**TRINITY INTERNATIONAL SS & COLLEGE**

**Dillibazar Height, Kathmandu, Nepal**

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**LAB WORK # 1: Application Package (MS-PowerPoint)**

**(COMPUTER SCIENCE)**

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3.1.1 MS-PowerPoint

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**2. Objective**

The main objectives of the lab work are as follows:

1. Create, edit, save, and print presentations.
2. Add a graphic to a presentation
3. Create slide presentations that include text, graphics, animation, and transitions.
4. Create a PowerPoint presentation.

**3. Theoretical Background**

**MS-PowerPoint:** PowerPoint (PPT) is a powerful, easy to use presentation graphics software program that allows you to create professional looking electronic slide shows.

Functions of PowerPoint:

1. **Create:** Create presentations from scratch or a template.
2. **Graphic:** It is a function in Microsoft presentation that allows us to customize our file with different multimedia options like video and pictures.
3. **Animation:** Adding animation simple means to add a special visual or sound effect to an object including entrance and exit effects, changes in size and color, and even movement.
4. **Transition:** A slide transition is the visual effect that occurs when you move from one slide to the next using a presentation.
5. **Insert:** Under the “Insert” category, multiple options are available where one can choose what feature they want to insert in their presentation. This may include images, audio, video, header, footer, symbols, shapes, etc.
6. **Slide design:** MS PowerPoint has various themes using which background color and designs or textures can be added to a slide. This makes the presentation more colorful and attracts the attention of the people looking at it.
7. **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.
8. **Slide Show:** When all the slides of a PowerPoint presentation are set in series and then presented to a group of people, where each slide appears one after the other, is a set pattern, this is known as a PowerPoint slide show.

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