

## **Exp 15.Add tables and charts in the slides**

**Actual Procedure followed:** We apply the given procedure to create a slide presentation using tables and charts.

**Resources Used:** Microsoft powerpoint

**Precautions followed:** Carefully handle the computer system

**Result:-** We create a slide presentation using tables and charts.

**Interpretation of Result:-** We are able to create a slide presentation using tables and charts.

**Conclusion: -** We are able to create a slide presentation using tables and charts.

### **Practical Related Questions:**

#### **1. Differentiate Normal view and slide sorter view?**

**Ans:- normal view-**

- 1)one slide at a time
- 2)the working area is active and the area is occupied in between the horizontal and vertical ruler.  
it

**slide sorter view--**

- 1)all the slides are obtained at a time
- 2)miniature slides are present

#### **2. What is the significance of banded rows and banded columns of the table?**

**Ans:** Bands are generally used in Ms excel for various reasons.

They provide easy demonstration of the required data.

By using color band it is easy to distinguish between different data in excel sheet.

These bands are of different colors having just background color and not affecting the data , makes the data easily visible and seen.

Moreover, in the presence of excess data ,the required and main data can be easily separated or distinguished from other data.

#### **3. Which chart type is most appropriate to:- 1.Compare Magnitude 2.Show trend**

**Ans:-** Compare Magnitude is most appropriate

## **Exp 16.**

**Actual Procedure followed:** We apply the given procedure to create animation effects to text and slides.

**Resources Used:** Microsoft power point

**Precautions followed:** Carefully handle the computer system

**Result:-** We create a animation effects to text and slides.

**Interpretation of Result:-** We are able to create animation effects to text and slides.

**Conclusion: -** We are able to create animation effects to text and slides.

### **Practical Related Questions:**

- 1. Explain in what way the animation effects are helpful in creating an effective presentation?**

**Ans:-** Generally presentation is formed in powerpoint. Powerpoint offers various valuable tools to add animation effects in our presentation. Animations add flair to a presentation. It will act as a eye catching tool for the audience. With the help of animation effects you can present your ideas very easily and effectively. Animation can help in making your information more memorable for long time. We can add entering and exit effects to the slides. We can also add sounds effects. By adding animation effects, it can add fun in our presentation and add life into the topic.

- 2. Describe the significance of adding header and footer to a presentation.**

**Ans:-** First, headers and footers let you display recurring information on your slides to help your audience keep track of your presentation's content. Most popular is the use of page or slide numbers.

Second, headers and footers can help keep you on track during the presentation.

- 3. Describe the transition.**

**Ans:- Transitions** determine how your presentations move from one slide to the next. For example, a slide can move up onto the screen and replace the previous slide. **PowerPoint** provides several **transition** methods. You can add sound to a **transition** and you can control its speed.

**Actual Procedure followed:** We apply the given procedure to add audio and video files presentation.

**Resources Used:** Microsoft power point

**Precautions followed:** Carefully handle the computer system

**Result:-** We are able to add audio and video files in power point presentation.

**Interpretation of Result:-** We are able to add audio and video files in power point presentation.

**Conclusion: -** We are able to add audio and video files in power point presentation.

**Practical Related Questions:**

**1. Name one format each of movie and sound file supported by your presentation software.**

**Ans:-** The most commonly video file supported by the Powerpoint is .Mp4 with the AAC . In case you are using older version like 2010 the files of .wmv are easily supportable .

While in case of the 2010 powerpoint the best audio supported files are .wav and .wma .If you are using the latest version then the use of m4c encoded with help of AAC audio is recommended.

**2. What will happen if you apply Loop until stopped option?**

**Ans:-** If you apply **Loop Until Stopped option** the audio clip **will repeat** as long as one slide is displayed. If you select the **Play Across Slides option** it **will** continue to play **while** other slides are being displayed in the presentation.

**3. Can movie or sound clip be edited once inserted in the presentation ?Write steps for same**

**Ans:-** yes they can be edited..after inserting the music clips You can trim audio clips, add fade ins and fade outs and adjust various playback options. PowerPoint allows you to add sound to your presentation and when u add an video You can even edit the video within PowerPoint and customize its appearance.

**Steps:-**

Click where you want to insert a movie and do one of the following:

Insert a movie of your own

For .AVI and .WAV file types

1. On the Insert menu, click Object, and then click the Create from File tab.
2. Click Browse, and locate the movie (video clip or sound wave) you want to insert.
3. Select Movie (video clip or sound wave)
4. Click Insert
5. To play media clip, double-click it's icon
6. Click OK
7. Right click to edit

Note: To play a movie, double-click its icon.

For All Media types (.AVI or .WAV or .WMV)

