

Department of Computer and Software Engineering
SE100L: Information and Communication Technologies Lab

Course Instructor: Hamza Shaukat	Dated:
Lab Engineer : Asif Ali	Semester: Fall 2023
Batch: BSSE23	

LAB 6 Microsoft PowerPoint (Part b)

Name	Roll. No.	Total Marks (35)
Zunaira Abdul Aziz	BSSE23058	

Checked on: _____

Signature: _____

6.1. Objective

- Explore advanced slide master customization.
- Learn to create interactive navigation buttons.
- Master advanced animation effects.
- Learn to integrate multimedia elements effectively.
- Practice collaboration and feedback.
- Learn to create and customize advanced charts.
- Understand different ways to share and export presentations.

6.2. Lab Tasks

Task 1: Mastering Slide Masters

Instructions:

Open PowerPoint.

Create a new presentation.

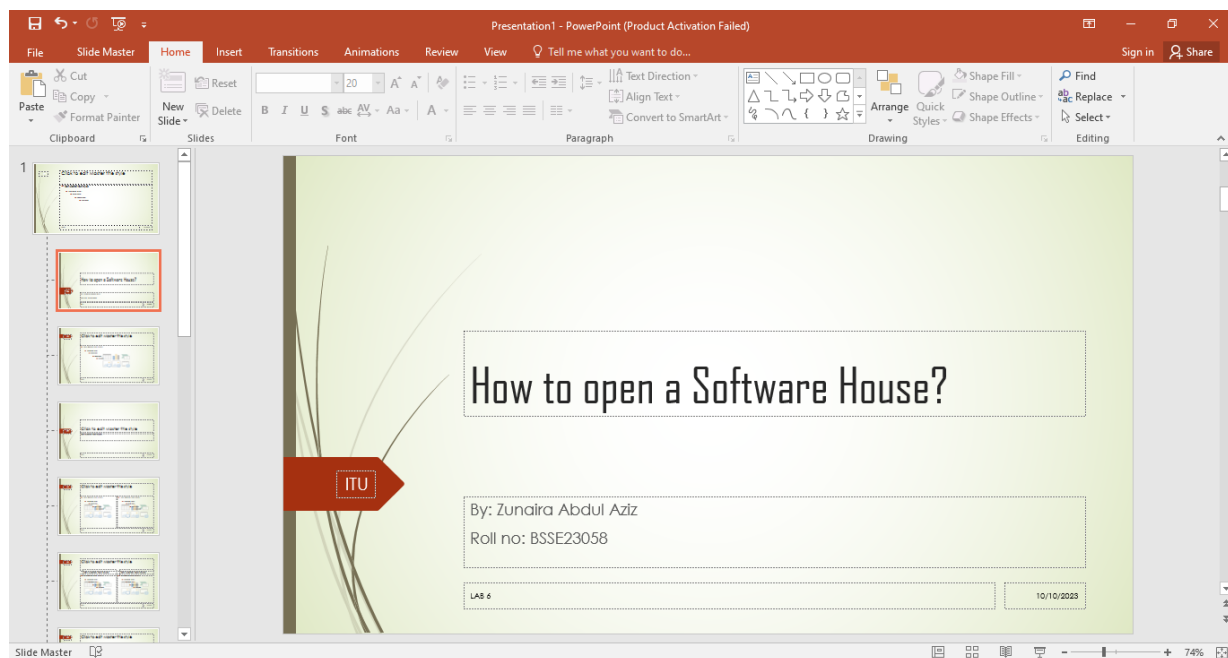
Go to the "View" tab and select "Slide Master."

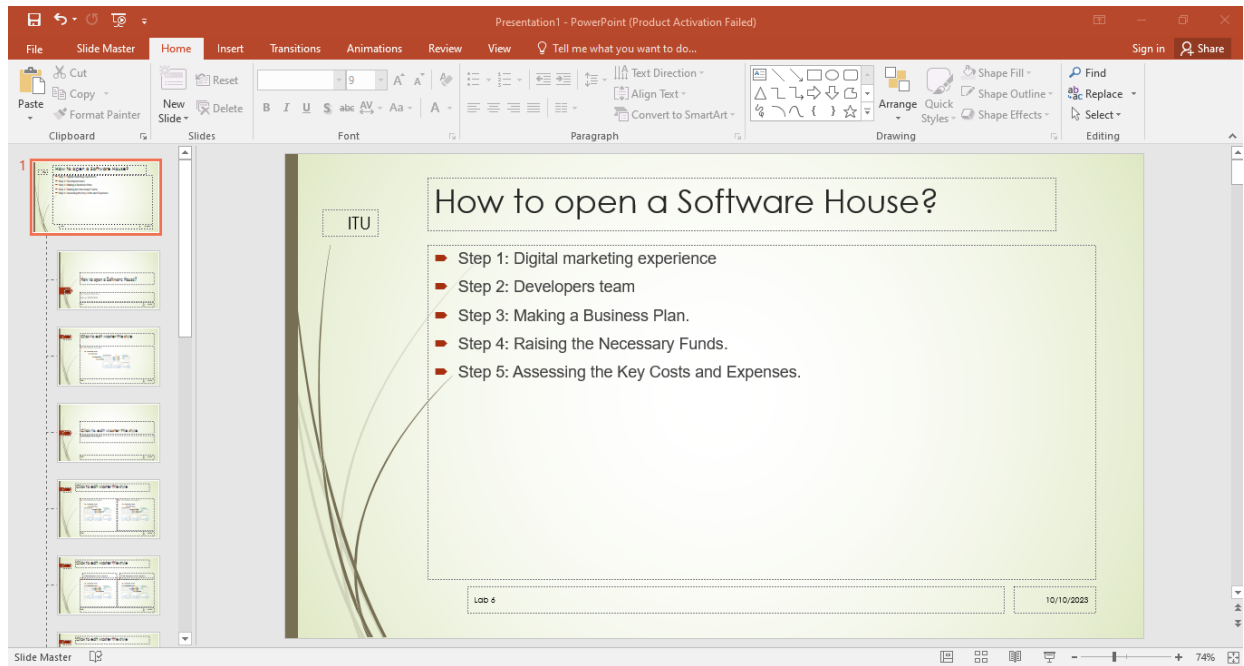
Customize the slide master layout, including fonts, colors, and placeholders.

Apply your custom slide master to selected slides.

Add a unique background or header/footer to specific slides.

Save your presentation.





Task 2: Creating Interactive Buttons

Instructions:

Open your presentation.

Create a new slide.

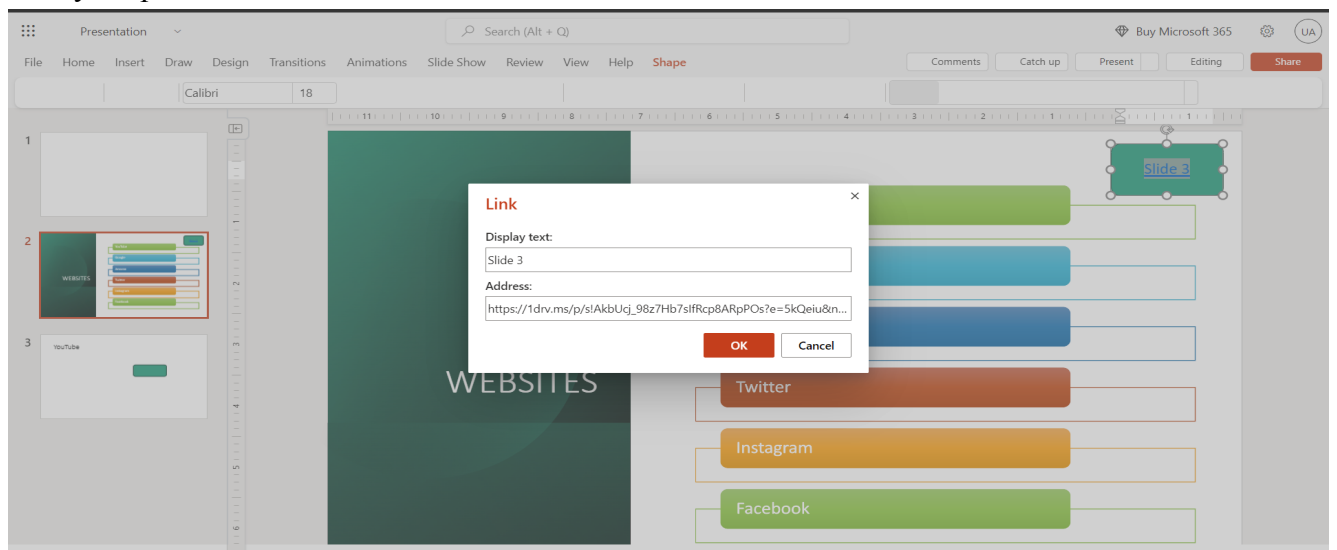
Add buttons or shapes that act as navigation links.

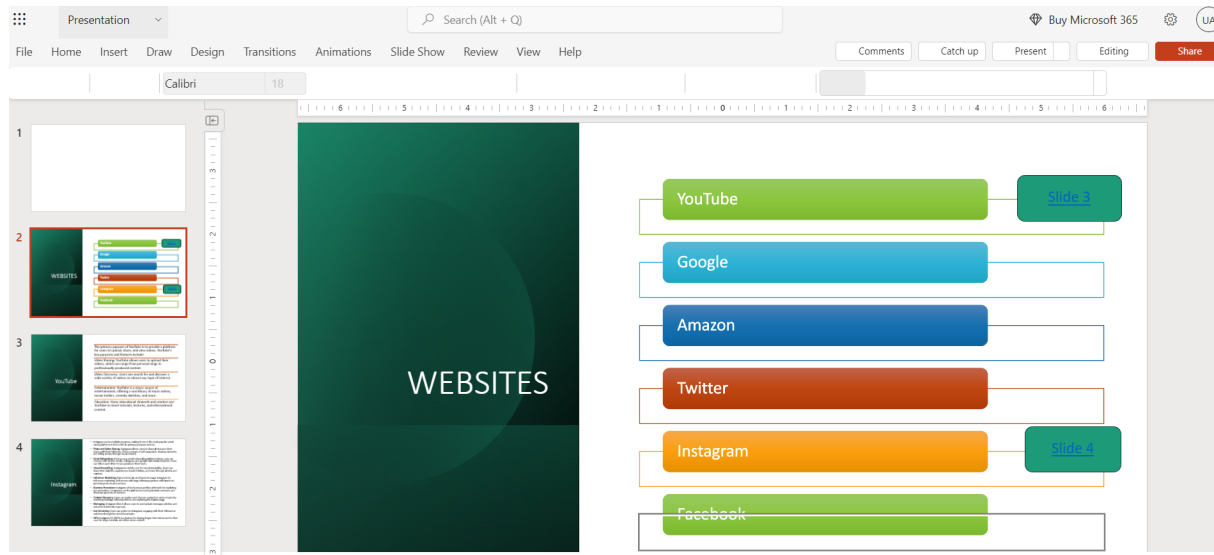
Hyperlink these buttons to specific slides within your presentation.

Create a navigation slide that serves as a menu to access different sections.

Add transitions for smooth navigation.

Save your presentation.





links added in the shape for navigation to different slides.

Transition added Morph.

Task 3: Advanced Animation Techniques

Instructions:

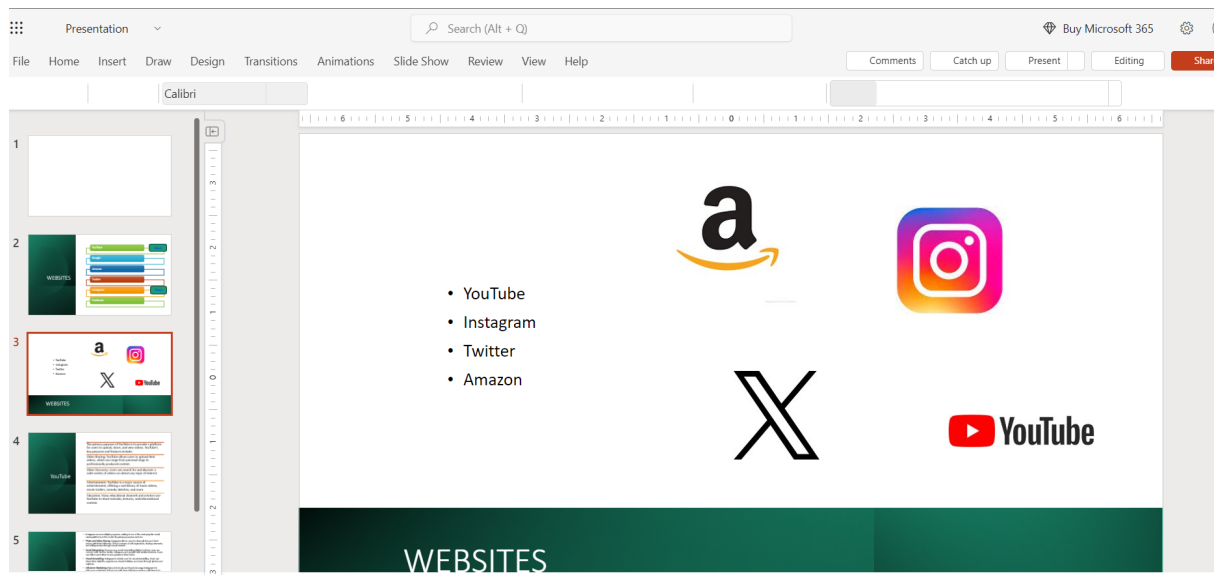
Open your presentation.

Select a slide with objects or text.

Apply advanced animation effects like motion paths, emphasis, and exit animations.

Customize animation timing, sequencing, and delays.

Save your changes.



I applied advanced animation effects to enhance the visual appeal and engagement of the content and Customized animation timing, sequencing, and delays.

Motion path: Line. Emphasis: Grow. Exit Animation: Fly Out. Delay: 0.7.

Task 4: Multimedia Integration

Instructions:

Open your presentation.

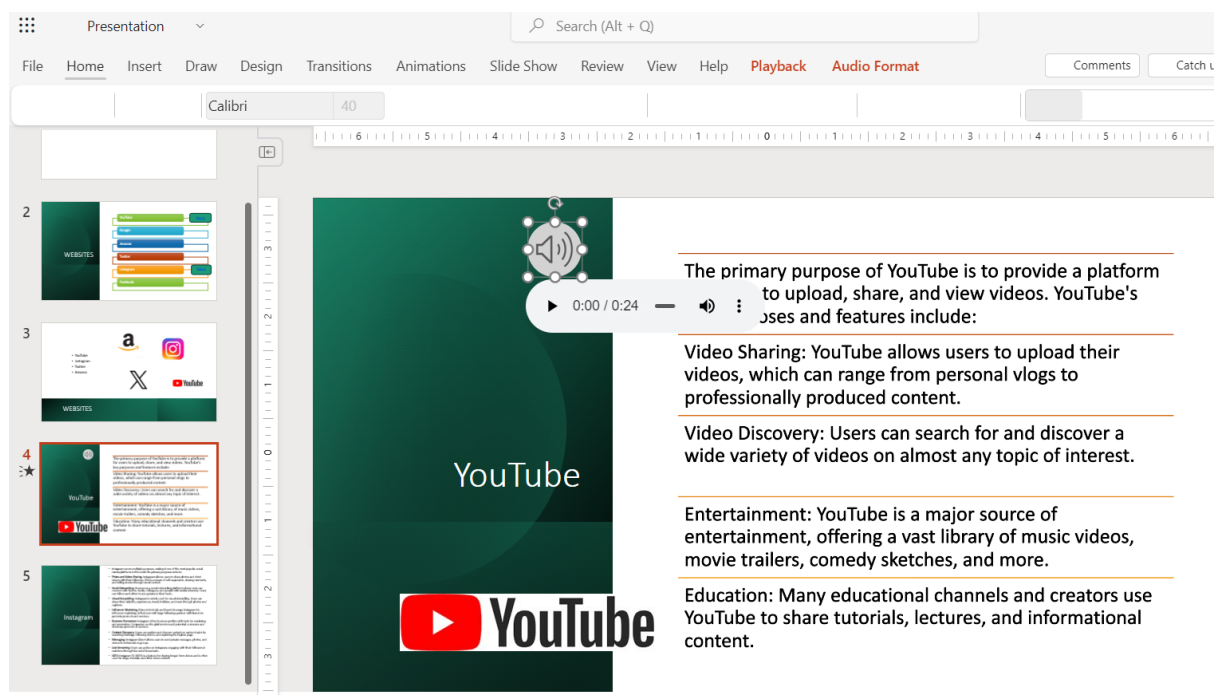
Create a new slide.

Insert various multimedia elements (images, videos, audio).

Ensure proper placement, sizing, and formatting.

Set up automatic playback and looping for multimedia elements.

Save your presentation.



For audio, set to "Play across slides" to continue audio playback across multiple slides if needed.

Task 5: Advanced Chart Creation

Instructions:

Open your presentation.

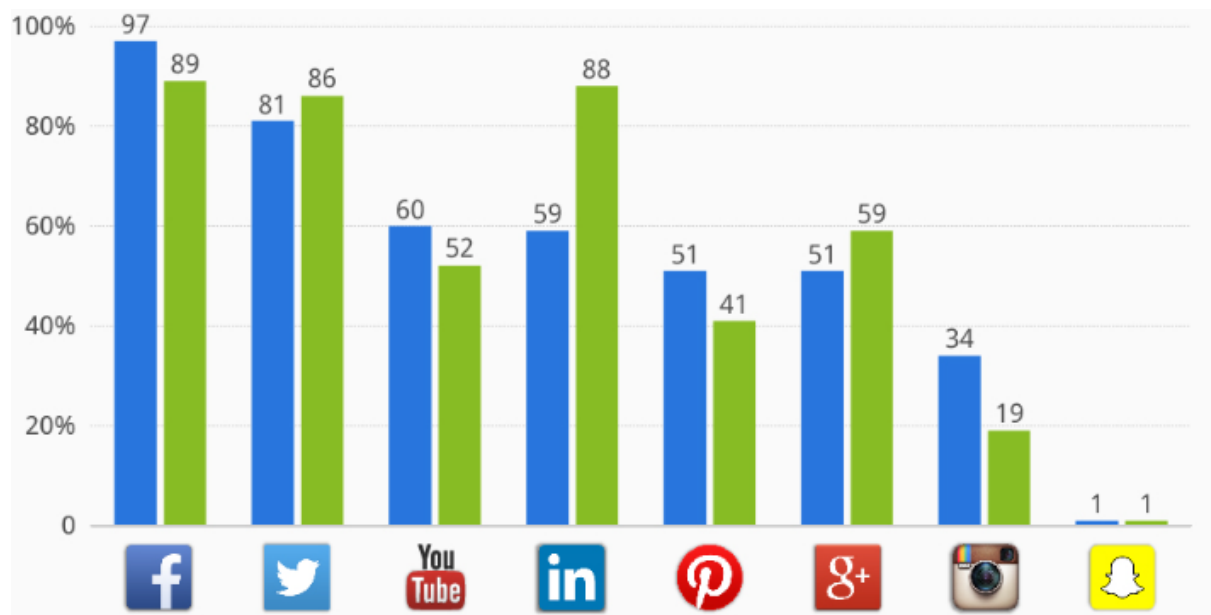
Insert a new slide for data visualization.

Create a complex chart (e.g., a stacked bar chart or combination chart).

Customize the chart elements, labels, and legends.

Apply color schemes and formatting to enhance clarity.

Save your changes.



Task 6: Exporting and Sharing Presentations

Instructions:

Open your presentation.

Go to the "File" tab.

Explore various export options, such as PDF, video, or online sharing.

Export your presentation in different formats.

Share your presentation with a classmate or instructor using one of these methods.

Discuss the pros and cons of each export option.

Save your presentation.

In the "File" tab, select "Save As" to access export options. saved it as a pdf named LAB 6.

a. PDF (Portable Document Format):

- Pros: PDFs are widely supported, maintain formatting, and are easy to share.
- Cons: They are not editable without additional software.

b. Video:

- Pros: Useful for creating video presentations for online sharing. Can include animations and transitions.
- Cons: Large file size, limited interactivity.

c. Online Sharing (OneDrive or SharePoint):

- Pros: Easily share your presentation online. Collaborative features available.
- Cons: Requires an internet connection and a Microsoft account.

d. Images:

- Pros: Export individual slides as image files (e.g., JPEG or PNG).
- Cons: Slides are not linked together.