Department of Computer Science

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

Lab # 04

Objective:

The goal of this lab is to introduce students to the advanced features of MS Word 2016, including paragraph writing and formatting, designing professional reports, utilizing the format painter, setting up pages effectively, adding headers and footers, managing page numbers, and creating a well-structured curriculum vitae.

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

Student Name: _____   **Roll No:** _____   **Section:** _____

Department of Computer Science

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

Lab # 04

Objective:

The goal of this lab is to introduce students to the basic features and functionality of MS PowerPoint 2016. Students will learn to navigate the interface, create and format slides, and apply themes to enhance presentation design. By the end of the lab, they will also understand how to save and export presentations in different formats for various purposes.

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

Student Name: _____   **Roll No: _____**   **Section: _____**

Lab 04: Getting Started with MS PowerPoint 2016

Lab 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.

Activities:

1. Open MS PowerPoint and familiarize yourself with the Ribbon, exploring the functionality of each tab (e.g., Home, Insert, Design, Transitions, Animations, Slide Show).
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.

Lab 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.

Activities:

1. Add at least three slides with the following layouts: Title Slide, Content Slide, and Comparison.
   - Title Slide: Add a presentation title and a subtitle.
   - Content Slide: Add a bulleted or numbered list with at least five points.
   - Comparison Slide: Use two content placeholders to compare two topics.
2. Insert and format text on each slide using the following:
   - Font styles (e.g., Bold, Italic, Underline).
   - 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.

Lab Activity 3: Working with Themes

Objective:

- Enable students to apply and customize themes to enhance the aesthetic appeal and consistency of their presentations.

Activities:

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.

Learning Outcomes

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

- Navigate the PowerPoint interface and customize the toolbar.

- Create and format slides with different layouts.

- Apply and customize themes for presentations.

- Save and export presentations in multiple formats.

LAB Assignment

Objective: Practice creating, formatting, and customizing slides.
Instructions:

1. Create a 5-slide presentation on the topic *"The Impact of Technology on Education."*
2. Include the following slides:
   - **Title Slide**: Add a title, subtitle, and your name.
   - **Content Slide**: Add a bulleted list with at least five points.
   - **Comparison Slide**: Compare two educational technologies using two content placeholders.
   - **Image Slide**: Insert an image related to technology and add a caption.
   - **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.