Report of Lab Exam

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**Word:**

Project Report: PowerPoint viva Excel and Word Assignments

Word Project: Document Formatting

Document Specifications:

The topic is regarding Social media.

The Word assignment involved the formatting of a document based on specific guidelines. The following requirements for formatting were followed:

**Margins:** The document's margins were adjusted according to the instructions provided. The left margin was set to 1.5 cm, while the right, top, and bottom margins were set to 1 cm.

**Paper Size:** The document was formatted to be printed on A4 paper, maintaining consistency with standard paper dimensions.

**Page Numbers:** The page numbers for the initial pages, such as the Title page, Table of Contents (TOC), and List of Figures, were formatted using Roman numerals. Subsequent pages, starting with the main content, were numbered using Arabic numerals.

**Headers:** Each chapter had its header displaying the corresponding chapter name. This promotes document organization and facilitates navigation.

This Word assignment demonstrated meticulous attention to detail, ensuring that the document adheres to the prescribed formatting guidelines. The structured layout and consistent formatting contribute to the overall professionalism of the document.

**Excel**

The Excel project focused primarily on analyzing data and calculating GPAs using specific criteria.

Calculation of Maximum OBT Marks:

To determine the highest value in the "OBT MARKS" column, a particular table in the Excel sheet was examined. This was accomplished by utilizing the MAX function, which offers a fast and efficient method for identifying the maximum value within the dataset.

Calculation of GPA:

A formula for calculating GPA was implemented to assign GPA values based on given percentage ranges. The IF function was employed to categorize percentages and assign the corresponding GPA according to the specified criteria.

The logic for GPA calculation is as follows:

* If the percentage is ≥ 80, the GPA is 4.00.
* If the percentage is between 77 and 79, the GPA is 3.66.
* If the percentage is between 74 and 76, the GPA is 3.33.
* If the percentage is between 70 and 73, the GPA is 3.00.
* If the percentage is between 67 and 69, the GPA is 2.66.
* If the percentage is between 64 and 66, the GPA is 2.33.
* If the percentage is between 60 and 63, the GPA is 2.00.
* If the percentage is between 50 and 59, the GPA is 1.50.
* If the percentage is less than 50, the GPA is 0.00.

This GPA calculation ensures a standardized evaluation of academic performance based on the specified grading scale.

Both aspects of the Excel project involved thorough data analysis and precise calculation methods to provide accurate results.

**PowerPoint:**

**Q1:** Explain the use of the following functions in MS PowerPoint:

Animations

Transitions

Slideshow

**Animations:**

Animations in PowerPoint pertain to the movement or motion applied to text, images, or other elements on a slide.

Entrance Animations: Introduce elements onto the slide.

Exit Animations: Make elements disappear from the slide.

Steps:

* Select the object you wish to animate.
* Navigate to the "Animations" tab.
* Choose an animation from the gallery.
* Adjust animation settings as necessary.

**Transitions:**

Transitions are effects that occur between slides, controlling how one slide transitions to the next.

Add professional and polished transitions between slides.

Enhance the flow and visual appeal of the presentation.

**Steps to apply**

* Go to the "Transitions" tab.
* Select a transition effect from the gallery.
* Adjust the transition duration and other settings.
* Apply the transition to one or all slides.

**SlideShow**

Slideshow refers to the presentation mode where slides are displayed one after another in a sequential order. Usage: Present the content to an audience. Navigate through slides during a presentation.

It is a mode of presenting information where slides are shown in an order, one after another.

It is used to deliver content to an audience. During a live presentation, it allows the presenter to navigate through the slides. It also provides a preview of how animations and transitions will appear in the final presentation.

**Steps:**

* click on the "Slide Show" tab.
* Choose either "From Beginning" to start from the first slide or "From Current Slide" to start from the current slide
* Utilize the navigation controls to move between slides. When finished presenting, exit the slideshow.