Department of Computer Science

GE 113 L – Information and Communication Technology Skills (ICTs)

Lab # 05

Objective:

The objective of this lab is to equip students with essential skills to enhance the visual appeal and interactivity of presentations. Students will learn to insert and customize images, shapes, and multimedia elements to create engaging slides. They will explore the use of transitions and animations to improve slide flow and emphasize key points. Additionally, students will develop proficiency in utilizing SmartArt and charts to visually represent processes, hierarchies, and data effectively.

Name of Student	
Student ID	
Date of Lab Conducted	
Marks Obtained	
Remarks	
Signature	

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Student Name: _____   Roll No: _____   Section: _____

Lab 05: Getting Started with MS PowerPoint 2016

Lab Activity 1: Adding Images and Shapes

Objective: Learn how to incorporate and customize visual elements like images and shapes to make slides visually appealing and professional.

Activities:

1. **Insert an image from your computer and resize it to fit the slide.**
   Understand the process of inserting images and resizing them to maintain proportion and enhance slide aesthetics.
2. **Add at least two shapes and customize their styles.**
   Practice inserting shapes, modifying their styles (e.g., colors, borders, shadows), and utilizing them for slide decoration or information representation.

Lab Activity 2: Adding Transitions and Animations

Objective: Explore how to use transitions and animations effectively to improve slide flow and emphasize key points.

Activities:

1. **Apply transitions to all slides, experimenting with different effects.**
   Learn how to apply consistent or varied slide transitions to enhance the presentation's flow and maintain audience engagement.
2. **Add animations to text and images, adjusting the timing.**
   Understand how to animate slide elements to emphasize key content and create dynamic, visually engaging presentations.

Lab Activity 3: Using SmartArt and Charts

Objective: Develop skills to visually organize information and represent data effectively using SmartArt and charts.

Activities:

1. **Insert a SmartArt graphic to represent a process or hierarchy.**
   Learn to use SmartArt for illustrating processes, workflows, or organizational structures in a clear and professional manner.
2. **Add a chart (e.g., bar or pie chart) and input sample data.**
   Practice creating and customizing charts to represent data visually, improving comprehension and impact during presentations.

Learning Outcomes

Upon completion of this lab, you will be able to:

- Insert and customize images and shapes.
- Apply transitions and animations.
- Use SmartArt for processes and hierarchies.
- Create and customize data charts.

LAB Assignment

Objective: Create a dynamic and visually appealing PowerPoint presentation using multimedia elements, transitions, animations, SmartArt, and charts.

Instructions:

1. **Create a 5-slide presentation** on a topic of your choice (e.g., a product, an event, a project, etc.).
2. **Add at least one image** from your computer to the first slide, resize it to fit appropriately, and ensure it enhances the content.
3. **Insert two shapes** (e.g., rectangles, circles) and customize their styles (colors, borders, effects) on any slide.
4. **Apply transitions** to all slides, choosing different effects for each one, and adjust the timing for a smooth flow.
5. **Animate at least two objects** (text or images) on the slides with different animation effects and adjust their timings.
6. **Insert a SmartArt graphic** to represent a process or hierarchy (e.g., a flowchart, organizational chart) on one slide.
7. **Add a chart (bar, pie, or any other type)** on the last slide to represent some sample data (e.g., sales figures, project milestones).
8. **Save the presentation** and submit it via the course portal.