

## **Department of Computer and Software Engineering**

### **SE100L: Information and Communication Technologies Lab**

<b>Course Instructor: Hamza Shaukat</b>	<b>Dated: 03-10-2023</b>
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<b>Batch: BSSE23</b>	

### **LAB 5      Microsoft PowerPoint (Part a)**

<b>Name</b>	<b>Roll. No.</b>	<b>Total Marks (35)</b>
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Checked on: \_\_\_\_\_

Signature: \_\_\_\_\_

### 5.1. Objective

This lab will introduce students with different tabs of MS PowerPoint i.e. Home and Insert tabs of MS PowerPoint. Different functionalities, provided by these tabs, will be discussed in this lab.

- Familiarize students with the PowerPoint interface.
- Understand how to format text and slides.
- Learn to insert and manipulate images.
- Explore slide transitions.
- Learn to apply basic animations to text.
- Understand how to add speaker notes to your presentation.

### 5.2. Description

Microsoft PowerPoint is a software product used to perform computer-based presentations. There are various circumstances in which a presentation is made: teaching a class, introducing a product to sell, explaining an organizational structure, etc.

To begin Microsoft PowerPoint,

- Go to Start Menu
- All Programs
- Microsoft Office
- Microsoft PowerPoint 2010.

Select PowerPoint Presentation from the Project Gallery if a blank document does not open.

### 5.3. Home Tab

To create a new slide where you can add content, click the “Home tab” and select “New Slide”. Clicking the bottom half of “New Slide” will give you different new slide options.

In this tab there is option to cut copy and paste the text. These options are available in “clipboard” group of Home Tab. Shortcut keys for copy, cut and paste commands are Ctrl+c, Ctrl+x and Ctrl+v respectively.

Font group allows you to change the font of the text, size, and case etc. of the text. Select the text first then perform any operation.

You can make the lists by using bullets, numbering and multilevel list in the “Paragraph Group”. The direction of text can be changed using the option of “Text Direction” in this group. There is another option “convert to SmartArt” is also given in this group which is used to convert plain text into smart art.

### 5.4. Insert Tab

First group in insert tab is “Tables”. On selecting the “table”, different option will appear from where rows and columns can be selected. Next group is “Images” group. Any picture placed in any directory of the computer can be accessed using “Picture” option of this group and can be inserted in slides. Similarly Clipart can also be inserted using this group. Photo album can be

created using “Images” group. To insert hyperlink, select the text or image to link to insert a hyperlink. From right-click menu, click Hyperlink option. A dialogue box will appear. Give the document name or slide number etc. which you want to be linked with your PowerPoint presentation.

For more details visit <http://office.microsoft.com/en-us/powerpoint-help/convert-slide-text-to-a-smartart-graphic-HA010354862.aspx>

## 5.5. Lab Tasks

[35 marks]

### 5.5.1. Task 1: Introduction to PowerPoint

#### Instructions:

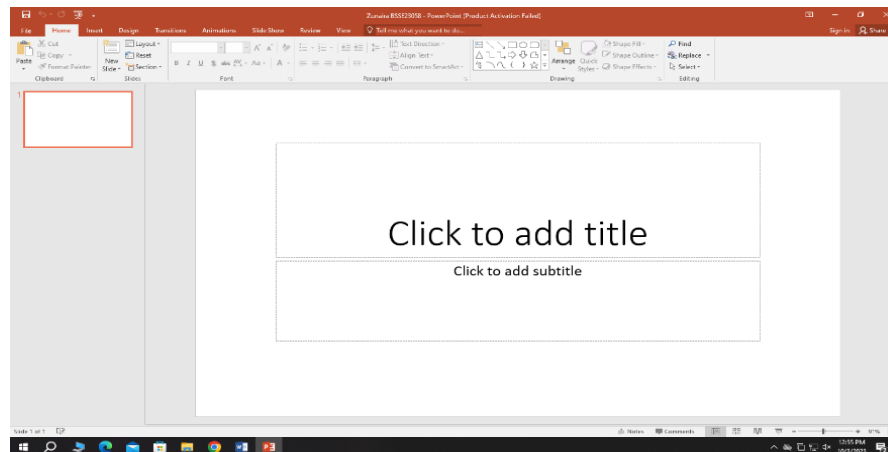
Open PowerPoint.

Explore the various elements of the interface, including the ribbon, slide sorter, and slide layout pane.

Create a new blank presentation.

Save it with a meaningful name.

Close PowerPoint.



### 5.5.2. Task 2: Creating Your First Slide

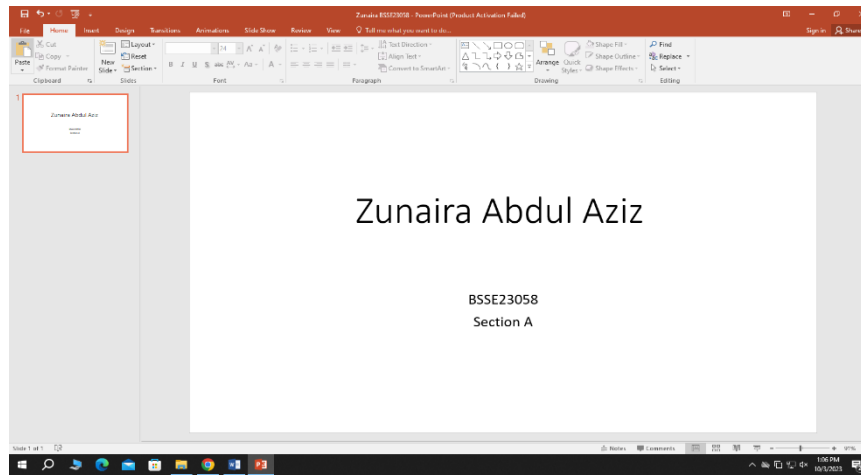
#### Instructions:

Open PowerPoint.

Create a new presentation.

Add a title slide with your name and a simple title.

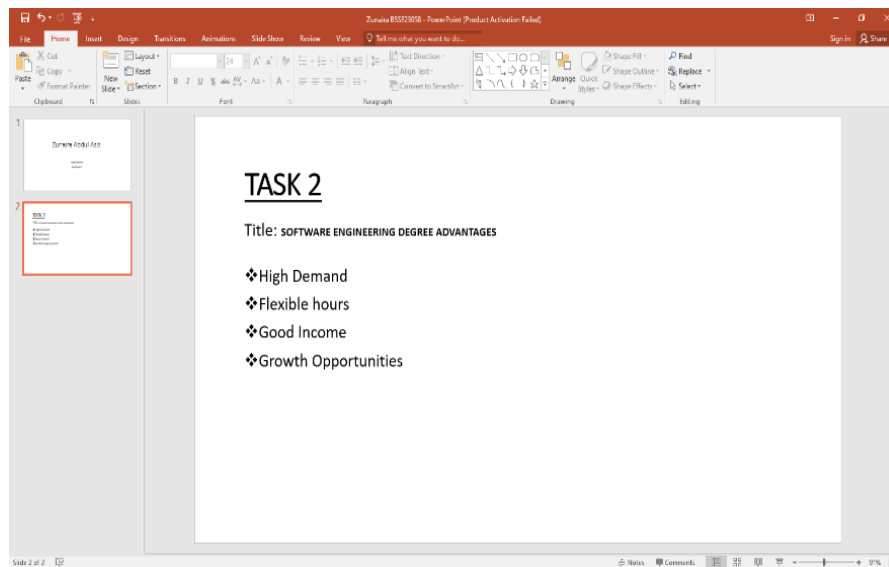
Save the presentation.



Add a new slide with a title and some bullet points.

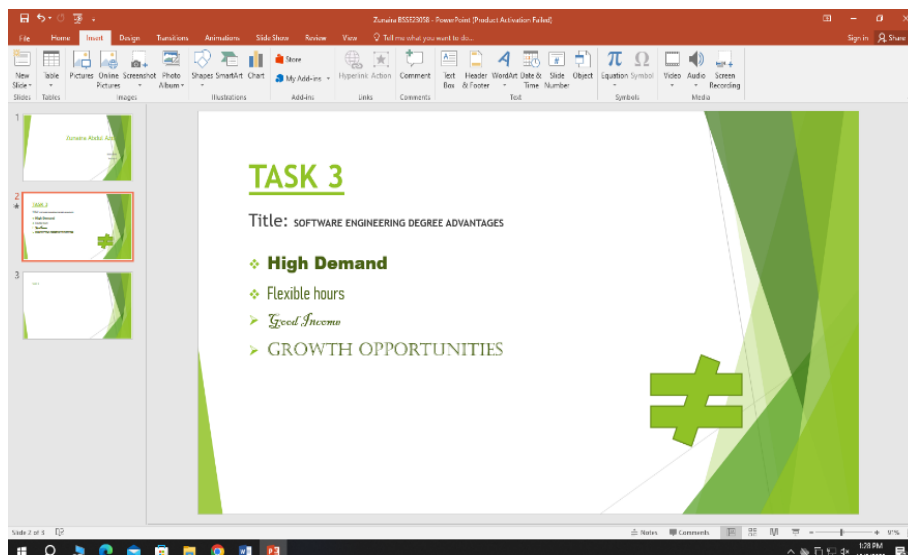
Change the slide layout if needed.

Save your changes.



### 5.5.3. Task 3: Formatting Text and Slides

Instructions:



Open your presentation.

Select a slide.

Change the font style, size, and color of the text.

Change the background color or apply a background design to the slide.

Add a simple shape or line to the slide.

Adjust the shape's color and size.

Save your changes.

#### **5.5.4. Task 4: Inserting Images**

##### **Instructions:**

Open your presentation.

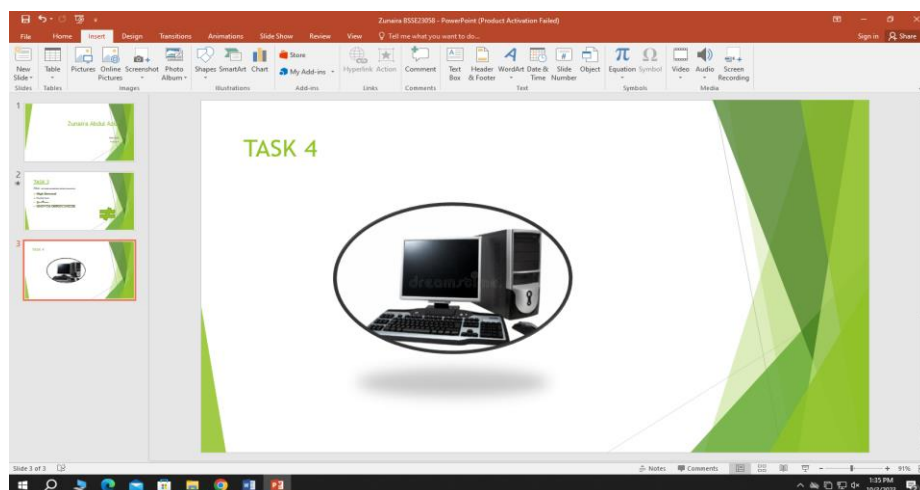
Add a new slide.

Insert an image from your computer onto the slide.

Resize and reposition the image.

Add a border or shadow effect to the image.

Save your changes.



#### **5.5.5. Task 5: Adding Transitions**

##### **Instructions:**

Open your presentation.

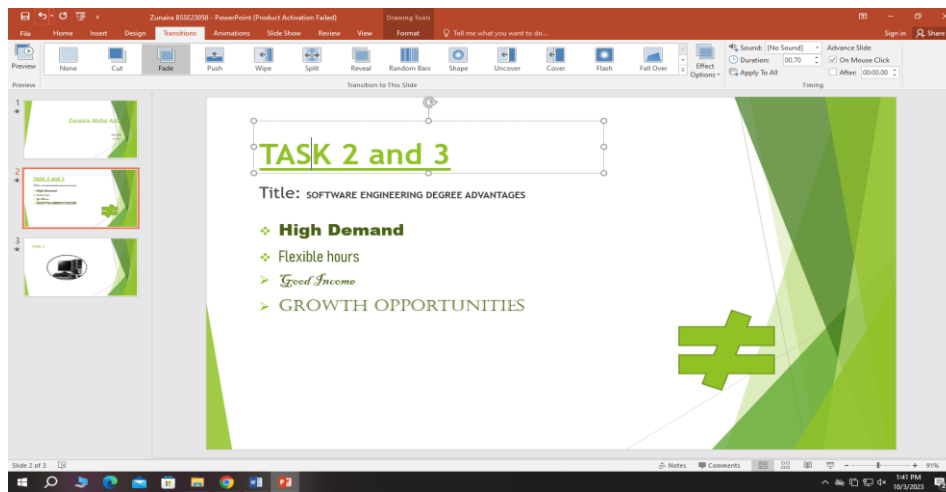
Go to the "Transitions" tab.

Apply a simple transition to all slides.

Adjust the transition duration.

Use the preview to see the transition in action.

Save your presentation.



**APPLIED THE FADE TRANSITION ON THE WHOLE POWER POINTS WITH DURATION 00.70 AND DIRECTION HORIZONTALLY IN.**

## Task 6: Animating Text

### Instructions:

Open your presentation.

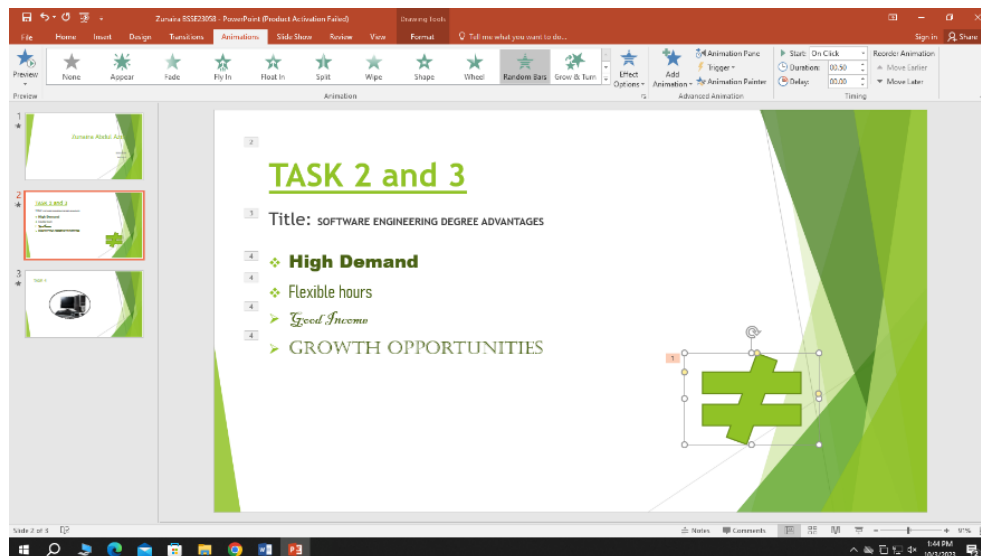
Select a slide with text.

Go to the "Animations" tab.

Apply an entrance animation to the text.

Adjust the animation settings, such as duration and direction.

Save your changes.



**APPLIED THE SPLIT, WHEEL, SHAPE AND RANDOM BARS ANIMATIONS TO MY SLIDE 2 WITH DURATION 0.70 AND DIRECTION VERTICALLY OUT**

## Task 7: Adding Speaker Notes

## Instructions:

Open your presentation.

Click on the "View" tab.

Select "Notes Page."

Add speaker notes to one of your slides.

Save your changes.

Go back to the normal view.

