

Lab No. 06: Microsoft Power Point (Exploring the Features)

Key Points:

1. Slide effects
2. Animation
3. Audio and Video Effects
4. Slides formatting

Objective:

- To gain knowledge about advanced features of power point and how to make presentations in power point.

CLO's:

- CLO: 01, 04, 05

Rubric for Lab

Task (Animated story creation)	Student not able to insert background images or characters.	Student able to change background image and insert proper characters.	Student can apply different animations on characters.	Student can understand animation pan and can manipulate their sequence.	Task is done according to requirement.
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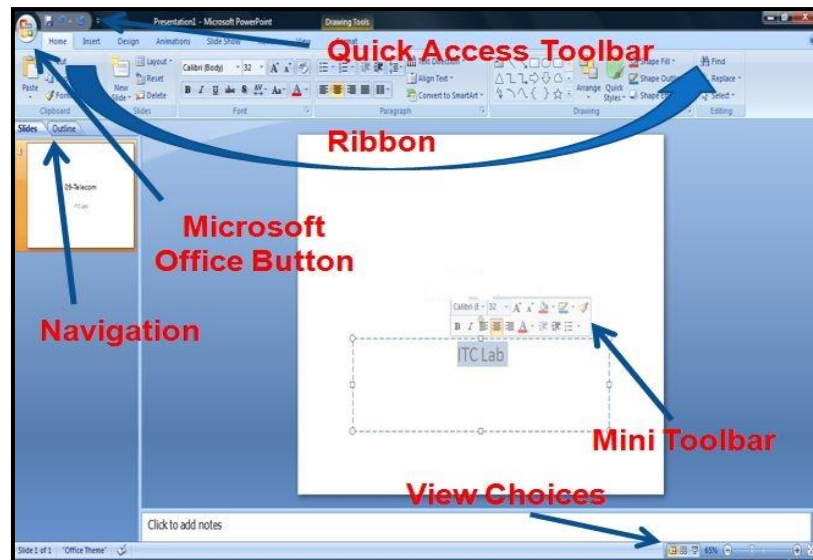
Introduction:

Power Point is a system in the Microsoft Office Suite that enables you to present information in office meetings, lectures and seminars to create maximum impact in a minimal amount of time. Power Point presentations can amplify your message, accelerate the information being absorbed and assist with comprehension enabling faster decision making.

What is Presentation?

A presentation is a collection of data and information that is to be delivered to a specific audience. A PowerPoint presentation is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.



Interface:



1. **Microsoft Office Button:**
Allows creating, opening, saving, printing and sending documents etc.
2. **Quick Access Toolbar:**
Customizable toolbar that contains commands that you use very frequently. You can place the quick access toolbar above or below the ribbon.
3. **Ribbon:**
Contains at least seven tabs containing many features grouped together. Only commonly used features are displayed. To view additional features, click on the arrow at the bottom right of each group.
4. **View Choices:**
Allows viewing in different styles. Zooming feature is also included.
5. **Navigation:**
Can be performed through the Slide Navigation menu on the left side of the screen. Used to move between slides and outline.
6. **Mini Toolbar:**
A new feature in Office is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.

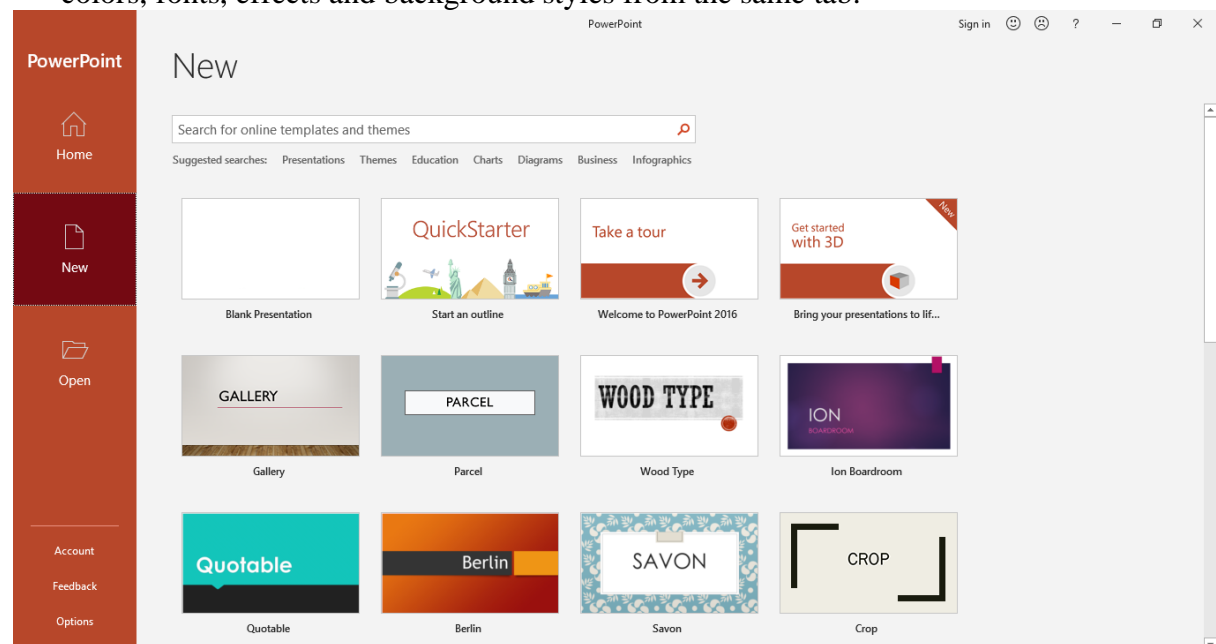
Making Presentation:

For window 8 Microsoft power point 2013

1. To create a new presentation, click  and select **New**. Either choose a blank template or choose from any existing templates/online templates.
2. To save a presentation, click  and use **Save** or **Save As...** to save on same location or on new location respectively.
3. To add a new slide, click **New Slide** under **Home** tab or right click on the left side panel and choose **New Slide**.
4. A template can be changed/selected later from **Design** tab as well. You can change colors, fonts, effects and background styles from the same tab.

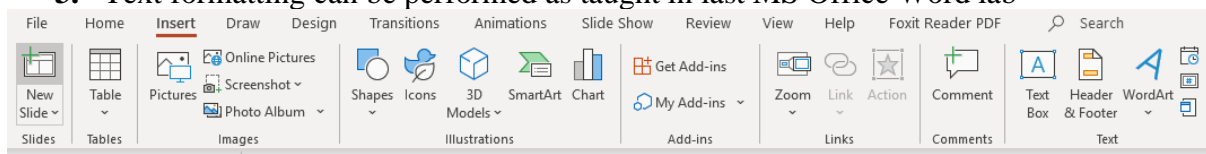
For window 10 Microsoft power point 2016

1. To create a new presentation, write power point in search box. The window appear, select **New**. Either choose a blank template or choose from any existing templates/online templates.
2. To save a presentation, click and use Save or Save As... to save on same location or on new location respectively.
3. To add a new slide, click New Slide under Home tab or right click on the left side panel and choose New Slide.
4. A template can be changed/selected later from Design tab as well. You can change colors, fonts, effects and background styles from the same tab.



Working with Text:

1. To enter some text, first select the slide and then select the text box.
2. You can perform copy and paste, cut and paste, undo and redo, spell check and thesaurus, find and replace etc. on the text. (Refer to MS Office Word lab)
3. Text formatting can be performed as taught in last MS Office Word lab



Adding Content & Graphics:

1. You can also insert additional text boxes by selecting **Text Box** from **Insert** tab. A text box can be resized as desired by dragging the sides of the textbox.
2. Bulleted and numbered lists are preferred while making presentations. Nested lists can also be used when desired.
3. You can add table, textbox, header & footer, date & time, slide number, movie and sound etc. from **Insert** tab
4. Graphics can also be inserted by using picture, clip art, photo album, shapes, smart art, and chart and word art from **Insert** tab.

Slide Effects & Animations:

1. Slide transitions are effects that are in place when you switch from one slide to the next. To add slide transitions, select the desired transition from **Animations** tab.

2. You can add transition sound and increase transition speed as well.
3. Slides can be advanced on mouse click by default but can be changed to specific time interval as well.
4. To add animation, select the object and click on **Custom Animation** from **Animations** tab. Choose from different available effects.
5. Click **Preview** to view how the animation will look like.
6. You can choose to run slide show from beginning, from current slide or setup custom slide show from **Slide Show** tab.

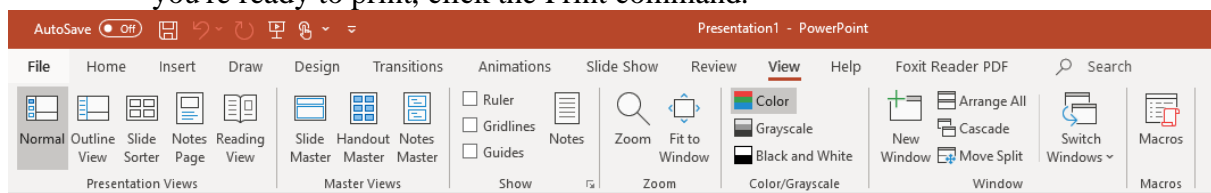
To change your slide layout

1. From the Format menu, choose Slide Layout
2. Select the option you desire for your slide layout and click OK

Viewing & Printing:

1. You can create speaker notes by using **Notes Page** option from **View** tab.
2. There are different viewing options available under **View** tab as well.
3. **Slide Master** is used to manage all slides within a document at once.
4. **Hand out Master** and **Notes Master** perform same tasks as performed by **Slide Master**.
5. Different printing options are available as well.
6. Macros can also be recorded from the **View** tab.
7. **Print Layout:** You are able to select how you would like your slides to be printed by selecting the drop down arrow next to the **Fill Page Slides** command. Then, click on the format would like your slides to printing. The different options are:
 - Full Page Slides – print out with each slide on a full page
 - Handouts - print out with up nine slides per page
 - Notes Page - print out of one slide per page including any notes you may have added in the Notes Pane while creating your presentation
 - Outlines View - print out of your text from all of your slides in an outline format.

- Once you select your printing format, a preview of your slides will appear. When you're ready to print, click the Print command.



Lab Tasks:

1. Make a Presentation on any topic; (maximum 12 slides) it should have all the features of MS Power point you've practiced above.
2. Add picture, audio and video in presentation.
3. Add simulation effect in slides.