

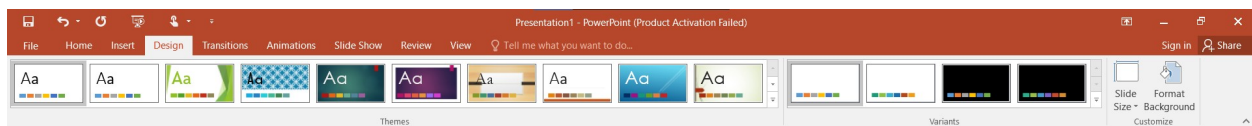
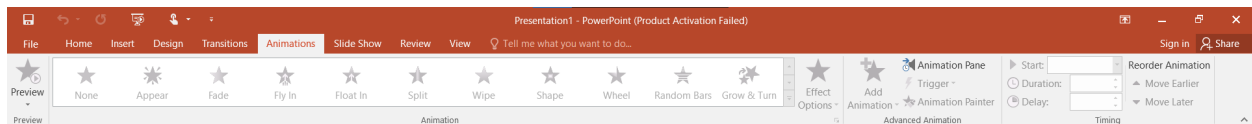
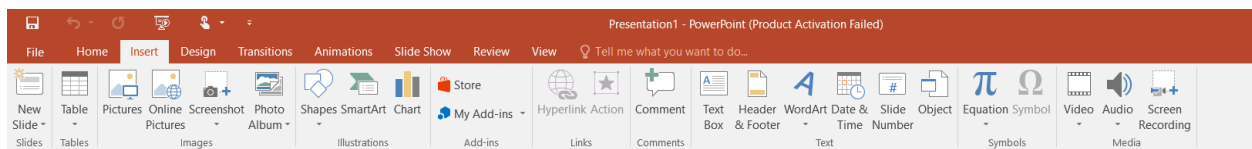
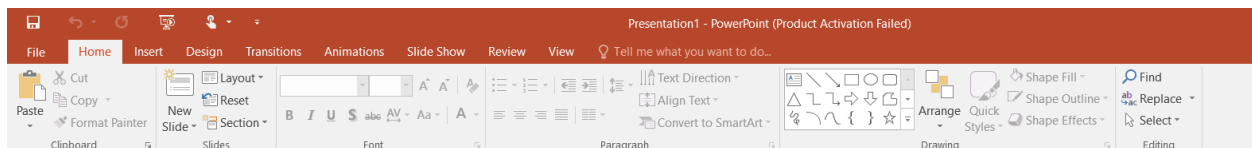
Lab 4 Activity 1 - Exploring the Interface

Objective - Familiarize students with the MS PowerPoint interface and basic functions, including navigating the Ribbon, using slide layouts, and customizing the Quick Access Toolbar.

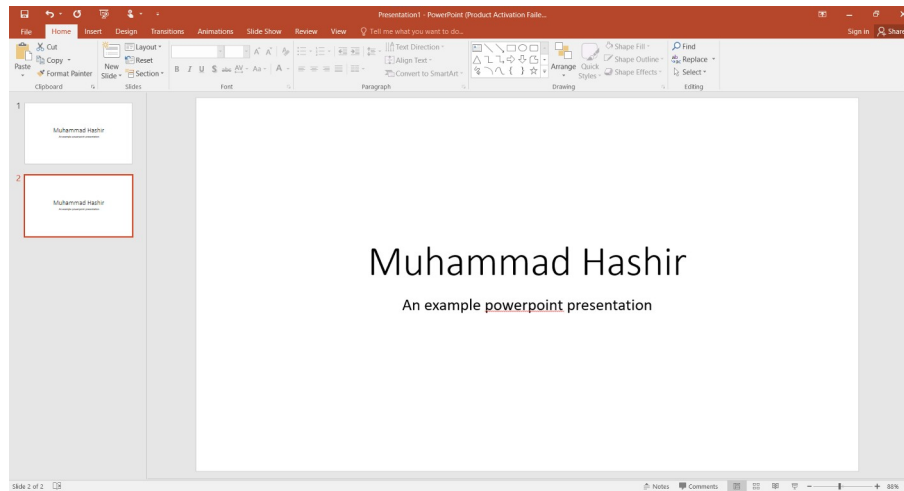
1. Open MS PowerPoint and familiarize yourself with the Ribbon, exploring the functionality of each tab (e.g., Home, Insert, Design, Transitions, Animations, SlideShow).
2. Explore the slide layouts by creating a new presentation and adding different layouts (e.g., Title Slide, Section Header).
3. Customize the Quick Access Toolbar by adding frequently used options such as Save, Undo, Redo, and Print.
4. Save the presentation as .pptx and export it as a .pdf. Explore the differences between the two formats and their use cases.

Solutions:

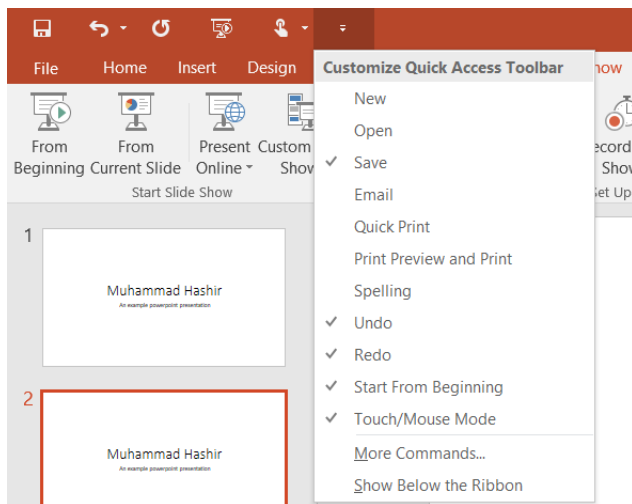
Task 1:



Task 2:



Task 3:



Task 4:

- Press Ctrl + S to save.
- To export as PDF, click file, then click export.
- Select PDF.
- Write the name of file and enter.

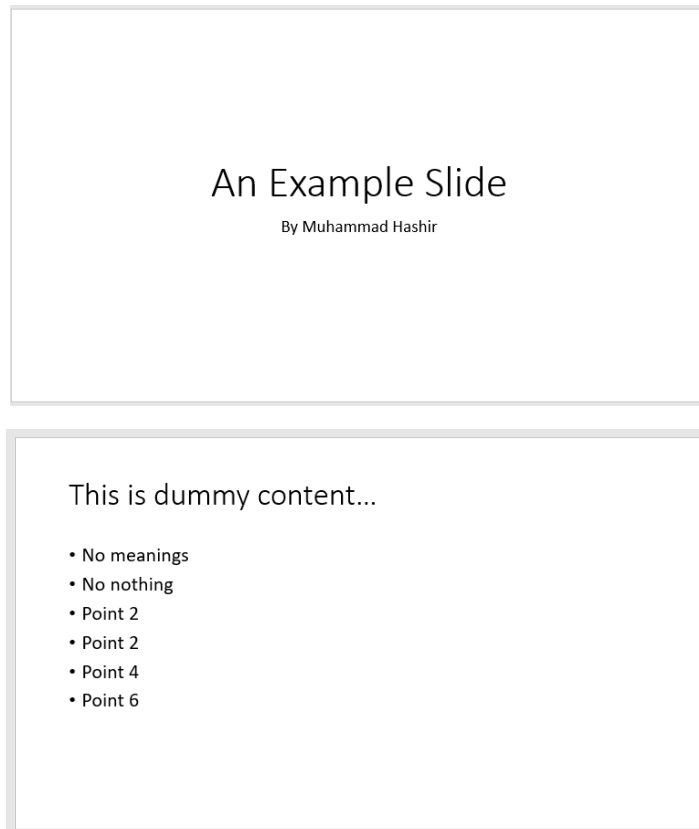
Lab 4 Activity 2 - Slide Basics

Objective - Develop students' ability to create slides with varying layouts, format text, and adjust alignment to improve readability and visual hierarchy

1. Add at least three slides with the following layouts: Title Slide, Content Slide, and Comparison.
 - a. Title Slide: Add a presentation title and a subtitle.
 - b. Content Slide: Add a bulleted or numbered list with at least five points.
 - c. Comparison Slide: Use two content placeholders to compare two topics.
2. Insert and format text on each slide using the following:
 - a. Font styles (e.g., Bold, Italic, Underline).
 - b. Font sizes and colors for headings and body text.
3. Add visual hierarchy by using different font sizes and colors to distinguish headings from content.
4. Experiment with alignment (e.g., left, center, right, justify) for slide text to observe its effect on readability.

Solutions:

Task 1:



Comparing two Slides

Value One

- It is same.

Value Two

- It is different.

Task 2:

This is dummy content...

- No **meanings**
- **No nothing**
- Point 2
- Point 2
- Point 4
- *Point 6*

Task 3:

This is dummy content...

- No **meanings**
- **No nothing**
- Point 2
- Point 2
- Point 4
- *Point 6*

Task 4:

This is dummy content...

- No meanings
- No nothing
- Point 2
- Point 2
- Point 4
- *Point 6*

Lab 4 Activity 3 - Working with Themes

Objective - Develop students' ability to create slides with varying layouts, format text, and adjust alignment to improve readability and visual hierarchy

1. Apply a built-in theme to your presentation from the Design tab. Explore and discuss the impact of themes on slide aesthetics and consistency.
2. Customize the theme by Changing the theme colors to align with a given topic (e.g., blue for technology, green for sustainability). Modifying theme fonts to suit the presentation tone (e.g., Serif fonts for formal topics, Sans Serif for modern or casual themes).
3. Apply different background styles (e.g., gradient, solid fill, picture) to individual slides and evaluate how they affect readability.
4. Save the presentation with the updated theme as a new file. Revert changes on specific slides to the default theme to learn theme management.

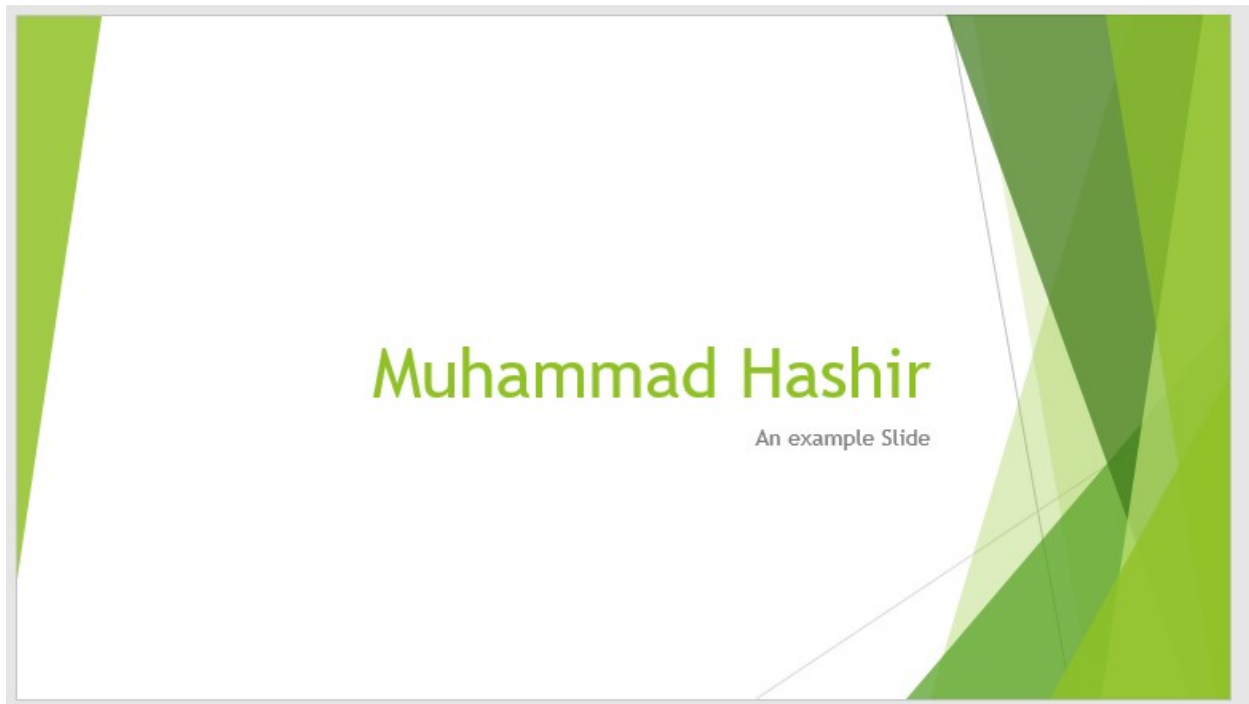
Solutions:

Task 1:

Themes play an important role to the viewer, allowing them to like or dislike the pattern of the presentations.

Task 2:

- Open powerpoint, select any theme.



Task 3:



Task 4:

- Save the file
- And quit.

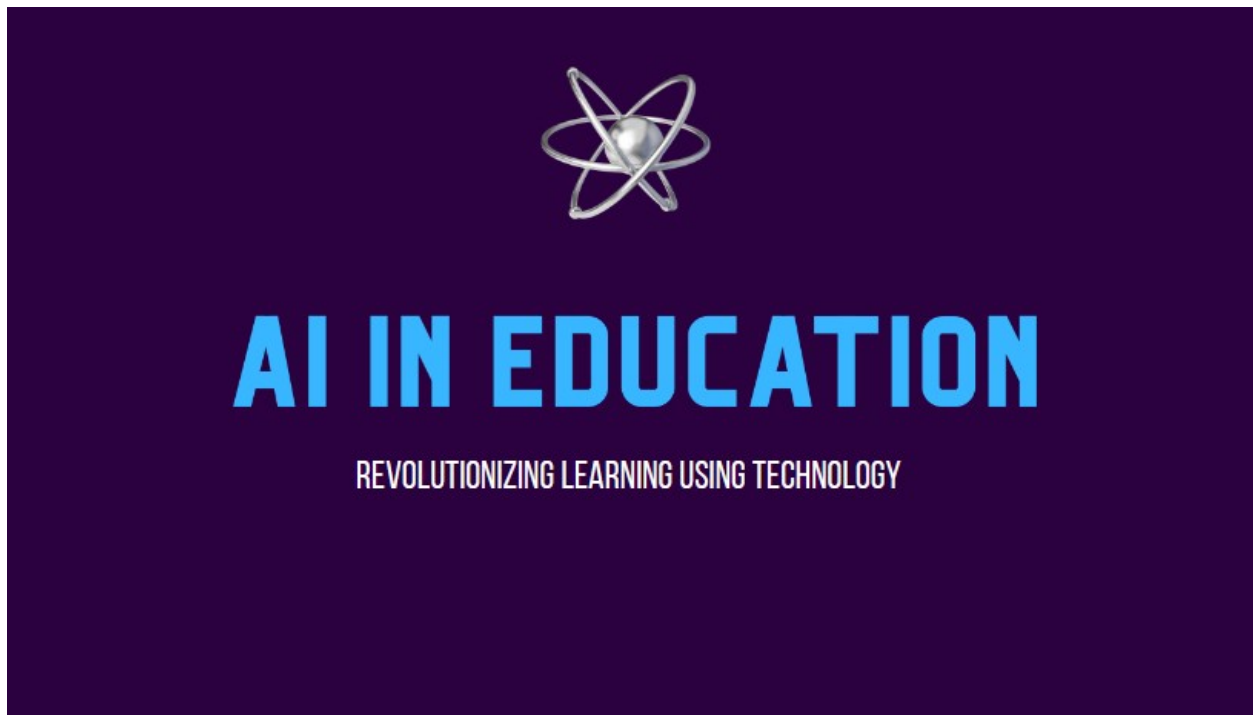
Lab 4 Assignment

Objective - Practice creating, formatting, and customizing slides.

1. Create a 5-slide presentation on the topic "The Impact of Technology on Education."
2. Include the following slides:
 - o Title Slide: Add a title, subtitle, and your name.
 - o Content Slide: Add a bulleted list with at least five points.
 - o Comparison Slide: Compare two educational technologies using two content placeholders.
 - o Image Slide: Insert an image related to technology and add a caption.
 - o Closing Slide: Add a summary or call to action.
3. Apply a theme, customize the colors to suit the topic, and format text using bold, italics, and appropriate font sizes.
4. Save the presentation as both a .pptx and a .pdf file. Submit both formats.

Solutions:

Below are some screenshots of the pptx file.



WHO AM I?

MUHAMMAD HASHIR (BSCS)

I'm a first-semester Computer Science student with a strong interest in technology, problem-solving, and the impact of computing on the world around us. As I begin my journey in computer science, I'm excited to explore foundational topics like programming, data structures, and algorithms, and I look forward to applying what I learn to real-world projects.

AL-KAWTHAR UNIVERSITY

A university, newly opened in front of Safari Park, Karachi. I am enrolled in Computer Science (Bachelors) Program.

WEB DEVELOPMENT

A basic, front-end website developer with 2+ years of experience with languages HTML, CSS and JS.

TEACHING

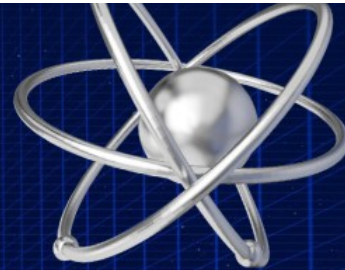
Like to teach students the concepts easily which I learnt a hard way.

SPORTS

Also love sports, like Football, Archery, Chess and others.

SUBMITTED TO DR SYED SAOOD ZIA BY MUHAMMAD HASHIR RAFIQUE (BSCS)

ETHICAL CONSIDERATIONS AND CHALLENGES



DATA PRIVACY AND SECURITY

Protecting student data is paramount, ensuring responsible use and preventing misuse.

ALGORITHMIC BIAS

AI systems must be designed to be fair and unbiased, preventing discrimination against certain groups.

TEACHER TRAINING AND SUPPORT

Teachers need adequate training and support to effectively integrate AI into their classrooms.

HUMAN CONNECTION

AI should not replace human interaction, maintaining a balance between technology and personal relationships.

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