Bahria University, Islamabad

Department of Software Engineering

Computer Fundamental Lab

(Fall-2023)

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Enrollment : 01-131232-038

Lab Journal: 7

Date: 28-10-2023

Task No:	Task Wise Marks		Documentation Marks		Total Marks (20)
	Assigned	Obtained	Assigned	Obtained	
1					
2					
3					
4					
5					

Comments:

Signature

LAB

Lab No: 07 CF-LAB

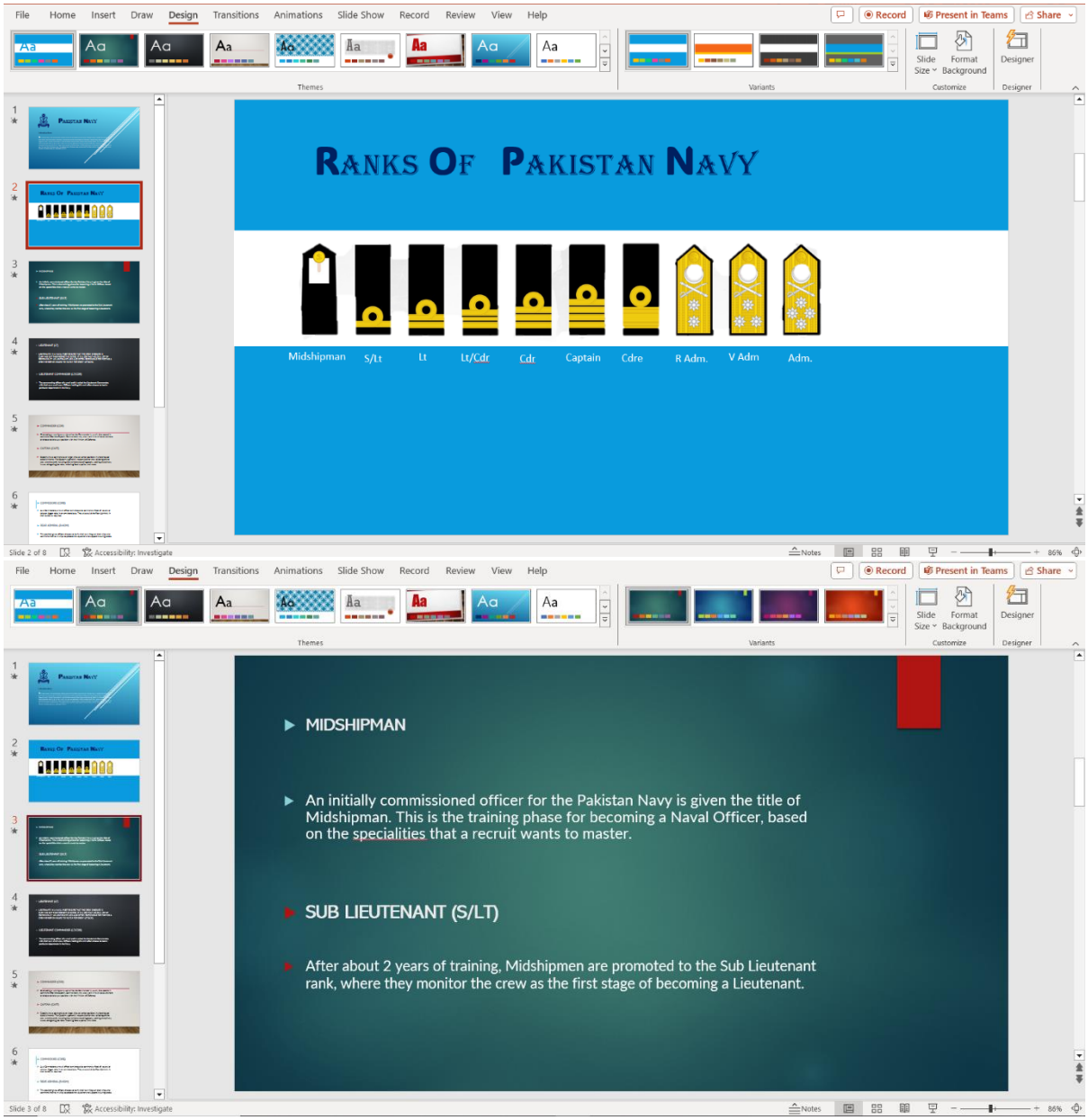
Tools Used:

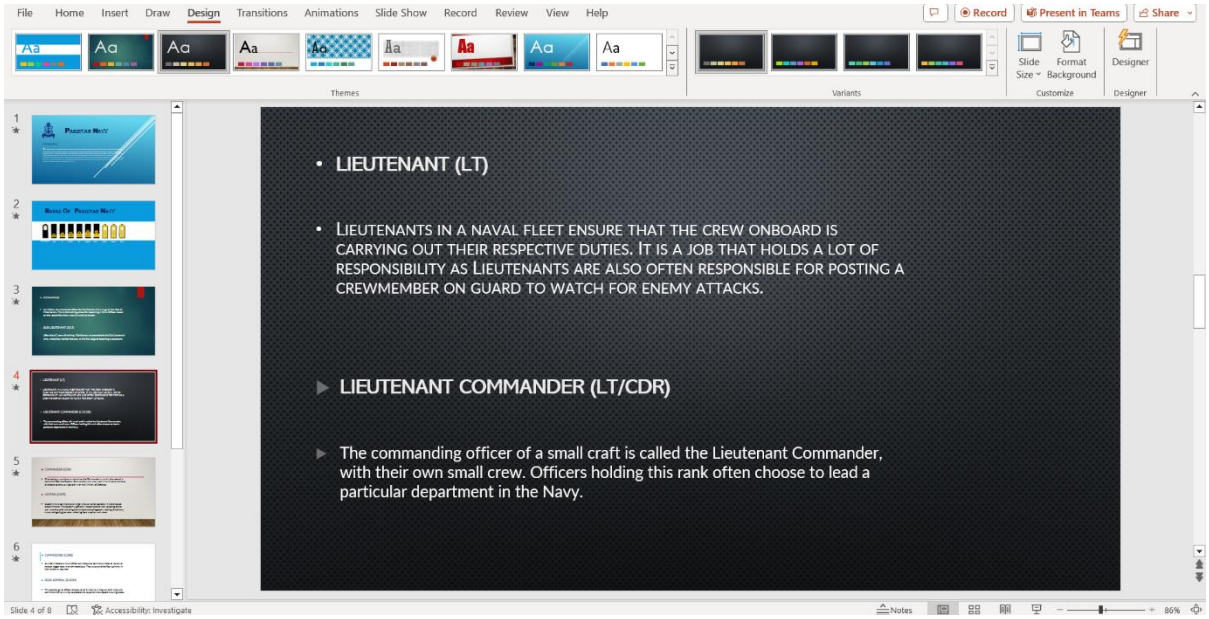
1. Microsoft PowerPoint
2. Microsoft Word

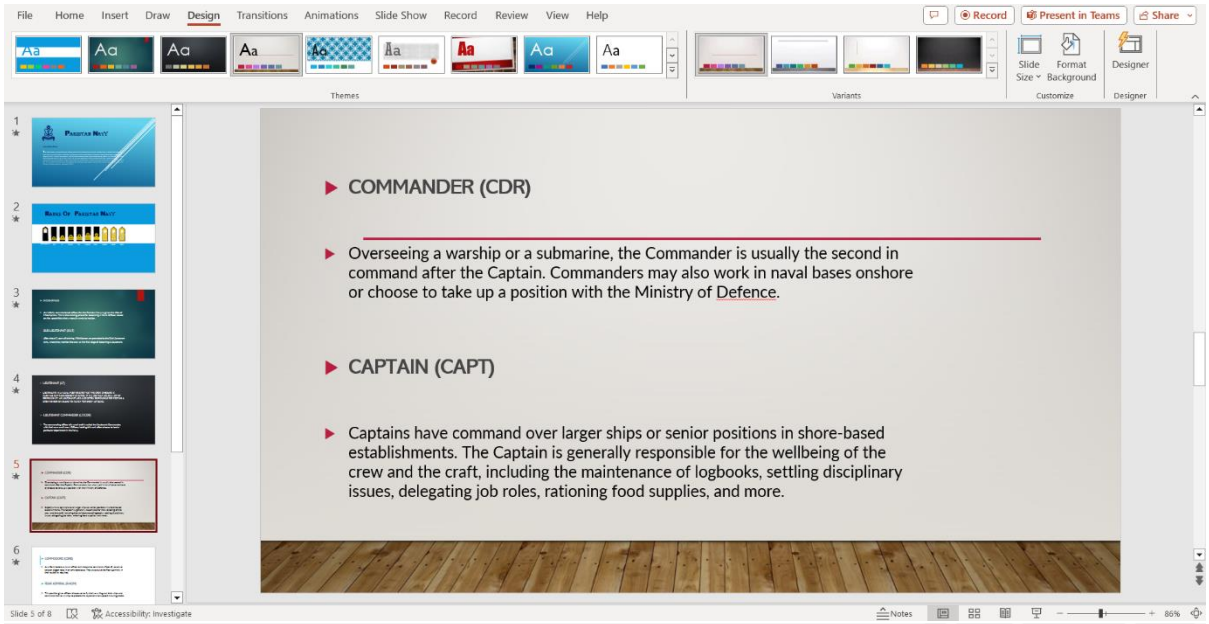
Task 1:

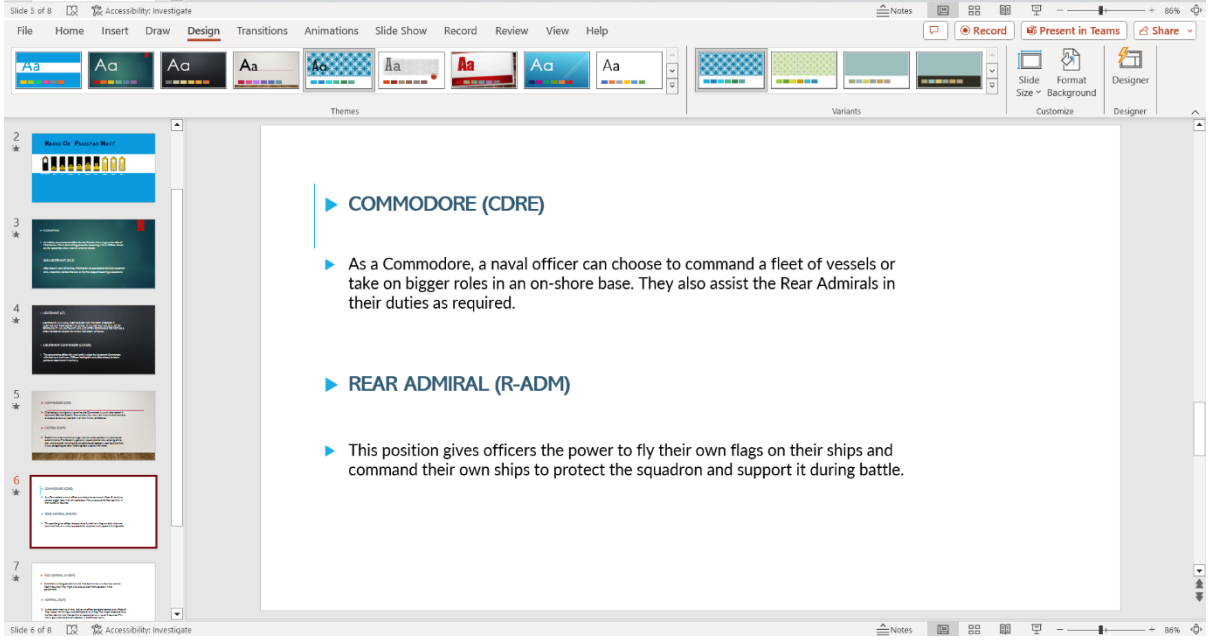
Create a presentation of 10 to 12 slides on any topic of your choice that should utilize the functions of adding different themes to the slides, using different layouts, applying different transitions to the slide, usage of the master view, usage of different background styles. The presentation should also utilize adding of clipart, shapes, slide number, date and time, header and footer, tables etc (Get familiarized with View Gridlines and Properties (from the Table Group), Insert Rows and Columns (from the Rows & Columns Group), Delete the Table, Rows and/or Columns (from the Rows & Columns Group), Merge or Split Cells (from the Merge Group), Increase and decrease cell size (Cell Size Group), Align text within the cells and change text directions (Alignment Group).

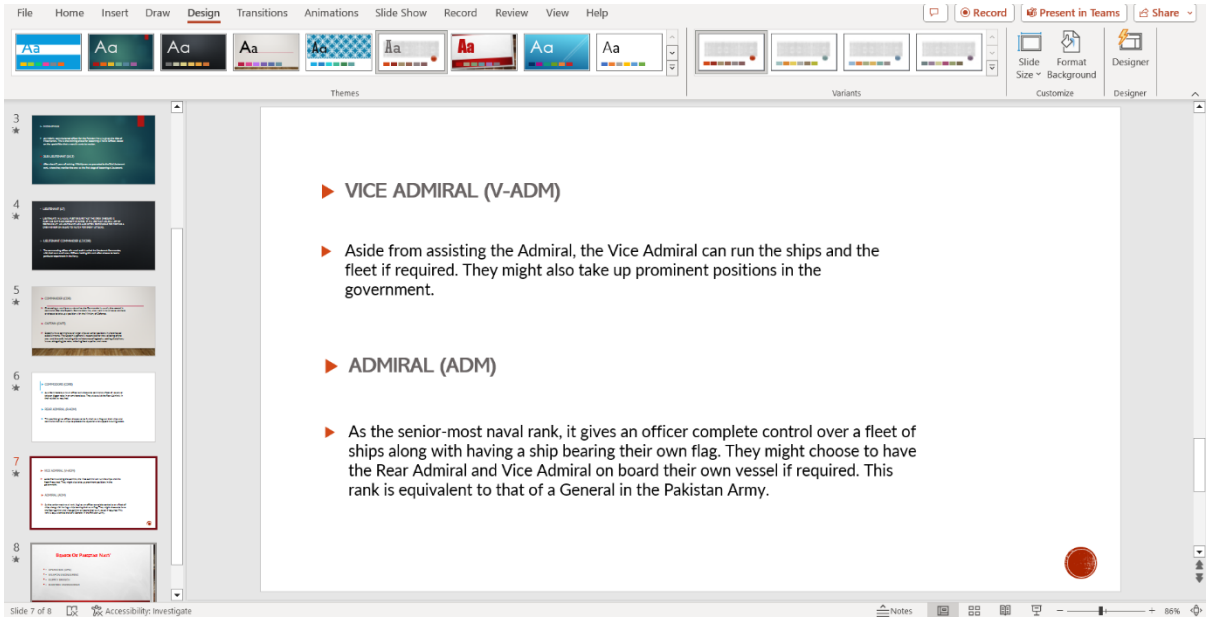
Screenshot:

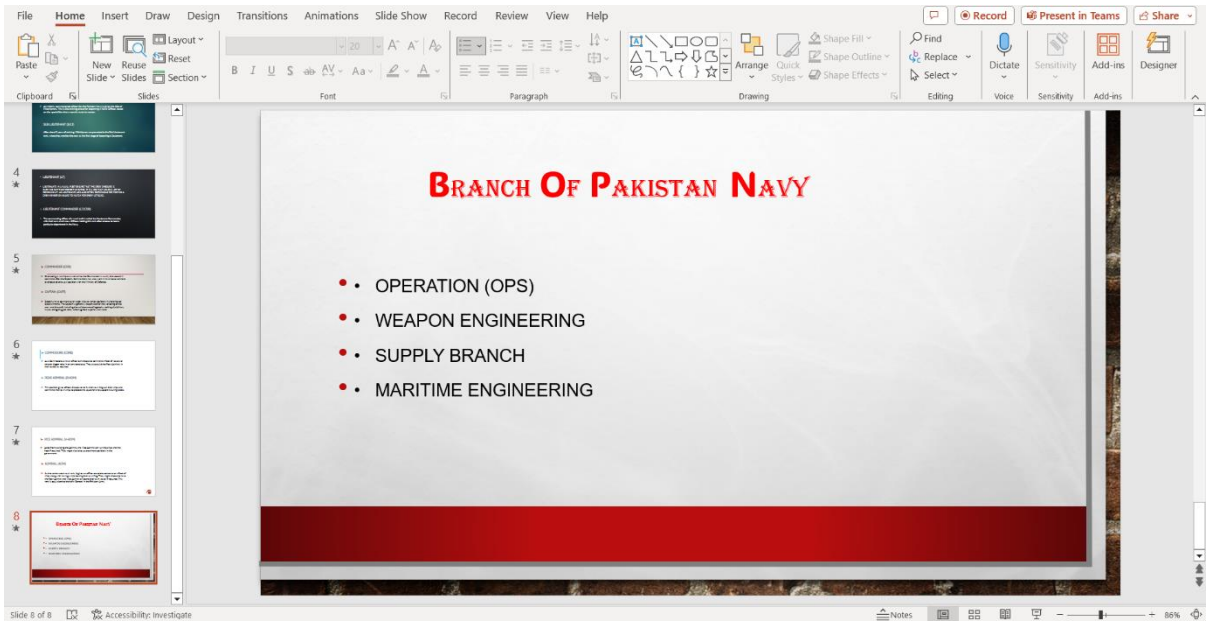

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help
Record
Present in Teams
Share
Themes
Variants
Slide Size
Format Background
Designer
Customize
RANKS OF PAKISTAN NAVY
Midshipman
S/Lt
Lt
Lt/Cdr
Cdr
Captain
Cdre
R Adm.
V Adm
Adm.
Slide 2 of 8
Accessibility: Investigate
Notes
86%
MIDSHIPMAN
An initially commissioned officer for the Pakistan Navy is given the title of Midshipman. This is the training phase for becoming a Naval Officer, based on the specialities that a recruit wants to master.
SUB LIEUTENANT (S/LT)
After about 2 years of training, Midshipmen are promoted to the Sub Lieutenant rank, where they monitor the crew as the first stage of becoming a Lieutenant.
Slide 3 of 8


LIEUTENANT (LT)
LIEUTENANTS IN A NAVAL FLEET ENSURE THAT THE CREW ONBOARD IS CARRYING OUT THEIR RESPECTIVE DUTIES. IT IS A JOB THAT HOLDS A LOT OF RESPONSIBILITY AS LIEUTENANTS ARE ALSO OFTEN RESPONSIBLE FOR POSTING A CREWMEMBER ON GUARD TO WATCH FOR ENEMY ATTACKS.
LIEUTENANT COMMANDER (LT/CDR)
The commanding officer of a small craft is called the Lieutenant Commander, with their own small crew. Officers holding this rank often choose to lead a particular department in the Navy.

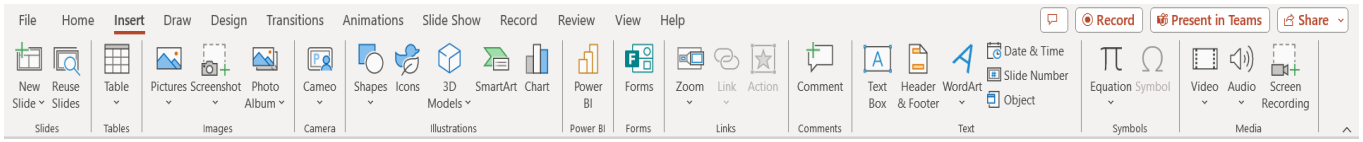

COMMANDER (CDR)
Overseeing a warship or a submarine, the Commander is usually the second in command after the Captain. Commanders may also work in naval bases onshore or choose to take up a position with the Ministry of Defence.
CAPTAIN (CAPT)
Captains have command over larger ships or senior positions in shore-based establishments. The Captain is generally responsible for the wellbeing of the crew and the craft, including the maintenance of logbooks, settling disciplinary issues, delegating job roles, rationing food supplies, and more.


COMMODORE (CDRE)
As a Commodore, a naval officer can choose to command a fleet of vessels or take on bigger roles in an on-shore base. They also assist the Rear Admirals in their duties as required.
REAR ADMIRAL (R-ADM)
This position gives officers the power to fly their own flags on their ships and command their own ships to protect the squadron and support it during battle.

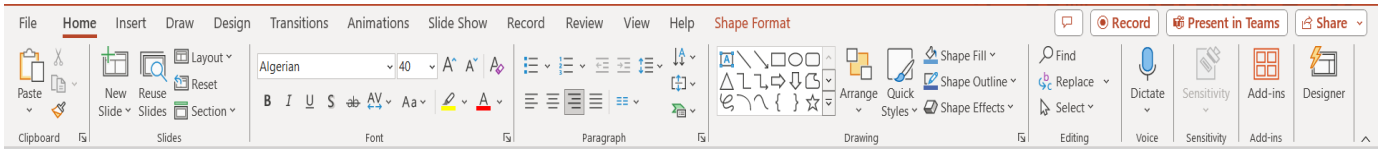




For Inserting Row, Column, Header, Footer, Date and Time, Word Art, Page Number, Adding Cover page, Adding Table, Shape and Pictures In PowerPoint Slides (In Insert Tab)



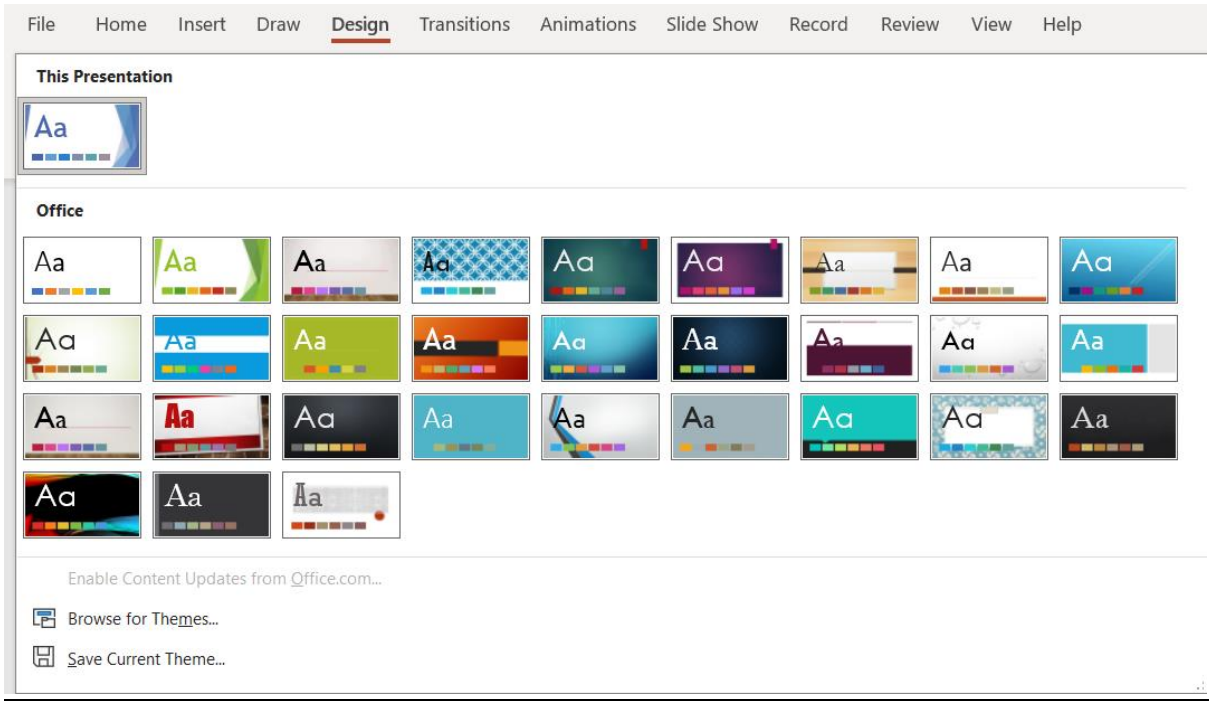
For Adding new Slide, Reuse Slide, Changing Font size, Font Style, Alignment of Text, Voice Typing in PowerPoint (In Home Tab)



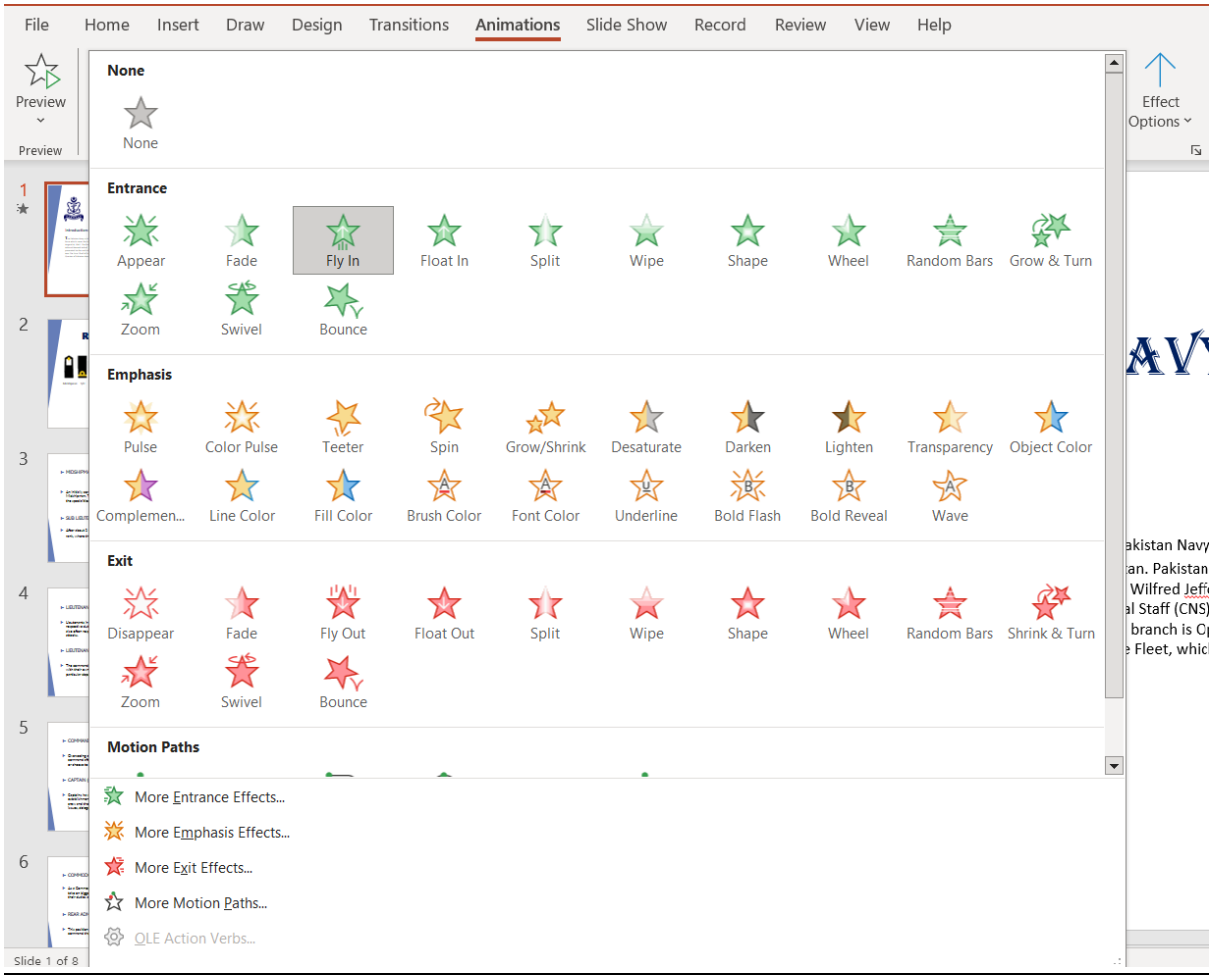
Task 2

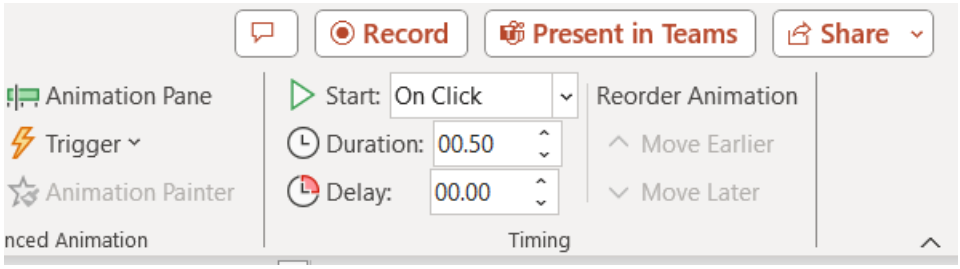
I've already applied the **Transitions**, **Designs** and **Animation** to the above screenshot of slides. So here Below I am mentioning that how I did it that how I applied different Designs, Different Transitions, different Animations etc.

For Adding Different Design to different PowerPoint Slides (Design Tab)

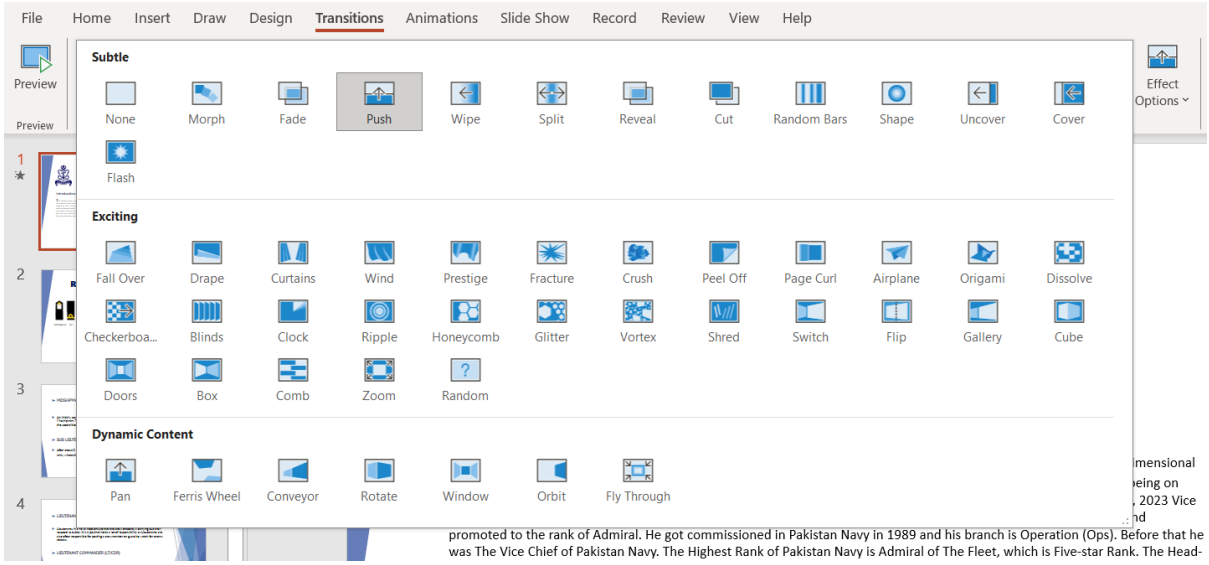


For Adding Animation or editing the applied Animation to your Text in PowerPoint (Animation Tab)





For Adding Transition to your entire Slide (Transition Tab)



Conclusion:

In this Lab, I have learned about usage of Microsoft PowerPoint and how to make official slides and how can we add Transitions, designs, and Animations. The Lab session was healthy and interactive as well as informative.

Lab Journal Instructions:

- This is the template file you need to follow for your Lab Journals
- The cover page is mandatory for every lab journal
- Fill the details accordingly don't change any details regarding the university, department, course, or teacher.
- Fill your name and enrollment number accordingly
- Kindly provide the date on which the lab was held
- Lab Journal: followed by the number of lab and incase of open-ended add "Open-Ended" if it doesn't fits reduce the font size a bit.
- Add or remove the rows in the evaluation table based on the number of tasks assigned in the lab also fill the task number column.
- You are not supposed to fill the evaluation columns in the evaluations table apart from the task numbers. The same instruction is applicable for the comments section.
- These instructions are for your reference only no need to add them to the actual document.
- Update the page headers accordingly.
- Lab journal headings are provided above.
- Kindly follow the heading titles and styles set in the template and used justified text for paragraphs.
- In case the code is too long only add the key logic snippets and make sure your screenshots are clearly visible and readable.