Computers Fundamental Lab
Lab No. 4
MS Power Point

University of Technology

Department of Biomedical Engineering

1st Year

Papered By:

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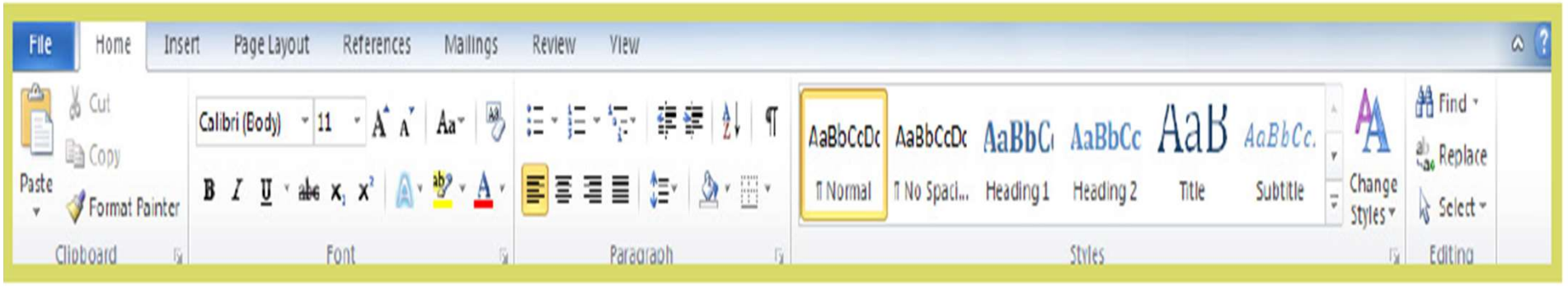
Introduction

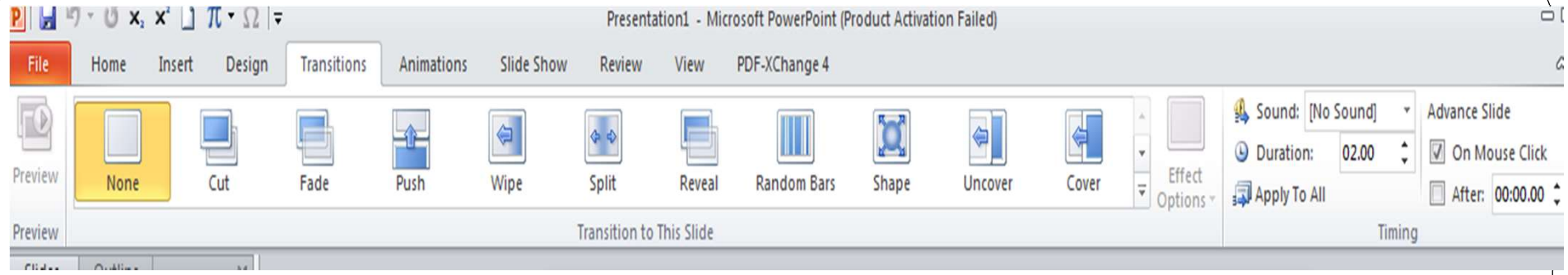
- Microsoft PowerPoint is one of the most popular presentation programs that can be used to create interactive presentations for classroom, business, or personal use

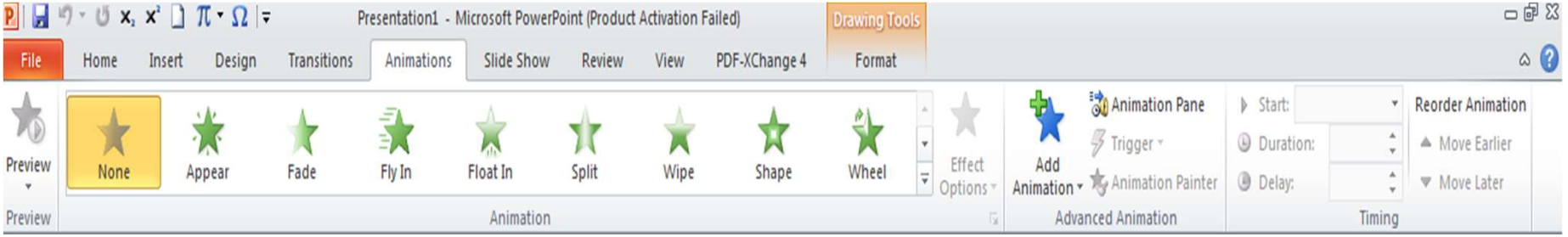


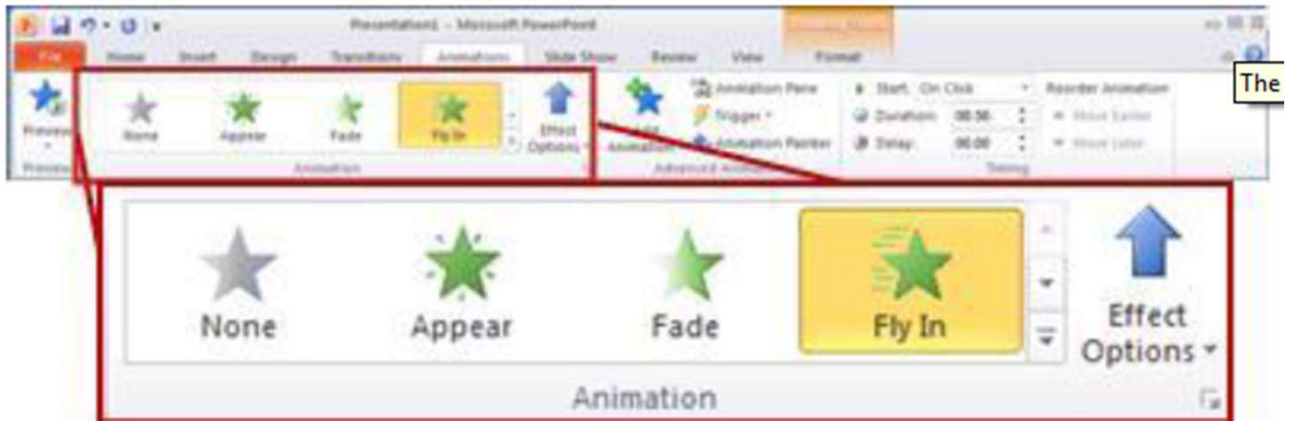
- The Design Ribbon toolbar contains several categories for formatting the design and elements of your presentation. These include:
  - Home,
  - Insert,
  - Design,
  - Transitions,
  - Animations,
  - Slide Show,
  - Review and
  - View.
- These icons are convenient but will not bring up dialogue boxes that allow you to change the settings of these
- actions. You should use whichever method works the best for you.

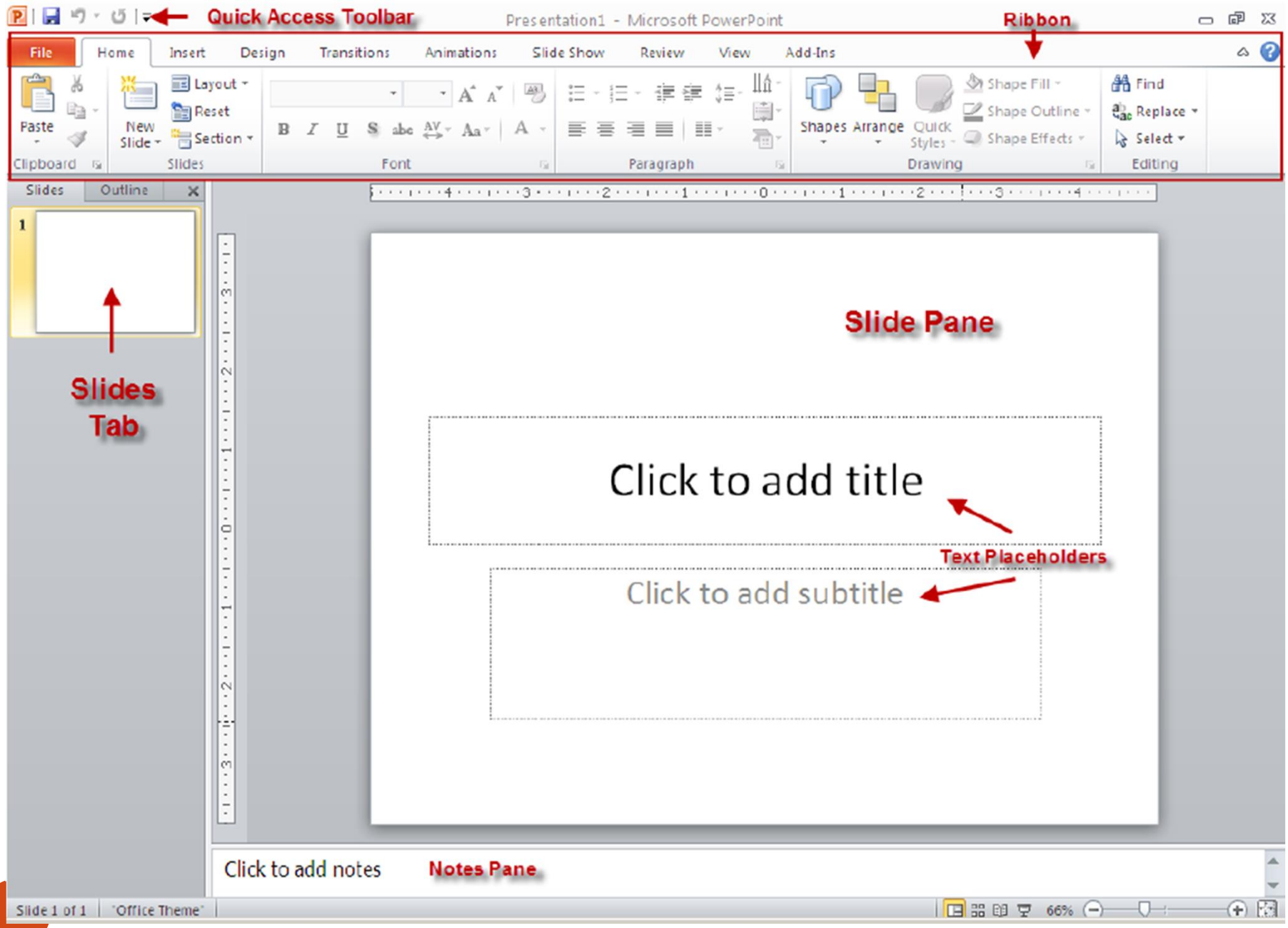
FORMATTING

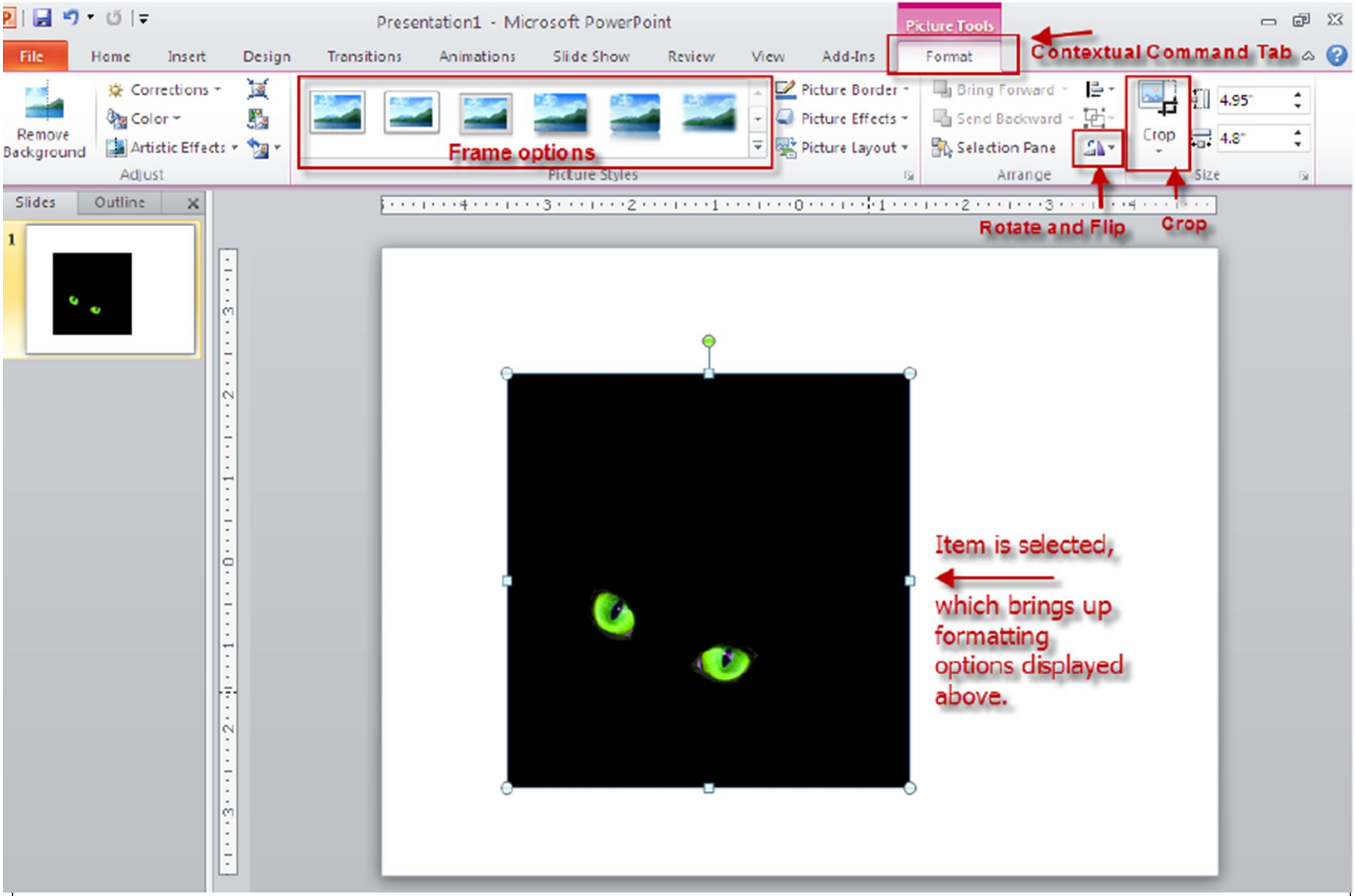
- The default slide design for Microsoft PowerPoint documents is a blank slide.
- Therefore, if you want your slides to have a specific design, you must add one. To do this on a PC, go to the Design Ribbon > Themes .
- To change the theme of your presentation, click on the theme that you like and it will automatically apply to your slide.

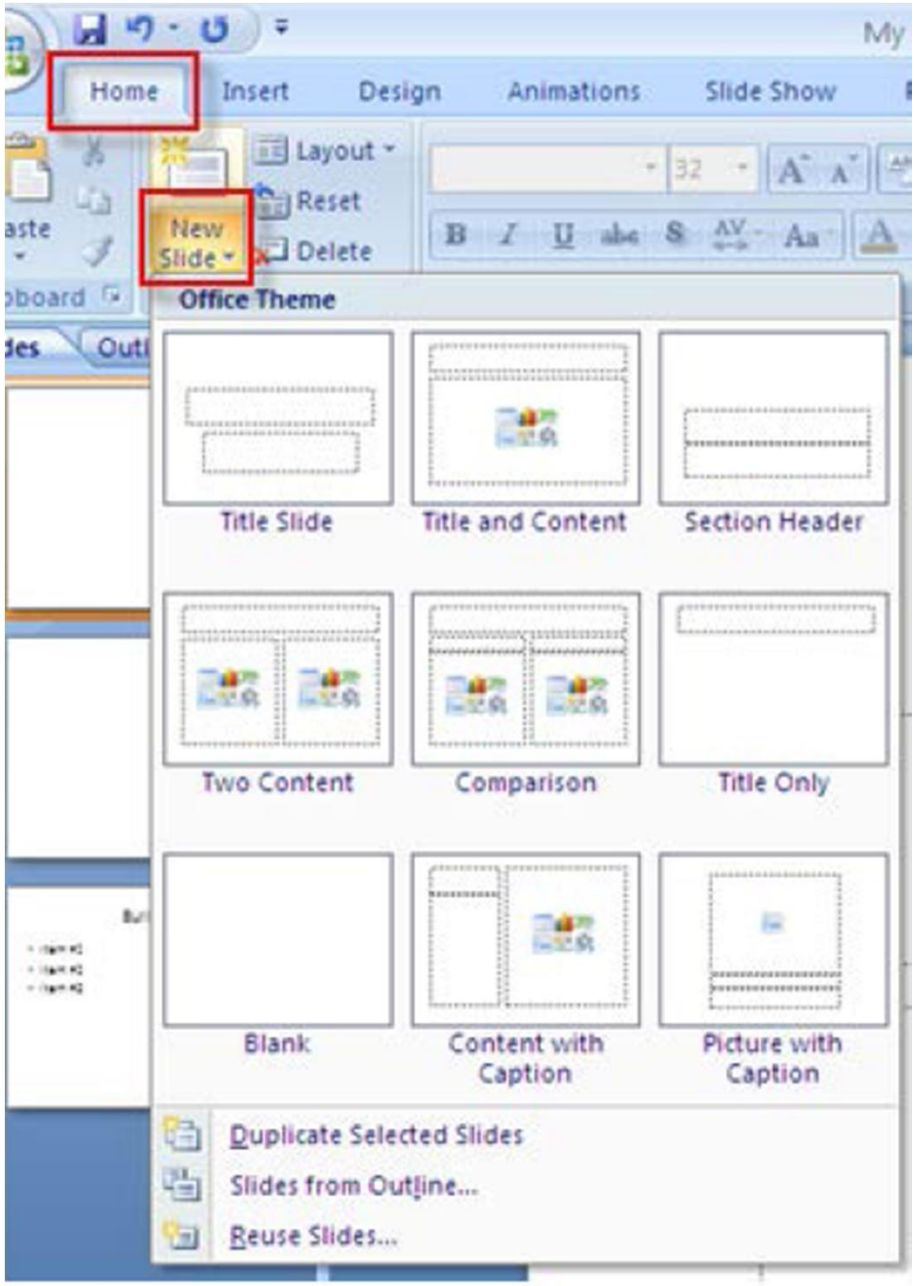

Presentation1 - Microsoft PowerPoint (Product Activation Failed)
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
PDF-XChange 4
Preview
None
Cut
Fade
Push
Wipe
Split
Reveal
Random Bars
Shape
Uncover
Cover
Effect Options
Transition to This Slide
Sound:
[No Sound]
Duration:
02.00
Apply To All
Advance Slide
On Mouse Click
After:
00:00.00
Timing

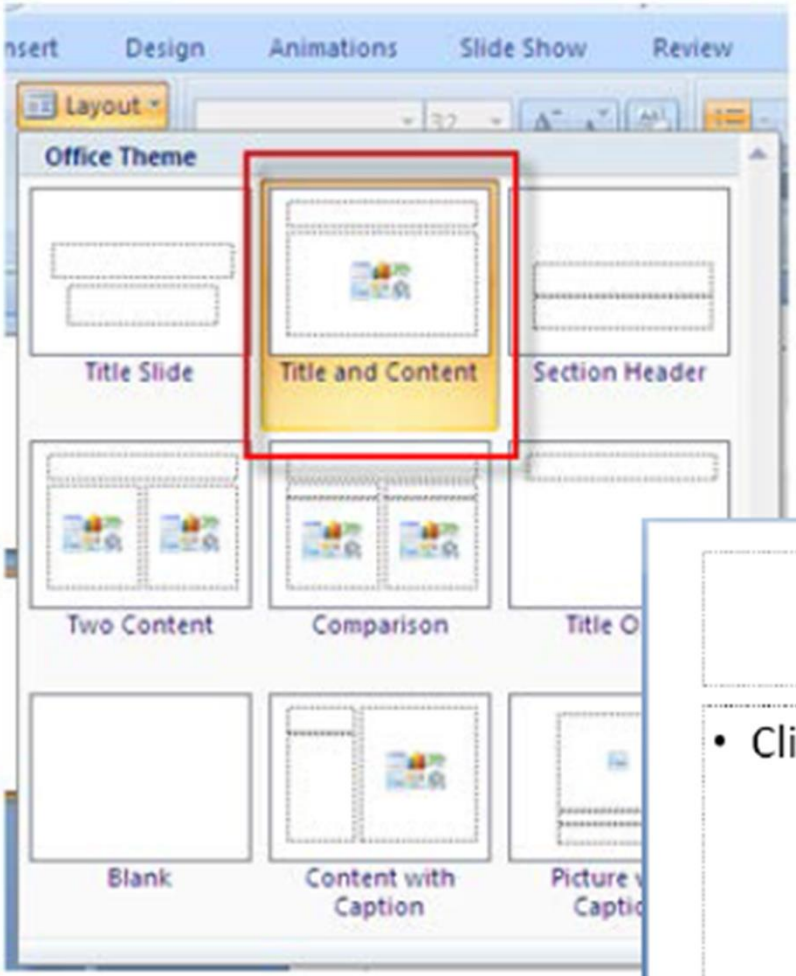

Presentation1 - Microsoft PowerPoint (Product Activation Failed)
Drawing Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
PDF-XChange 4
Format
Preview
None
Appear
Fade
Fly In
Float In
Split
Wipe
Shape
Wheel
Effect Options
Animation
Add Animation
Animation Pane
Trigger
Animation Painter
Advanced Animation
Start:
Duration:
Delay:
Reorder Animation
Move Earlier
Move Later
Timing


None
Appear
Fade
Fly In
Effect Options
Animation


Quick Access Toolbar
Presentation1 - Microsoft PowerPoint
Ribbon
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Add-Ins
Paste
New Slide
Layout
Reset
Section
Clipboard
Slides
Font
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Slides
Outline
Slides Tab
Slide Pane
Click to add title
Text Placeholders
Click to add subtitle
Click to add notes
Notes Pane
Slide 1 of 1
"Office Theme"
66%


Presentation1 - Microsoft PowerPoint
Picture Tools
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Add-Ins
Format
Contextual Command Tab
Remove Background
Corrections
Color
Artistic Effects
Adjust
Frame options
Picture Styles
Picture Border
Picture Effects
Picture Layout
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
4.95"
4.8"
Size
Slides
Outline
Rotate and Flip
Crop
Item is selected,
which brings up formatting options displayed above.


Home
Insert
Design
Animations
Slide Show
Layout
Reset
Delete
New Slide
Office Theme
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption
Duplicate Selected Slides
Slides from Outline...
Reuse Slides...


Design
Animations
Slide Show
Review
Layout
Office Theme
Title Slide
Title and Content
Section Header
Two Content
Comparison
Blank
Content with Caption

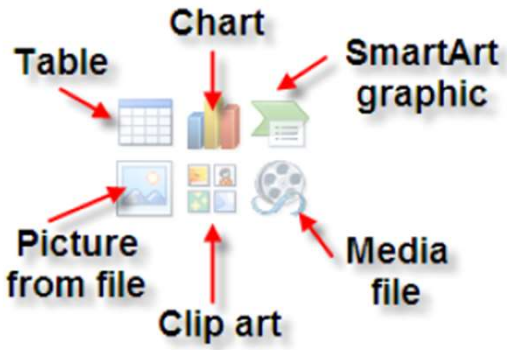
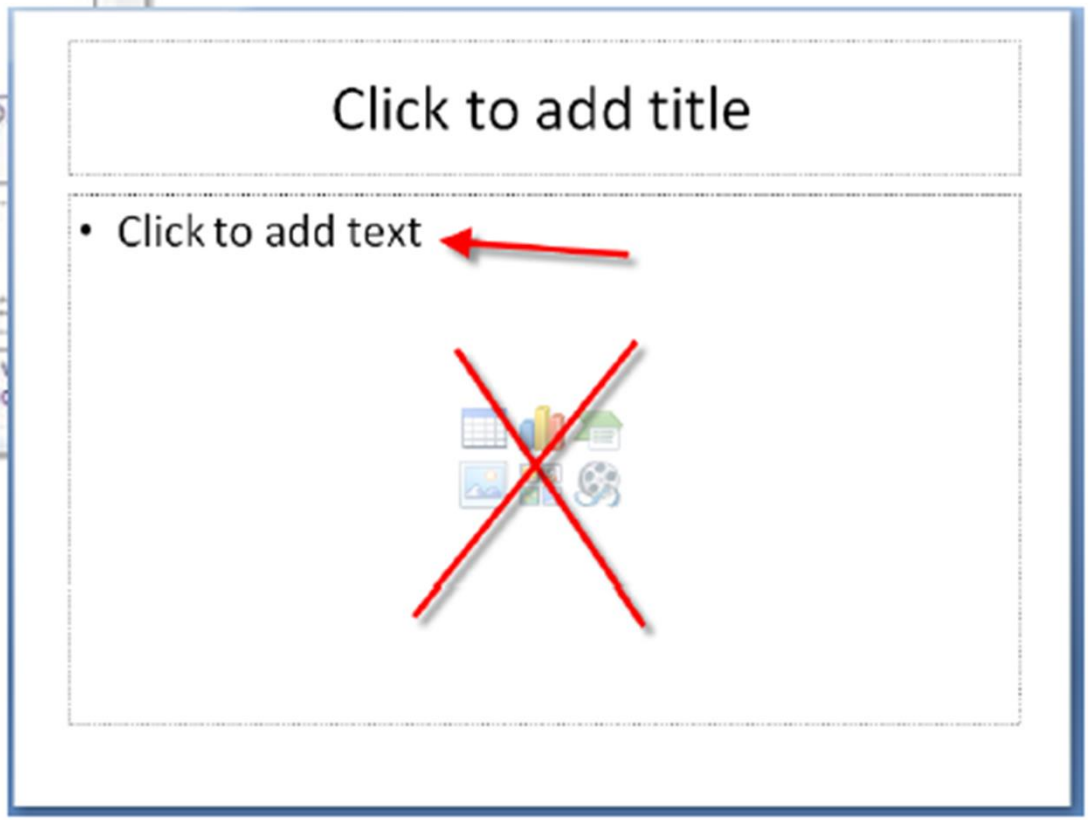
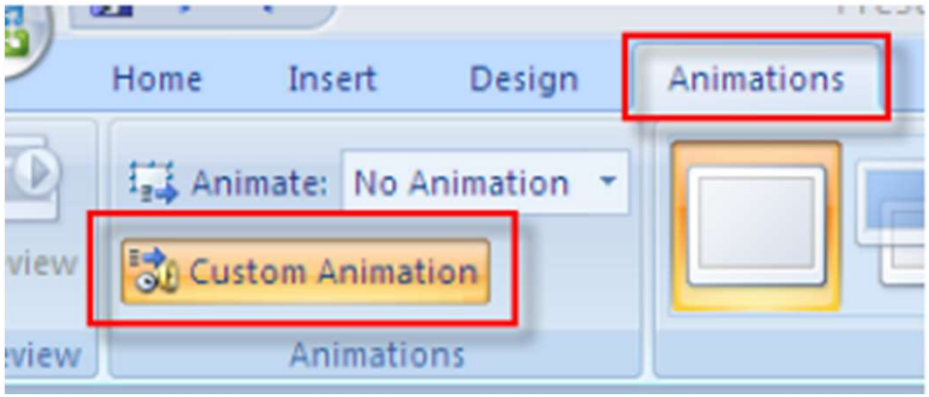


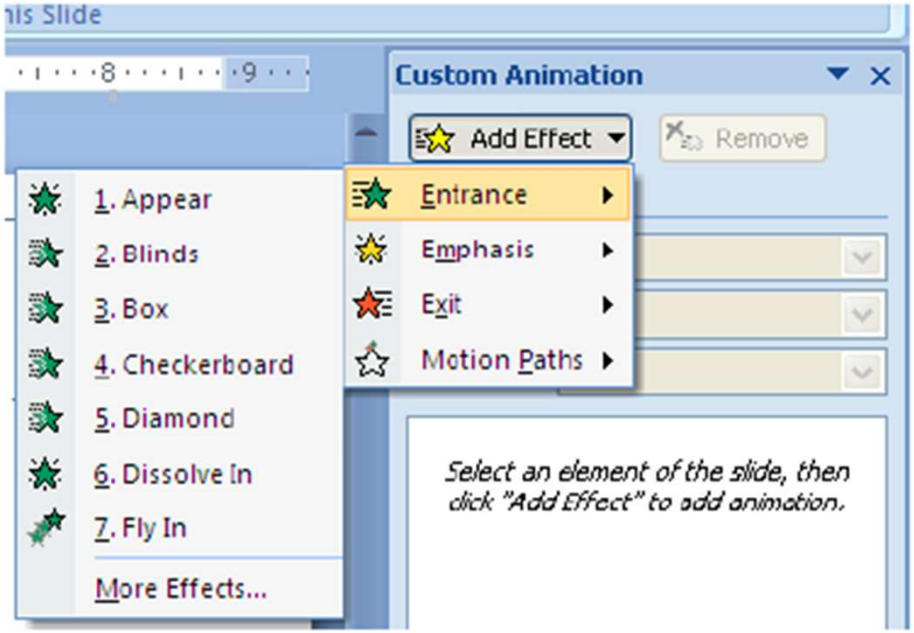
Table
Chart
SmartArt graphic
Picture from file
Clip art
Media file


Click to add title
Click to add text

Animate the Bulleted List

- Click on the **Animations** tab.
- Choose **Custom Animation** from the **Animations** group.
- The **Custom Animation** window appears to the right of your slide.
- Click on the **Add Effects** tab.
- Select **Entrance**.
- Choose **More Effects…** to see a complete list of effects.
- By default, your slide should run a preview the chosen animation
- as
- you click on it once.
- Click OK.


Home
Insert
Design
Animations
Animate:
No Animation
Custom Animation
Animations

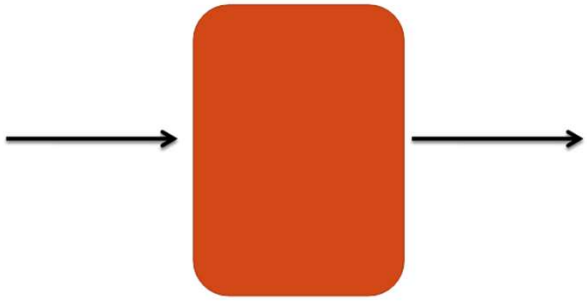

Custom Animation
Add Effect
Remove
1. Appear
2. Blinds
3. Box
4. Checkerboard
5. Diamond
6. Dissolve In
7. Fly In
More Effects...
Entrance
Emphasis
Exit
Motion Paths
Select an element of the slide, then click "Add Effect" to add animation.

Assignment 1

- Create a presentation of 3 slides with an appropriate slide theme.
- Utilize WordArt on your title slide in the first slide to write lab name.
- Insert clip art or picture in the second slide.
- Add a Table with two columns and three rows to the third slide.
- Select a transition and apply it to all slides.
- Insert a footer on slides with a date/time that updates automatically. and slide numbers.
- Apply appropriate animation to at least one slide.

Assignment 2:

- Create the following figure:



- For each object (shape) in the above figure, apply different entrance effect, and the entered arrow starts on click, while the other objects start each after previous.