

**Introduction to
Information &
Communication
Technologies
CL-1000**

Lab 02
Features of MS PowerPoint |
Command Prompt

National University of Computer & Emerging Sciences – NUCES – Karachi



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1. What is PowerPoint

MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.

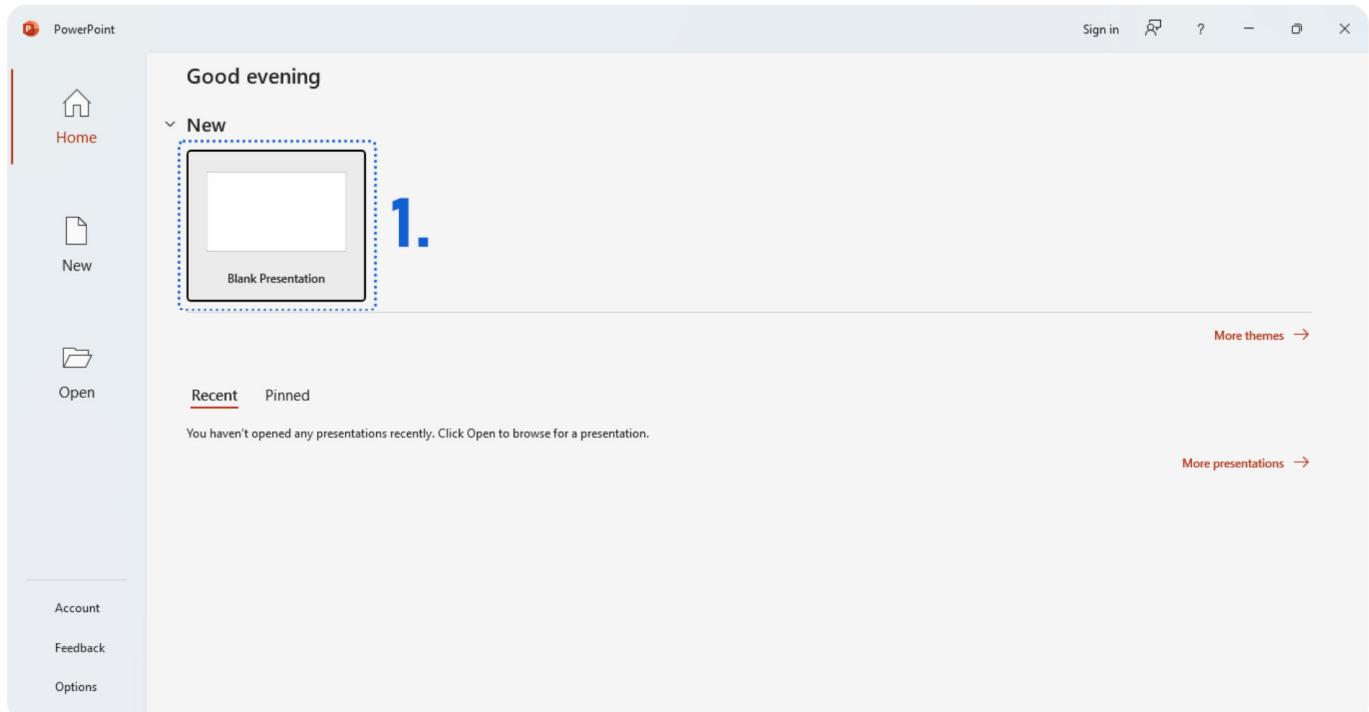
Given below are a few important things that one must know about the development and introduction of Microsoft PowerPoint:

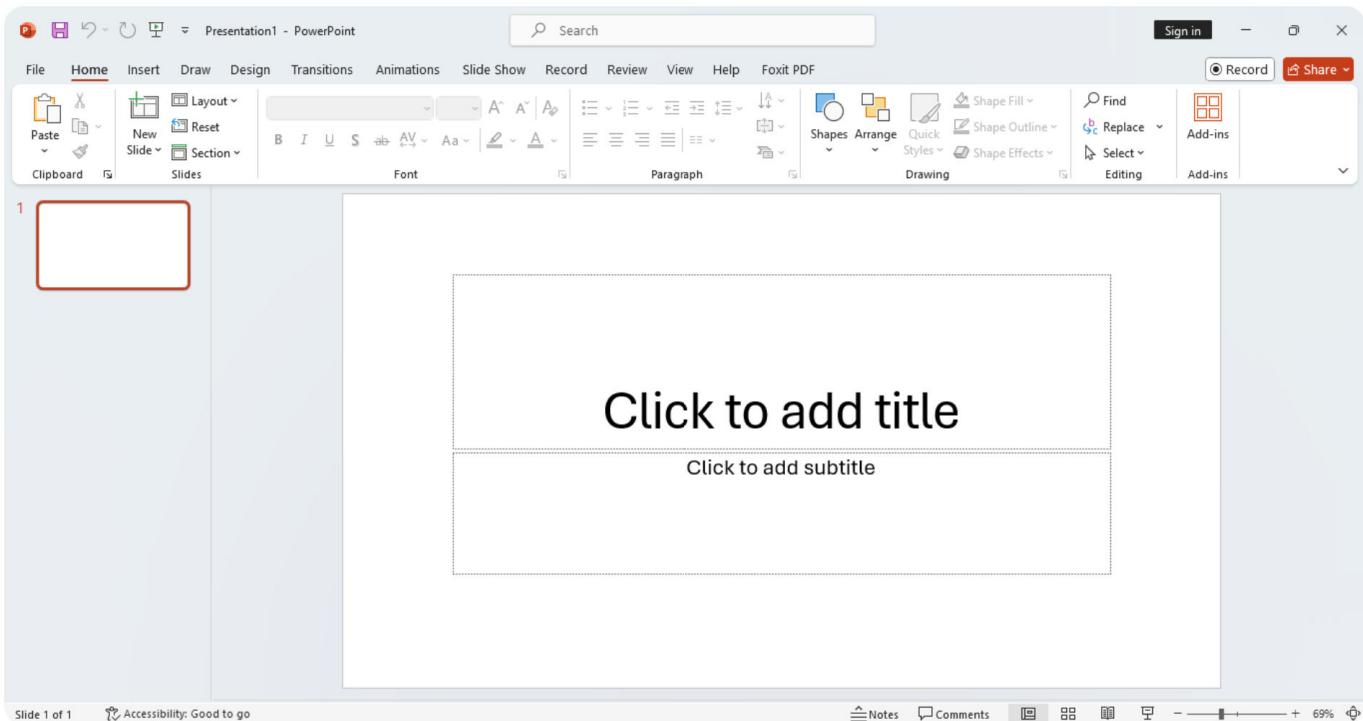
- The program was created in a software company named Forethought, Inc. by Robert Gaskins and Dennis Austin.
- It was released on April 20, 1987, and after 3 months of its creation, it was acquired by Microsoft.
- The first version of this program, when introduced by Microsoft was MS PowerPoint 2.0 (1990).
- It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting.
- The file extension of a saved PowerPoint presentation is “.ppt”.
- A PowerPoint presentation comprising slides and other features is also known as PPT.

2. Create Slide Presentation

When creating a new presentation, you have choices about how to proceed. PowerPoint gives you a range of ways with which to start creating a presentation. You can start your presentation with:

- Blank Presentation: Slides that are unformatted and have no colour scheme.



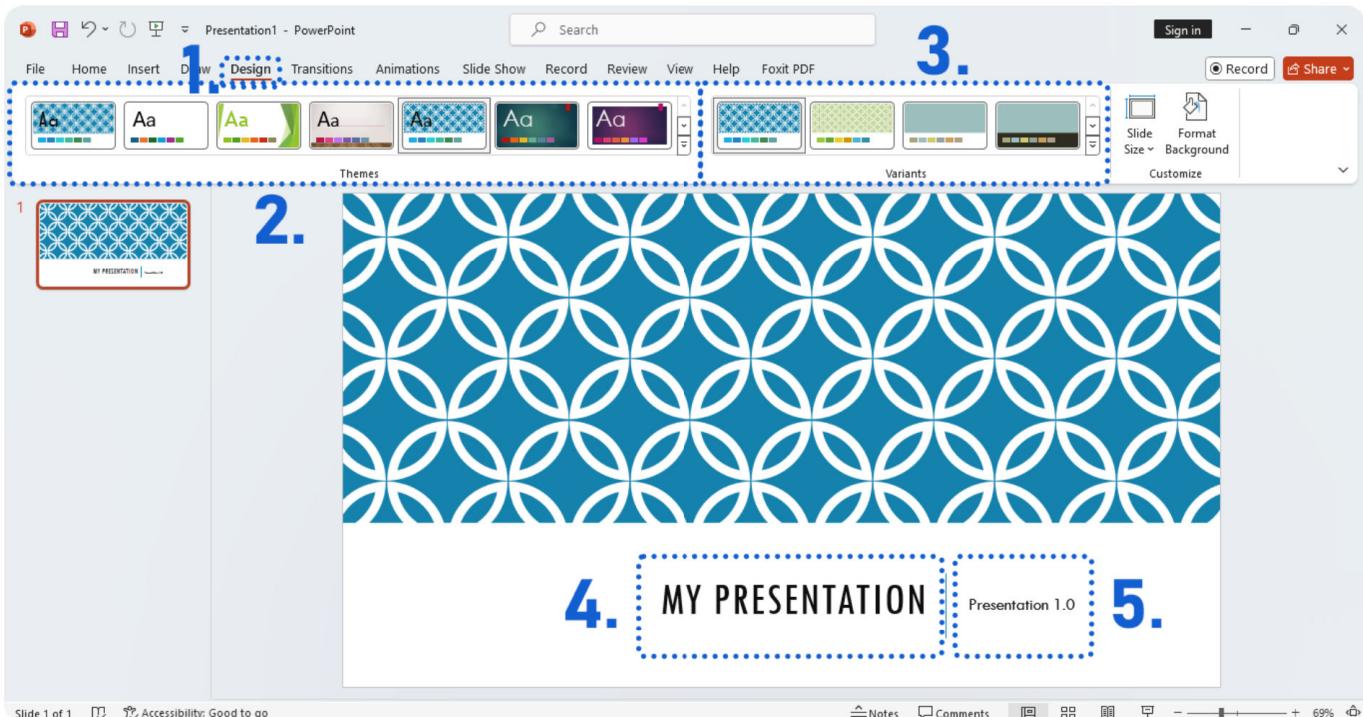


- **Design:** Slide Themes that have design concepts, fonts, and colour schemes.
- **Template on Microsoft.com:** Microsoft Office Templates and Theme Gallery which are arranged according to type (Click on the File tab, select the New option, and then click on PowerPoint presentations and slides from the Available Templates and Themes.).

2.1 Design Theme

A Theme gives your slides a consistent appearance throughout your presentation. Themes contain colour schemes with custom formatting, styled fonts, and layouts. When you apply a design template to your presentation, the slide master and colour scheme of the template replaces the original blank slide.

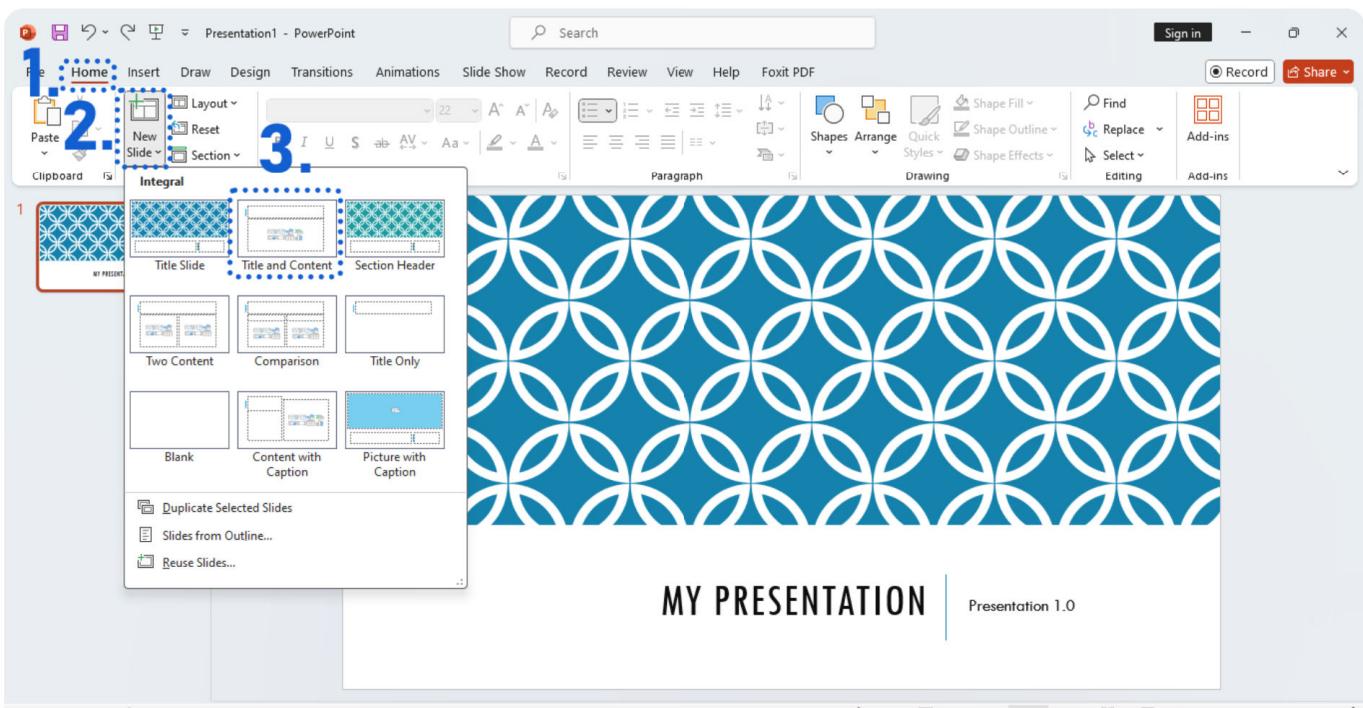
1. Click on the **Design** tab.
2. From the **Themes** section, choose your desire presentation theme. (The theme named **Integral** is used).
3. You also have the option to choose variants of the theme you have applied from the **Variants** section.
4. You can set the title text of your presentation.
5. You can also set the sub-title text of your presentation.



2.2 Add a New Slide

A slide layout defines the placement of text, pictures, tables, and graphs. If you change the layout of a slide, the text and graphics remain intact. You can resize text and graphic boxes to conform to the new layout.

1. Click on the **Home** tab.
2. Click on **New Slides**. A dropdown menu will appear.
3. Now, you can choose your desire layout from. (in this manual, the layout named **Title and Content** is used)



1. Add the title in **Title Placeholder**.
2. Add the text in the **Text Placeholder**.
3. You can also add:
 - a. Stock Images
 - b. Pictures
 - c. Icons
 - d. SmartArt Graphics
 - e. Video
 - f. Tables
 - g. Charts

Presentation1 - PowerPoint

CLICK TO ADD TITLE *add your title*

add the desire text

1.

2.

3.

Slide 2 of 2

Presentation1 - PowerPoint

YOUR TOPIC

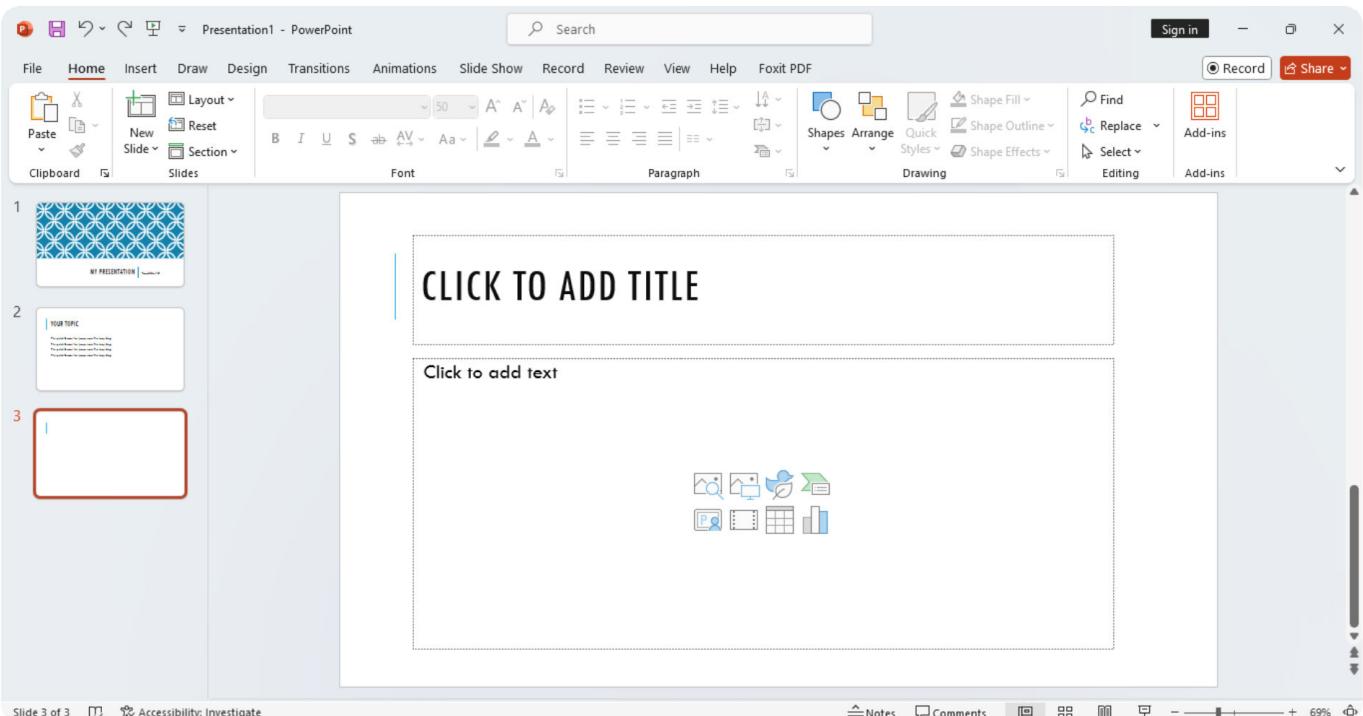
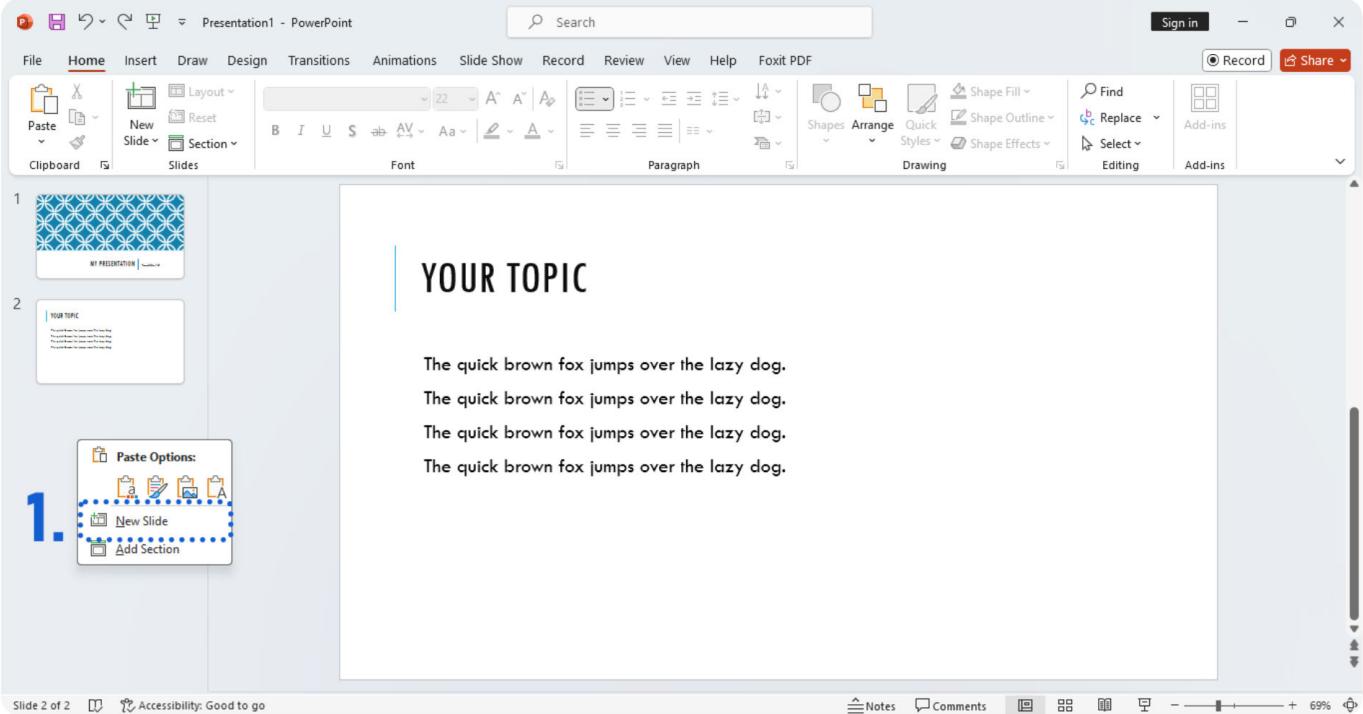
The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.

Slide 2 of 2

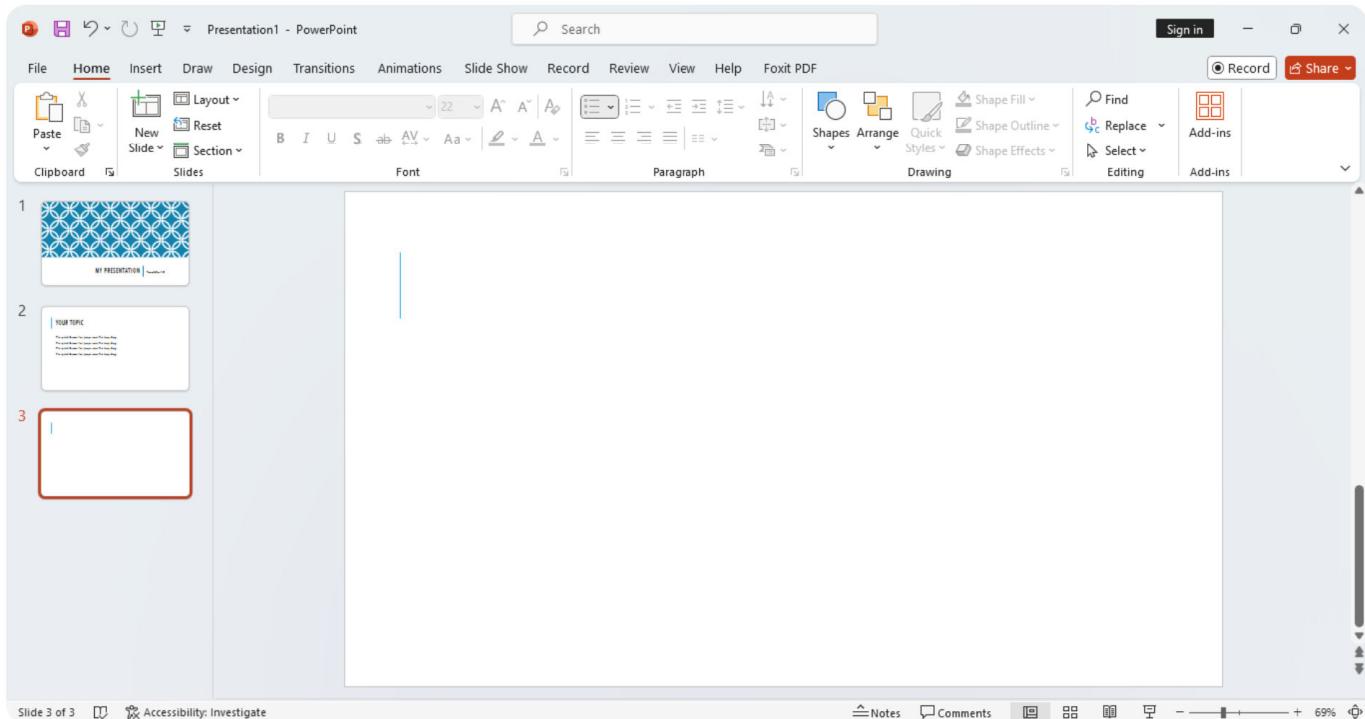
2.3 Add a New Slide and Manually Insert Text Boxes as Placeholders

Follow the same steps mentioned in section 2.2 to create a new slide.

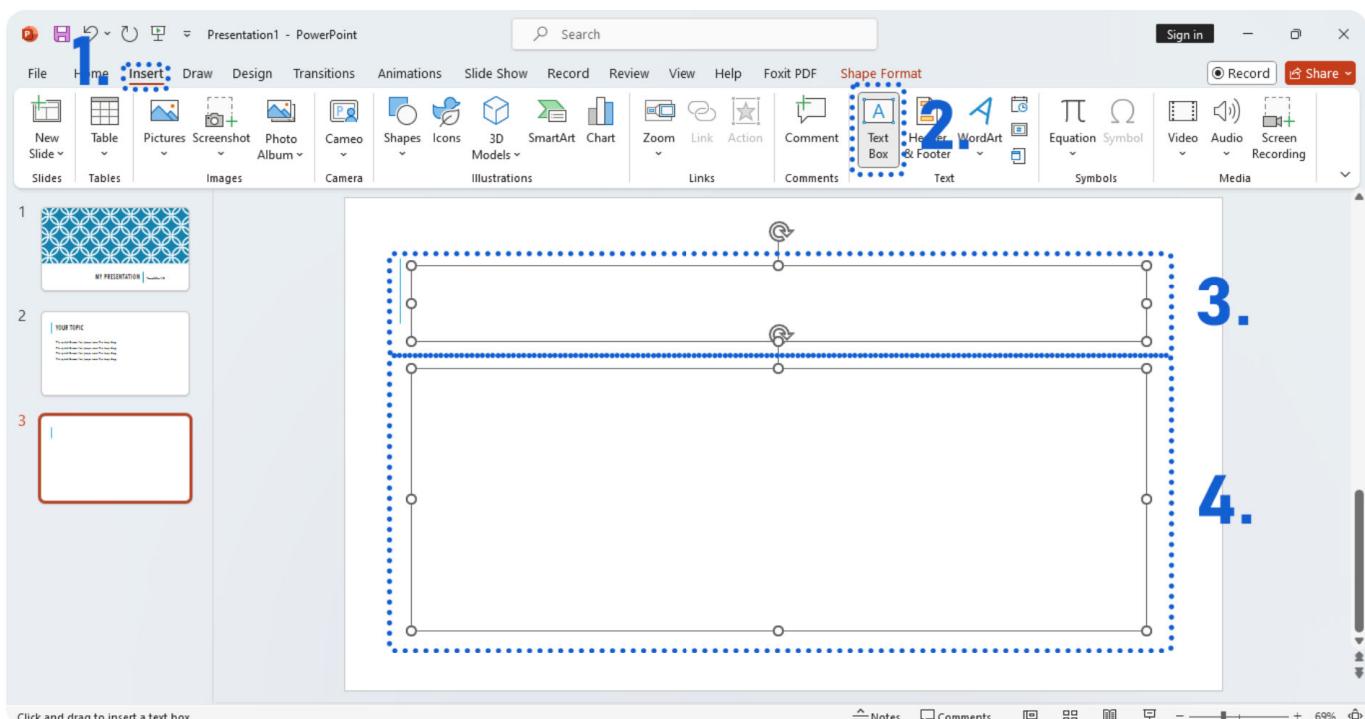
1. You can also create a new slide by right-clicking at the left-most slide pane.



2. Delete all the placeholders by selecting them and press the **Delete** button on keyboard.



3. Click on the **Insert** tab.
4. In the **Text** section, click on **Text Box**.
5. Draw the Text Box(es) at the desired places you want.



6. Write the text you want in the Text Box(es).

The screenshot shows a Microsoft PowerPoint presentation titled "Presentation1". The slide number is 3 of 3. The slide content includes a title "Your Topic" and four identical text boxes, each containing the sentence "The quick brown fox jumps over the lazy dog." The text boxes are highlighted with red borders. The ribbon menu is visible at the top, showing the Home tab selected.

2.4 Adding Pictures

1. To add pictures, click on the **Insert** tab.
2. In the **Image** section, click on **Pictures**. A dropdown menu will appear.
3. Click on **This Device....** and brows the picture in your computer and insert it.

The screenshot shows a Microsoft PowerPoint presentation titled "Presentation1". The slide number is 4 of 4. The slide content features a large, circular logo in the center. The ribbon menu is visible at the top, showing the Insert tab selected. A callout with three numbered steps (1, 2, 3) points to the process of inserting the logo:

1. The first step shows the "Insert" tab selected in the ribbon.
2. The second step shows the "Image" section of the ribbon, with the "Pictures" icon selected, and a dropdown menu open showing options like "This Device...", "Stock Images...", and "Online Pictures...".
3. The third step shows the logo successfully inserted onto the slide.

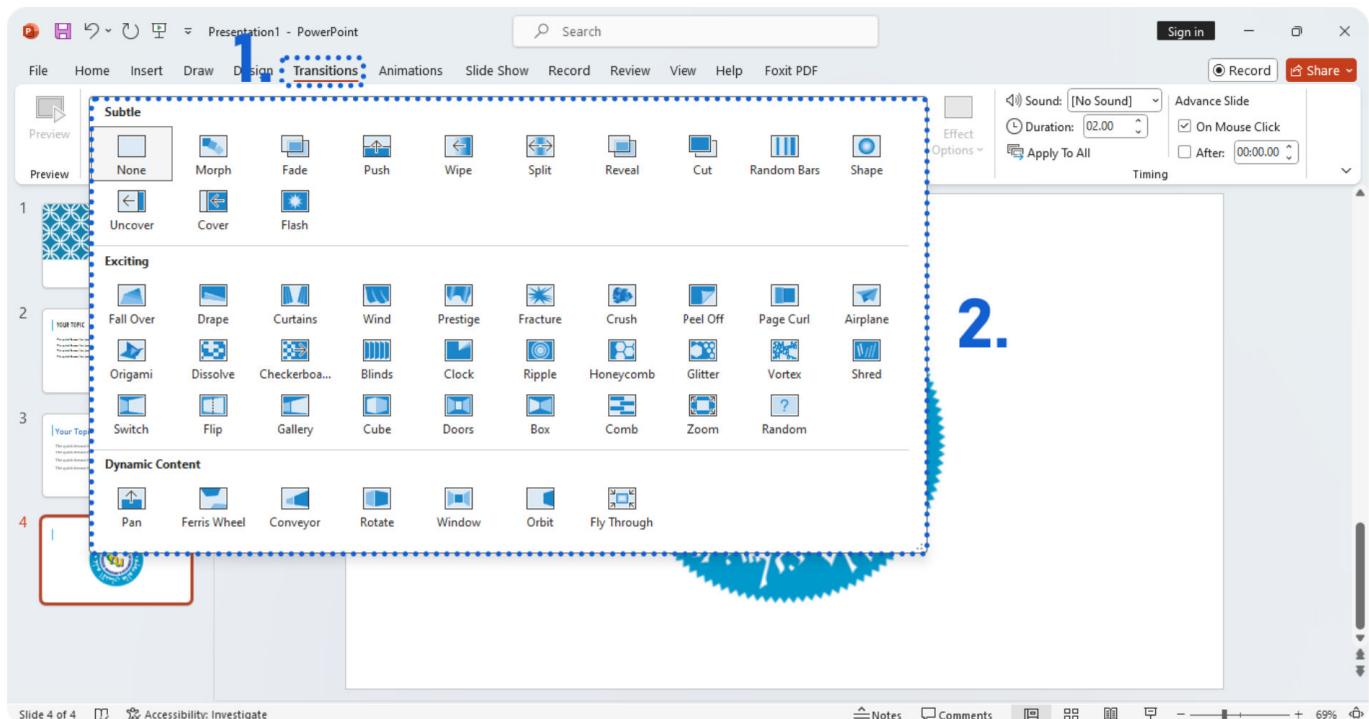
2.4 Transitions and Animations

PowerPoint allows you to apply special effects by using slide transition and text/graphical animation to make your presentation more visually appealing.

2.4.1 Slide Transition

Transitions are visual special effects that you see when you move from one slide to the next. Working in Normal or Slide Sorter Views allow you to set transitions for a slide. The Transition ribbon allows you to apply slide transitions.

1. Click on the **Transition Tab**.
2. In the **Transition to this Slide** section, click on the down arrow.
3. Now you can apply all the available transitions.



2.4.2 Text Animation

Bulleted text animation refers to the progressive display of bulleted items. Bulleted items, by default, appear at the same time on a slide. When text animation is applied, bulleted list items can appear on the slide one at a time or can have motion as they display on the screen.

1. Select the text on which you want to apply the animation.
2. Click on the **Animation Tab**.
3. In the **Animation** section, click on the down arrow.
4. Now you can apply all the available animations.

P Presentation1 - PowerPoint

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help Foxit PDF Shape Format

Search

Record Share

Preview

None

1 Entrance

- Appear
- Fade
- Fly In
- Float In
- Split
- Wipe
- Shape
- Wheel

2 Random Bars

- Grow & Turn
- Zoom
- Swivel
- Bounce

3 Emphasis

- Pulse
- Color Pulse
- Teeter
- Spin
- Grow/Shrink
- Desaturate
- Darken
- Lighten

- Transparency
- Object Color
- Comple...
- Line Color
- Fill Color
- Brush Color
- Font Color
- Underline

4 Exit

- Bold Flash
- Bold Reveal
- Wave

More Entrance Effects...

More Emphasis Effects...

More Exit Effects...

More Motion Paths...

OLE Action Verbs...

Effect Options

Add Animation

Trigger

Animation Painter

Reorder Animation

Start:

Duration:

Delay:

Advanced Animation

Timing

2.

- the lazy dog.
- the lazy dog.
- the lazy dog.
- the lazy dog.

Slide 3 of 4

69%

3. Command Prompt

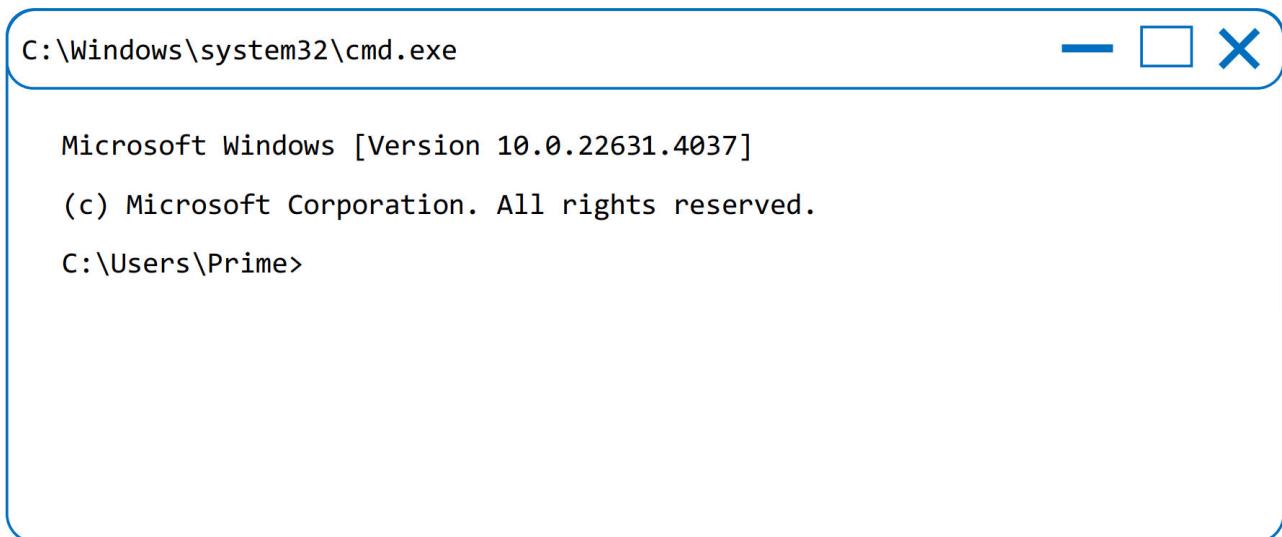
3.1 History of Command Prompt

Before there was Windows... there was the Microsoft Disk Operating System commonly referred to as MS-DOS. There was also a popular operating system called UNIX, but it was more popular with scientists and supercomputer users, while many of the “ordinary folk” used MS-DOS. Whereas Windows has a lovely graphical user interface, DOS was all done with text commands. That is, you typed out what you wanted the computer to do. Later the Windows operating system was built on top of DOS, so that DOS commands would run in the background, corresponding to how one interacted with the graphical interface. For example, if you click and dragged a file to a folder to move it, Windows would literally run the corresponding move command in DOS. Something similar to DOS still lives on in Windows 10, and that is what we'll be looking at today.

3.2 Windows Command Prompt

So, how do we start giving text commands to Windows? First, we need to open the command prompt (or prompt for short).

1. Click on the Windows Start Button, then search for “cmd” in the Search box and
2. click on the program cmd.exe that appears in the search list.
3. A cheery black and white window should pop up.
4. Notice there are no menus! Click in the Command prompt window to begin entering commands.



A screenshot of a Windows Command Prompt window. The title bar says "C:\Windows\system32\cmd.exe". The window contains the following text:

```
Microsoft Windows [Version 10.0.22631.4037]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Prime>
```

3.3 The prompt

The “prompt” is the text that appears on the screen before a blinking “_” (underscore) character. The default prompt is the Drive letter and Path of your current location on the computer, in this case, it is your I drive followed by a “>” (the greater-than sign just separates the prompt from the text you enter). Notice the prompt C:\Users\Prime>, a prompt sits there and waits, telling you that the COMMAND processor is expecting you to enter a command.

This is a rather boring (but useful) prompt, which we can change to something more interesting if we like. We'll learn that later. You may find a path other than your I drive. It is totally fine!

3.4 The colour command and getting help

Using the colour command, we can alter these colours to suit our taste. To find out how to use the colour command (or any command, for that matter), type **color /?** and hit enter:

C:\Windows\system32\cmd.exe



```
Microsoft Windows [Version 10.0.22631.4037]
```

```
(c) Microsoft Corporation. All rights reserved.
```

```
C:\Users\Prime>color /?
```

```
Sets the default console foreground and background colors.
```

```
COLOR [attr]
```

```
attr      Specifies color attribute of console output
```

```
Color attributes are specified by TWO hex digits -- the first  
corresponds to the background; the second the foreground. Each digit  
can be any of the following values:
```

0 = Black	8 = Gray
1 = Blue	9 = Light Blue
2 = Green	A = Light Green
3 = Aqua	B = Light Aqua
4 = Red	C = Light Red
5 = Purple	D = Light Purple
6 = Yellow	E = Light Yellow
7 = White	F = Bright White

```
If no argument is given, this command restores the color to what it was  
when CMD.EXE started. This value either comes from the current console
```

Next, we need to know how to read the help text. The very first line defines what the command does, and the second line shows what you need to type to get it working. The special notation **COLOR [attr]** means that the command name color is mandatory, but the attributes after the command word are optional. Anything optional has brackets [] wrapped around it in the help text. Don't actually type the brackets. They're just informative, saying, anything you type after the command word color is optional. The help text afterwards explains how to set the attributes. Read the rest of the color help text and see if you can set the console **background** to blue and the **foreground** color to light green. (Hint: in this case, it might be easier to think of these “**hex digits**” it talks about as just symbols. The symbols range from **0-9** and from **A-F**. The help text explains what each symbol represents. The very last line of this help text gives you a useful example to see how the use of these hex digits work with the color command.)

Try a few color combinations until you find a combination you like. Or you can set it back to black and white if you don't like the colors.



```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 10.0.22631.4037]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Prime>COLOR 71
C:\Users\Prime>
```

3.5 Changing drives

Data stored on a Windows machine is divided into drives, folders, and files. Drives normally represent physical disks, but there are also network drives which are provided by a remote server. For this exercise we need to create some new files and folders. We shouldn't alter the contents of the **C:** drive, but we can certainly list out what files and folders are on the **C:** drive. To change from **C:** drive to another, we type in the drive letter followed immediately (no space) with a “**:**” (colon). For example, we need to change drives from the **C:** drive to the **E:** drive. Just type **E:** and you now see the prompt tells us we're on the **E:** drive now. If you were already in the **E** drive you don't need to type **E:**

```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 10.0.22631.4037]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Prime>E:
E:\>
```

3.6 The DIR command

To list out all the files and folders that are inside of a folder (or “directory”), we use the **dir** command. Since this is a new command to us, type **dir /?** to get help on the usage of this important command. There are lots of options! Note that all the parameters are optional (shown in square brackets). This means you can use the dir command verb all by itself. Type **dir --** and you will see a listing of all the files and directories in your prompt is currently in. The **dir** command by itself lists the contents of whatever folder we are in. Since we are in the Windows directory of the **C:** drive, it lists all files and folders in there. From where we are, if we wanted to list the contents of another drive, say the I drive, we'd type **dir E:**

Formatting **dir's** output. Look at the **dir /?** help text and then type a command that makes the directory listing appear in “wide” format. You should find that **/W** used with the **dir** command will give you the directory listing, as listing of all files and folders in that directory in wide format. Try it. **dir /W**.

```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 10.0.22631.4037]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Prime\Documents>dir /W
Volume in drive C has no label.
Volume Serial Number is 4808-F8A2
Directory of C:\Users\Prime\Documents

[.] [..] [Adobe]
Contacts.accdb
[Custom Office Templates] customers.csv Database1.accdb
Database2.accdb
```

3.7 Making and removing a folder

Let's make a new folder to contain your work. The **mkdir** command (or just **md** for short) creates a new directory, also known as a folder. To get help on how to use the **mkdir** command, type **mkdir /?** You will see that the usage is simple: the command verb **mkdir**, followed optionally by a drive name, followed by the path of the directory you wish to make. OK, let's make a directory named "**ICT_Lab**": **mkdir ICT_Lab**.

```
C:\Windows\system32\cmd.exe - □ X

Microsoft Windows [Version 10.0.22631.4037]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Prime>E:

E:\>mkdir ICT_LAB

E:\>
```

```
C:\Windows\system32\cmd.exe - □ X

Microsoft Windows [Version 10.0.22631.4037]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Prime>E:

E:\>mkdir ICT_LAB

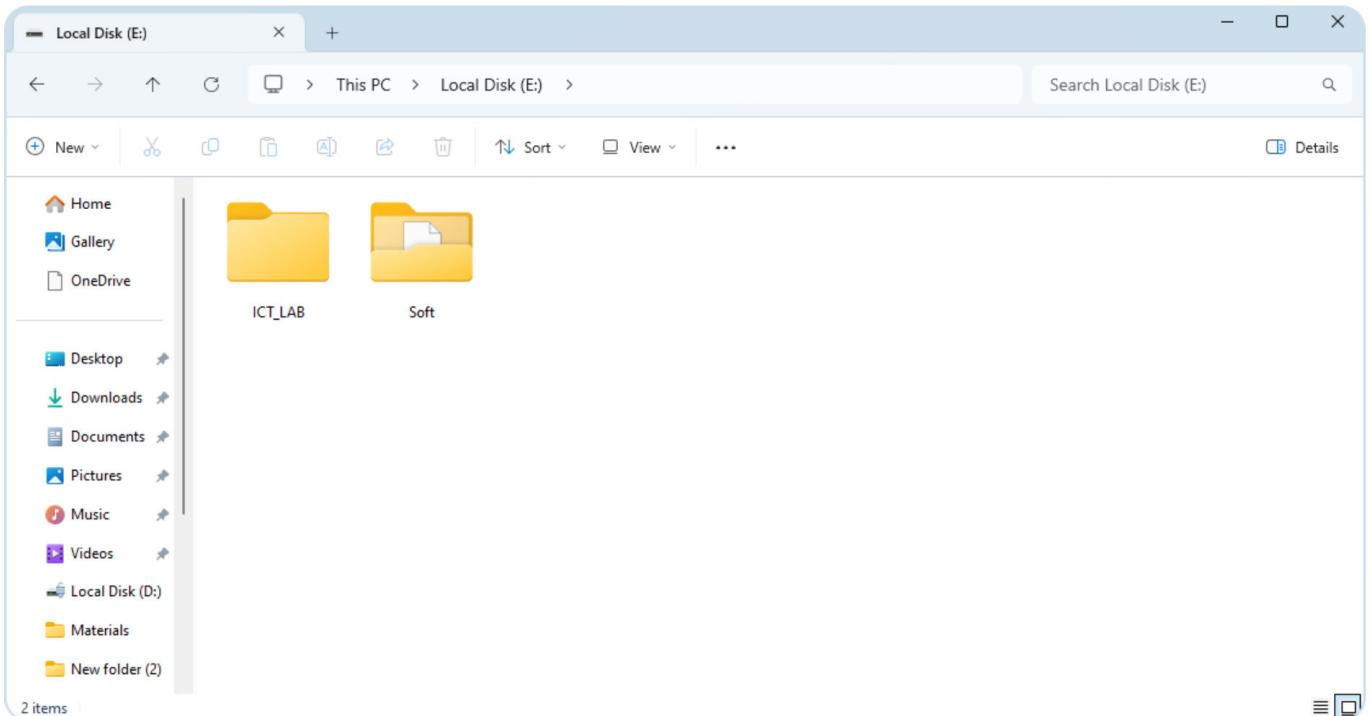
E:\>dir

Volume in drive E has no label.

Volume Serial Number is 16D9-688C

Directory of E:\

08/23/2024  03:38 PM      <DIR>          ICT_LAB
08/23/2024  03:40 PM      <DIR>          Soft
                           0 File(s)           0 bytes
                           2 Dir(s)  244,601,876,480 bytes free
```



To remove the directory, type **rmdir ICT_LAB**

```
C:\Windows\system32\cmd.exe
E:\>rmdir ICT_LAB
E:\>dir
Volume in drive E has no label.
Volume Serial Number is 16D9-688C
Directory of E:\

08/23/2024  03:40 PM    <DIR>          Soft
                  0 File(s)           0 bytes
                  1 Dir(s)  244,601,876,480 bytes free
```

3.8 Moving to another directory

Another fundamental command is the change directory or cd command. The **cd** or **chdir** command changes directories, or moves you from one folder to another. Type **cd /?** to get help on the usage of this command.

C:\Windows\system32\cmd.exe



```
Microsoft Windows [Version 10.0.22631.4037]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Prime>cd /?

Displays the name of or changes the current directory.
```

CHDIR [/D] [drive:][path]

CHDIR [..]

CD [/D] [drive:][path]

CD [..]

.. Specifies that you want to change to the parent directory.

Type CD drive: to display the current directory in the specified drive.

Type CD without parameters to display the current drive and directory.

Use the /D switch to change current drive in addition to changing current directory for a drive.

If Command Extensions are enabled CHDIR changes as follows:

The current directory string is converted to use the same case as the on disk names. So CD C:\TEMP would actually set the current directory to C:\Temp if that is the case on disk.

CHDIR command does not treat spaces as delimiters, so it is possible to CD into a subdirectory name that contains a space without surrounding the name with quotes. For example:

cd \winnt\profiles\username\programs\start menuwindow, the /T command line switch or from the DefaultColor registry value.

Type **cd** your directory – where your directory is the directory you just created.

C:\Windows\system32\cmd.exe



```
Microsoft Windows [Version 10.0.22631.4037]
(c) Microsoft Corporation. All rights reserved.

C:\Users\Prime>E:

E:\>dir

Volume in drive E has no label.

Volume Serial Number is 16D9-688C

Directory of E:\

08/23/2024  03:40 PM    <DIR>        Soft
08/23/2024  04:10 PM    <DIR>        temp1
08/23/2024  04:10 PM    <DIR>        temp2
                           0 File(s)          0 bytes
                           3 Dir(s)  244,601,876,480 bytes free

E:\>cd temp1

E:\temp1>
```

Notice you moved into the subdirectory called **temp1**. For example, typing **cd foldername** moves you down into a subfolder called **foldername** (obviously, we don't have a folder called **foldername**, so don't actually type this in). What if you wanted to go back up one directory level? Type in the **dir** command again. Thus if we want to move up a directory level, we just change directories to the parent directory by typing **cd ..** just as if **..** was the name of a folder. Now we're back in the root directory of our One drive. Before going further, let's change directories back to your directory. **cd** your directory.

C:\Windows\system32\cmd.exe



```
E:\>cd temp1  
E:\temp1>cd ..  
E:\>
```

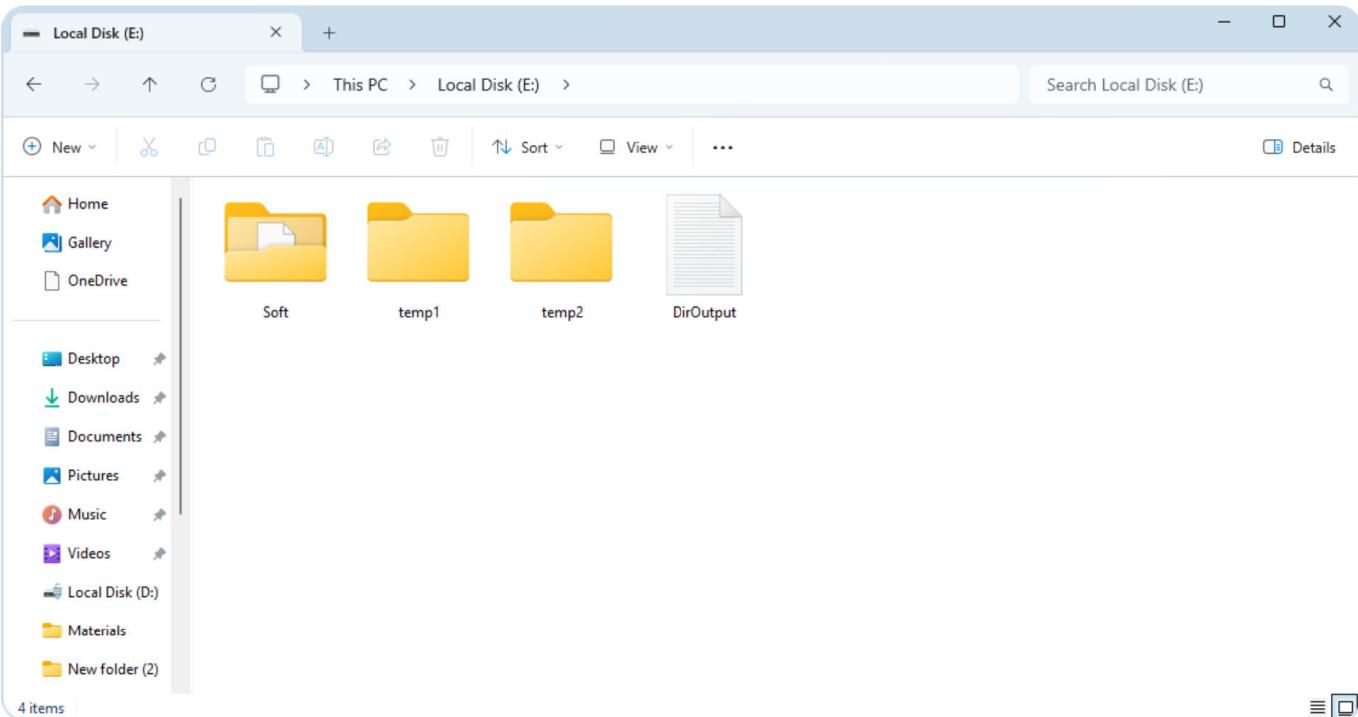
3.9 Capturing Output to a file

If any command gives output to the console, you can redirect it into a text file. Here's how: Suppose we wanted to capture the output of the **dir** command to a filename called **DirOutput.txt**. All we need to do is add the “>” symbol (the greater-than sign here is the “redirector”) and then the filename to the end of the **dir** command like so: **dir > DirOutput.txt**

C:\Windows\system32\cmd.exe



```
E:\> dir > DirOutput.txt  
E:\>
```



A screenshot of a text editor window titled "DirOutput.txt". The window has a menu bar with File, Edit, View, and a settings icon. The text content is as follows:

```
| Volume in drive E has no label.  
| Volume Serial Number is 16D9-688C  
  
Directory of E:\  
  
08/23/2024  04:43 PM              0 DirOutput.txt  
08/23/2024  03:40 PM      <DIR>          Soft  
08/23/2024  04:10 PM      <DIR>          temp1  
08/23/2024  04:10 PM      <DIR>          temp2  
               1 File(s)           0 bytes  
               3 Dir(s)  244,601,876,480 bytes free
```

The status bar at the bottom shows "Ln 1, Col 1", "373 characters", "100%", "Windows (CRLF)", and "UTF-8".

3.9.1 Viewing .txt Files

You can also view the contents of this text file using the type command.

Enter **type DirOutput.txt**

C:\Windows\system32\cmd.exe



```
E:\>type DirOutput.txt

Volume in drive E has no label.

Volume Serial Number is 16D9-688C

Directory of E:\

08/23/2024  04:43 PM              0 DirOutput.txt
08/23/2024  03:40 PM      <DIR>        Soft
08/23/2024  04:10 PM      <DIR>        temp1
08/23/2024  04:10 PM      <DIR>        temp2
                           1 File(s)       0 bytes
                           3 Dir(s)  244,601,876,480 bytes free
```

E:\>

3.10 Deleting files, directories or an entire directory tree

The **del** command deletes files, and the **rmdir** command deletes directories. Make sure you are in the directory which contains the file, and type **del filename*** -- using the wildcard character “*” to avoid typing the full filename.

C:\Windows\system32\cmd.exe



```
E:\>del DirOutput*
```

E:\>

rmdir temp1-- this fails because the **temp1** directory is not empty. You could go into **temp1** and clean it out. Instead, type **rmdir /S temp1**-- and answer **Y** at the prompt. As you can see, the **/S** switch for the **rmdir** command is very powerful, and with great power comes great responsibility. This command must be used with great caution since it can delete many things at once.

```
C:\Windows\system32\cmd.exe - X

E:\>rmdir temp1
The directory is not empty.

E:\>rmdir /S temp1
temp1, Are you sure (Y/N)? Y

E:\>
```

3.11 Useful Networking Commands

Use the command **ipconfig /all** to see the computer's IP address and other info that would be interesting if you knew what it all meant!

```
C:\Windows\system32\cmd.exe - X

C:\Users\Prime>ipconfig /all
Windows IP Configuration

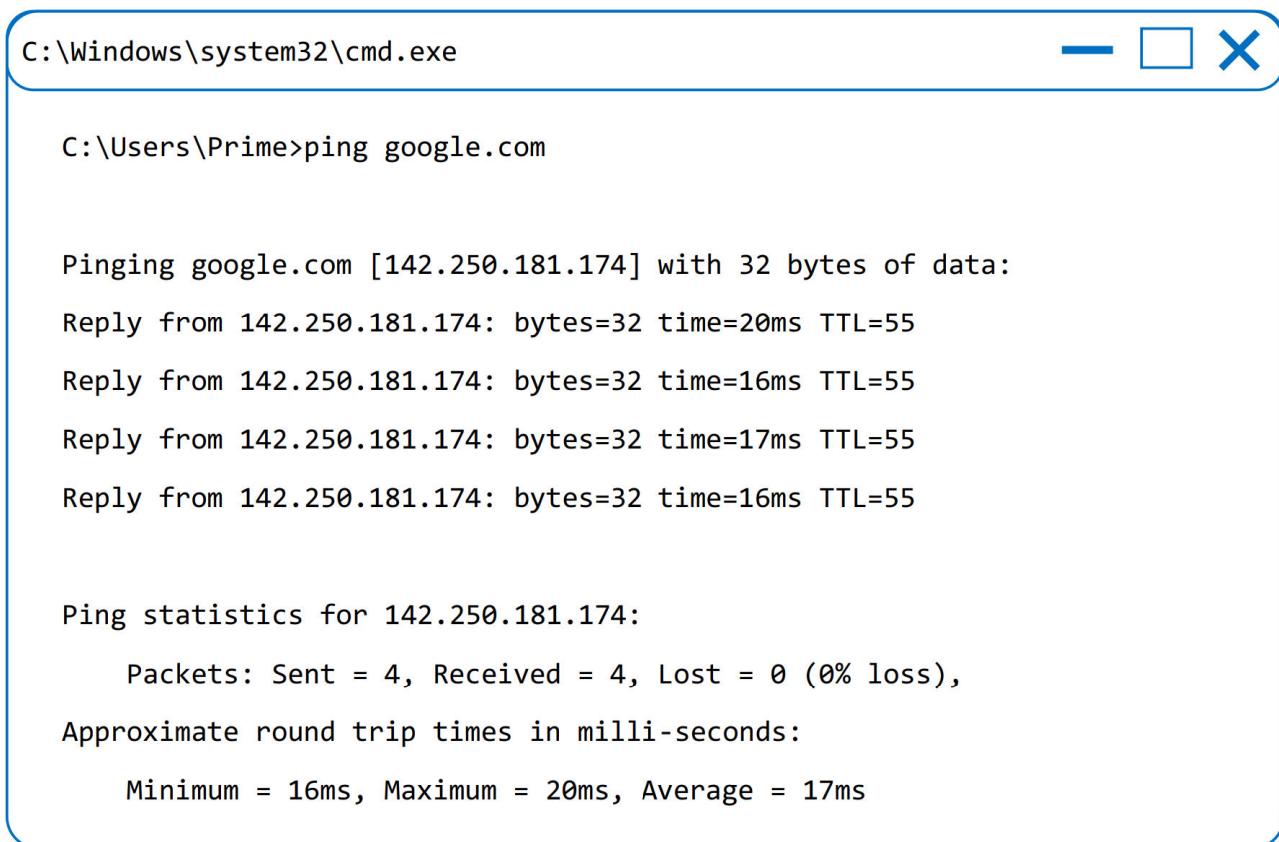
Host Name . . . . . : DESKTOP-G8GBPQM
Primary Dns Suffix . . . . . :
Node Type . . . . . : Mixed
IP Routing Enabled. . . . . : No
WINS Proxy Enabled. . . . . : No

Ethernet adapter Ethernet:
```

Here are some other useful commands to try:

ping google.com

The **ping** command sends a probe message out to the remote computer, to see if it is possible to connect, and if so, how long it takes for the response to return. You should find that the response is so quick that it is recorded as less than 1 ms (milliseconds).



```
C:\Windows\system32\cmd.exe
C:\Users\Prime>ping google.com

Pinging google.com [142.250.181.174] with 32 bytes of data:
Reply from 142.250.181.174: bytes=32 time=20ms TTL=55
Reply from 142.250.181.174: bytes=32 time=16ms TTL=55
Reply from 142.250.181.174: bytes=32 time=17ms TTL=55
Reply from 142.250.181.174: bytes=32 time=16ms TTL=55

Ping statistics for 142.250.181.174:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 16ms, Maximum = 20ms, Average = 17ms
```

this output indicates that your computer successfully communicated with Google's servers (IP address **142.250.181.174**) by sending 4 packets without any packet loss. The response times varied, with the fastest being 16ms, the slowest being 17ms, and an average response time of 20ms. These response times are measures of the latency or delay in the network communication between your computer and Google's servers. Lower response times are generally better for network performance.

3.12 Big list of commands

Type **help** and you get a big honking list of commands you can play with on this computer. Some of the commands are listed below.

C:\Users\Prime>help

For more information on a specific command, type HELP command-name

ASSOC Displays or modifies file extension associations.

ATTRIB Displays or changes file attributes.

BREAK Sets or clears extended CTRL+C checking.

BCDEDIT Sets properties in boot database to control boot loading.

CACLS Displays or modifies access control lists (ACLs) of files.

CALL Calls one batch program from another.

CD Displays the name of or changes the current directory.

CHCP Displays or sets the active code page number.

CHDIR Displays the name of or changes the current directory.

CHKDSK Checks a disk and displays a status report.

CHKNTFS Displays or modifies the checking of disk at boot time.

CLS Clears the screen.

CMD Starts a new instance of the Windows command interpreter.

COLOR Sets the default console foreground and background colors.

COMP Compares the contents of two files or sets of files.

COMPACT Displays or alters the compression of files on NTFS partitions.

CONVERT Converts FAT volumes to NTFS. You cannot convert the current drive.

COPY Copies one or more files to another location.

DATE Displays or sets the date.

DEL Deletes one or more files.

DIR Displays a list of files and subdirectories in a directory.

DISKPART Displays or configures Disk Partition properties.

DOSKEY Edits command lines, recalls Windows commands, and creates macros.