

PRACTICAL-1

Make a PowerPoint presentation of at least 5 slides.

Add a new slide in the presentation using new slide option.

Copy & paste the 2nd slide after 5th slide.

Delete the 2nd slide using delete option.

Make the selected text bold using “B” option.

Save this presentation as ms-ppt.ppt in “my documents” folder using save as option.

PRACTICAL-2

Edit some part of your document and save again using save option .

Close the presentation.

Open this presentation again using open option from office button.

View the file you have created using print preview option.

Take a print out of this document through print option.

PRACTICAL-3

Search for some word using find option.

Replace the word “Microsoft” with “MS”.

Select your document by using select all option and change the font size of your document.

Underline the “Microsoft –word” using underline option.

Select the text and draw a line through the middle of the selected text.

PRACTICAL-4

Create the small letters below the text line

Create the small letters above the base line

Change the selected text to uppercase or lowercase.

Select the text and highlight it with BLUE.

Change the color of the selected text.

PRACTICAL-5

Insert bullets to the text.

Create a numbered list having 10 items in the list.

Select the text and align the text to the centre of the slide.

Change the spacing between the lines of the text.

Increase the indent level of the paragraph.

Change the background color behind the selected text..

PRACTICAL-6

Draw an e-r diagram using shapes tool.

Fill the shapes used in e-r diagram with appropriate color using shape fill option.

Give the outline with black color to every shape using shape outline option.

Use any shape effect in the diagram.

PRACTICAL-7

Insert a table like this:

<u>Rollno.</u>	<u>Name</u>	<u>Course</u>	<u>Language</u>
1.	Kapil	BCA	HTML
2.	Suresh	MCA	ASP.NET
3.	Shushma	B.COM.	TALLY
4.	Sandy	B.COM.	C

Draw the borders of the table using draw table option.

Select the last row of the table and delete the entire row.

Insert some more columns to the right in the table.

Put a picture on the slide.

PRACTICAL-8

Insert a clip art of computer in the file using clip art option .

Draw a star using shapes option .

Draw a figure using SmartArt option and add some text in the figure.

Insert date & time using date & time option..

Using WordArt ,write the following “THANK YOU” .Use any style you wish and give it a font size of 20 points.

PRACTICAL-9

Insert header & footer using the header and footer option.

Draw a text box and insert the following text in the textbox:

This document is available free of charge on



“Computer is an electronic device that performs complex calculations easily.”

Insert Excel worksheet using object option in insert menu.

Create a hyperlink & attach a file to the hyperlink.

Insert slide number at the bottom of the slide using slide number option.

PRACTICAL-10

Set the slide orientation as landscape.

Apply the civic theme to the all slides of the presentation.

Set the background style for the theme.

Animate the slides as wipe using animate option.

PRACTICAL-11

Check the spelling of the text using spelling option.

View the presentation in black and white using pure black and white option.

View the presentation in grayscale.

View the screen in full mode and zoom mode.

PRACTICAL-12

Insert a column chart to the presentation using chart tool.

Create an organization chart in smart art.

Insert slides from another presentation.

Save the presentation again using save option(ctrl+S).

View the slide show of the presentation using slide show option.

You will be creating a slideshow using Microsoft PowerPoint. PowerPoint is a powerful and convenient tool for presenting anything and getting your point across. It is important to understand the key features of the software, and how to use them to make high quality and impressive presentations.

This assignment will be out of 1000 possible points.

Getting started:

- It is highly recommended that you use Microsoft PowerPoint. Any version year is fine (2007, 2010, 2013, etc.), but there are some minor differences between them. Student versions are available at a discount and the computer labs have it pre-installed.
- If you cannot use PowerPoint, there are alternatives:
 - OpenOffice Impress - Similar to PowerPoint, less intuitive, but free.
- The slideshow should be a **MINIMUM of 4 slides**, and a **MAXIMUM of 6 slides**.
- The slideshow file should be less than 50MB in size.
- Up to **700 points** are possible for the basic fulfillment of the *Assignment Requirements*.
- The remaining **300 points** are given based on the overall quality and creativity of the slideshow.
- You can take two routes: You can create a professional and clean slideshow that is worthy of presentation to a CEO. Or, you can create a crazy and dense slideshow that uses as many PowerPoint features as possible, while still being readable.

Assignment Requirements:

1. **First Slide:** Title/Introduction
 - Create a title. Give it a larger and non-default font. Make it look important.
 - Include the following subtitles:
 - Your full name. Make the text smaller than the title. Make it centered.
 - Your UCSC login name. Make it italicized.
 - The current date.
2. **Second Slide:** Picture and Text
 - Insert a picture.
 - Insert a text box, with a couple sentences describing the picture.
3. **Third Slide:** Chart
 - Insert a chart (aka graph) that illustrates your ratings of a specific topic.
 - For example, you can rate all the homework assignments for this class (including this one) based on fun and difficulty, on a scale of 1-10, where 1 is not fun and 10 is extremely fun, and 1 is very easy and 10 is very difficult.
 - When you insert a chart, a window for Microsoft Excel (review Assignment 1) might also appear. In Excel, modify the first column, first row, numbers, and bounding box. You can see how each change affects the chart in PowerPoint.
 - Insert a text box, with a couple sentences describing the chart.
4. **Fourth Slide:** List
 - Make a list, with sub-bullets. For example:
 - Here is the first item of the list.
 - Here is the second item of the list.
 - Here is the third item of the list.
 - Here is the first sub-bullet of the third item.
 - Here is the second sub-bullet of the third item.
 - Here is the fourth item of the list.
 - Sub-bullets are created by hitting the [Tab] key on your keyboard before writing a new item. To reverse a sub-bullet, hit [Shift]+[Tab] on your keyboard before writing a new item.
5. **Extra Effort**
 - Remember the items above will achieve up to 700 points. Here are some tips for the remaining 300 points:
 - Check for spelling or grammar mistakes.
 - Use slide transitions.
 - Use animations, with good timing.
 - Insert a hyperlink.
 - Insert a table.
 - Insert multimedia (without going over 20MB file size limit).
 - Be impressive and creative!

SUBMIT your file (with any file name) to Canvas under Assignment 5.

Quick PowerPoint Directions (exact directions will vary depending on program and version year used):

- Open PowerPoint.
- Begin a Blank Presentation.
- You can now edit the *Title slide*.
- Click where it says to add the title, and type any title you want.
- Also type in your name, login name, and date (perhaps as a subtitle).
- Insert a new slide for the *Picture/Text slide* (the "New Slide" button is under the "Home" tab).
- Insert a picture on the slide ("Insert" tab > "Picture" button > select your picture > click "Open"). Resize the picture by dragging the corners.
- Insert text on the slide ("Insert" tab > "Text Box" button > click and drag on the slide to create a text box).
- If the slide already has a text box, you can use it by resizing the text box and moving it to where you want it.
- Insert a new slide for the *Chart slide*.
- Insert a chart on the slide ("Insert" tab > "Chart" button > select a style > click "Okay"). Excel should then open.
- Modify the chart contents/data by editing the Excel file that should have opened.
 - To remove columns, right-click the column letter and click "delete".
 - To remove rows, right-click the row number and click "delete".
 - Modify the labels as you want (look at the chart as it updates in PowerPoint to understand how it works).
 - Insert the numerical values for your ratings.
 - Only the Excel cells within the blue (usually) bounding box will be included in the PowerPoint chart.
- Modify the chart's formatting under the "Design", "Layout", and "Format" tabs that appear on the top menu when the chart is selected. From there, you can add/edit the chart's title, labels, axes, legend, gridlines, colors, etc.
- Insert a new slide for the *List slide*.
- Insert a text box if one isn't already there.
- Make sure a bulleted list is being created as you type. Type [Enter] or [Return] to go to the next line/bullet. Type [Tab] at the beginning of the line to make a sub-bullet. Type [Shift]+[Tab] at the beginning of the line to reverse a sub-bullet.
- View your slideshow ("Slide Show" tab > "From Beginning" button).