

Lab 5 Activity 2 - Adding Transitions and Animations

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

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.

Solutions:

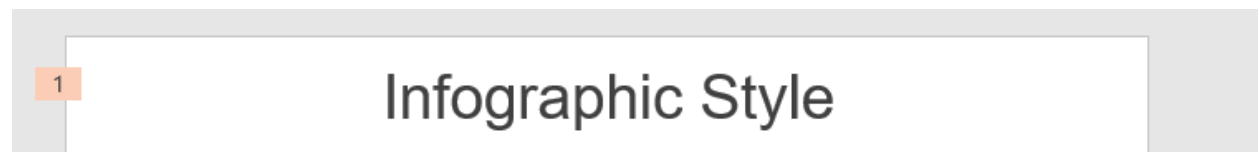
Task 1:

- Go to Transitions tab and select any transition you want.
- Make sure to watch preview of how the transmission works.
- A star before slide indicates the transition is applied.



Task 2:

- To add animations to text and images, select your desired text.
- Go to Animations tab, and select any animation you want
- A number would be shown if the animation is applied.



Lab 5 Activity 3 - Using SmartArt and Charts

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

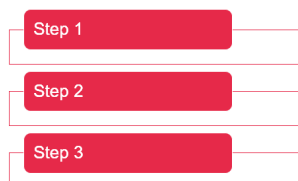
1. Insert a SmartArt graphic to represent a process or hierarchy. Learn to use SmartArt for illustrating processes, workflows, or organizational structures in a clear and professional manner.
2. Add a chart (e.g., bar or pie chart) and input sample data. Practice creating and customizing charts to represent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

Solutions:

Task 1:

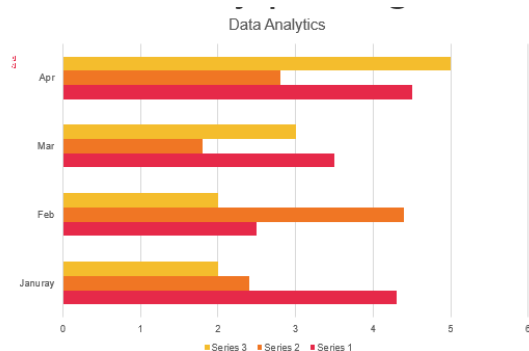
- Select the content you want to convert into smart art.
- Go to Insert tab, then Smart Art in the illustrations pane.
- Select your preferred design.
- Enter

A dummy package...



Task 2:

- Select the data you want to convert into a chart.
- Go to Insert tab, then Chart in the illustrations pane.
- Select your preferred design.
- Enter
- You can also add data manually in excel sheets.



Lab 5 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.

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.

Solutions:

Task 1:

- Go to Insert tab.
- Select Picture from there.
- Once the picture is added, resize it by handles at the pictures corners and fit to page.



Task 2:

- Go to Insert tab.
- Select Shapes from there.
- Once the shape is added, resize it by handles at the shapes corners.

