

Lab #6

IICT BS DS Fall 2022

Task 01: Formatting a Presentation

[Estimated 30 minutes]

1. Open a **“Blank Presentation”**
2. Save the presentation as **“PowerPoint.pptx”**
3. Add a **Title** to the first slide: **“name of department and university”**
4. Type your first name and last name in the **“Subtitle”** section
5. Add a **“New Slide”** which has a **“Title and Content”**
6. Add a title to the second slide **“My Future Goals”**
7. In the Content section of the second slide, add at least three Personal Goals
8. Right click on the second slide from the left panel, then choose **“Duplicate Slide”**
9. Highlight the text in the Content area of the third slide. Under the Home tab, click **“Convert to SmartArt”**, then choose **“Basic Cycle”**
10. Change the SmartArt Colors to **“Colorful—Accent Colors”**
11. Change the SmartArt Styles to **“3D Polished”**
12. From the left panel, **drag** the third slide between the first and second slide
13. Change the **layout** of the third slide, the slide that does not have the SmartArt, to **“Comparison”**
14. Leave the title **“My Future Goals”**
15. In the head of the first column, type **“Goals in University”** then center the heading
16. In the head of the second column, type **“Goals after University”** then center the heading
17. Add at least **three goals** in each section
18. Make sure that **slide #3** is selected from the left panel, then add a **“New Slide”**
19. Change the layout of the new slide to **“Blank”**
20. Change the ClipArt **size to 3” X 3”** and position it in the middle of the slide
21. Apply the **Wisp Design Theme**
22. Save **“Rollno_Task01.pptx”**.

Task 02: Working with Multimedia

[30 minutes]

1. Take your Task 01 named **“Rollno_Task01.pptx”**
2. Make a copy of Task 01 named as **“Rollno_Task02.pptx”**
3. Apply the **“Ripple Transition”** to all slides
4. In the second slide, **“Demote”** all bullets below **“Great Presentation”**
5. Apply **“Grow & Turn”** animation to all slides
6. **Reorder** the second slide **“Animation”** as depicted here.
7. Add **“Notes”** to the **second** slide entitled **“Presentation at University of Punjab”**
8. Change the **“Design Variants”** to **“Wisp Light Blue”**
9. Apply the **8x8** rule to the last slide
10. Change the view to **“Slide Sorter”** view
11. Check **“Spelling & Grammar”**; correct the errors as needed Save it.