

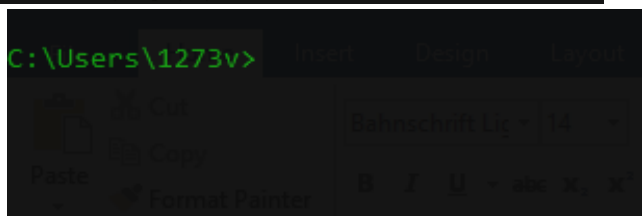
Q1.To practice basic DOS commands like cd, md, Dir, erase, cls, copy, date etc.

1. **CLS:-** (*Clear the screen*) This command is used to clear the screen or wipe out every thing written on the screen.

**Syntax:-** C:\> CLS and press Enter

```
BIOS Version: [01]: Intel(R) Family 9 Model 65 Stepping 1 GenuineIntel ~1900 MHz
Windows Directory: C:\Windows
System Directory: C:\Windows\system32
Boot Device: \Device\HarddiskVolume1
System Locale: en-us;English (United States)
Input Locale: en-us;English (United States)
Time Zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi
Total Physical Memory: 3,992 MB
Available Physical Memory: 916 MB
Virtual Memory: Max Size: 9,368 MB
Virtual Memory: Available: 4,807 MB
Virtual Memory: In Use: 4,561 MB
Page File Location(s): C:\pagefile.sys
Domain: WORKGROUP
Logon Server: \\VMWARRIOR07
Hotfix(s): 5 Hotfix(s) Installed.
[01]: KB5006876
[02]: KB5005791
[03]: KB5009543

Q2.To practice basic DOS commands like cd, md, Dir, erase, cls, copy, date etc.
[01]: Realtek PCIe GBE Family Controller
Connection Name: Ethernet
Status: Media disconnected
[02]: Qualcomm Atheros AR956x Wireless Network Adapter
Connection Name: Wi-Fi
DHCP Enabled: Yes
DHCP Server: 192.168.29.1
IP address(es)
[01]: 192.168.29.195
[02]: fe80::40d9:5724:230:59a4
[03]: 2405:201:4001:2034:9cbc:f612:652:30dd
[04]: 2405:201:4001:2034:40d9:5724:230:59a4
[03]: Bluetooth Device (Personal Area Network)
Connection Name: Bluetooth Network Connection
Status: Media disconnected
[04]: VirtualBox Host-Only Ethernet Adapter
Connection Name: VirtualBox Host-Only Network
DHCP Enabled: No
IP address(es)
[01]: 192.168.56.1
[02]: fe80::7841:889:ab16:22a2
C:\> DIR [/switches]
Hyper-V Requirements: VM Monitor Mode Extensions: Yes
Virtualization Enabled In Firmware: Yes
Second Level Address Translation: Yes
Data Execution Prevention Available: Yes
C:\Users\1273>
```



2. **DIR:-** (*Directory*) Dir command is used for listing files and directories present in the current disk.

**Syntax:-** C:\> DIR [/switches]

```
C:\Users\1273v>cd/

C:\>dir
Volume in drive C has no label.
Volume Serial Number is A885-C134

Directory of C:\

06-01-2022  13:14                30 AVScanner.ini
08-01-2022  20:29          <DIR>      Games
26-12-2021  23:16          <DIR>      Intel
26-12-2021  22:39          <DIR>      MinGW
07-12-2019  14:44          <DIR>      PerfLogs
08-01-2022  19:50          <DIR>      Program Files
08-01-2022  19:14          <DIR>      Program Files (x86)
03-01-2022  11:08          <DIR>      Users
01-01-2022  14:35          <DIR>      Vipul BCA
15-01-2022  19:28          <DIR>      vwarrior
06-01-2022  19:14          <DIR>      Windows
               1 File(s)                30 bytes
               10 Dir(s)  312,105,529,344 bytes free

C:\>
```

Here are some parameters we can use in ‘Dir’ command:-

/P	Page wise
/W	Widths wise
/S	List all files and directory of subdirectories
/AH	Display directory with hidden files
/AS	Display directory with system files
/AD	Display only directories present in current drive

**3. VER:-**(*Version*) Version numbers indicates that which edition of OS we are working on.

Syntax:- C:\> VER press enter

```
C:\>ver

Microsoft Windows [Version 10.0.19044.1466]

C:\>
```

**4. DATE:-** Display the current Date

Syntax:- C:\> DATE

```
C:\>date
The current date is: 17-01-2022
Enter the new date: (dd-mm-yy)

C:\>
```

Type **DATE** without parameters to display the current date setting and a prompt for a new one. Press ENTER to keep the same date.

Note:- We enter new date in the format of **DD-MM-YY**.

Type **DATE** with parameter **/t** to only show current date in format **DD-MM-YY**.

**5. MD:- (Make Directory)**- This command allows to create a new directory.

Syntax:- C:\> MD <Dirname>

```
C:\>md test
C:\>dir
Volume in drive C: has no label.
Volume Serial Number is A885-C134

Directory of C:\

06-01-2022  13:14                30 AVScanner.ini
08-01-2022  20:29             <DIR>      Games
26-12-2021  23:16             <DIR>      Intel
26-12-2021  22:39             <DIR>      WinGw
07-12-2019  14:44             <DIR>      PerfLogs
08-01-2022  19:50             <DIR>      Program Files
08-01-2022  19:14             <DIR>      Program Files (x86)
17-01-2022  23:56             <DIR>      test
03-01-2022  11:08             <DIR>      Users
01-01-2022  14:35             <DIR>      Vipul BCA
15-01-2022  19:28             <DIR>      vwarrior
06-01-2022  19:14             <DIR>      Windows
               1 File(s)                30 bytes
               11 Dir(s)  312,102,899,712 bytes free

C:\>
```

Now this directory can be used for keeping various sort of reports. Under this directory we can create another directory which is known as subdirectory.

**6. CD:- (Change Directory)**:- We can enter or exit from any directory using this command.

Syntax:- To access any directory

C:\> CD <Directory name>

```
C:\>cd vwarrior
C:\vwarrior>dir
Volume in drive C: has no label.
Volume Serial Number is A885-C134

Directory of C:\vwarrior

15-01-2022  19:28             <DIR>      .
15-01-2022  19:28             <DIR>      ..
12-01-2022  14:14        139,457 BCA ASSIGNMENT FOR C LANGUAGE.docx
30-12-2021  18:40             <DIR>      c language
23-12-2021  17:08                299 code.txt
17-01-2022  13:42             <DIR>      collage
15-01-2022  19:28        1,594,514 Doc3.docx
08-01-2022  11:49        1,930,393 Formal communication.pptx
11-01-2022  13:34             <DIR>      HTML
29-12-2021  21:10             <DIR>      my office setup
01-01-2022  11:59             <DIR>      programs
12-01-2022  12:06             <DIR>      test
15-01-2022  00:35             <DIR>      wallpaper
               4 File(s)        3,664,663 bytes
               9 Dir(s)  311,966,728,192 bytes free
```

Prompt will change with the directory name. If we keep two dots after CD command than we will exit from the directory.

- 7. COPY :-** Copy command is used for copy any file to another location or to copy the files to another directory. This command may also be used for copying any file to another disk with different file name.

Syntax:- C:\> COPY <Source filename> <Target file name>

```
C:\vwarrior>copy collage test2
collage\Proposed BCA Scheme 27 Oct 2021.pdf
collage\TECNIA syllabus.docx
collage\Time Table(morning).doc
collage\vipul_BCA109_TC_assigmnet1.pdf
        4 file(s) copied.

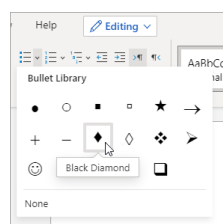
C:\vwarrior>
```

**Q2 Objective-**To practice the use of Bullets, numbering, multilevel lists, and use of Table Feature- Insert table with rows and columns, draw tables, excel spreadsheet and quick tables etc.

**Procedure-**

- **Use of bullets**

1. Place your cursor where you want a bulleted list.
2. Click **Home> Paragraph**, and then click the arrow next to **Bullets**. Choose a bullet style and start typing.



Press Enter every time you want a new bullet, or press Enter twice to end the bulleted list.

### Example:-

- ❖ This is bullet. Hit enter for next line bullet
- ❖ This is next line bullet.

### • Use of number list:-

1. Select the text or numbered list you want to change.
2. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Numbered List** ,
3. click the down arrow next to Number style and choose numbers, letters, or another chronological format.
4. Click OK.

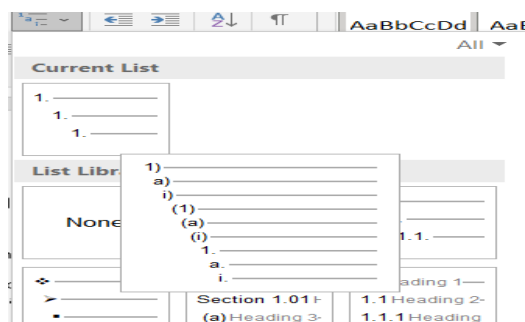


### Example:-

1. This is number list. Hit enter for next line number list.
2. This is next line number list.

## Use of multi-level list

1. On the **Home** tab, in the **Paragraph** group, click the arrow next to **Multilevel List** , and then click **Define New Multilevel List**.
2. To change the style, click the down arrow next to **Number style** and choose numbers, letters, or another chronological format. Specify a level number to include this from.



3. Now multi-level is selected for use.

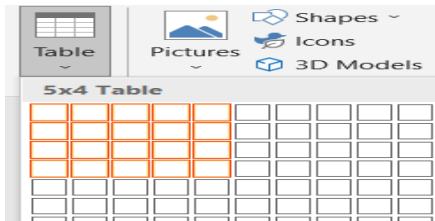
### Example:-

- 1) This is multi-level list. Hit enter for next line multi-level list.
  - i) This is multi-level lists.

- **Uses of table features**

- ◆ **Insert table with column and rows**

1. Select the Insert tab.
2. Click the Table command.
3. Hover your mouse over the diagram squares to select the number of columns.

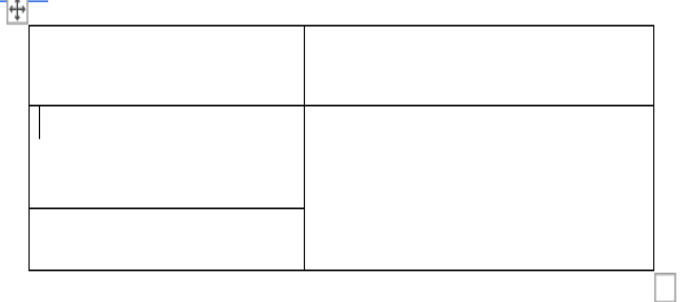


4. rows in the table.
5. Inserting a new table
6. Click your mouse, and the table appears in the document.
7. You can now place the insertion point anywhere in the table to add text.

- **Draw table.**

1. Select the Insert tab.
2. Click the Table command.
3. Click on **Draw Table**.
4. It will show pencil cursor, drag it to create a table.

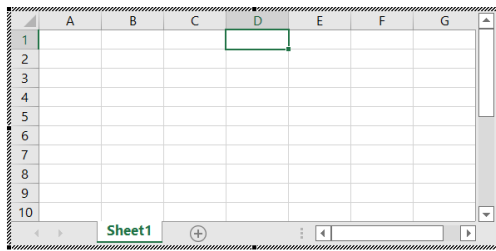
Example:-




- **Create excel spreadsheet**

1. Select the Insert tab.
2. Click the Table command.
3. Click on **Excel Spreadsheet**.

4. It will create excel sheet as show in image



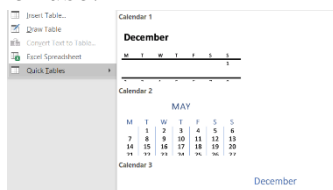
Now you can customize sheet and click on any blank area to finalize it.

- **Create a Quick table.**

1. Select the insert tab.
2. Click the Table command.
3. Click on **Quick Tables**.

After that menu will open and you can choose any in-built table templates

for use.

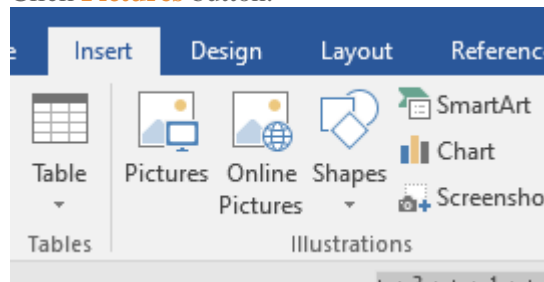


**Q3 Objective-To practice the use of Insert Features – add picture, Chart, SmartArt, WordArt, Equation, Symbols, Header and Footer, Page Numbering etc. and the use of Design Features – Watermark, Page color, Page Border, Themes implementation.**

➤ **Add pictures**

1. Click in your document where you want to insert your picture.
2. Click the **Insert** tab.

3. Click **Pictures** button.



A file browser window opens.

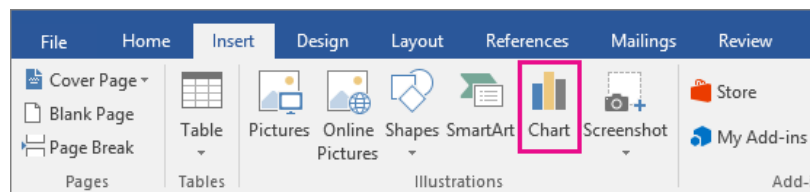
4. Navigate to the picture you want to insert and select it.

To insert more than one file at a time, press and hold down Ctrl as you select them.

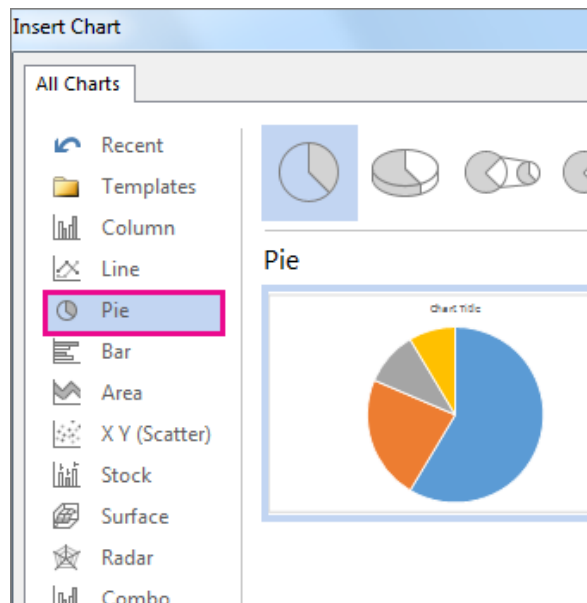
5. Click **Insert** button.

### ➤ **Insert chart**

1. Click **Insert > Chart**.



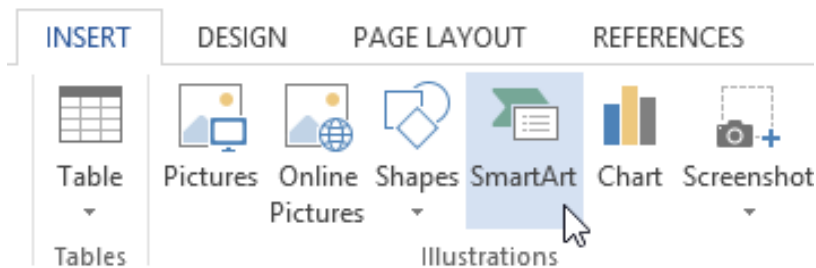
2. Click the chart type and then double-click the chart you want.





### ➤ Insert SmartArt

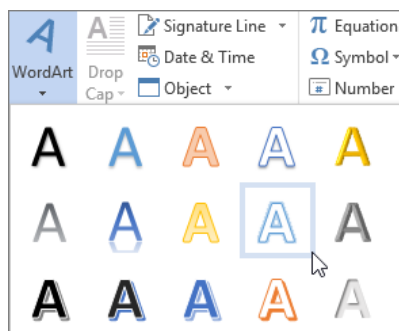
1. Place the insertion point in the document where you want the SmartArt graphic to appear.
2. From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.



3. A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic, then click **OK**.

### ➤ Insert WordArt

1. Click **Insert > WordArt**, and pick the WordArt style you want.



2. In the WordArt gallery, the letter A represents the distinctive designs that are applied to all text you type

### ➤ Insert Equation

1. Select **Insert > Equation** or press Alt +=.
2. To use a built-in formula, select **Design > Equation**.
3. To create your own, select **Design > Equation > Ink Equation**.
4. Use your finger, stylus, or mouse to write your equation.

5. Select **Insert** to bring your equation into the file.

➤ **To insert a symbol:**

1. From the **Insert** tab, click **Symbol**.
2. Choose the symbol that you want from the drop-down list. If the symbol is not in the list, click **More Symbols**. In the font box, choose the font you are using, click the symbol you want to insert, and select **Insert**.

➤ **To insert header and footer.**

1. Go to **Insert > Header or Footer**.
2. Choose the header style you want to use.
3. Add or change text for the header or footer.
4. To eliminate a header--like deleting it on the title page--select it and then check the **Different First Page** box.
5. Select **Close Header and Footer** or press Esc to exit.

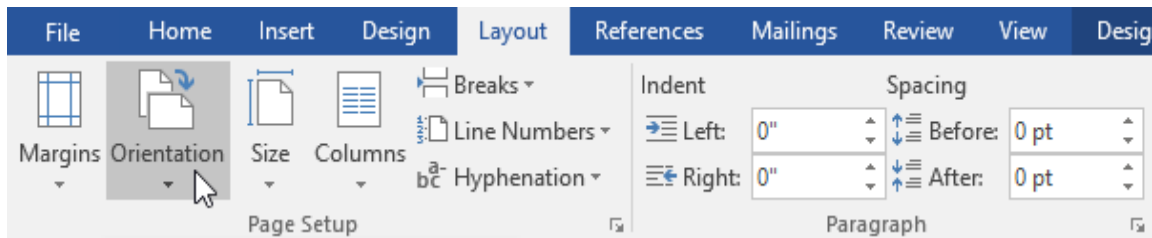
➤ **To use of page numbering.**

1. Select **Insert > Page Number**, and then choose the location and style you want.
2. If you do not want a page number to appear on the first page, select **Different First Page**.
3. If you want numbering to start with 1 on the second page, go to **Page Number > Format Page Numbers**, and set **Start at** to 0.
4. When you are done, select **Close Header and Footer** or press Esc.

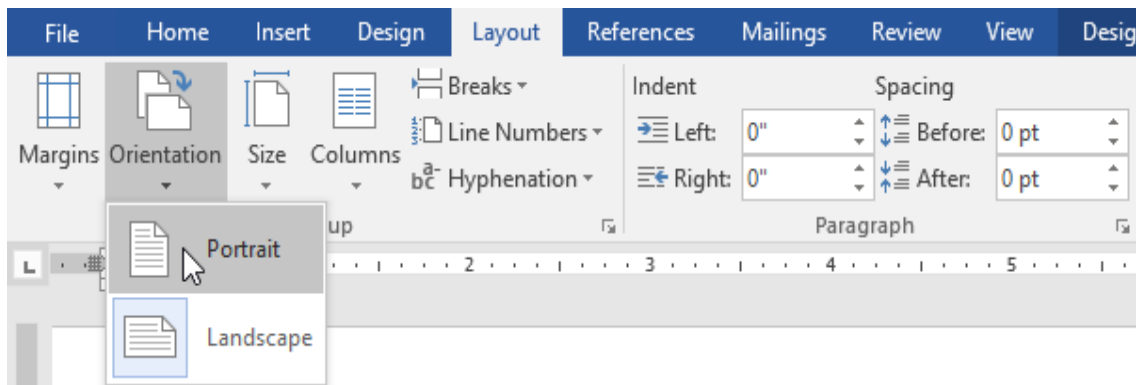
**Q4 Objective:- Word offers a variety of page layout and formatting options that affect how content appears on the page. You can customize the page orientation, paper size, and page margins depending on how you want your document to appear.**

### **To change page orientation:**

1. Select the **Layout** tab.
2. Click the **Orientation** command in the Page Setup group.



3.A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.



4.The page orientation of the document will be changed.

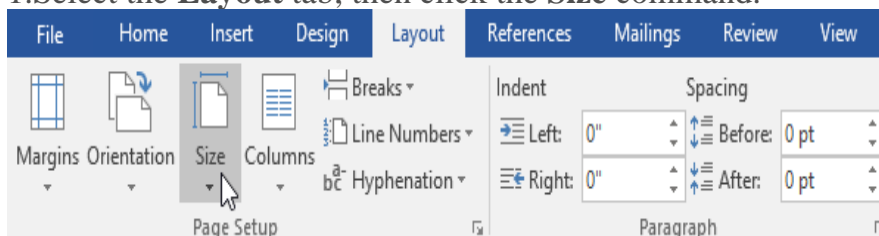
## Page size:-

By default, the page size of a new document is 8.5 inches by 11 inches. Depending on your project, you may need to adjust your document's page size. It is important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

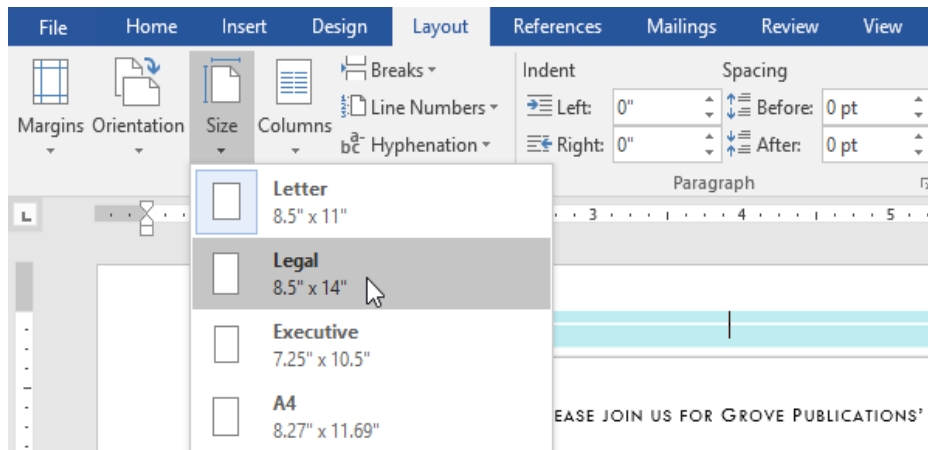
## How To change the page size:

Word has a variety of predefined page sizes to choose from.

1.Select the **Layout** tab, then click the **Size** command.



2.A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.

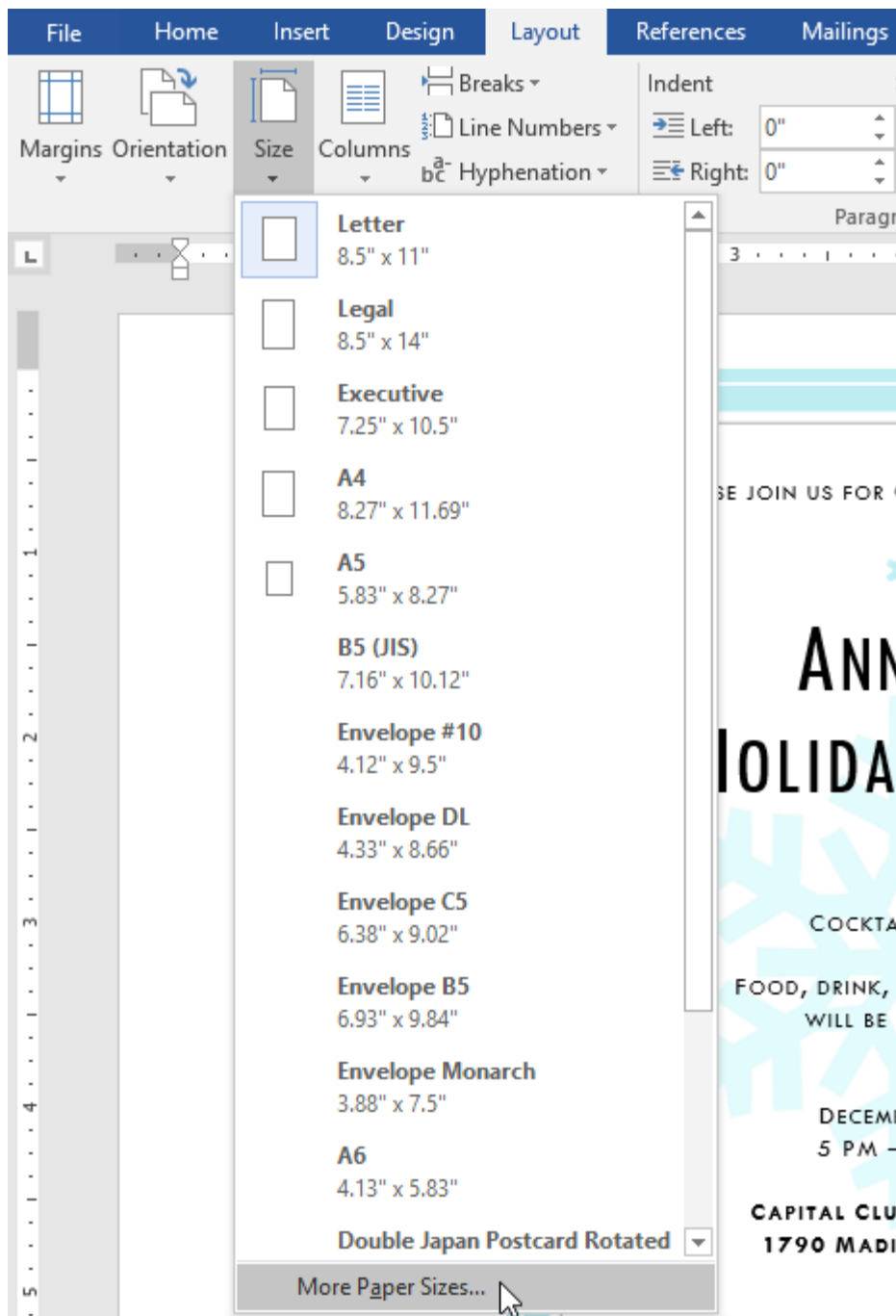


3.The page size of the document will be changed.

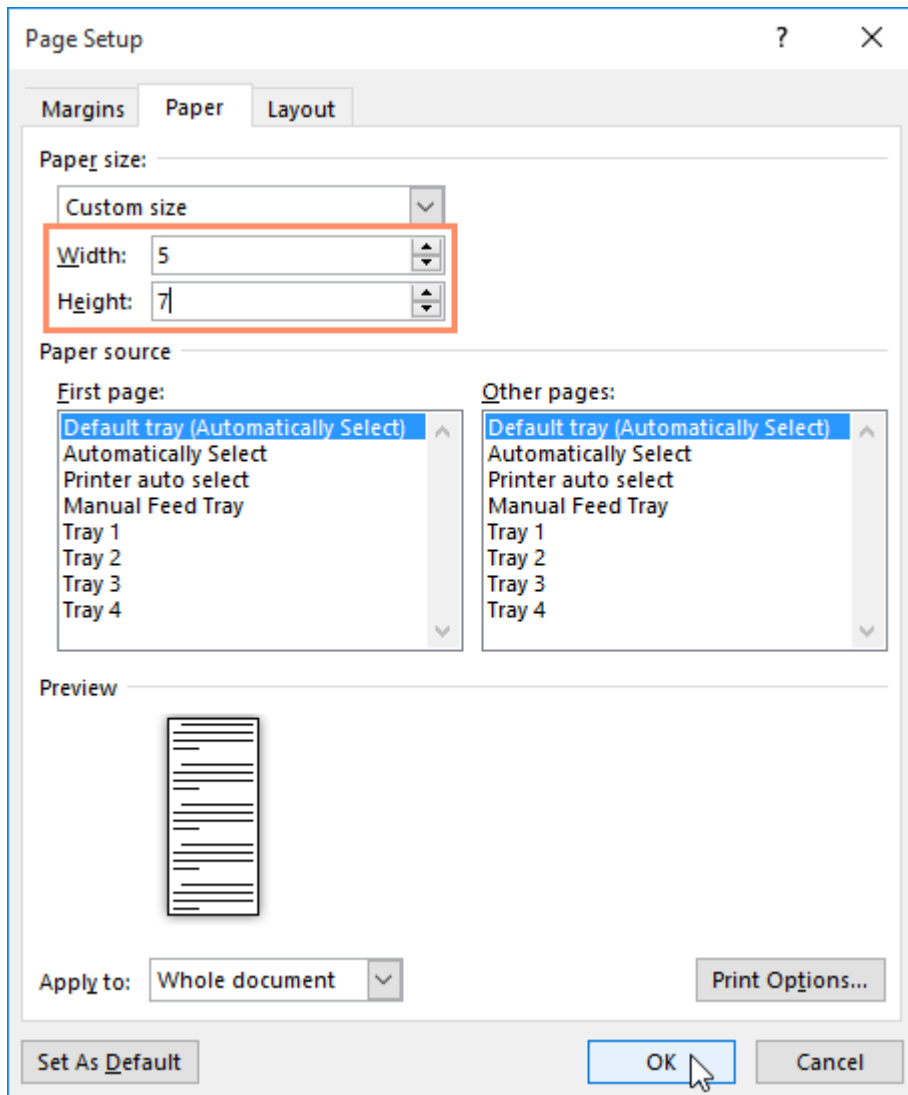
## How To use a custom page size:-

Word also allows you to customize the page size in the Page Setup dialog box.

1.From the **Layout** tab, click **Size**. Select **More Paper Sizes** from the drop-down menu.



2. The **Page Setup** dialog box will appear.
3. Adjust the values for **Width** and **Height**, then click **OK**.



4.The page size of the document will be changed.

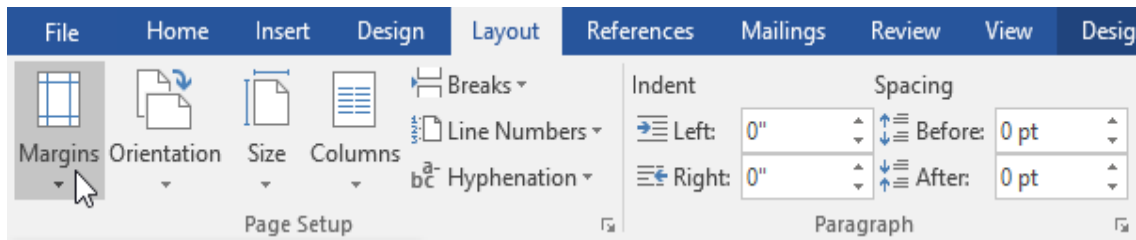
## Page margins:-

A margin is the space between the text and the edge of your document. By default, a new document's margins are set to Normal, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

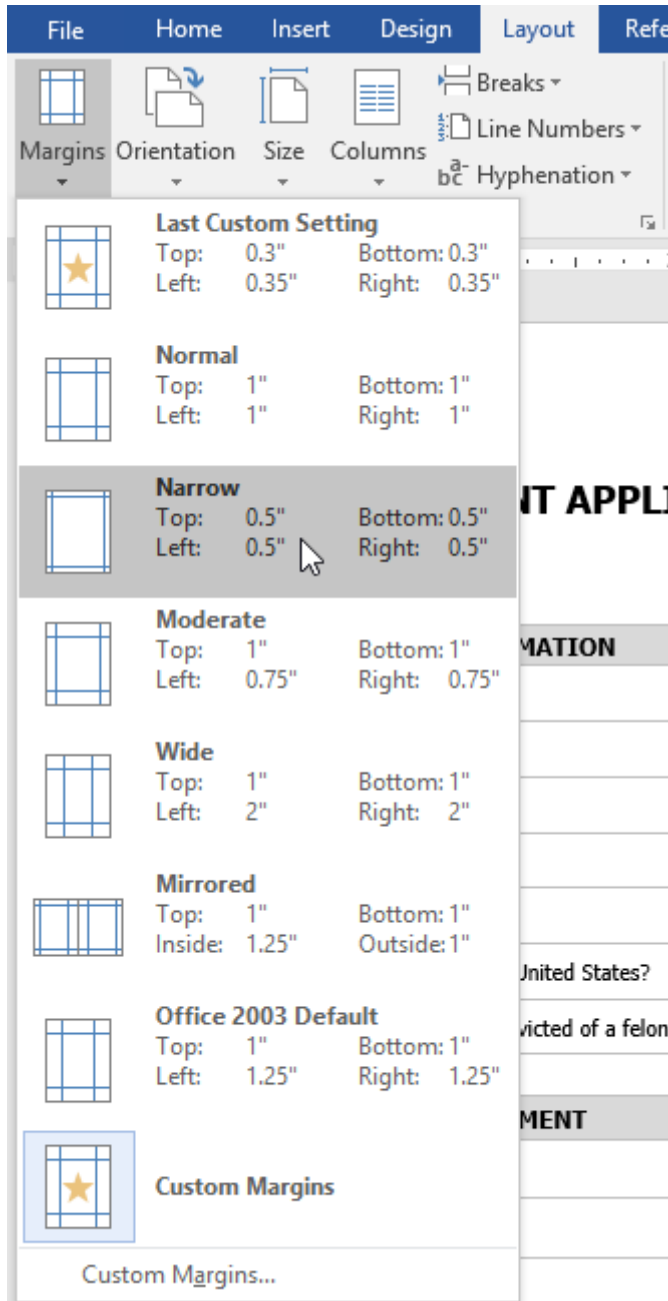
## HOW To format page margins:-

Word has a variety of predefined margin sizes to choose from.

1.Select the **Layout** tab, then click the **Margins** command.



2.A drop-down menu will appear. Click the **predefined margin size** you want.

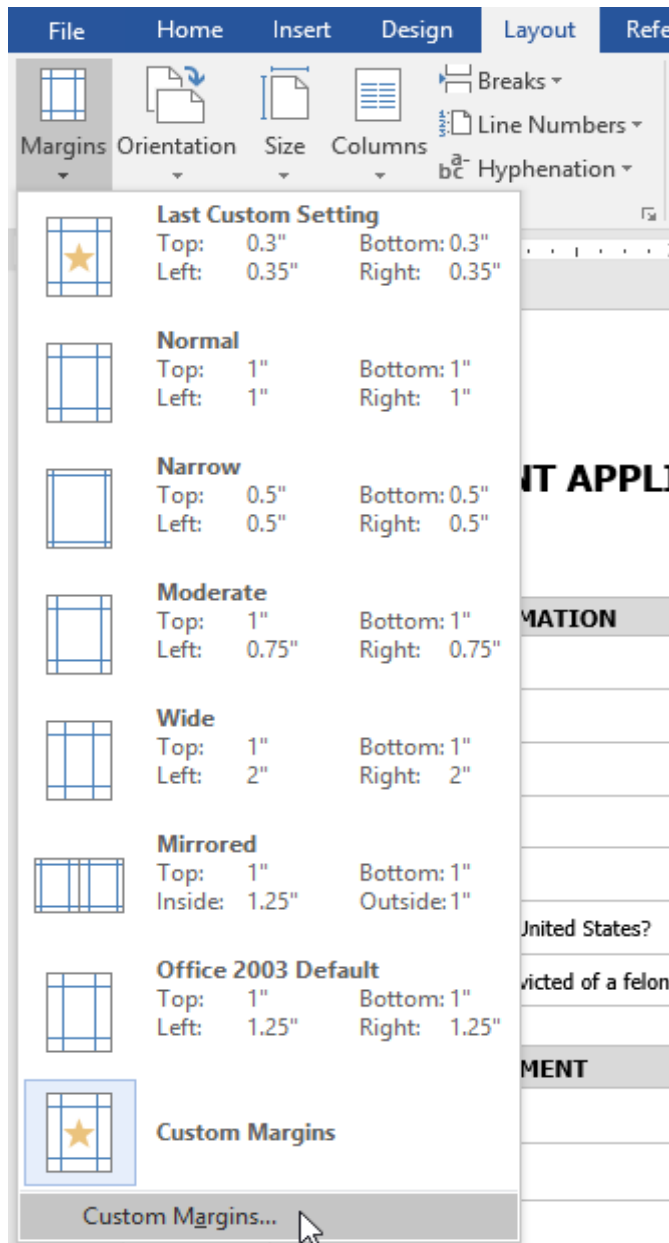


3.The margins of the document will be changed.

## How To use custom margins:-

Word also allows you to customize the size of your margins in the Page Setup dialog box.

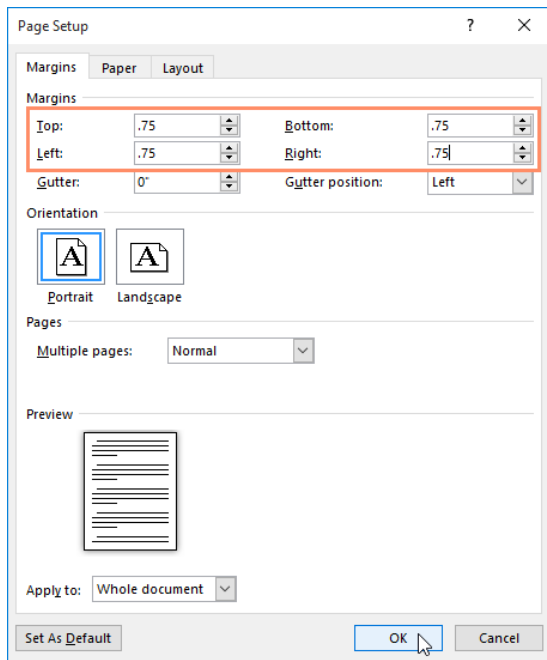
1.From the **Layout** tab, click **Margins**. Select **Custom Margins** from the drop-down menu.



2.The **Page Setup** dialog box will appear.

3.Adjust the values for each margin, then click **OK**.

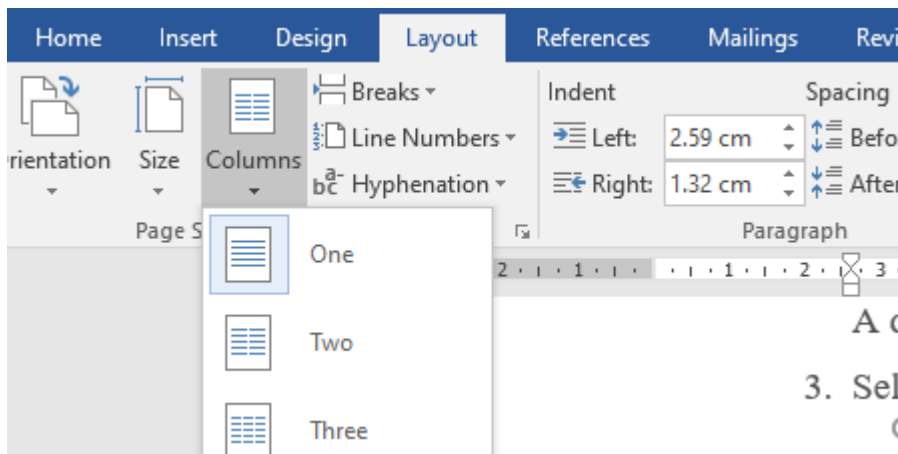




4.The margins of the document will be changed.

## How To add columns to a document:

- 1.Select the text you want to format.
- 2.Select the **Layout** tab, then click the **Columns** command. A drop-down menu will appear.
- 3.Select the number of columns you want to create.



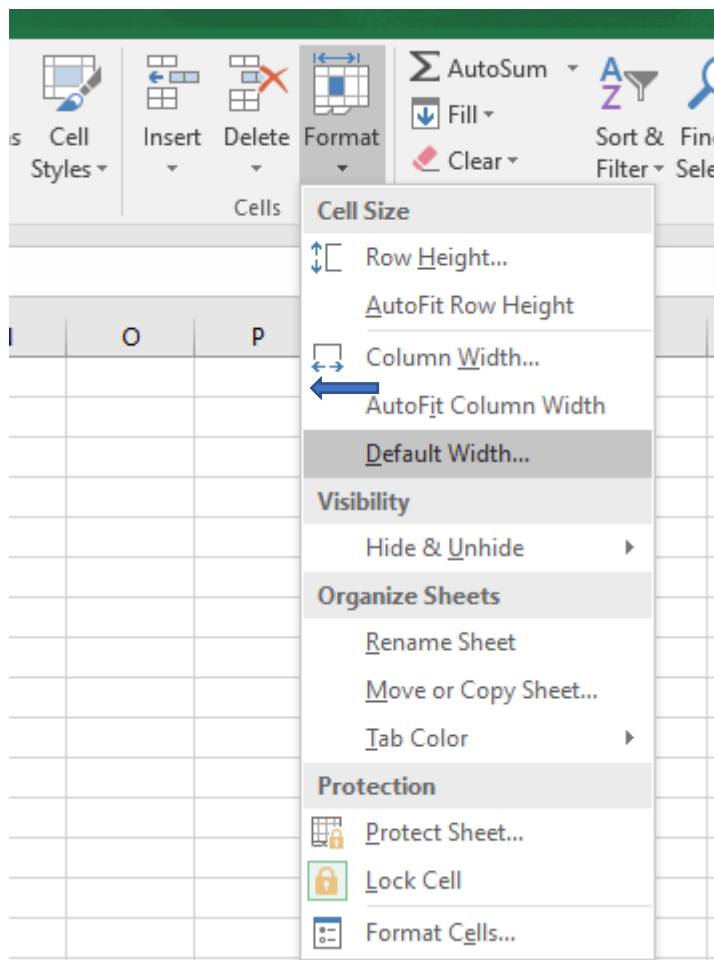
4.The text will format into columns.

**Q5 Aim:-** To practice the use of excel basic formatting feature- wrap text, Insert and delete (cells, sheet, row, or column), Format- Cell height, Cell width, Hide, UNHIDE, Protection, Freeze and Unfreeze panes, Macros etc.).

**Produce:-**

## 1.Set a cell to a specific width

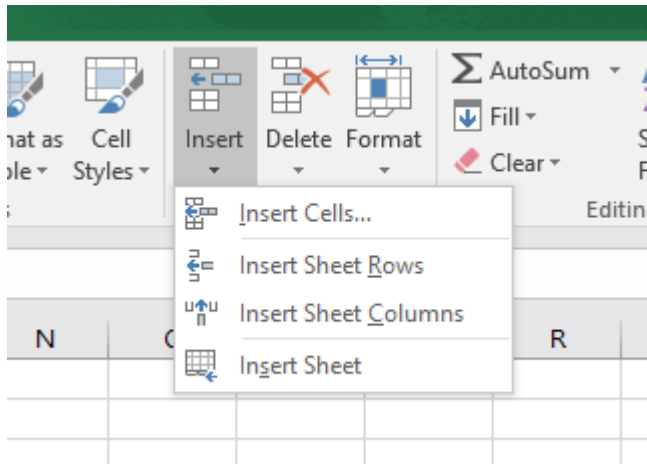
- Select the column or columns that you want to change.
- On the **Home** tab, in the **Cells** group, click **Format**.



- Under **Cell Size**, click **Autofit Column Width**.
- Click **OK**.

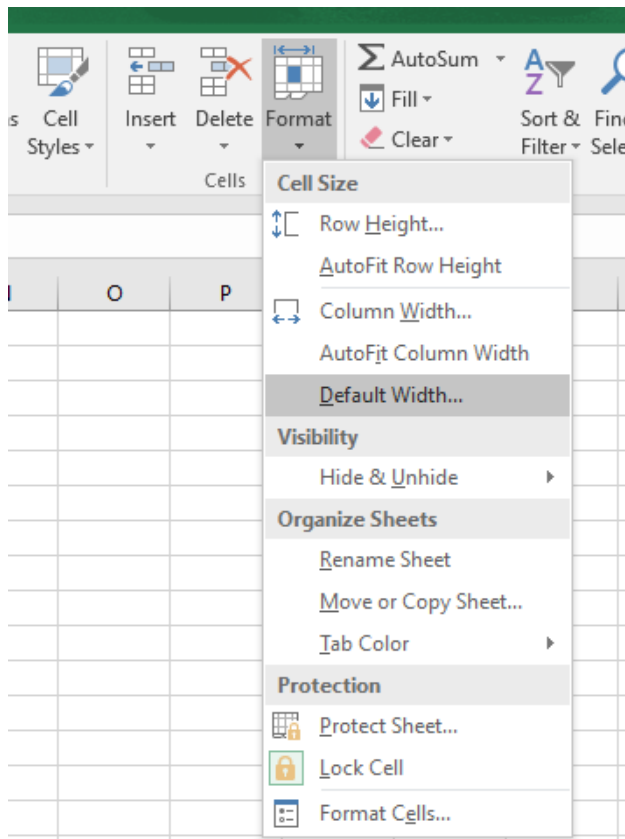
## 2. Insert cells :-

- Select the cell, or the range of cells, to the right or above where you want to insert additional cells.
- On the **Home** tab, in the **Cells** group, click **Insert**.
- On the **Insert** menu, click **Insert cells**.



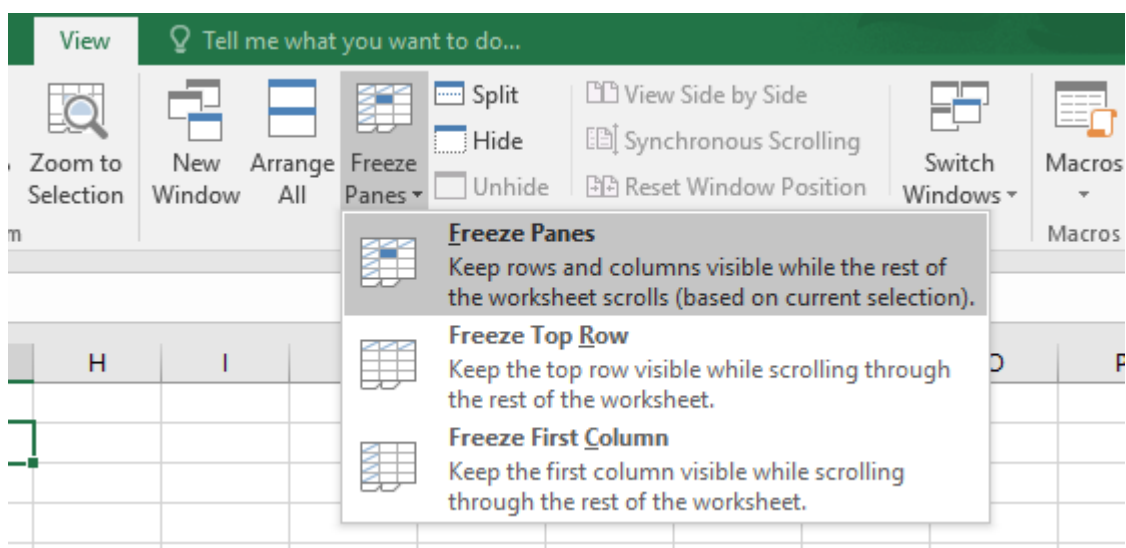
## 3. Set a cell to a specific height :-

1. Select the row or rows that you want to change.
2. On the **Home** tab, in the **Cells** group, click **Format**.
3. Under **Cell Size**, click **Autofit Row Height**.



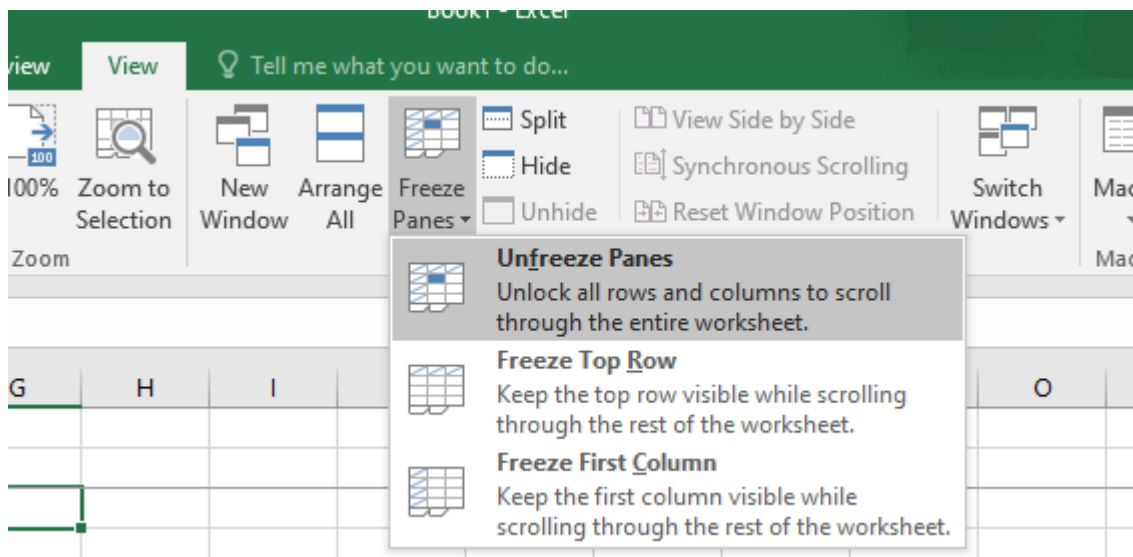
## 4. Freeze columns and rows

1. From the **View** tab, **Windows Group**, click the **Freeze Panes** drop down arrow
2. Select either **Freeze Top Row** or **Freeze First Column**
3. Excel inserts a thin line to show you where the frozen pane begins.



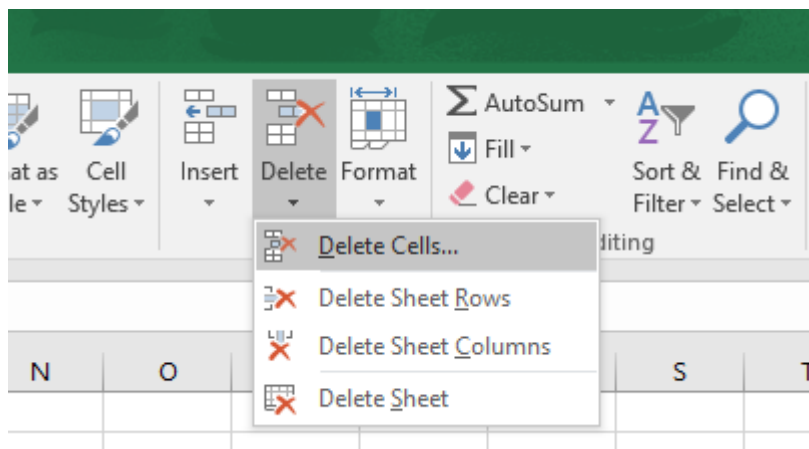
## 5. To Unfreeze panes

1. Select **View** tab, **Windows Group**, click **Freeze Panes** and select **Unfreeze Panes**



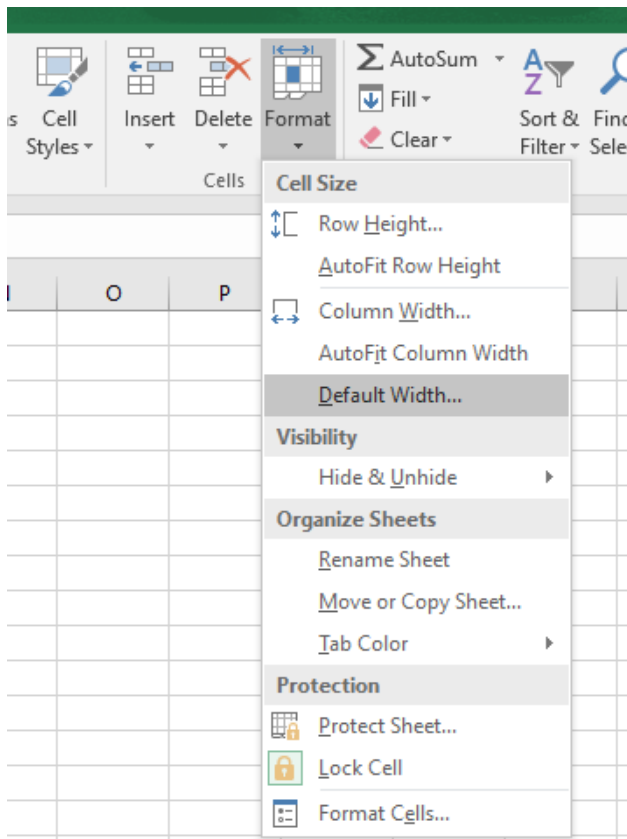
## 6. For delete cells:-

1. On **HOME** tab, in **CELLS** group, select **Delete CELLS**



## 7. To hide and Un-hide Cells.

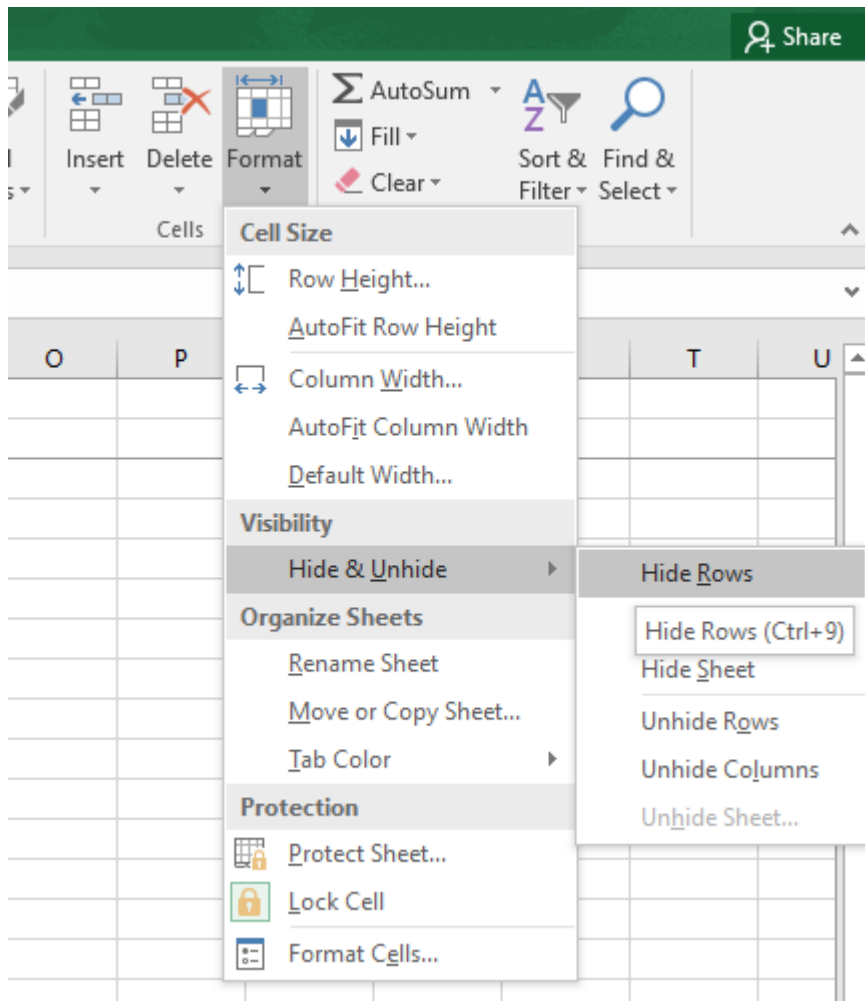
1. Select the Cell you wish to hide
2. On the **Home** tab, in the **Cells** group, click **Format**.
3. On the **Home** tab, click **Format**.
4. Under **Visibility**, Hover pointer on **Hide and unhide cells**.



5. Select **Hide rows** or **columns**

## 7. For unhide

1. Select the **Cell** you wish to hide
2. On the **Home** tab, in the **Cells** group, click **Format**.
3. On the **Home** tab, click **Format**.
4. Under **Visibility**, Hover pointer on Hide and unhide cells.



5. Select **unhide rows or columns**

## Experiment-10

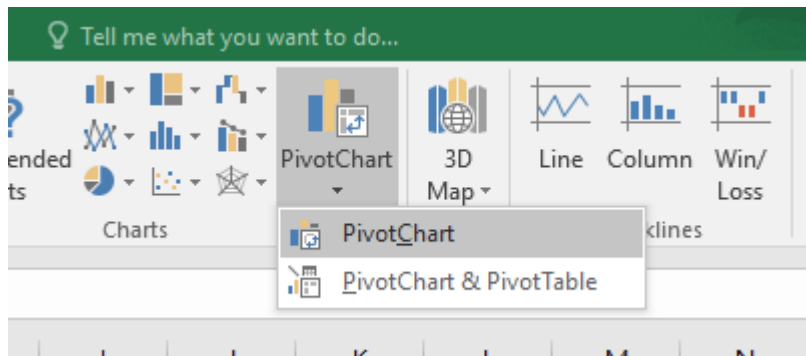
**Q6 Aim:-** -To practice the use of Insert Features- Pivot Table, Pivot Chart, Picture, Chart and its formatting and Design and the use of Page layout Features-Margins, Orientation, Page Break, Background, Height, and Width of Cells.

**Procedure:-**

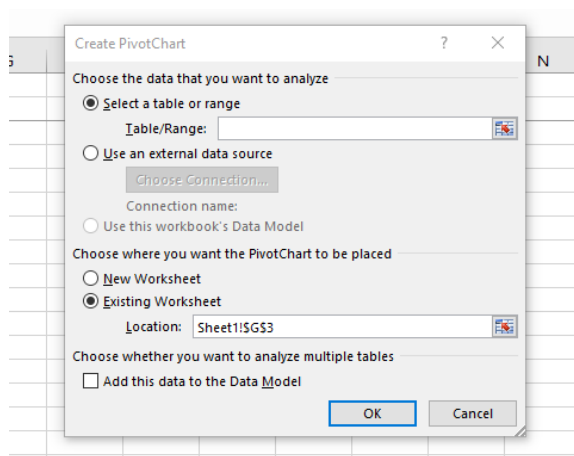
### 1. Creating a PivotTable

1. Select the cells you want to create a PivotTable from.

2. Select **Insert > PivotChart> PivotTable**.



3.This will create a **PivotTable** based on an existing table or range.

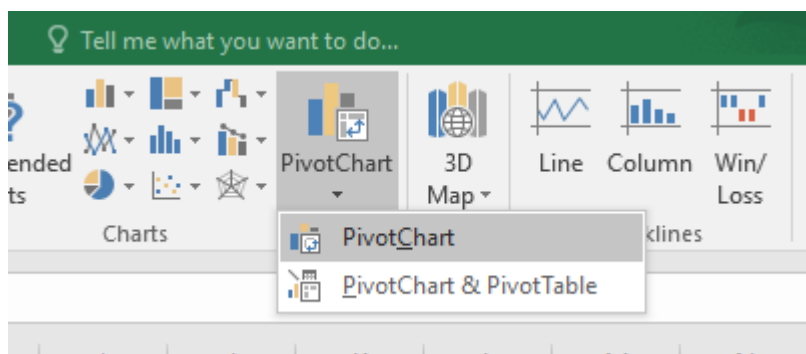


4.Choose where you want the PivotTable report to be placed. Select **New Worksheet** to place the PivotTable in a new worksheet or **Existing Worksheet** and select where you want the new PivotTable to appear.

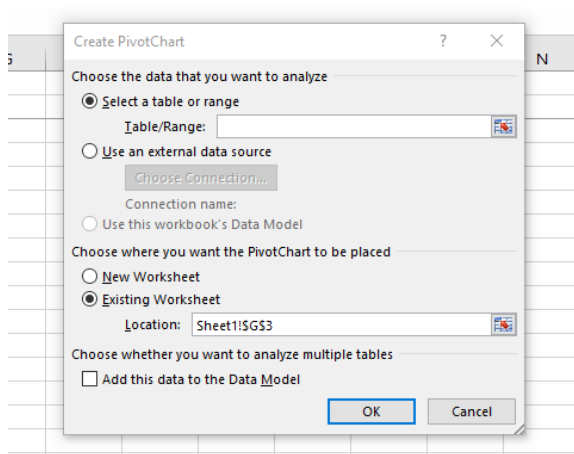
5.Click **OK**.

## 2. Create a PivotChart

1. Select a **cell** in your table.





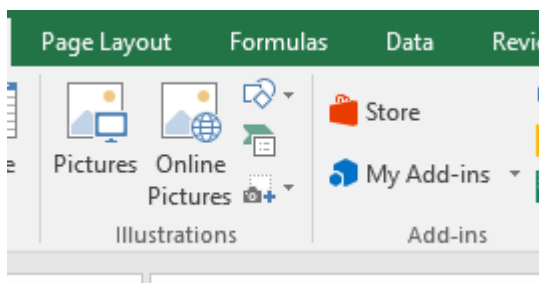


2. Select **Insert > PivotChart**.
3. Select **OK**.

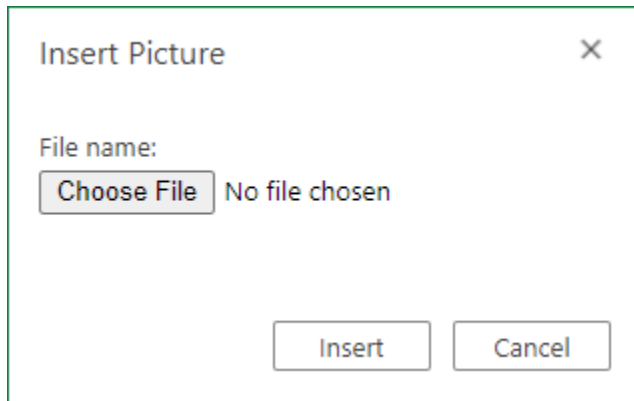
### 3. Picture

## 1.Insert a picture in Excel

Inserting a picture in your worksheet is an effortless way to show information or add visual interest. There are three ways to add a picture in Excel for the web.



## 2.Insert Picture from your computer



To insert a picture that is saved in a location you can access, follow these steps:

1. Click the location in your worksheet where you want to insert a picture.
2. On the Insert ribbon, click Pictures.
3. Select This Device...
4. Browse to the picture you want to insert, select it, and then click Open.

The picture will be inserted in your worksheet.

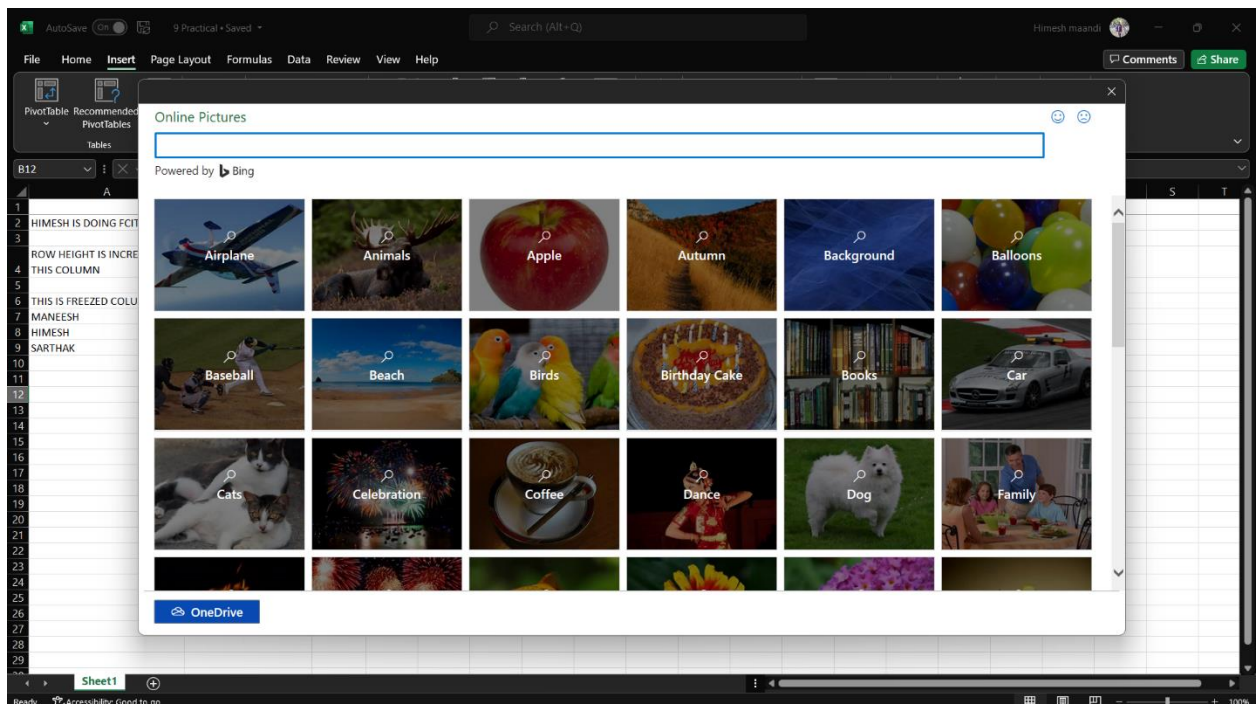
## 3.Insert Picture from Stock Images

To insert a picture from a collection of stock images, follow these steps:

1. Click the location in your worksheet where you want to insert a picture.
2. On the Insert ribbon, click Pictures.
3. Select Stock Images...
4. Browse to the picture you want to insert, select it, and then click Open.

The picture will be inserted in your worksheet.

## 4. Insert Picture from Bing Pictures



To insert a picture from a Bing Pictures search, follow these steps:

1. Click the location in your worksheet where you want to insert a picture.
2. On the Insert ribbon, click Pictures.
3. Select Bing Pictures...
4. Search for the picture you want to insert, select it, and click Open.

The picture will be inserted in your worksheet.

## 4. Page Layout Features

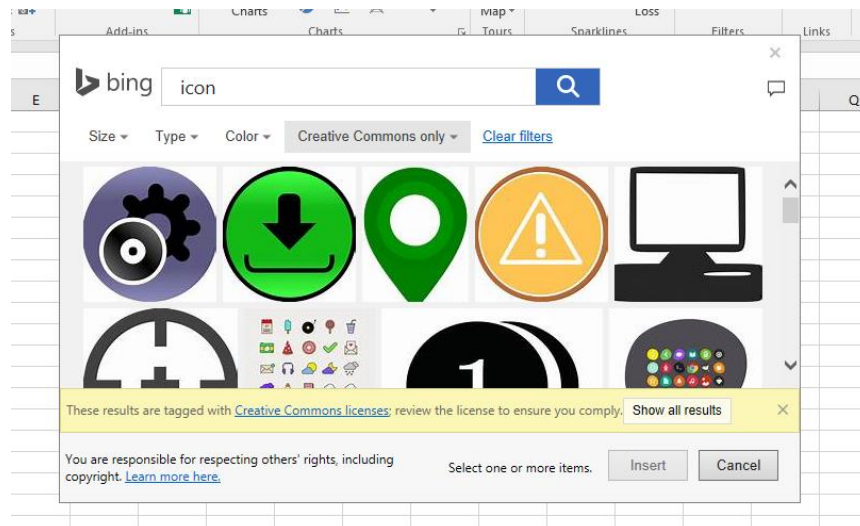
### 1. Page Layout view

- a) To access Page Layout view, locate and select the **Page Layout view** command in the bottom-right corner of your workbook.



### 2. Page orientation:

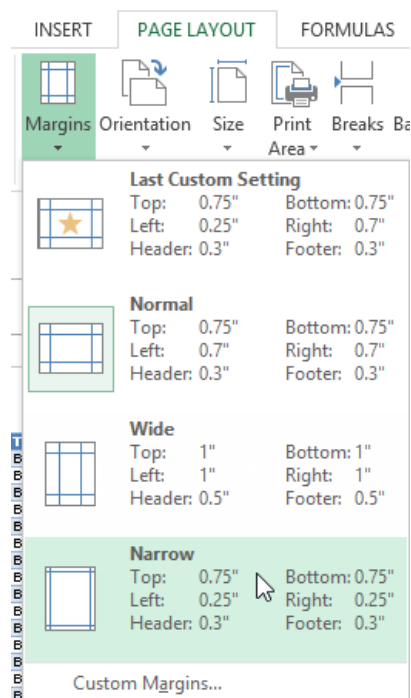
1. Click the **Page Layout** tab on the **Ribbon**.
2. Select the **Orientation** command, then choose either **Portrait** or **Landscape** from the drop-down menu.



3. The page orientation of the workbook will be changed.

### 3.To format page margins:

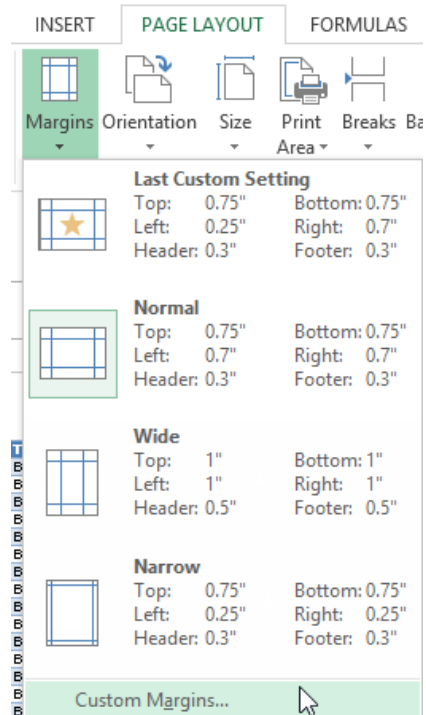
1. Click the **Page Layout** tab on the **Ribbon**, then select the **Margins** command.
2. Select the **desired margin size** from the drop-down menu. In our example, we will select **Narrow** to fit more of our content on the page.



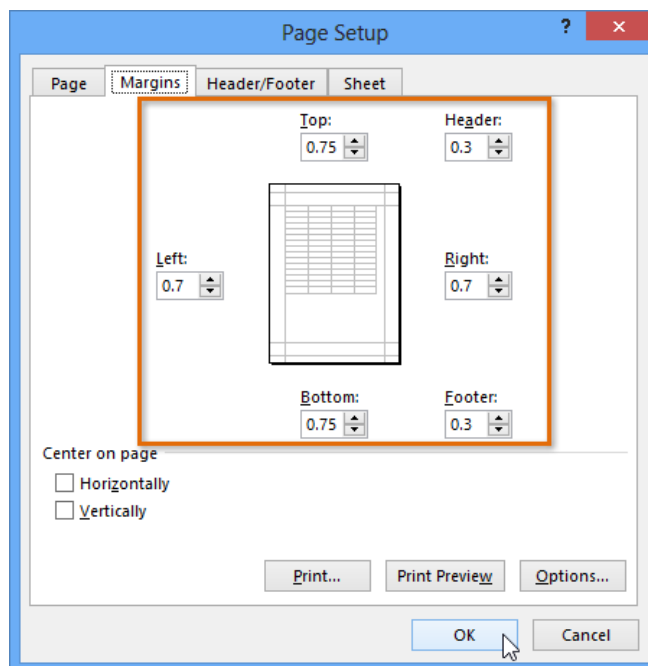
3. The margins will be changed to the selected size.

### 4.To use custom margins:

1. From the **Page Layout** tab, click **Margins**. Select **Custom Margins...** from the drop-down menu.



2. The **Page Setup** dialog box will appear.
3. Adjust the values for each margin, then click **OK**.



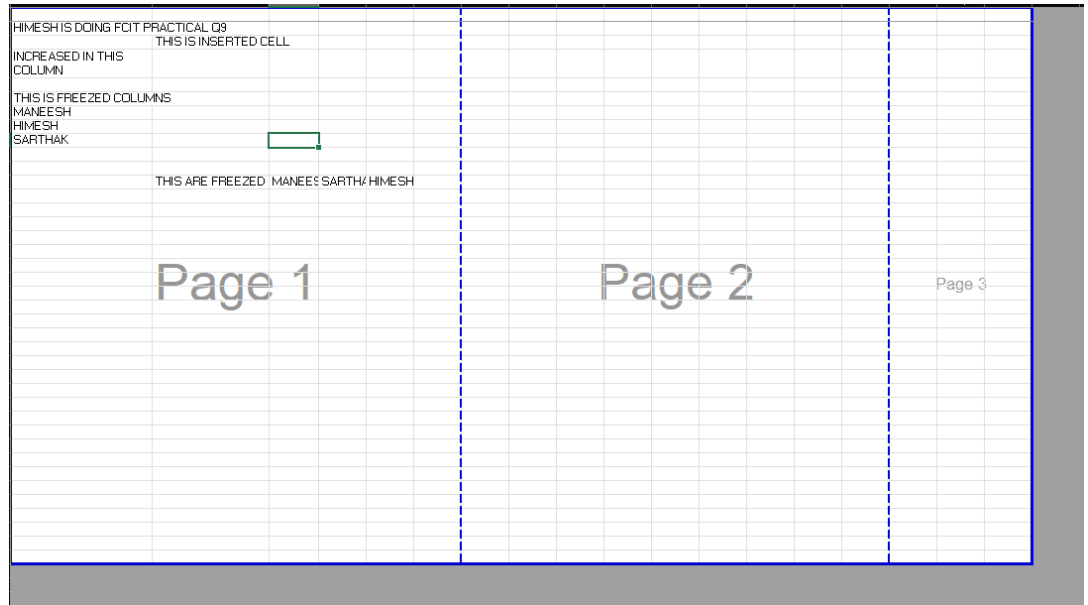
4. The margins of the workbook will be changed.

## To insert a page break:

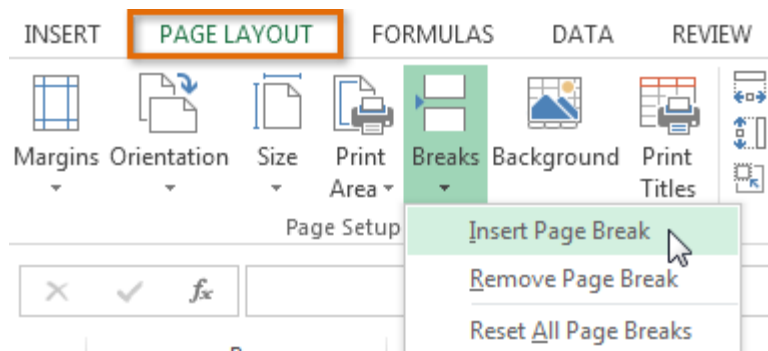
1. Locate and select the **Page Break view** command. The worksheet will appear in Page Break view.



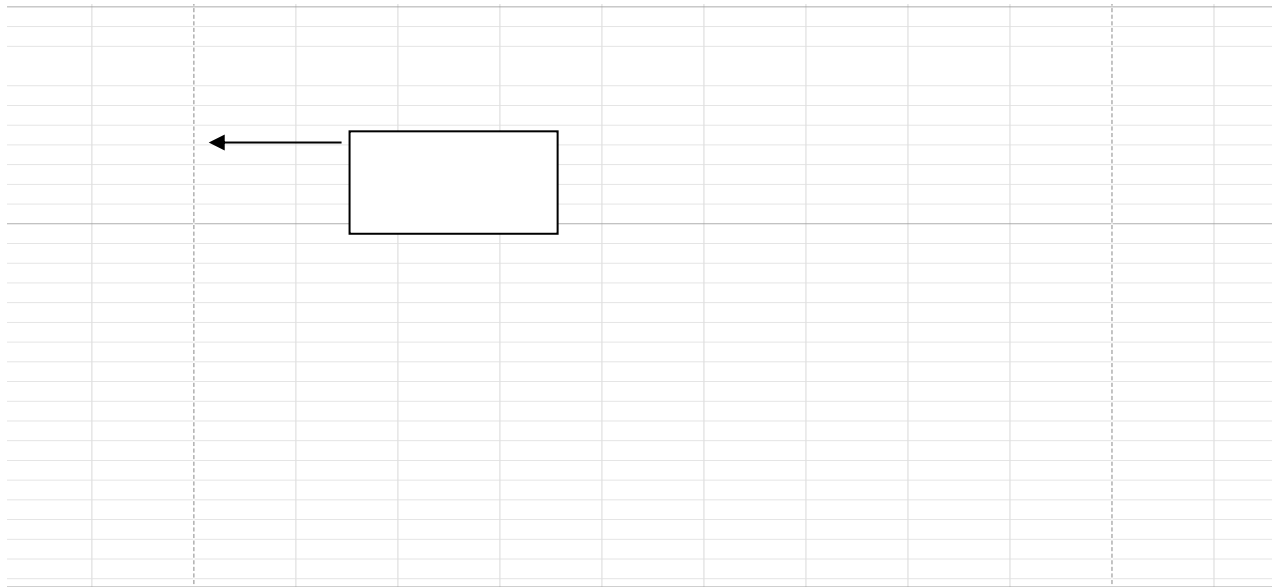
2. Select the **row** below where you want the page break to appear.



3. Click the **Page Layout** tab on the **Ribbon**, select the **Breaks** command, then click **Insert Page Break**.



4. The page break will be **inserted**, represented by a **dark blue line**.



**Q7 Aim:** - To Practice the creation the use of formula features – User defined function, predefined functions – logical, date, time, math, and the use of data manipulation features – sort, filter advanced filters, whatif analysis.

### **Procedure:-**

- Use of user-defined function.

1. In Excel Sheet.
2. Get into VBA (Press Alt+F11)
3. Insert a new module (Insert > Module)

4. Copy and Paste the Excel user defined function examples

5. Get out of VBA (Press Alt+Q)

6. Use the functions - They will appear in the Paste Function dialog box (Shift+F3) under the "User Defined" category

· Use of pre-defined function.

1. Select the cell that will contain the function. In our example, we will select cell B34.

2. Type the equals sign (=) and enter the desired function name. In our example, we will type =Sum.

3.

4. In this sheet I have applied the function or formula name (=sum(b3:33)).

5. It give me the sum From Cell B3:B33 on Cell B34.

· Insert of date in Excel.

1. Enter the date in cell for example (01-01-2022) .

2. The drag down to insert all date in sequence

Or

· We can use the formula (=today()) and hit enter to enter today date.

· Insert the time in excel

1. For inserting the current time.

2. Select the cell, in which you wish to enter the time

3. Enter the formula (=now()).

· To use the maths in excel

1. There are list of maths formulas we can use in excel.

2. For ex:(Sum, RAND, ROUND , MOD, POWER)

3. We can use them easily only by applying equal to sign before the formula and parenthesis after.

For example(=MOD())



- Use of data manipulation Features:

- o Use of SORT Feature:-

1. Select the column or row you want to sort
2. In home tab, on editing group, select SORT & Filter tool.
3. And select the method of sorting.
4. Before sorting After sorting

- Use of Filter:-

1. Select the column or row you want to sort
2. In home tab, on editing group, select SORT & Filter tool.
3. And select the Filter option
4. Choose and find as per your requirement.

- To use of What if Analysis.

1. Define the cells that contain the input values.
2. Name the cells Metals\_name and Cost.
3. Define the cells that contain the results
4. Name the result cell Total\_cost.
5. place the formula in the result cell.
6. Below is the created table.

#### What-if Analysis in Excel

--To create an analysis report with Scenario Manager, follow the following steps, such as:

1. Click the Data tab.
2. Go to the What-If Analysis button and click on the Scenario Manager from the dropdown list.
3. Now a scenario manager dialog box appears, click on the Add button to create a scenario.
4. What-if Analysis in Excel

5. Create the scenario, name the scenario, enter the value for each changing input cell for that scenario, and then click the Ok button.

6. What-if Analysis in Excel

7. Now, B3, B4, B5, B6, and B7 appear in the cells box

8. What-if Analysis in Excel

9. Now, change the value of B3 to 500 and click the Add button.

10. What-if Analysis in Excel

11. After clicking on the Add button, the add scenario dialog box appears again.

- In the scenario name box, create scenario 2.

- Select the prevent changes.

- And click ok.

12. Again appears scenario values box with the changed value of B3 cell.

13. Change the value of B5 to 20000 and click the Ok button.

What-if Analysis in Excel

14. Similarly, create Scenario 3 and click the Ok button.

15. Change the value of B7 to 10000 and click the Ok button.

What-if Analysis in Excel

16. Now, click on the Summary button. The Scenario Summary dialog box appears.

17. What-if Analysis in Excel

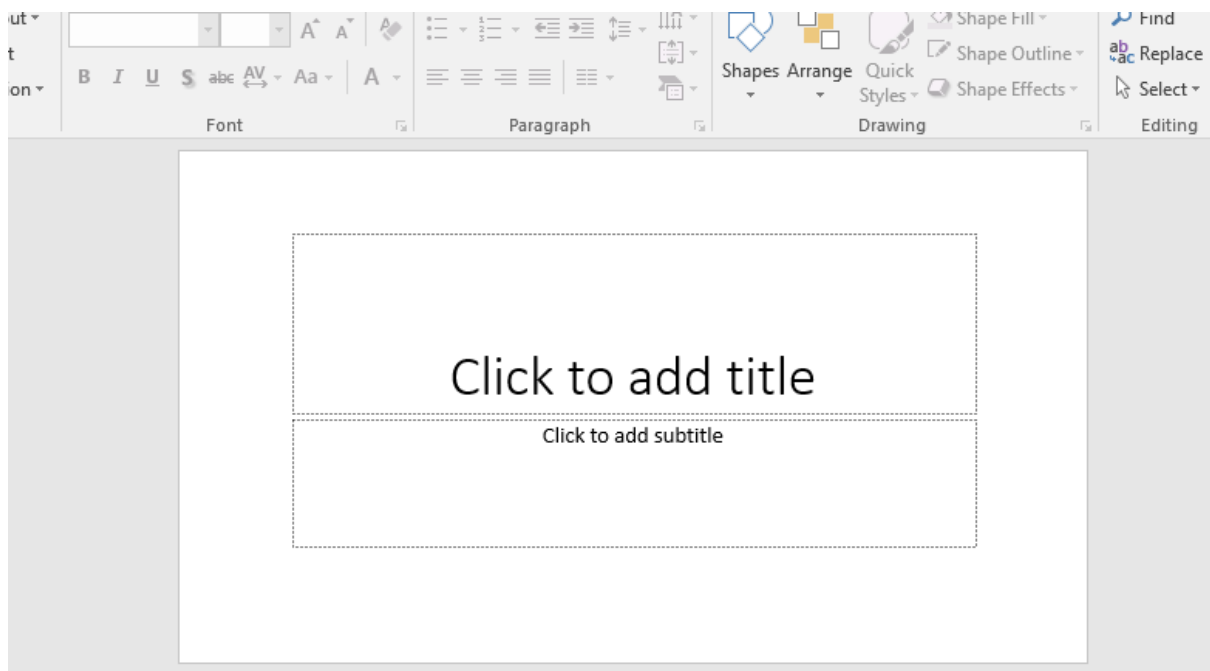
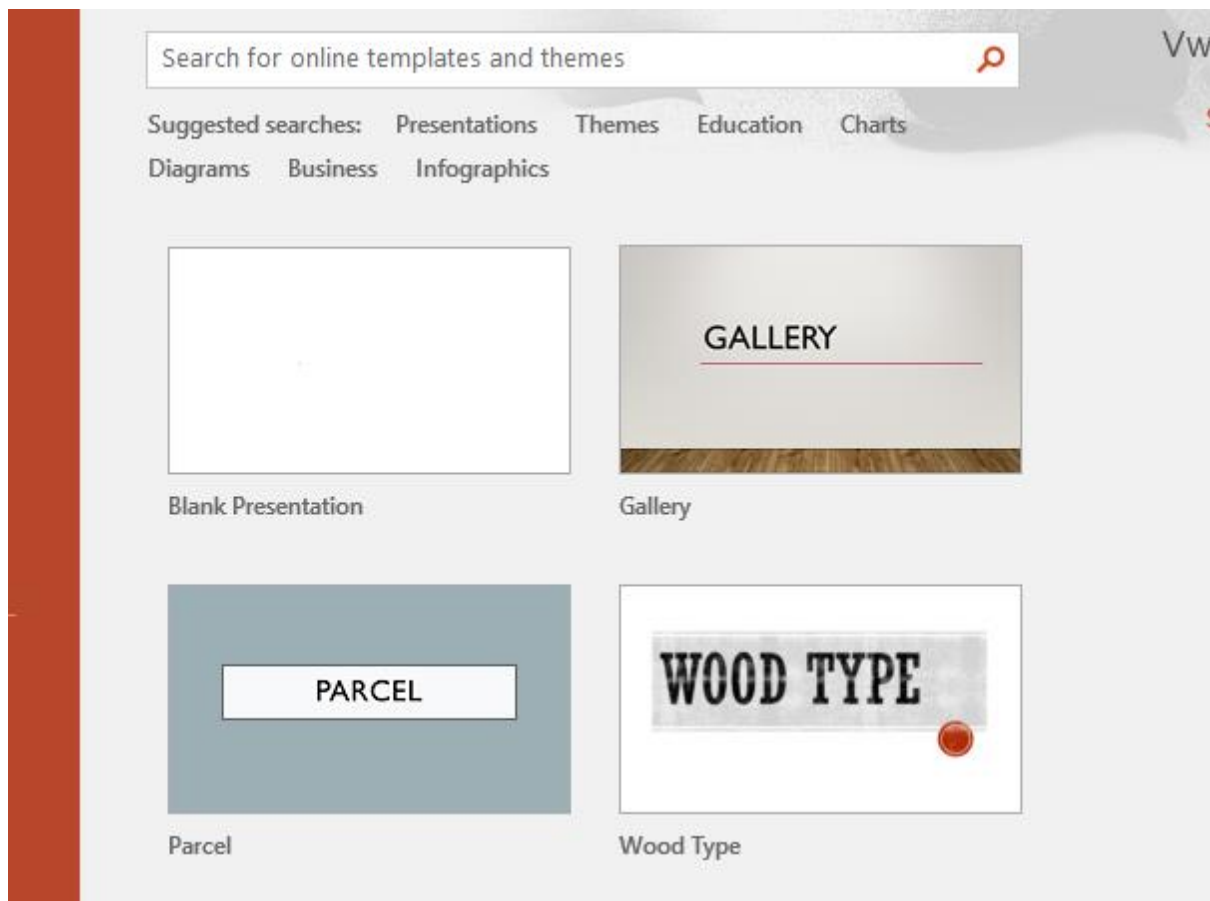
Select Scenario summary under Report type and click Ok. Scenario Summary report appears in a new worksheet. You will get the following Scenario summary report.

**8. Aim:-** To practice the use of blank presentation and selecting themes and the use of the basic design features – adding New slides, Reuse slides, Slides layout etc.

**Procedure:-**

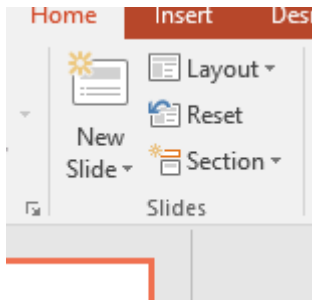
**1. Create a presentation**

1. Open PowerPoint.
2. In the left pane, select **New**.
3. Select an option:
  - To create a presentation from scratch, select **Blank Presentation**.
  - To use a prepared design, select one of the templates.
  - To see tips for using PowerPoint, select **Take a Tour**, and then select **Create**.



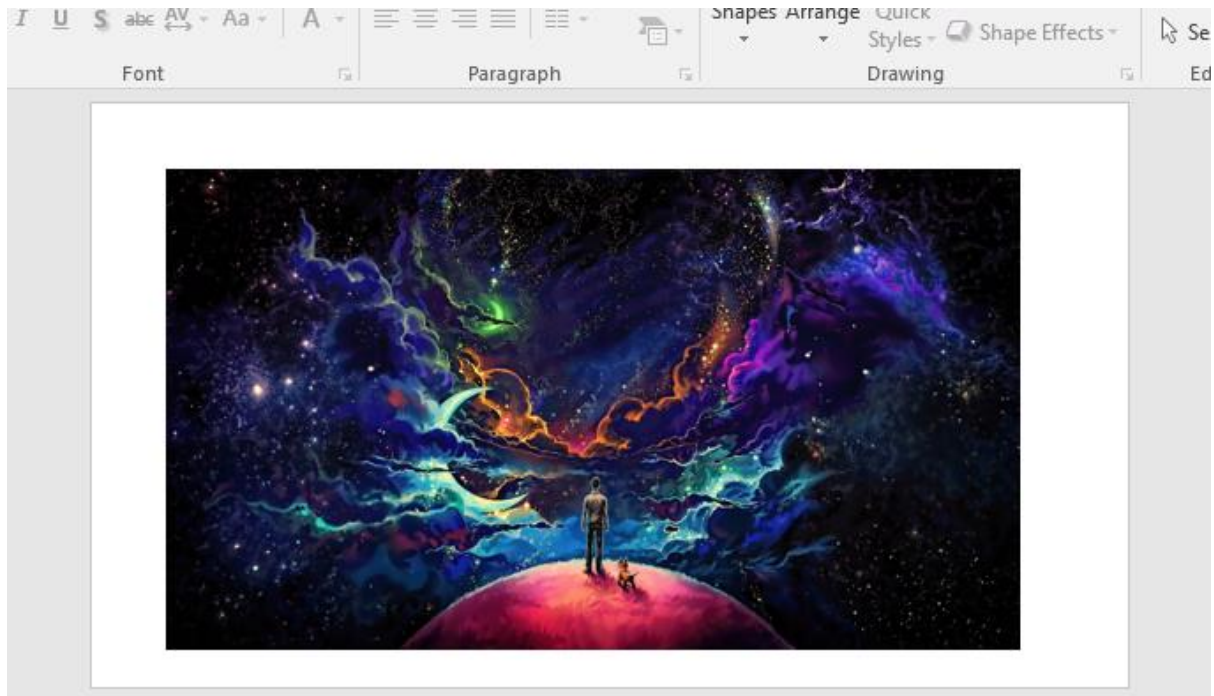
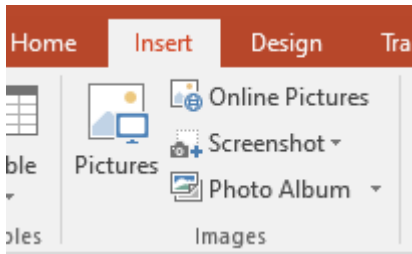
## 2. Add a slide

1. In the thumbnails on the left pane, select the slide you want your new slide to follow.
2. In the **Home** tab, in the **Slides** section, select **New Slide**.
3. In the **Slides** section, select **Layout**, and then select the layout you want from the menu.



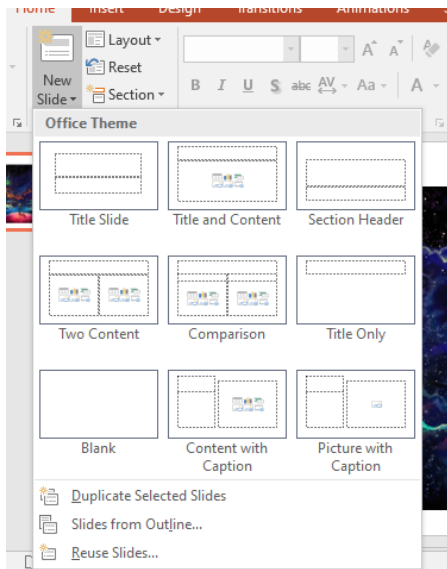
### 3. Add a picture, shape, and more

1. Go to the **Insert** tab.
2. To add a picture:
  - In the **Images** section, select **Pictures**.
  - In the **Insert Picture From** menu, select the source you want.
  - Browse for the picture you want, select it, and then select **Insert**.

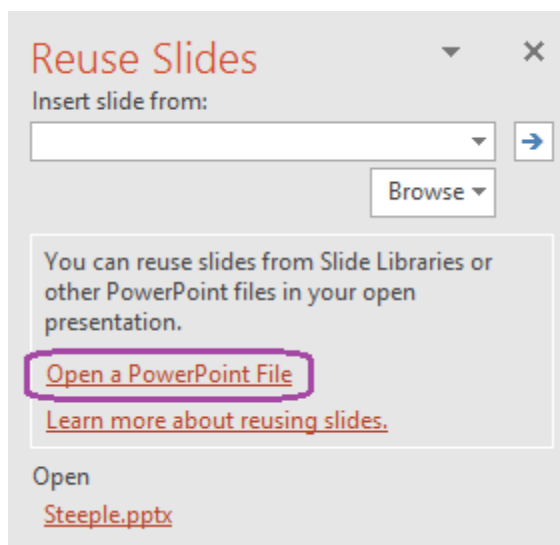


## 4. Reuse (import) slides from another presentation

1. Open the presentation that you want to add a slide to.
2. In the slide thumbnail pane on the left, click where you want to add a slide.



3. On the **Home** tab of the ribbon, in the **Slides** group, click the arrow below **New Slide**, and then select **Reuse Slides**.
4. In the **Reuse Slides** pane, click **Open a PowerPoint File**.



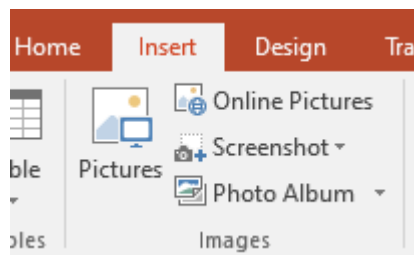
5. In the **Browse** dialog box, locate and click the presentation file that contains the slide that you want, and then click **Open**.

**9 Aim:-** To practice the use of insert features – add pictures, screenshots, shapes , wordart, audio, video, date-time etc. and use of design features – changing the theme of presentation, format background and design ideas.

**Procedure:-**

## **1.Insert a picture from your computer on your slide**

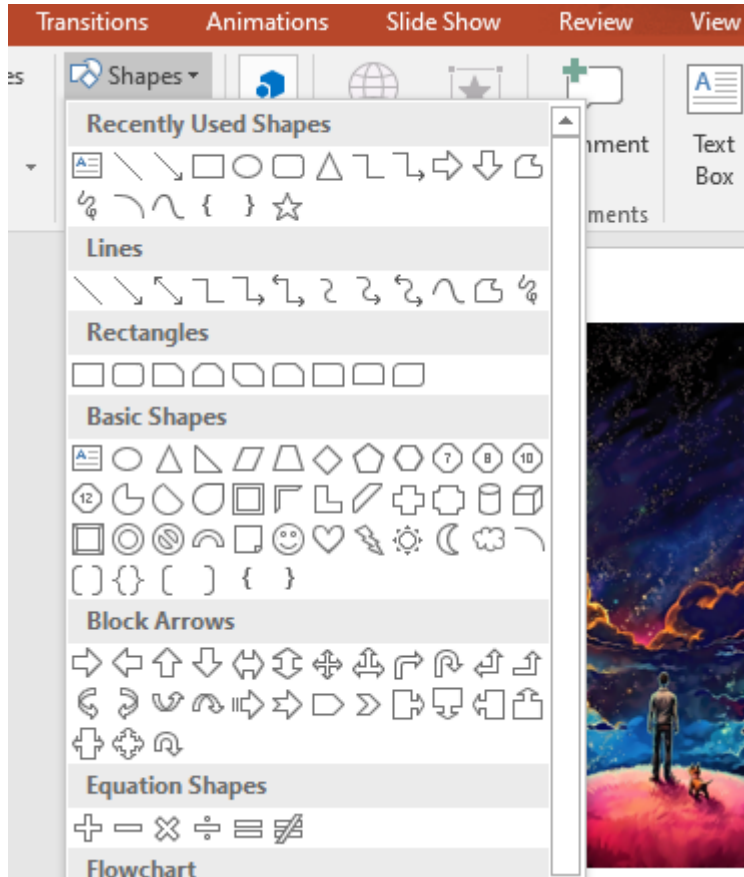
1. Click where you want to insert the picture on the slide.
2. On the **Insert** tab, in the **Images** group, click **Pictures** and then click **This Device**.



3. In the dialog box that opens, browse to the picture that you want to insert, click that picture, and then click **Insert**.

## 2.To insert a shape:

1. Select the **Insert** tab, then click the **Shapes** command in the **Illustrations** group. A drop-down menu of shapes will appear.
2. Select the desired **shape**.

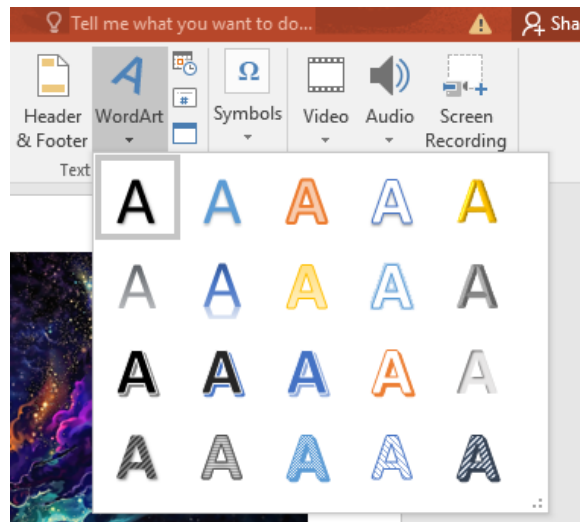


Click and drag in the desired location to add the shape to the slide.

## 3.Insert WordArt

1. Click the **Insert** tab.
2. Expand the **Text** group on the ribbon.
3. Click **WordArt**. A gallery of WordArt options appears.
4. Choose a WordArt style.



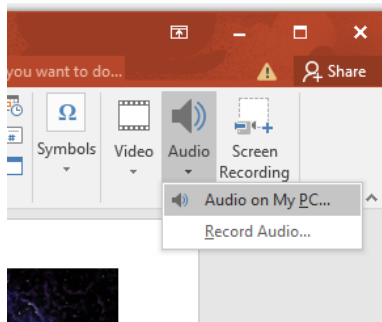


To change the WordArt style of selected text, click the **Format** tab, select **Quick Styles**, and select.

5. Type to replace the placeholder text.

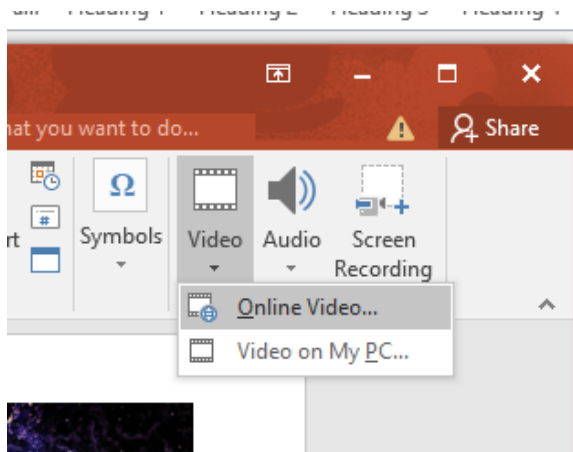
## 4.Add audio from your PC

1. Select **Insert** > **Audio**.
2. Select **Audio on My PC**.
3. In the **Insert Audio** dialog box, select the audio file you want to add.
4. Select **Insert**.



## 5.Insert a web video

1. In your web browser, locate the video you want.
2. Copy the URL of the web page from the **Address** bar of your browser.
3. Switch back to PowerPoint and select the slide where you want to place the video.
4. On the **Insert** tab of the ribbon, select **Video** > **Online Video**.
5. In the **Online Video** dialog box, paste the URL you copied in step 2.
6. Select **Insert**.



## Experiment-14

**10 Aim:** - To practice the use of transition features to be applied on slides content, and the use of animation features to be applied on presentation of slide, set animation timings, and rehearse etc.

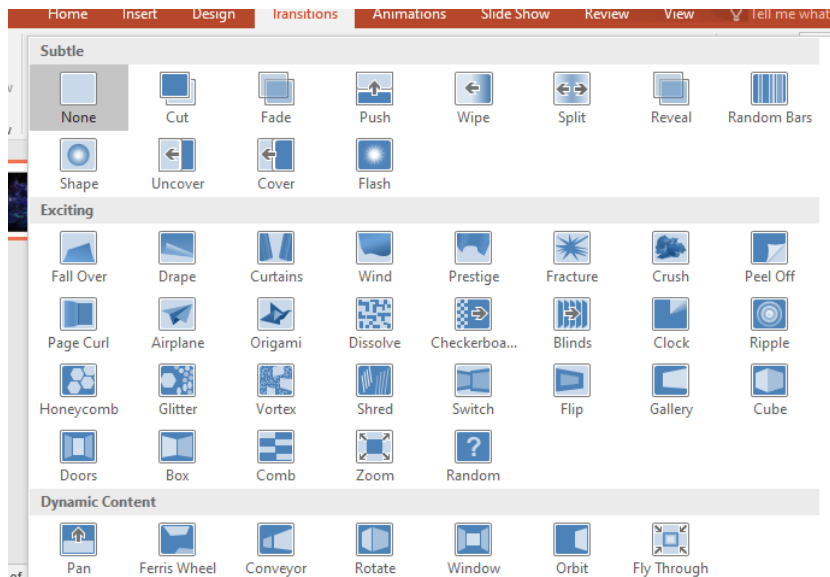
**Procedure:-**

### 1.To use transition feature:

1. Select the slide you want to add a transition to.
2. Select the **Transitions** tab and choose a transition.

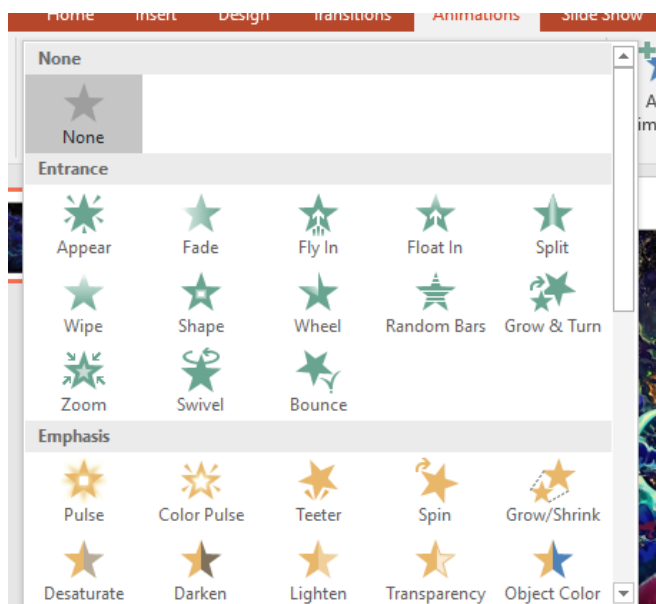
Select a transition to see a preview.

3. Select **Preview** to see what the transition looks like.



## 2.To use the animation feature:

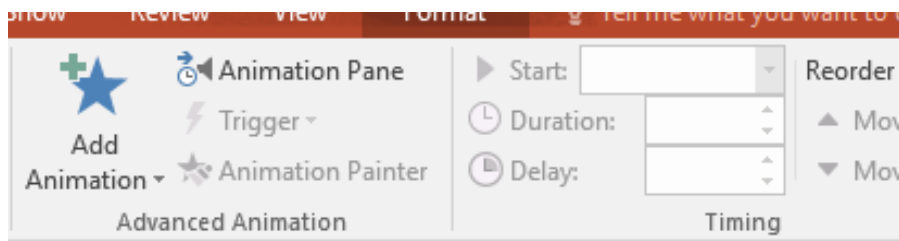
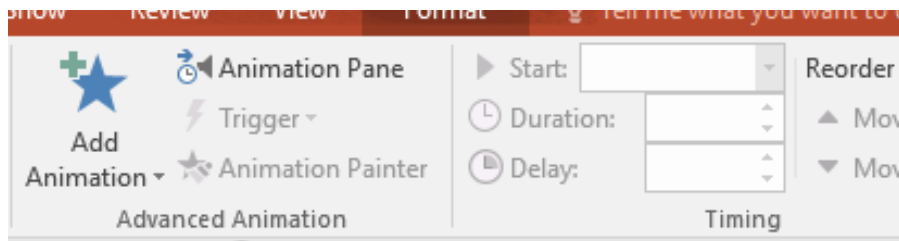
1. Open your PowerPoint presentation and navigate to the slide to which you want to apply animations.
2. Select the item you want to animate.
3. On the **Animations** tab, in the **Animations** group, select the **More** arrow in the **Animations** box.

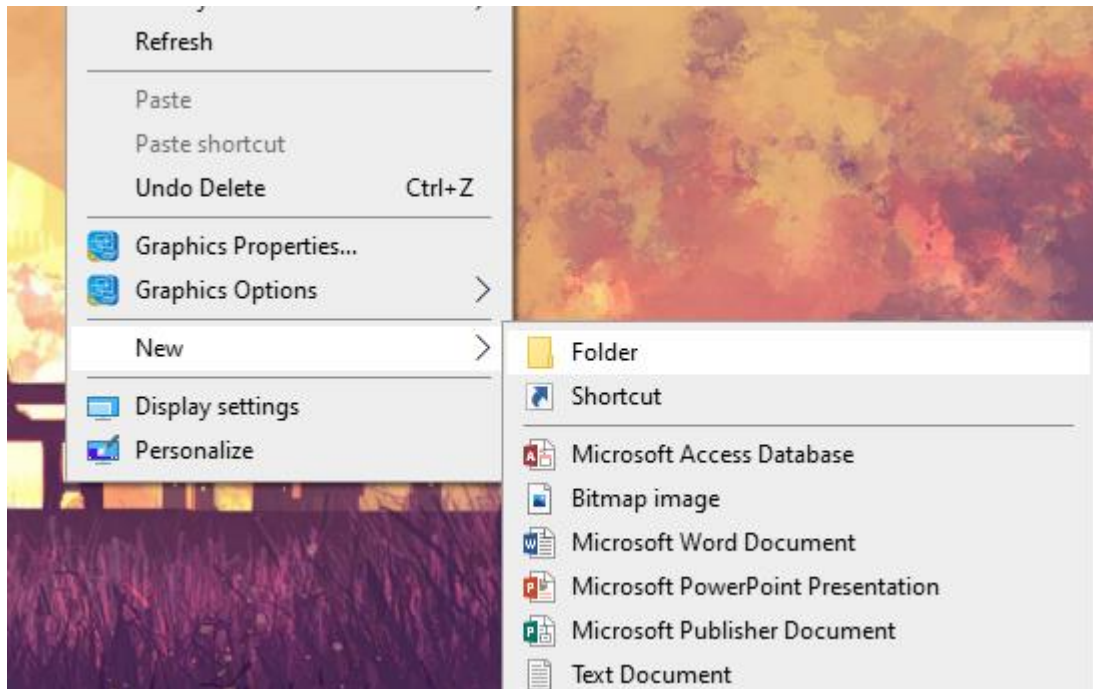


## 3.To use the animation timing feature:

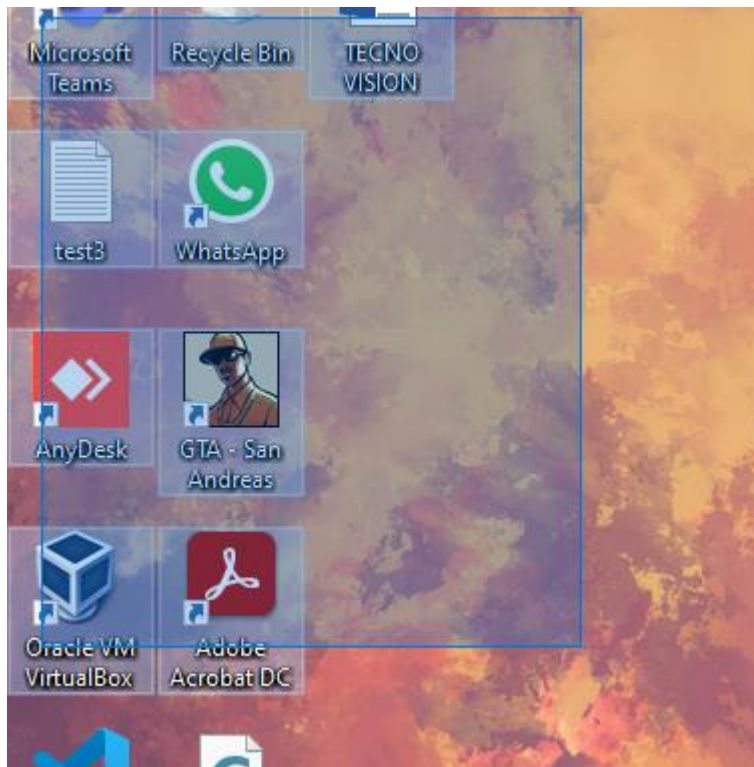
To run your animation effect at a faster or slower pace, change the **Duration** setting.

1. On the slide, click the text or object that contains the animation effect that you want to set the speed for.
2. On the **Animations** tab, in the **Duration** box, enter the number of seconds that you want the effect to run.





**2. Now select the files that are related to your semester and copy (By using CTRL+C) or cut (By using CTRL+X).**



**3. Now paste (By using CTRL+V) in the folder you have created to store the folders and files.**

