectangle tool make a rectangle and colored it green

Step III:- From text tool write a content as shown in below figure. And add an image.

Step IV:- Here your cover page is ready save it and its complet...



Conclusion:

Thus, we creat a cover page of copy using photoshop application successfully.