



Lab Manual

Working with Microsoft PowerPoint

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Objective:

To learn the basic components of Microsoft PowerPoint, create slide shows, and practice inserting pictures and applying themes.

Requirements:

- A computer with Microsoft PowerPoint installed.

Duration: 4 hrs

Problem Statement:

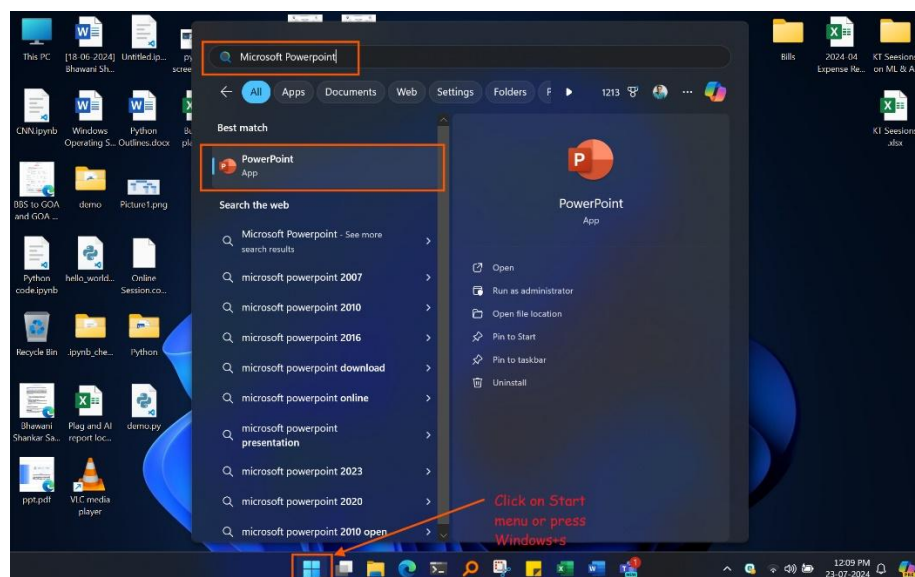
Microsoft PowerPoint is a powerful tool for creating presentations. This lab manual provides step-by-step instructions to familiarize you with its basic components, and guide you through creating slide shows, inserting pictures, and applying themes.

Steps:

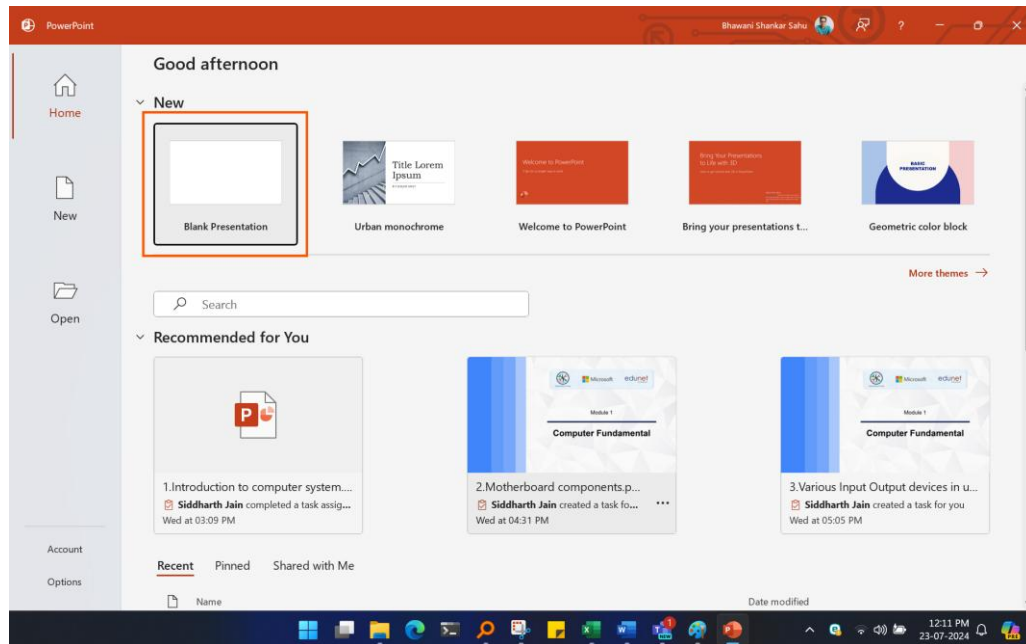
Part 1: Familiarizing with Basic PowerPoint Components

1. Open Microsoft PowerPoint

- Press Windows + S, type "Microsoft PowerPoint," and press Enter to open the application.

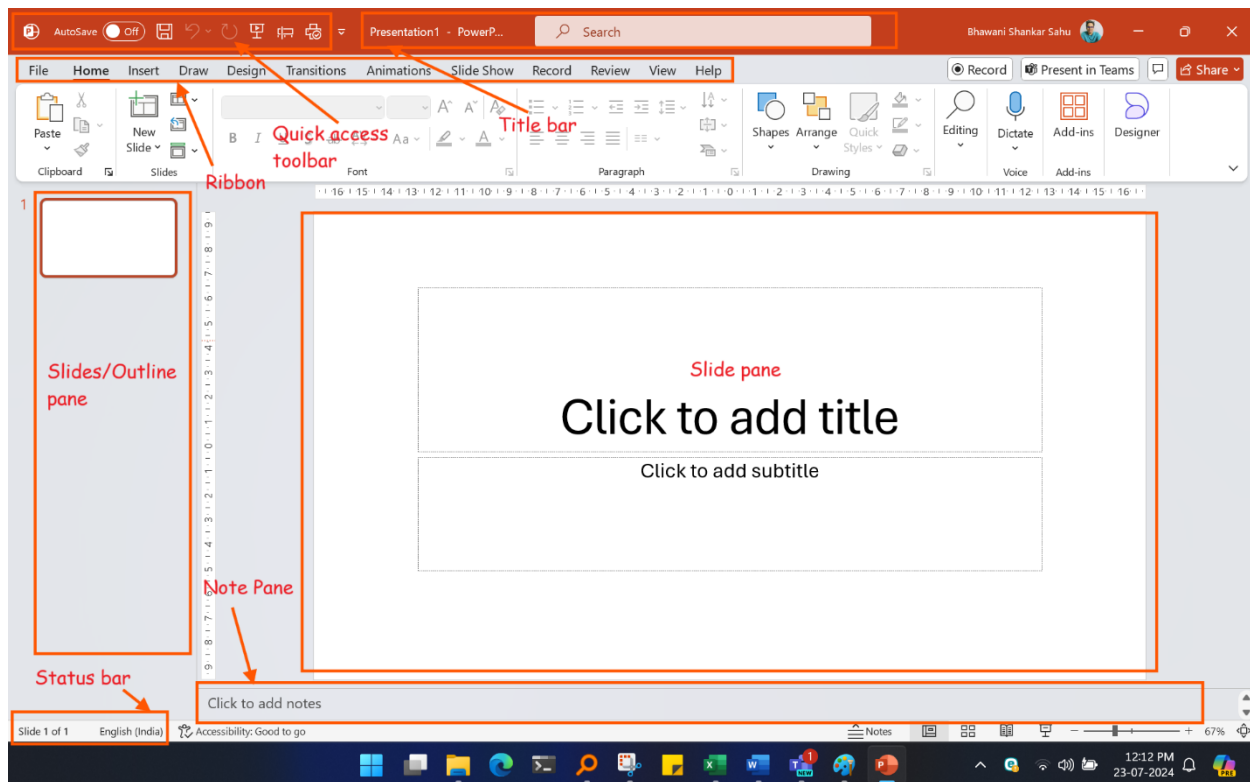


- Create a blank presentation by click on “Blank presentation” on the home screen.



2. Explore the PowerPoint Interface

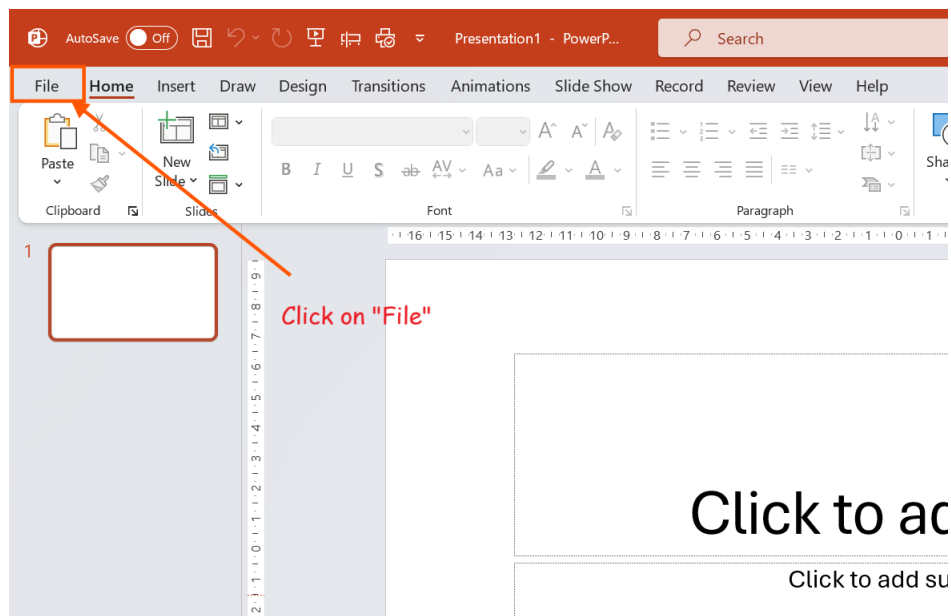
- **Title Bar:** Displays the name of the presentation.
- **Ribbon:** Contains tabs such as File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View.
- **Quick Access Toolbar:** Provides quick access to frequently used commands like Save, Undo, and Redo.
- **Slide Pane:** Displays the current slide you are working on.
- **Slides/Outline Pane:** Shows a thumbnail view of all slides in the presentation.
- **Notes Pane:** Allows you to add speaker notes for each slide.
- **Status Bar:** Displays information like slide number and view options.

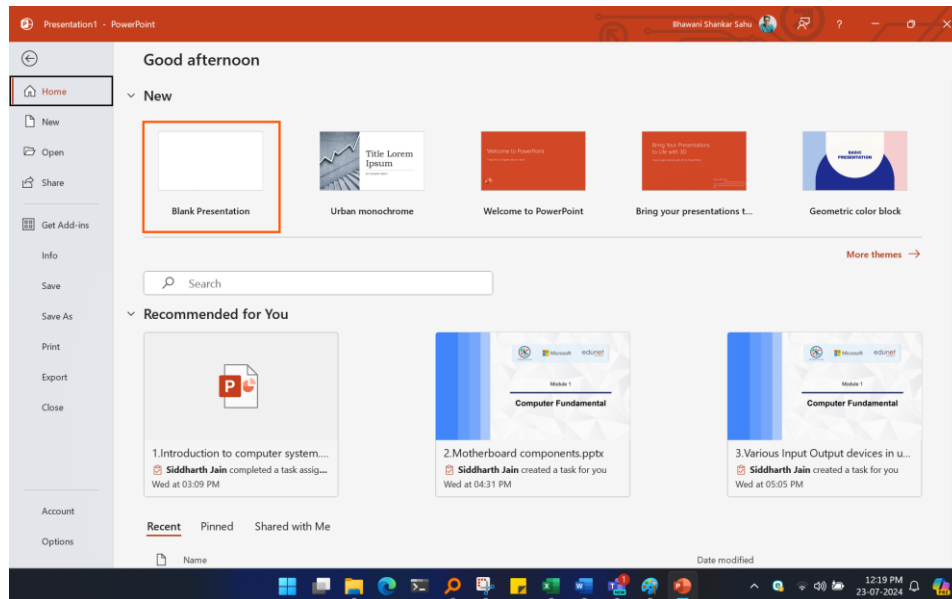


Part 2: Creating a Slide Show

1. Create a New Presentation from an opened presentation

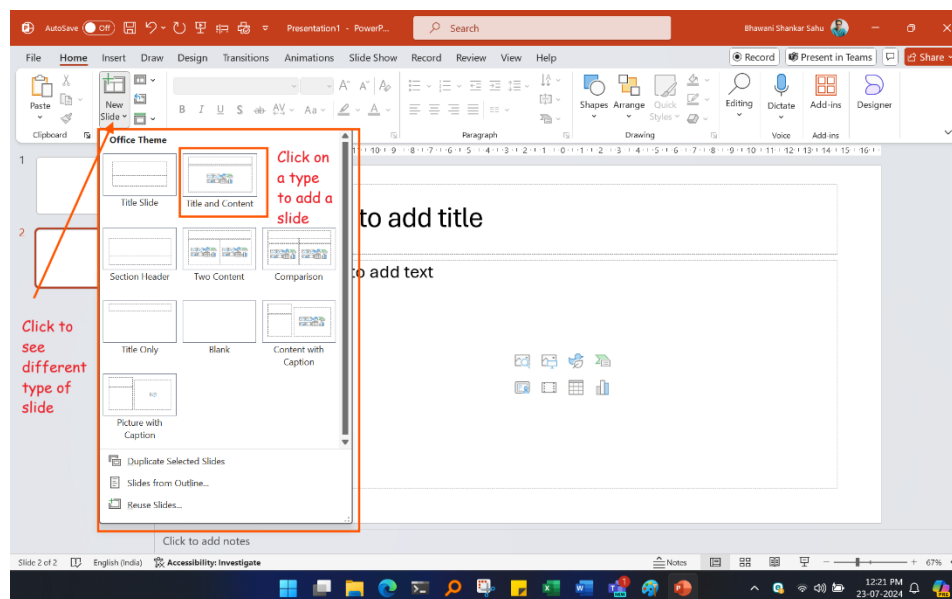
- Click on File, then select New and choose Blank Presentation.





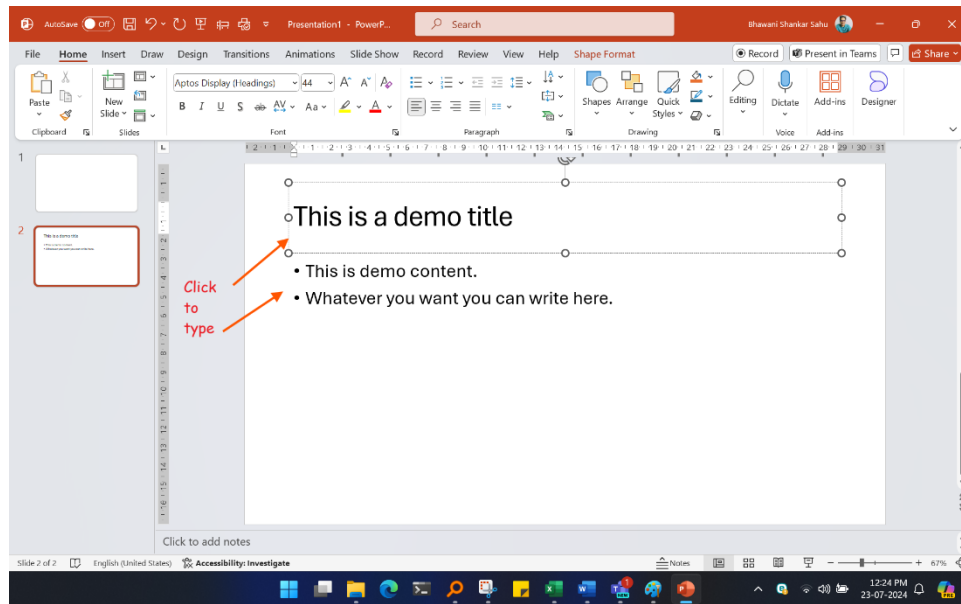
2. Add Slides

- Go to the Home tab and click New Slide to add new slides to your presentation.



3. Enter Content

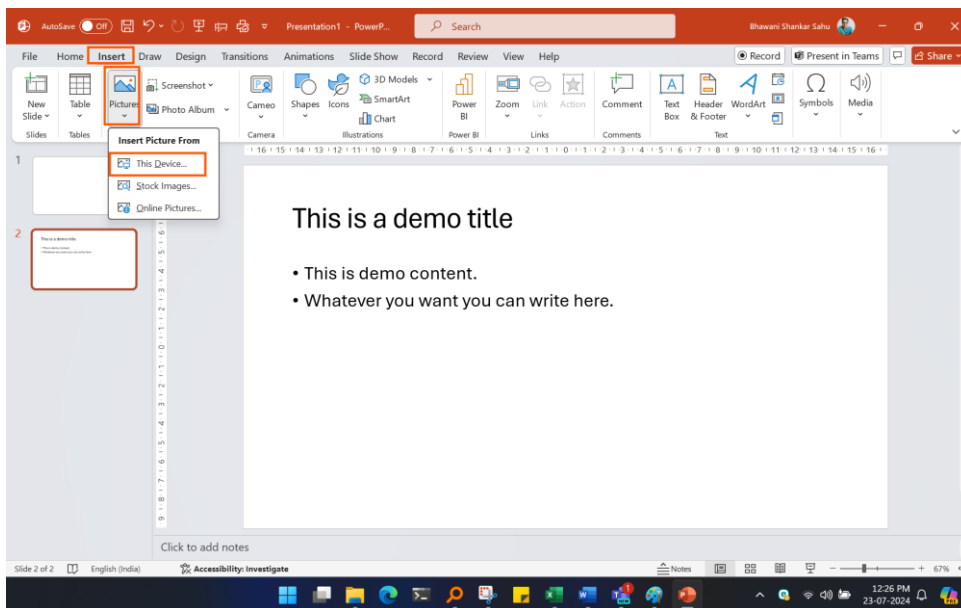
- Click in the placeholders on each slide to add text, such as titles and bullet points.



Part 3: Inserting Pictures

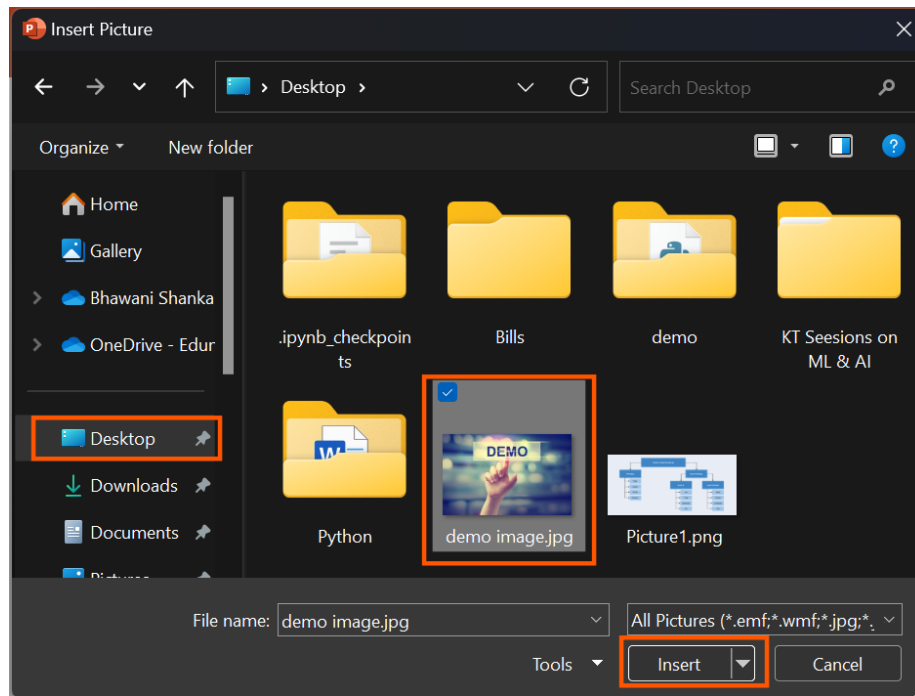
1. Insert a Picture

- Go to the Insert tab and click Pictures. Choose This Device to insert an image from your computer.



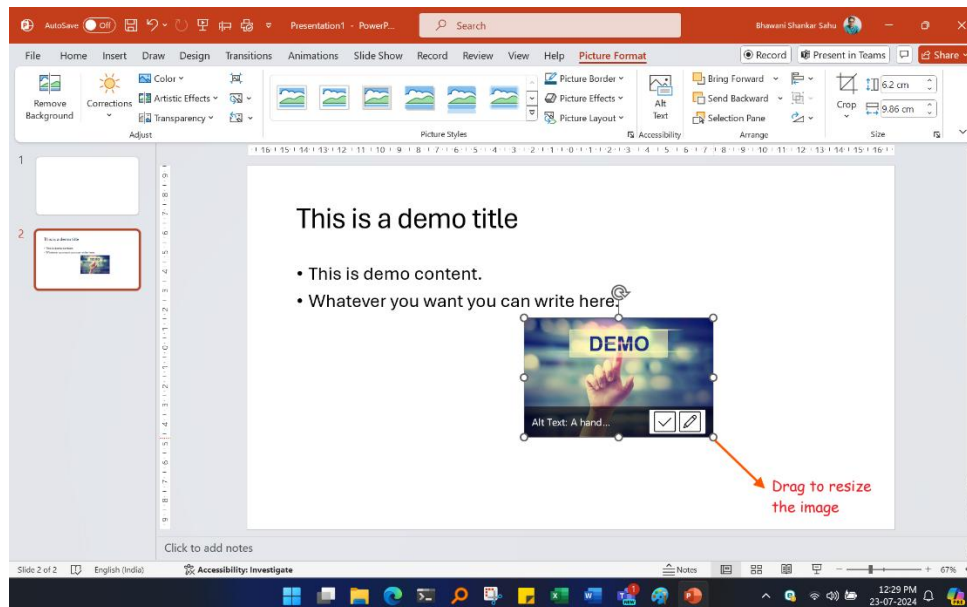
2. Select and Insert the Picture

- Browse and select the picture file, then click Insert.



3. Resize and Position the Picture

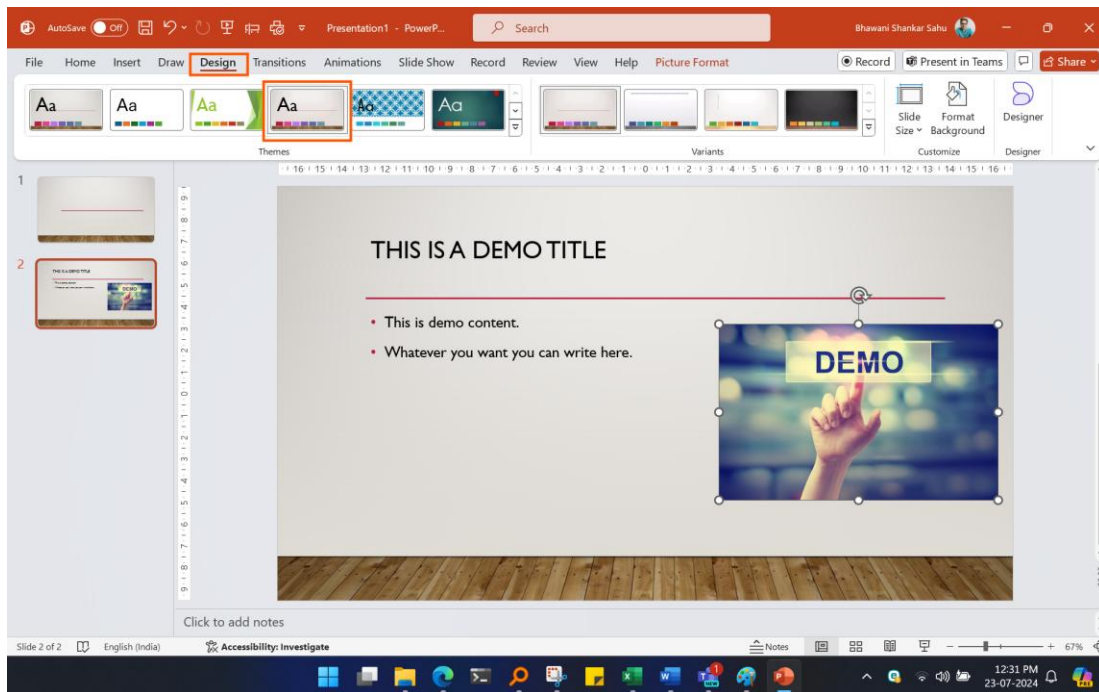
- Click on the picture to select it. Drag the corners to resize and position it as needed.



Part 4: Applying Themes

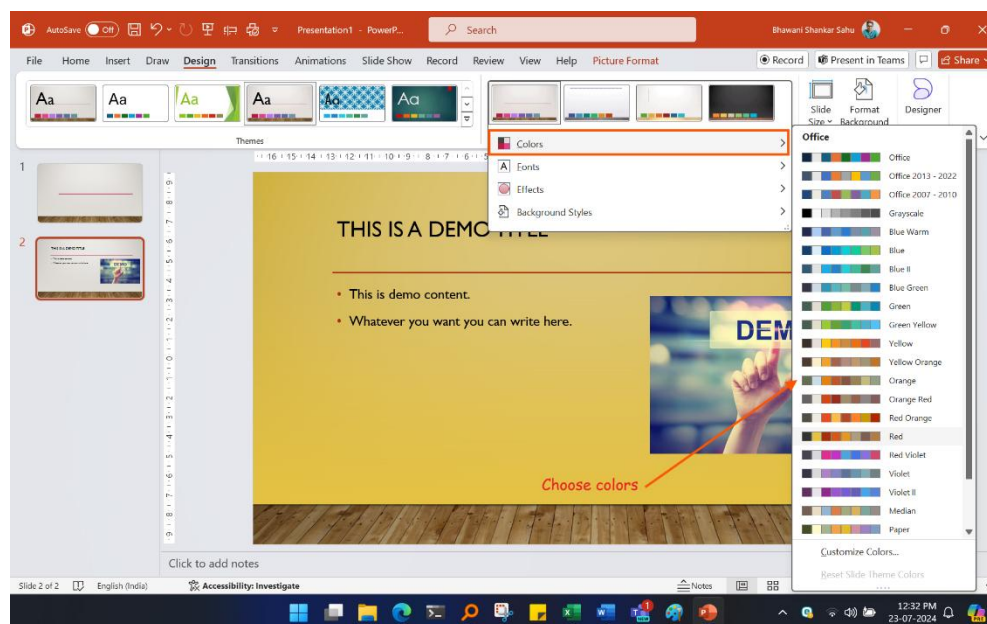
1. Apply a Theme

- Go to the Design tab and select a theme from the gallery. Click on a theme to apply it to your presentation.



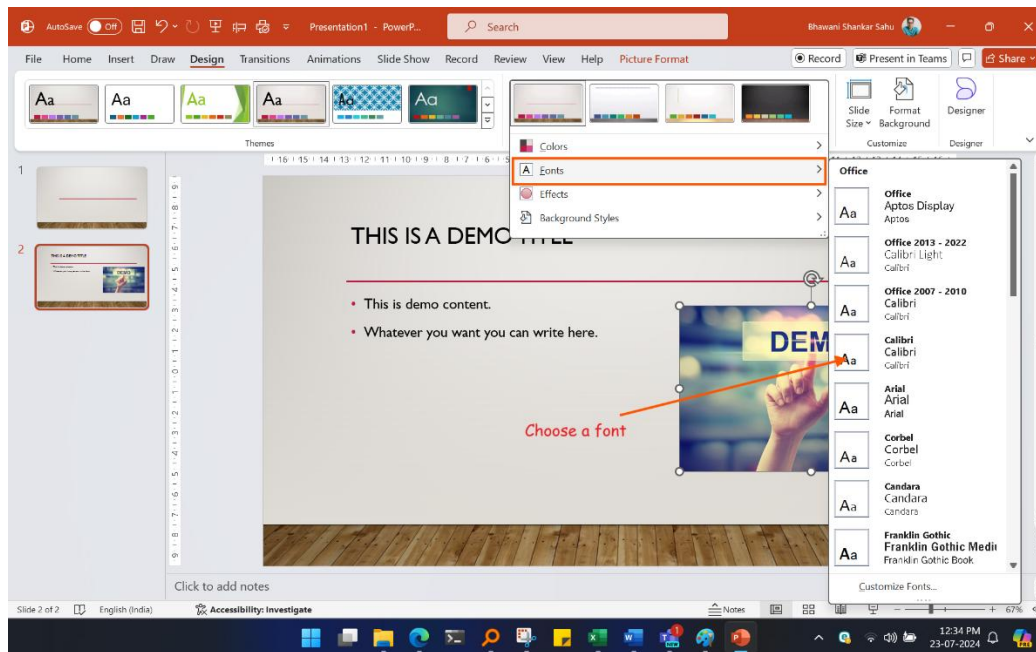
2. Customize Theme Colors

- In the Design tab, click on Variants and choose Colors to customize the theme colors.



3. Customize Theme Fonts

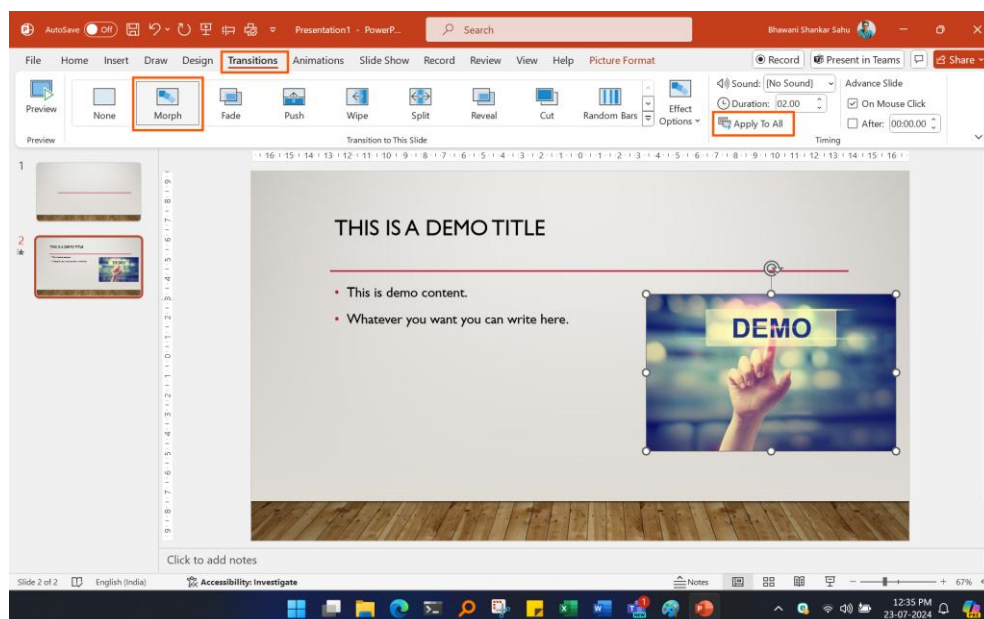
- Click on Variants, then Fonts to customize the theme fonts.



Part 5: Creating Slide Shows

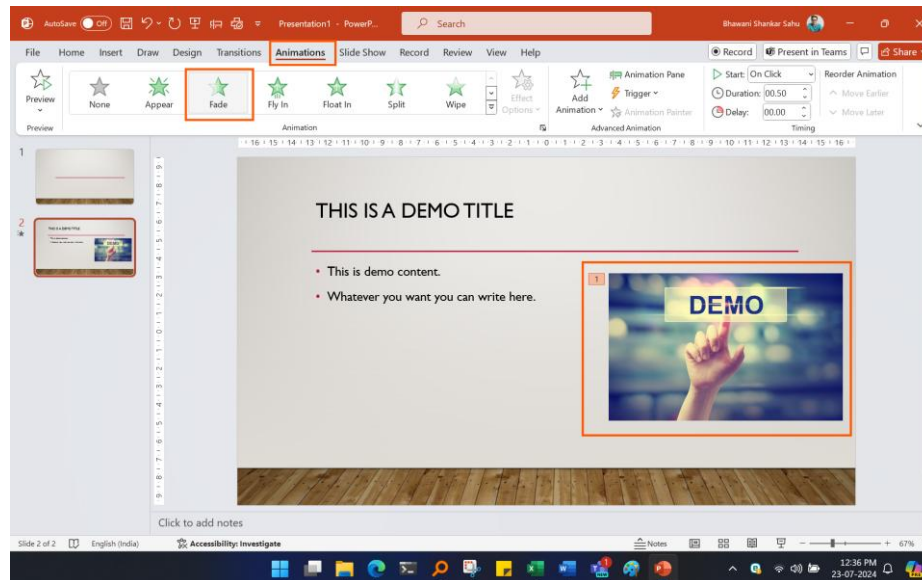
1. Add Transitions

- Go to the Transitions tab and select a transition effect for your slides. Click Apply To All to apply the same transition to all slides.



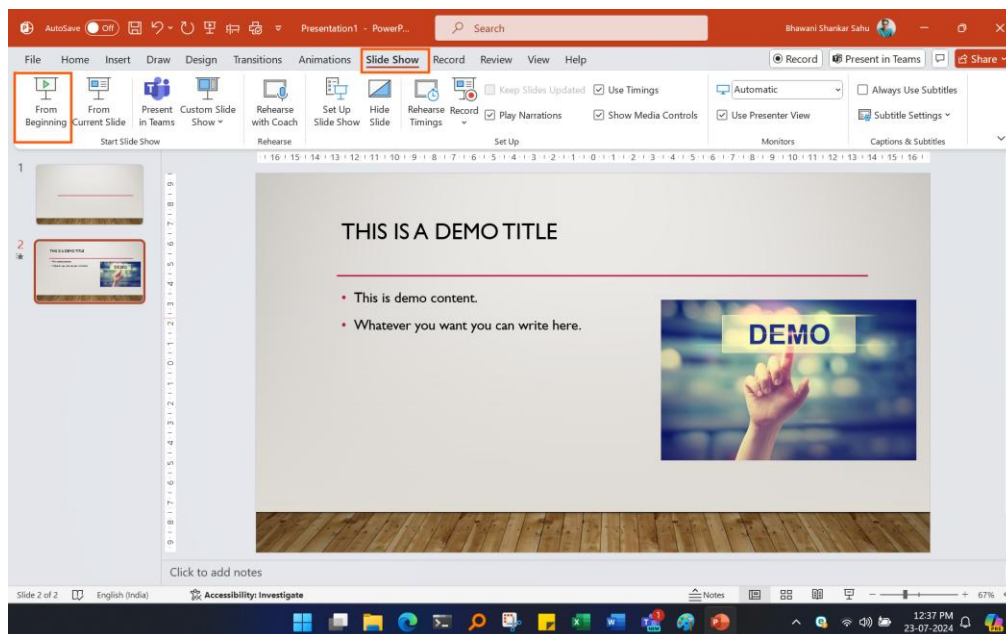
2. Add Animations

- Go to the Animations tab and select an animation for text or objects on your slides.



3. Start the Slide Show

- Click From Beginning in the Slide Show tab to start the presentation from the first slide.



Conclusion:

By following these steps, you will become proficient in using the basic components of Microsoft PowerPoint, creating slide shows, and inserting pictures and applying themes. Practice these tasks to enhance your presentation skills.