

Practical No.15: Slide Presentation Using Tables and Charts

I

Practical Significance

Table can be used to organize and analyze data in presentation and the charts are visual elements that represent the data in the form of various types of graphs. The visual method can make the point much stronger than simply describing the data. This practical is useful to develop skills to create and manipulate tables in the slides and representing the data in various forms of charts/graphs and manage its presentation.

II

Relevant Program Outcomes

Basic knowledge: Apply knowledge of basic mathematics, science and basic engineering to solve the problems related to application of computers and communication services in storing, manipulating and transmitting data, often in the context of a business or other enterprise.

Experiments and practice: Plan to perform experiments, practices and to use the results to solve Information Technology related problems.

Engineering tools: Apply appropriate Information Technology related techniques/ tools with an understanding of the limitations.

The engineer and society: Assess societal, health, safety and legal issues and the consequent responsibilities relevant to practice in the field of Information technology.

Ethics: Apply ethical principles for commitment to professional ethics, responsibilities and norms of practice in the field of Information Technology.

Communication: Communicate effectively in oral and written form.

III

Relevant Course Outcomes

Prepare professional presentations.

IV

Practical Learning Outcome

1. Add tables and charts in the slides.
2. Run slide presentation in different modes.
3. Print slide presentation as handouts.

V

Practical Skills

1. Add tables and charts in the slides and manage it.
2. Run slide presentation in different modes.
3. Print slide presentation as handouts.

VI

Relevant Affective domain related Outcomes

1. Follow safety practices.
2. Follow ethical practices.

VII

Minimum Theoretical Background

One of the major reasons of using power point presentation is to convey message to the audience via static data. This leads to clarity of message to the user and increases the readability and understanding of user. One shall make appropriate use of charts, tables and graphs to fulfill the need.

VIII

Circuit diagram / Experimental set-up / Work Situation

-Not Applicable-

IX Resources required

Sr. No.	Name of Resource	Specification	Qty.	Remarks
1	Computer System	Any desktop or laptop computer with basic configuration	One computer system for each student	
2	Office software Package	Open office, Star office, Libre office, MS office or any other such software.		

X Procedure

Following activities are to be carried using identified software package.

Create a new presentation, Use relevant tool from the menu/ using short cut keys to perform following tasks:

1. Create and format a table in presentation

- a. Select the slide to add a table.
- b. From the relevant menu, select Table.
- c. Specify the number of rows and columns.
- d. To add text to the table cells, click a cell, and then enter text.

2. Create a charts in a presentation

- a. Using the relevant menu ribbon, select the Chart option.
- b. Select the type of chart from the different chart types.
- c. Modify a Chart: To change the type of chart then select the chart and use relevant option to choose the new chart type.
- d. To format the charts layout styles, then select the relevant option.

NOTE: To create and edit charts, the procedure described in practical number 12 "Create Charts for visual presentation of data" may be followed.

3. Print slide presentation as handouts

- a. Go to Print Menu
- b. From the print option choose handouts.
- c. Specify the number of slides per page.
- d. Specify the order of slides.
- e. Click on print/ok button.

XI Precautions (if any)

- 1. Select appropriate layout and theme for presentation.

XII Actual procedure followed

PLEASE REPOR POINT NUMBER (X)

XIII Resources used (with major specifications)

Computer System	Any desktop or laptop with basic config.
Office Software package	Power Point presentations, Google Slides

XIV Precautions followed

Select appropriate theme layout for presentation.

XV Observations and Calculations
- Not Applicable-

XVI Results

Thus get information about presentation using tables and charts.

XVII Interpretation Of Results

Get information how to insert table and chart in presentation.

XVIII Conclusions and Recommendations (if any)

Studied how to create presentation and how to insert chart and table?

XIX Practical Related Questions

Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

1. Differentiate Normal view and Slide sorter view?
2. What is the significance of banded rows and banded columns of the table?
3. Which chart type is most appropriate to -
 - a. Compare Magnitude.
 - b. Show trend.

XX Exercise

Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

1. Prepare a slide show and add chart showing gender specific population of your class.
2. Create a chart in slide show depicting your earlier semester's marks in bar chart

XXI References / Suggestions for further Reading

- <https://visual.ly/blog/creating-charts-presentations/>
- <https://www.enotes.com/homework-help/what-importance-charts-powerpoint-presentation-119221>

XXII Assessment Scheme

Performance indicators		Weightage
Process related (10 Marks)		40 %
a.	Tool Selection Ability.	20%
b.	Use of Appropriate tool to perform the identified task(s)	20%
Product related (15 Marks)		60 %
a.	Performed/completed the identified task(s)	20%
b.	Correctness of output achieved	20%
c.	Completed the practical in stipulated time	10%
d.	Correctness of question asked	10%
Total (25 Marks)		100 %

List of Student Team Members

1.
2.
3.
4.

Marks Obtained			Dated signature of Teacher
Process Related(10)	Product Related(15)	Total(25)	

Practical Number 5.

(Space for Answers)

Q) Differentiate Normal View and Slide View
 Answer) i) Normal View is the view in which we can edit and make slides and also it has 4 working spaces. You can add Table, chart, line and add image and many more.

ii) Slide view is the presentation. If you click F5 on the keyboard slide show starts. It is used for better viewing and representation. You can also sort and categorised slides as we want.

Question 2) what is the significance of bonded rows and columns?

Answer) Bonded rows and Bonded column are generally used in Microsoft Excel.

Bonded rows and columns are used to show a large amount of data in small scale representation. This function is also helpful when you want to you want to represent and highlight only the important out of detailed data.

Question 3) which chart type is most appropriate to:

a. Compare magnitude:

The chart that is most appropriate for compare magnitude is Area-Chart. Area charts are used for illustrating magnitude between two or more data points that can be compared on one chart.

b. Show Trend:

The chart that is most appropriate for showing trends is line chart.

The line chart is one of the most frequently used chart types, typically used to show trends over period of time.