Lab Report

Of

Introduction to Information Technology

TITLE: <u>MS POWERPOINT</u>

<u>Submitted To</u>

VEDAS COLLEGE

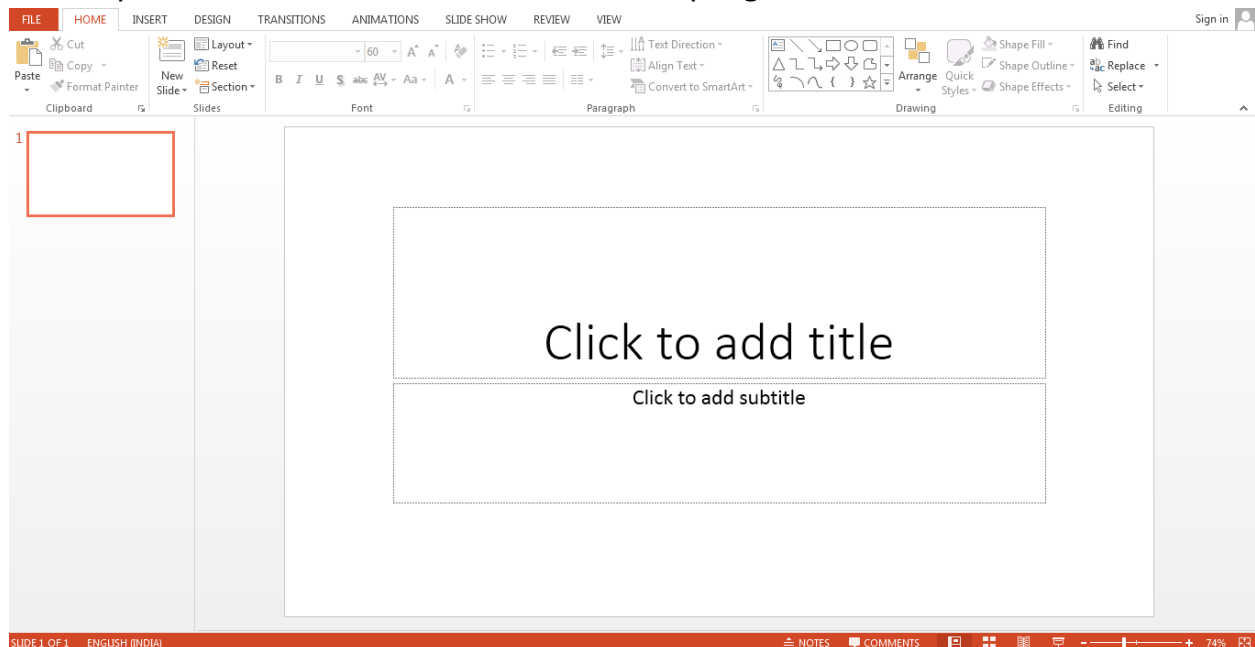**Jawalakhel, Lalitpur**

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Introduction

The program was developed by Robert Gaskins and Dennis Austin, in a software company named Forethought, Inc.It was released on 20/04/1987, and after 3 months it was acquired by Microsoft.The first version when introduced by Microsoft was MS PowerPoint 2.0 which was released in 1990. It is a presentation-based application that uses images, videos, graphics, etc. to make a presentation more attractive and interesting.The Powerpoint presentation is are saved as ".ppt"files.A PowerPoint presentation comprising slides and other attributes is also known as PPT.Eventually, with every version, the program was more creative and more interactive. Various other features were introduced in PowerPoint which significantly increased the requirement and use of this MS Office program.

Practical Application

MS PowerPoint is used in various fields few of them are mentioned below:

1)Business: Introduction of products, services, offerings ·
2)Sales and Marketing Department: Sales and marketing materials are largely designed on PowerPoint. ·
3)Finance Department: To display yearly projections and budgets. ·

4)Data Presentation: One can generate diagrams, derive graphs or charts with massive data. ·

5)Stationary Material: One can create certificates, calendars

6)Educational Slideshows: They may be used in classrooms for teaching purposes.

7)Presentations: It could be used for any family functions like weddings, anniversaries, family reunions, birthdays, etc.

Features of MS PowerPoint

Some of the features are discussed below:

Animations

MS PowerPoint animations helps you to emphasize certain points of your present
There are primarily 3 categories of animations in PPT.

1. Entrance Animation
2. Emphasis Animation
3. Exit Animations

Each animation category gives you a list of additional options to choose from.

Slide Transitions

While animation allows you to animate elements within your slide, transitions allows you to change how slides change from one to another.
This can have a remarkable impact on a slide's first impressions.
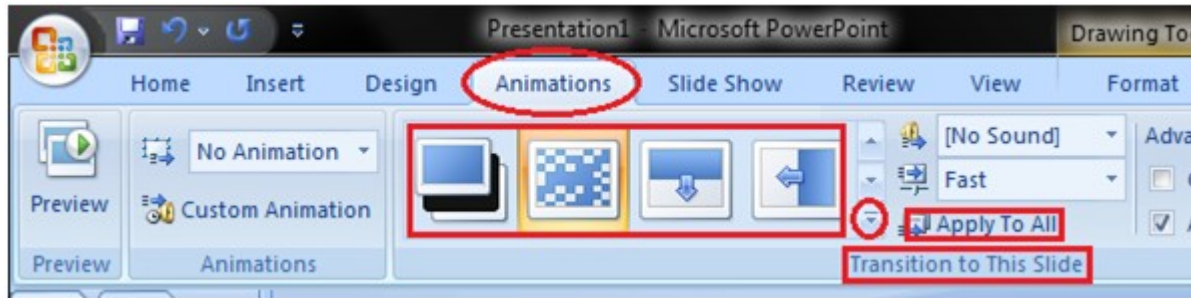Some of the most important transitions are:
   i. Cut
   ii. Reveal
   iii. Shapes
   iv. Uncover
   v. Wipe

How to Apply Slide Transition Effects

Transition effects appear when one slide changes into next slide in a Slide Show.

o Select the slide to which you want to apply the effect

o Select the Animation tab

o In Transition to This Slide group you will see the transition effects

o Click the drop-down arrow to see menu of transition effects

o Select the desired transition effect

o Click Apply To All to apply the effect to all slides
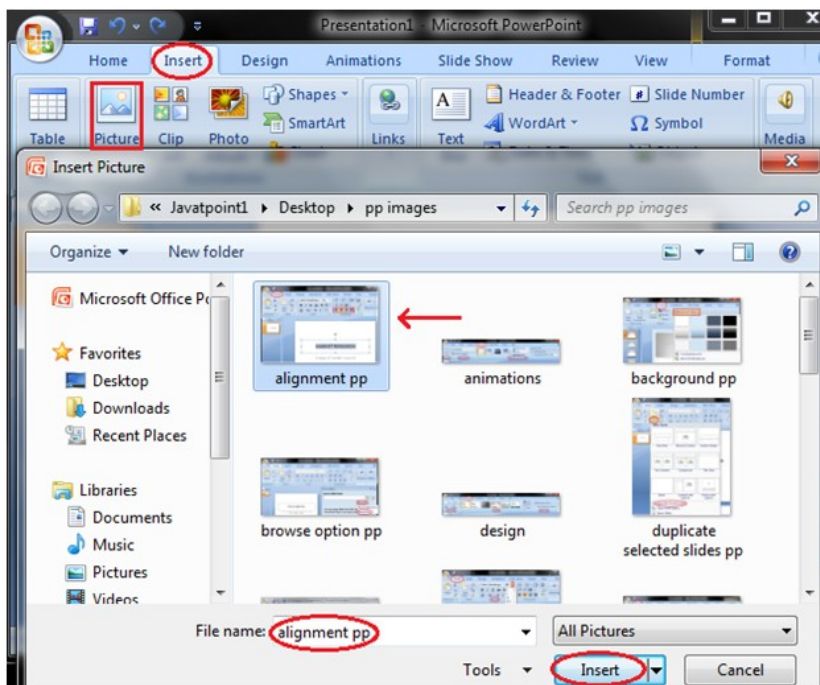
See the image:

Images

There are two main ways of adding images.
You could either add an image from your Personal Computer or you can embed an image from the internet.

To Add Picture:

oClick the Insert tab

oIn Illustrations group click on the Picture button

oInsert Picture dialogue box appears

oWith a click select the desired picture

oClick Insert, the picture will be added to the slide

oClick and drag the picture to move it to desired location
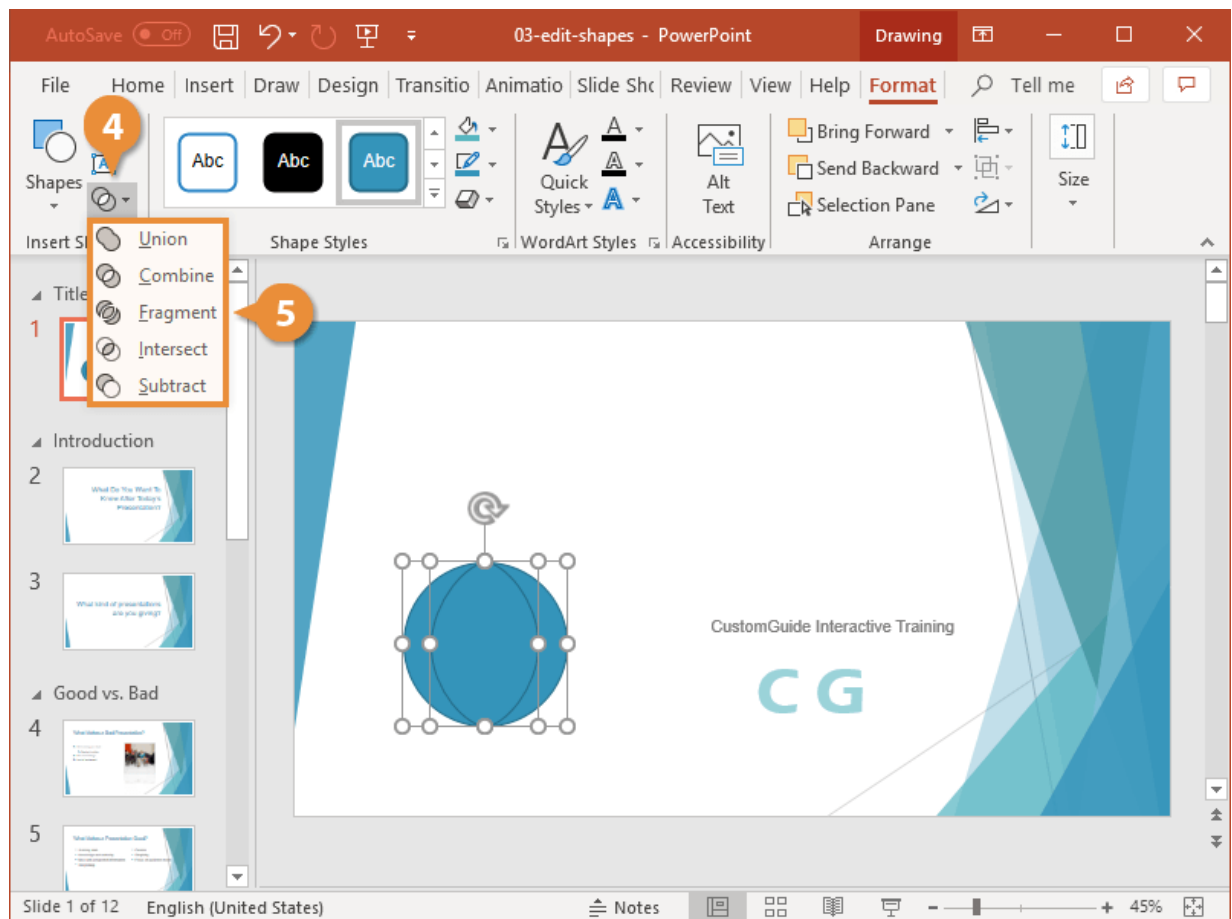
See the image:

Merge Shapes

MS PPT allows you to merge shapes. This is because you might not always have the exact shape that you are looking for.

Choose a merge option:

- •**Union**: Merges multiple shapes into one.
- •**Combine**: Makes one shape with the overlapping parts erased.
- •**Fragment**: Makes both shapes one color and outlines the part where they overlap.
- •**Intersect**: Erases both shapes except for the parts that overlap.
- •**Subtract**: Creates a cutout of one shape inside the other.

Videos

Videos can be easily added from the storage on your Personal Computer. Videos can also be selected from the internet.
To add videos in powerpoint:
Select "Online Video".

1. Click on "From a Video Embed Code" and in the right blank area paste your code.
2. In PowerPoint 2016, you can also add a YouTube video in a different way. Just click on the "YouTube" icon that appears after you select "Online Video". Now, you just have to search with specific keywords for the video you want to add. Select the video, and click on "Insert".
3. Wait a few minutes for your video to load and when loaded, select the video and you will see two tabs that will help you modify the playback options. On the "Playback" tab, select "Start" and chose the way you want your video to load. You can also choose a few other options, such as how long you want the video to play, repeat options or full screen.

Icons

With the feature to add icons into your presentations, it just gives you some freedom to add a personal touch to the presentation.
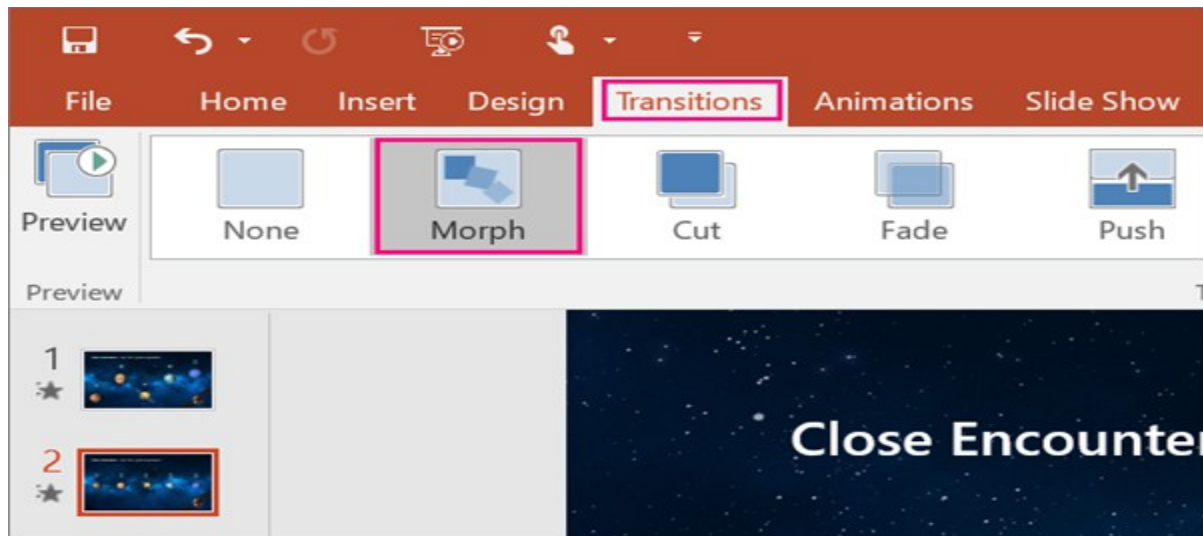
PowerPoint Notes for Presentation

Note features help you remember what to say for each slide which is a great way to stay on topic.Your presentation can be made in such a way that the notes do not appear on the slides but they still appear on your PC or Mac.
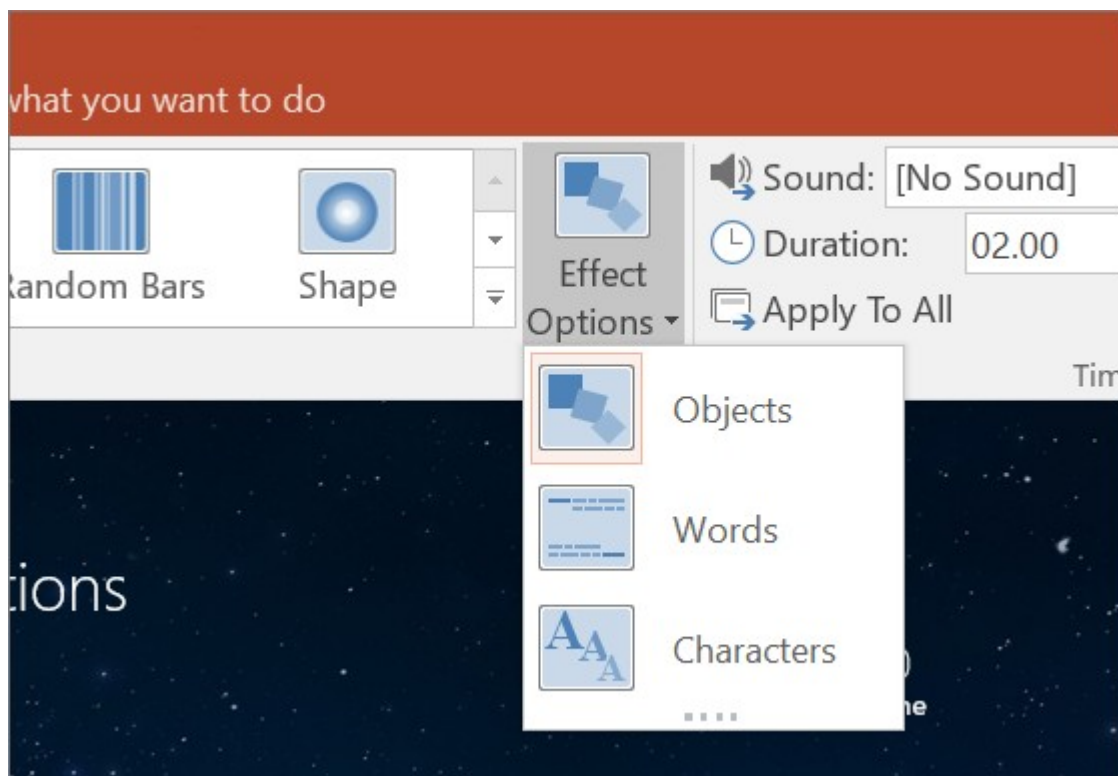
Morph Transition

By using Morph Transition, you can make elements move between slides giving a video like feel to your PPT!
In the Thumbnail pane on the left side, click the slide that you want to apply a transition to, which should be the second slide you added the object, picture, or words you'd like to apply the morph effect to.

1.On the **Transitions** tab, select **Morph**.

2.Select **Transitions**>**Effect Options** to choose just how you'd like the Morph transition to work.

3.You can move objects around on the slide, change colors, move words and characters around, and much more.
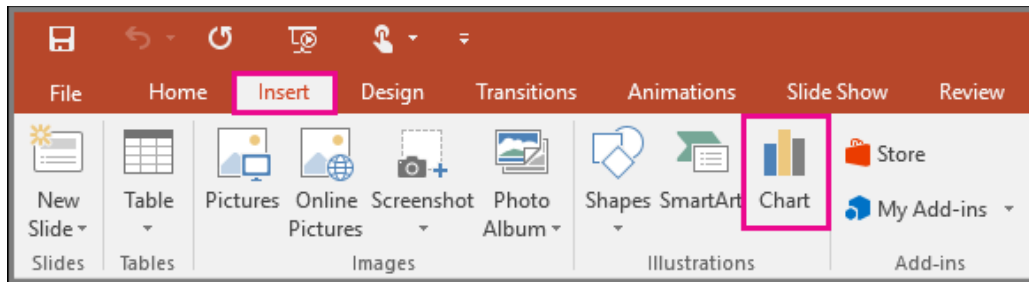
Charts

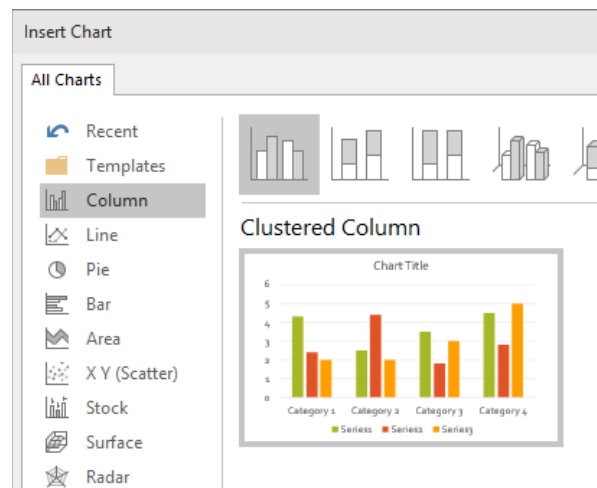Charts are used in presentations to illustrate data in an easy-to-understand way for your audience.
Charts can be linked to external data sources or even excel sheets.
The charts also easily getup dated automatically in PPT when the data is edited in excel.
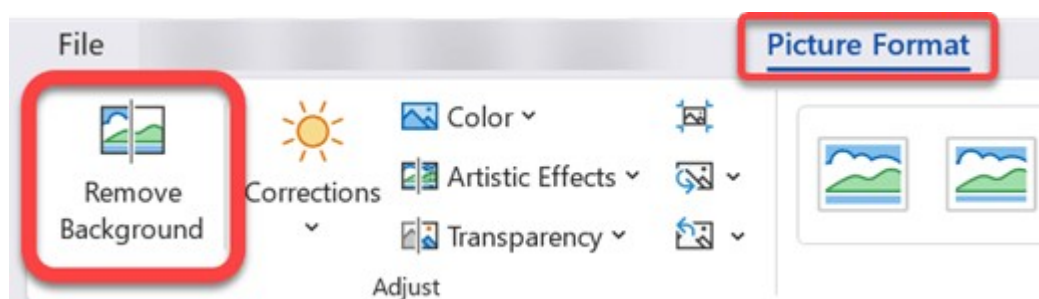1.Click **Insert**>**Chart**.

2.Click the chart type and then double-click the chart you want.

Removing Background from Images

With Microsoft PowerPoint, you can remove a background from your image. Select the picture that you want to remove the background from.

1.On the toolbar, select **Picture Format**>**Remove Background**, or **Format**>**Remove Background**.

If you don't see **Remove Background**, make sure you have selected a picture. You might have to double-click the picture to select it and open the **Picture Format** tab.

2.The default background area will be colored magenta to mark it for removal, while the foreground will retain its natural coloring.

DOCUMENTATION

HOW WE CREATED THE POWERPOINT?

SLIDE 1:

1. We first changed the background color of the slide by using format background and turned it into black.
2. Then we started by first creating the right hand side of the slide where we first created a rectangular box and changed its color. We used the gradient fill to give it some depth.
3. The right side was created by making separate boxes and grouping them.
4. The grouped boxes were given that image by first inserting the image. Setting the image as the background of the boxes. Then by using the format option, we intersected the background image and the boxes.
5. The boxes were then animated and made to fly in from the left. The color gradient box was made to fly in from the right.
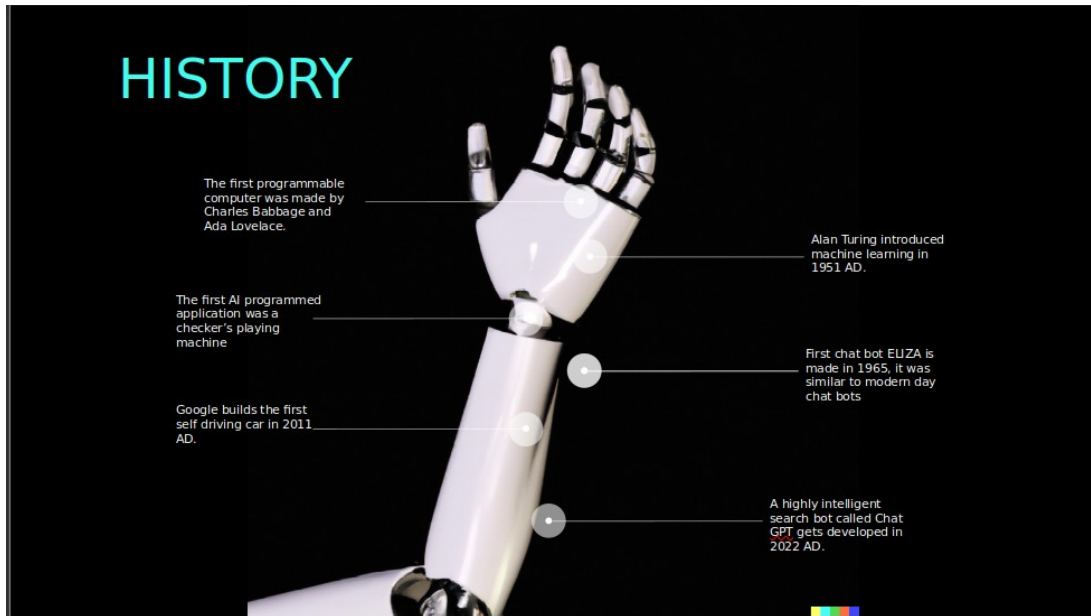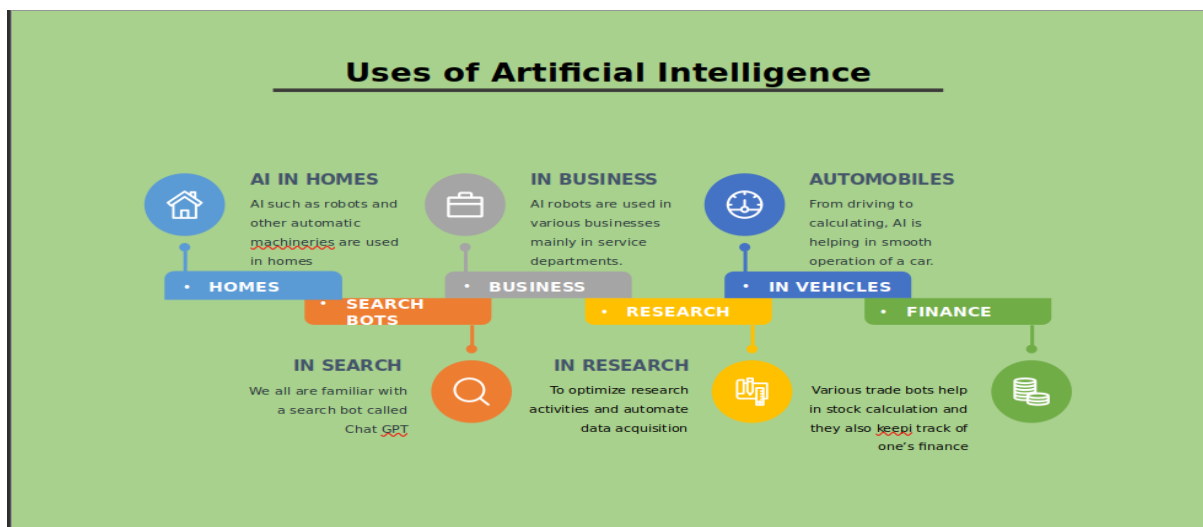
SLIDE 2:

1. Slide 2 was first given a background. Then we gave the slide some texts. These texts were mainly giving idea about what AI was and some history regarding AI.
2. The first photo is of the father of AI, and that photo is first inserted then it is made to disappear by using exit animation.
3. Then, the photo of Gary Kasparov playing against Deep blue is made to appear by using entry animations and the trigger is set to be the end of the previous animation. So, whenever the first image ends the second image gets displayed.

SLIDE 3:
1. Slide 3 has the history of AI.
2. In order to create it, a black background was first set. This background was created by using the format option.
3. Then a robotic hand image was imported from the web.
4. The hand was placed in the middle and then a number of lines were drawn in different areas of the hand.
5. These lines were made to fade from right to left or left to right respectively using animations from the styles bar.
6. Then the timing of the animation was adjusted to approximately 1sec for each.
7. Finally, the animation trigger was set to click of the slide change.

SLIDE 4:

1. Slide 4 is made to show the uses of AI in different fields. And it was created by first importing images showing different fields of AI. Then the images were placed side by side in equal distance.
2. All of them were made of the same size.
3. They were all given their very own text boxes which had something written about them.
4. Then after the structures and their placement was finished, they were given their separate animations.
5. The images and their texts were grouped together.
6. The boxes at the top were made to fly in from the top and the boxes at the bottom were made to do the reverse.

SLIDE 5:

1.

Slide 5 has the benefits of AI.

2. This slide has a header section and a section for listing the benefits.

3. The heading section is made to appear after a fade by using animation.

4. The list of benefits are made to appear from left to right by using the animation table again.

5. There is an image which is divided into 3 boxes by using the intersection function between the 3 rectangular shapes and the bluish image.
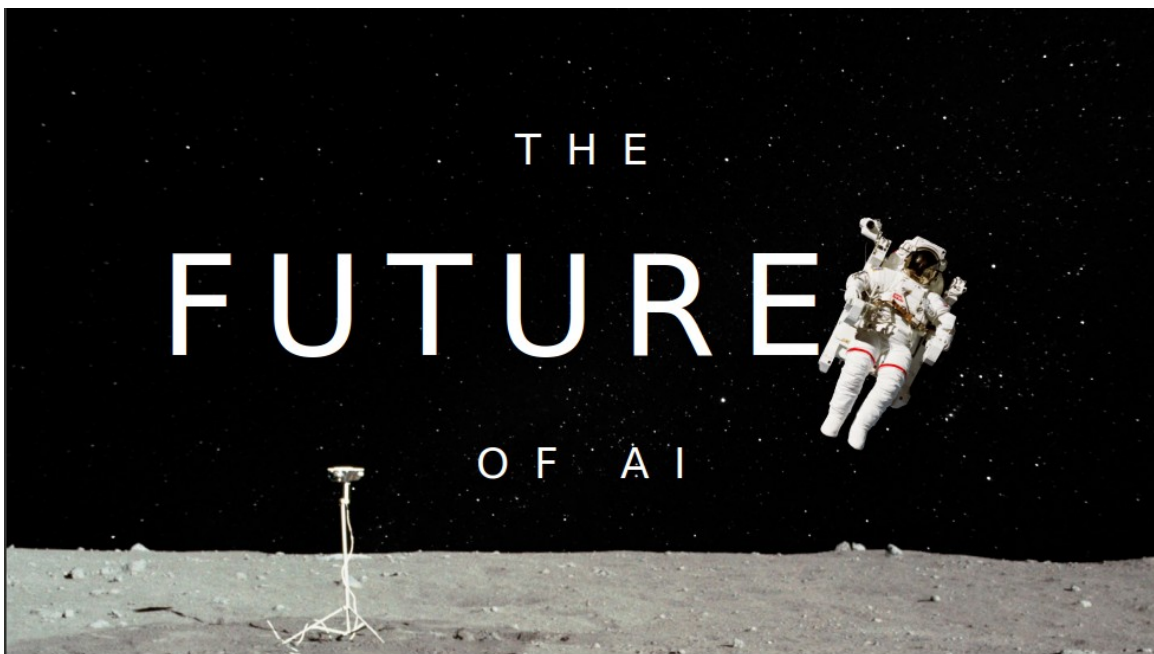
SLIDE 6:

1. Slide 6 has the disadvantages of the AI.

2. Then a transition is used which takes us from slide 5 to slide 6.

3. As we get to slide 6 a line effect is placed in the bottom and top edges of the disadvantages.

4. This line effect starts from the middle and disperses to both sides.

5. The middle side has the disadvantages and they are colored blue with the use of the styles section again.
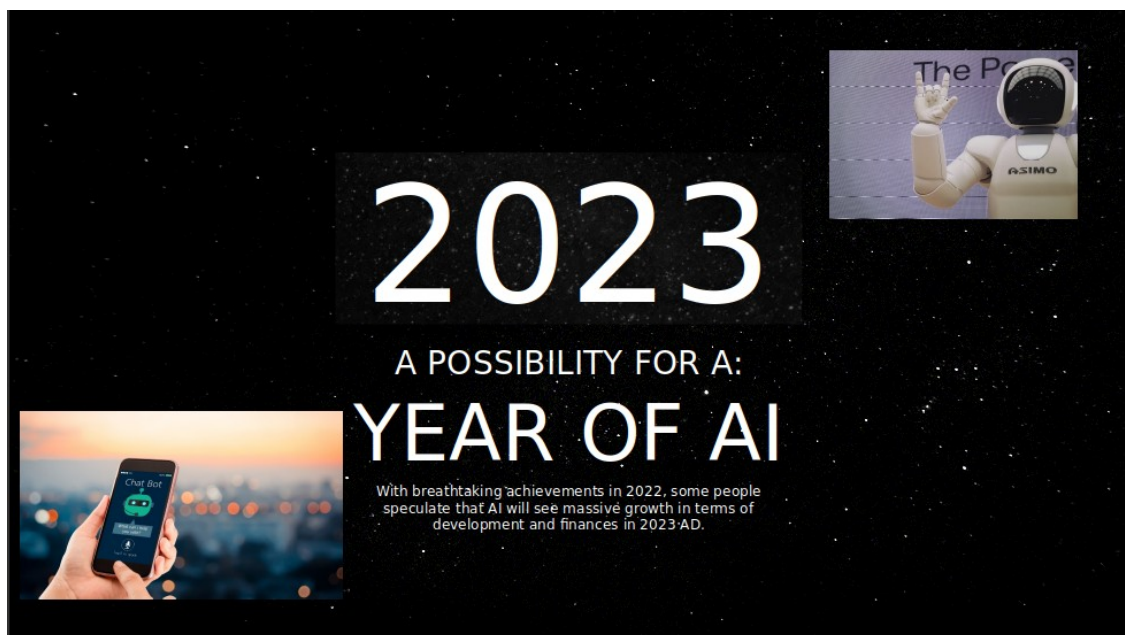
SLIDE 7:

1. Slide 7 has the slide called "The future of AI".

2. Transitions and movements were made in this slide.

3. This slide was first made by formatting the background to black.

4. Then, I added the text.

5. Then, the bottom image of a part of moon was added. The outer sections which couldn't make it to the mainframe were cropped out.

6. The astronomer was added at the last.

7. The astronomer and the bottom image was grouped together and they were made to move up together which gave them this special effect of rising.

8. Then the text was made to appear with a slight fade using animations.

STEP 8:

1.

Slide 8 is about 2023 and the potential it will have this year.

2. This was created by inserting 2 images at the top right and bottom left corners.

3. The texts were all entered at the middle and they were given effects similar to the slide 7. The texts were made to fade from top to bottom.

4. This was because the last 3 slides were made to transition together.

5. Thus, a transition animation was setup between slide 7 and slide 8.

SLIDE 9:

1. Slide 9 is our last slide and this talks about potential new areas where we might see new developments in the field of AI.

2. This slide was created by inserting 4 images at all 4 corners.

3.

The texts were written at the center as similar to step 8 but they were not given fade animations.

4. Slide 9 is a normal informative slide compared to other slides and doesn't contain much animations.