# INTRODUCTION TO MS POWERPOINT
## Lab 2

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## Learning Outcomes:

- Students should be able to navigate in Microsoft PowerPoint environment

- Students should be able to make animated slides using features of Ms PowerPoint.

## Introduction

In this class, we shall learn about how to navigate in MS PowerPoint and how to make slides in PowerPoint.

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 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 directly start it from the short-cut available on desktop.
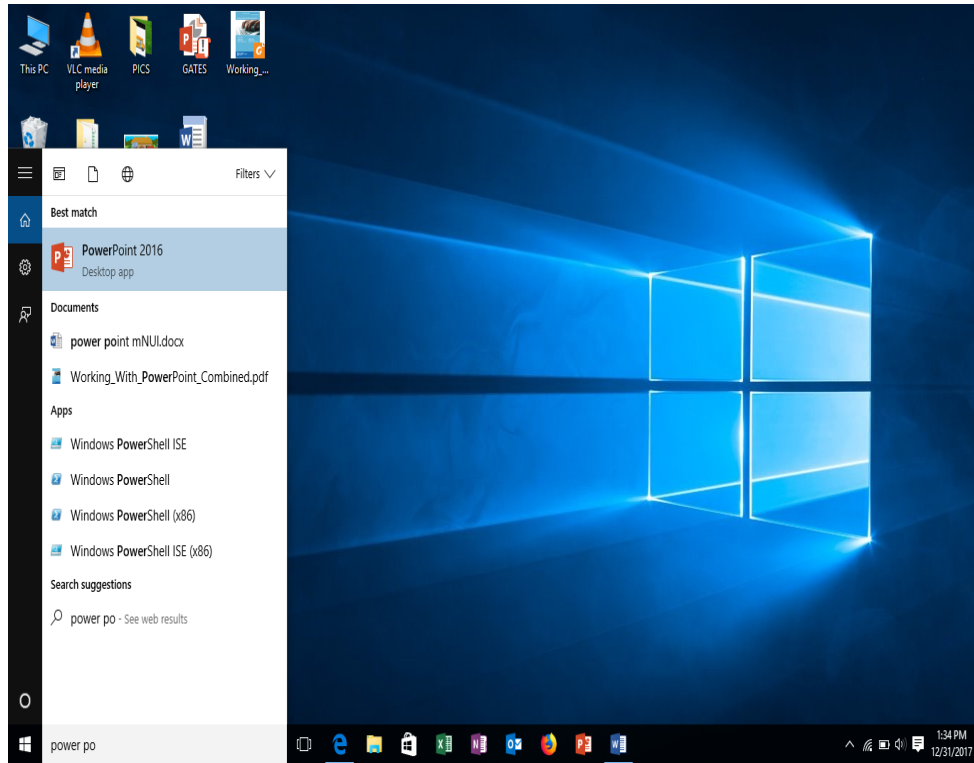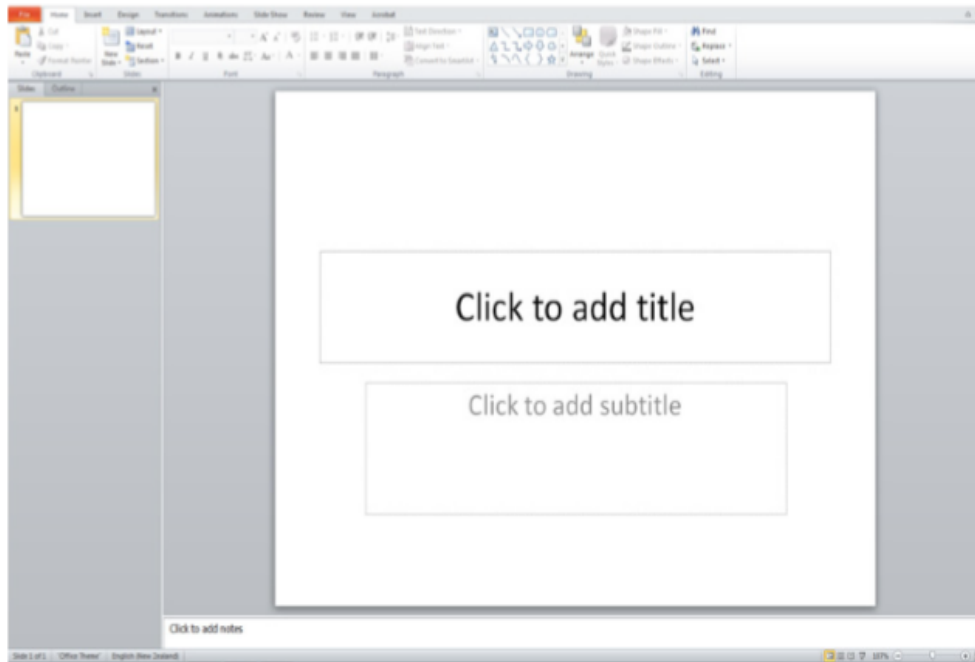
*Figure 50-starting power point*

# Program window



*Figure 51: Initial 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.
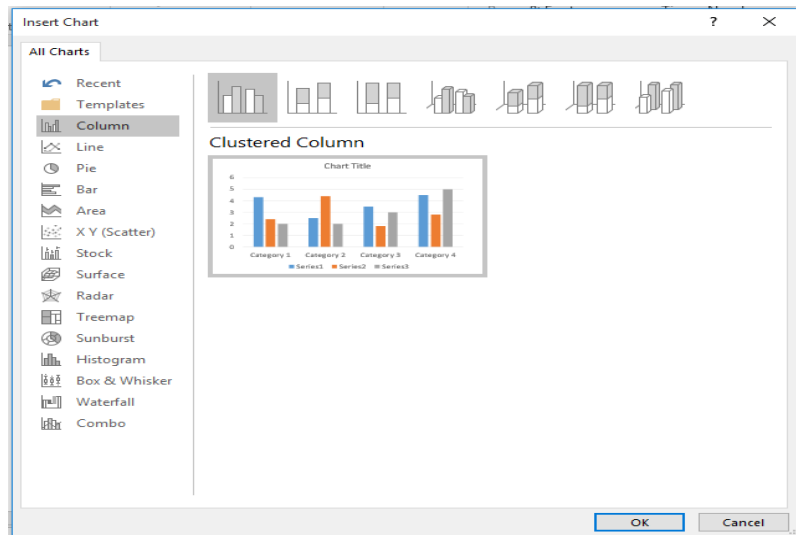
*Figure 52-inserting chart*

## 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.
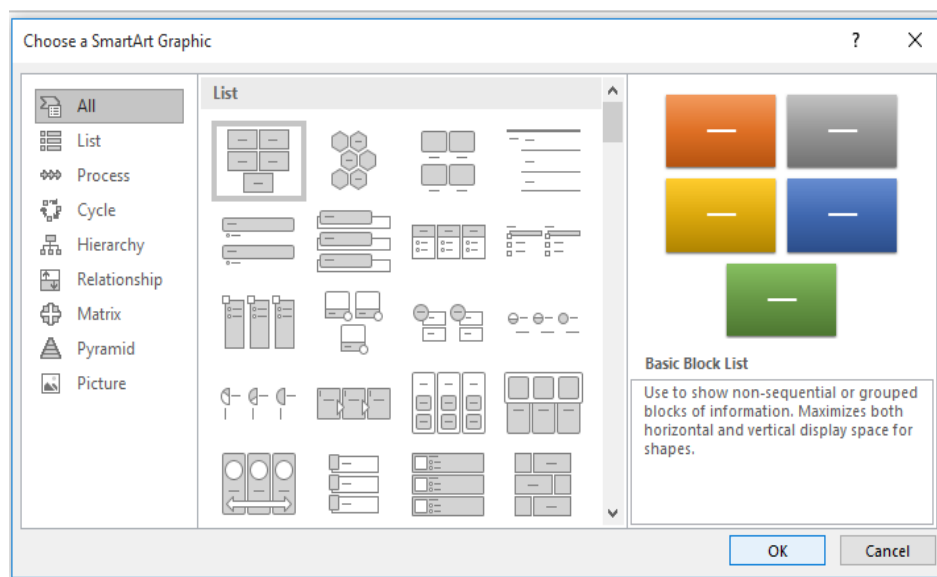


*Figure 53-inserting diagrams.*

## Inserting audio in power point

Click insert tab and click on audio and select audio on my PC. Insert audio box will appear.
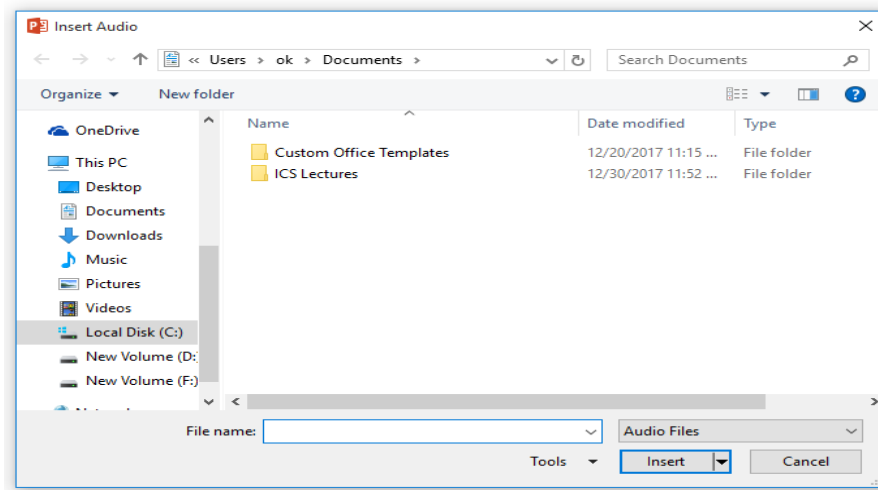
*Figure 54-inserting audio*

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.
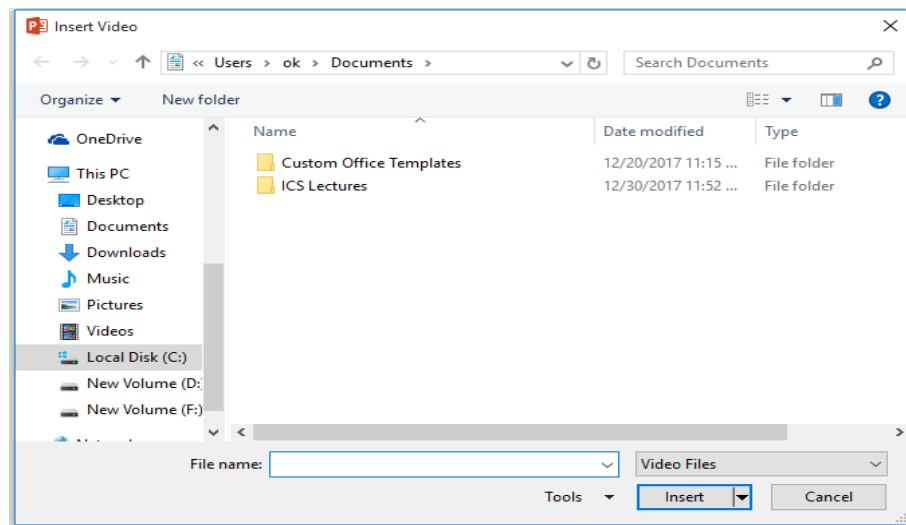


*Figure 55-inserting video*

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

## Applying animation

The next step is to apply animation. Select the image and click on   the **animation** tab and select the desired animation to view all animations click on the arrows available in animation group. (I have selected shapes animation available in motion path categories)
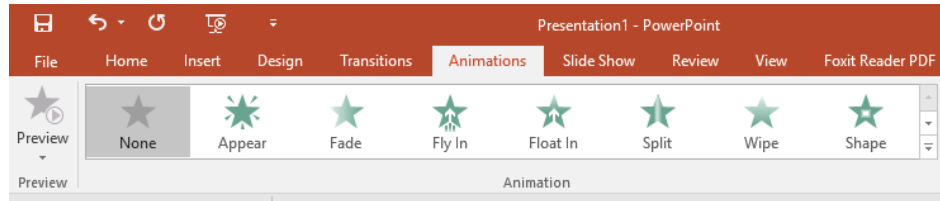
*Figure 63-animation tab*

Set the shape size on **the circular strands**. Select the shape and double click it and drag it to the desired position.

Now activate the animation pane. To do this click on the animation pane button in **animation tab.**
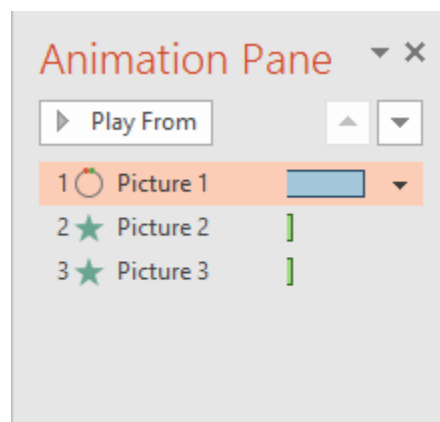


*Figure 64-animation pane*

Duration and delay for each animation can be defined in the **animation pane** by selecting the animation and clicking on the arrow next to that animation and select **timing option.**
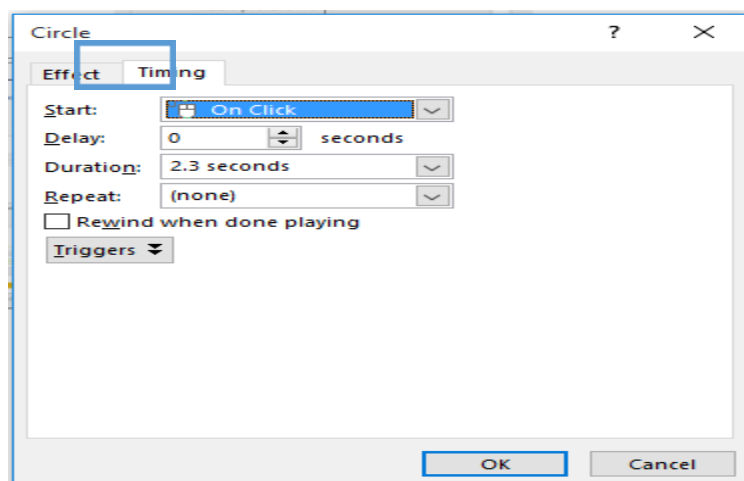


*Figure 65-adjust timing*

To make one animation start with the previous one select the start with previous option and check the option of start on click (in this case all the animations are set to start with previous).
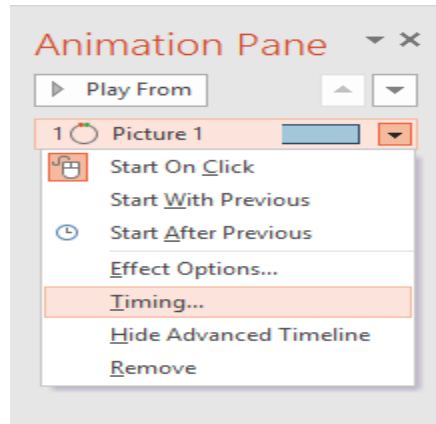


*Figure 66-formatting of animation*

## 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.

## Challenge: Create OR gate using animations.

### Processing steps

1.  Start power point and open blank presentation.
2.  First of all, add background in the slide. Go to the design tab, click on format background button and select pattern fill button. Then select the desired background.
3.  After adding background, insert text box at the top and heading in it.

### Inserting table

1.  Insert table in the slide. To do this, select **insert tab** and click on table button to select the desired no rows and columns.
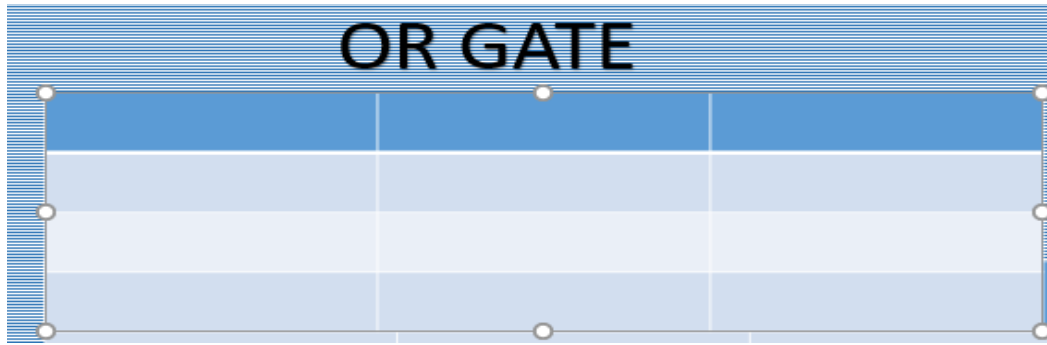
*Figure 85- inserting table*

2. Add inputs and outputs in the table. You can change the size of table by resize handle and drag it to the desired size.

## Inserting online pictures

3. After completing first slide, move to the second slide of OR gate. Add background as explained before and **insert online** picture of OR gate. Go to **Insert** tab and in the **Images** group, click on **Online Pictures**.
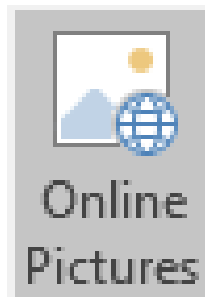


*Figure 86-online pictures button*

4. Select the picture and insert in the slide.
5. After inserting picture, add text box and change its shape to circle and enter numbers in it as inputs and outputs.
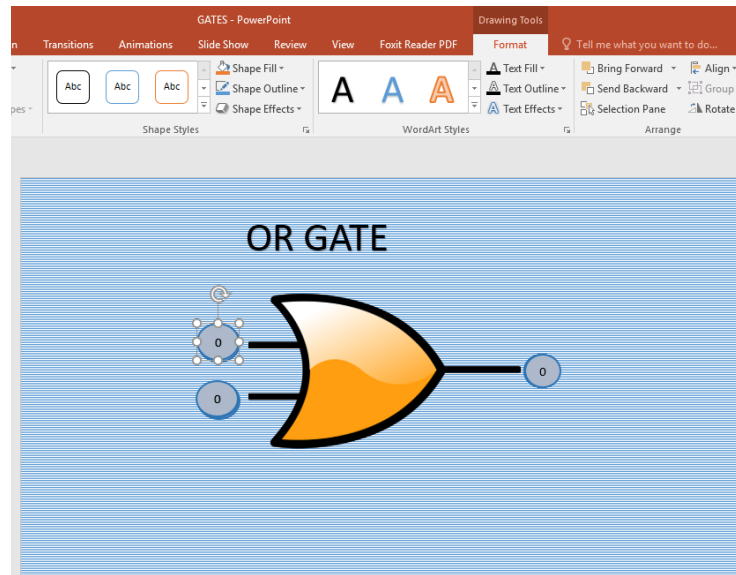
*Figure 87-text box*

6. Format the shape of text box and text in the shape from the **format bar** which is activated by double clicking the shape.
7. Now apply animations on the gate and **text boxes**. Apply float in, pulse and **fly out** to all. And adjust their sequence. To change bit sequence, select the gate and text boxes one by one and duplicate them along with their animation.
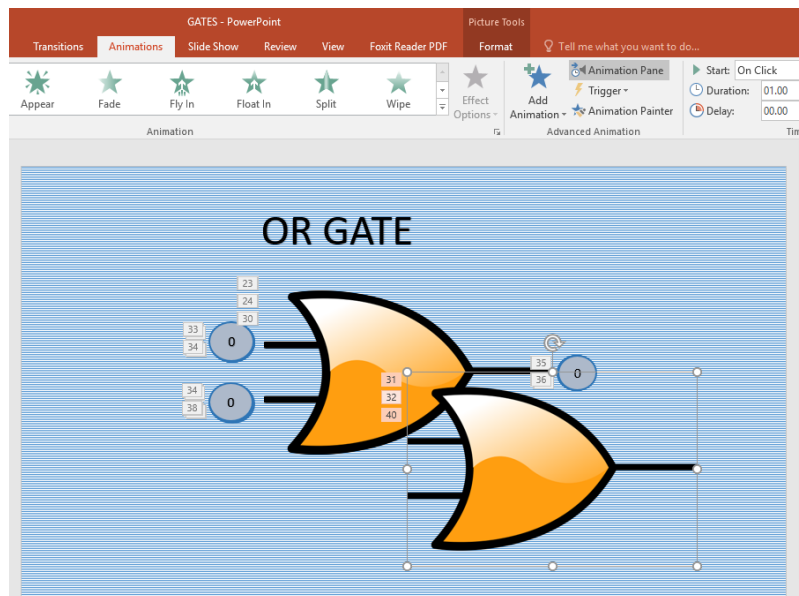


*Figure 88-duplicating shapes and picture*

8. To duplicate the picture and shapes, select them on by one and press **Ctrl+D**. duplicate the gate and text boxes four times and place them one on the other.
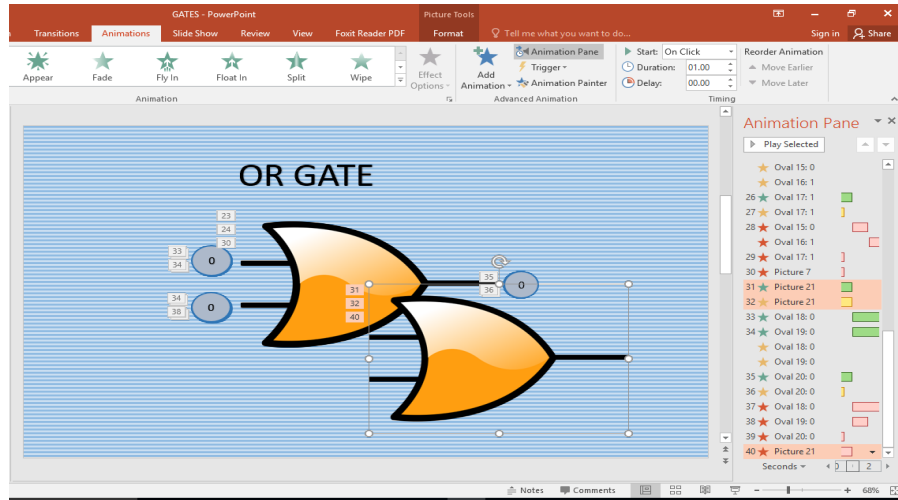9. Adjust the sequence of the animation in the animation pane.

*Figure 89-defining sequence of animations*

10. After completing two slides, check the slide show and correct the mistake if there is any. Define the **duration** and **delay** for each state of gate.

## Conclusion

After following the above steps, we are able to apply animations, transitions to values also.