

# Military Technological College



Understanding  
Office 2013



Microsoft  
**Word 2013**  
Word processing package



Office  
Excel 2013



PowerPoint 2013

## **FPD COMPUTING**

WORKBOOK 3

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# MILITARY TECHNOLOGICAL COLLEGE

## Delivery Plan - Year 2023-24 [Term 1]

Title / Module Code / Programme	Computing /MTCG1015/FPD	Module Coordinator	Ms. Rehana Anjum
Lecturers	TBA	Resources & Reference books	Moodle & Workbook
Duration & Contact Hours	Term 1: 5 hrs x 11 weeks = 55 hours		

WEEK No	Chapter	TOPICS	Hours	L O No
1	1	What is a Computer, Data, Information	5	1
		Basic Applications, Basic functional Blocks of Computer, Work of each Block		
		Computer Components, Essential Computer Hardware,		
		Input Unit, Storage Devices, Unit of data measurements, Primary storage devices		
2	1	Secondary storage devices, CPU	5	1
		Output Unit, Motherboard, PSU, Ports		
		Different types of computers		
		Software, System software, Application software, Programming languages and software		
		Software copyright, Omani data protection legislation, Install and uninstall software applications		
3	2	Minimum laptop computer configurations for students, Computer Ergonomics	3	2
		Switching On the computer, Getting started with Windows 10, Working with files,		
		Adjusting Computer settings, shutting down the computer, other ways to exit the computer properly, Ribbons, menus, and toolbars, File management. [CA1 until this topic]		
		File Explorer, Working with files and Folders, Components of File explorer		
	Malware	1	1 & 2	
	1&2			Revision for CA1
1&2	CA1 (20%) [Chapter 1] and [Chapter 2 until file management]		1	1 & 2

4	2	Password, Backing up of data	5	2
		Compress and Decompress Files and Folders, Formatting Storage Media, Built in help		
	3	Computer Networks, IP Address, Data transfer rate, LAN, WAN, MAN		3
		Advantages/Disadvantages of Using a Network, Intranet, Extranet, Internet, Brief history of Internet, Internet devices, Dial-Up, Broadband		
WWW (World Wide Web), Web Browsers, Web servers				
5	3	URL, Domain, Using web, Search Engine	5	3
		Electronic mail, E-mail address structure, Parts of an E-mail message		
		Microsoft Outlook functionalities, How E-mail works		
		Moodle and Outlook, Conferencing,		
		VoIP, Instant messaging, Blogs, Things to be cautious about on the Internet, Risks to personal and organizational data		
6	3	How to protect data, Techniques to improve data security, Effects of IT on our lives and on Society [CA2 until this topic]	1	3 4
		Moodle file upload/download exercise		
		Microsoft Setting Exercise, MS Word Exercise 4.1	1	
	2&3	Revision for CA2	1	2&3
	2&3	CA2 (30%) [Chapter 2 and Chapter 3]	2	2&3
7	4	MS Word Exercise 4.1 (Cont.)	5	4
		MS Word Exercise 4.2		
		MS Word Exercise 4.3		
		MS Word Exercise 4.4		
8	4	MS Word Exercise 4.5	5	4
		MS Word Exercise 4.6		
		MS Excel Exercise 5.1		6
9	5	MS Excel Exercise 5.2	5	6
		MS Excel Exercise 5.3		
		MS Excel Exercise 5.4		
		MS Excel Exercise 5.5		
		MS Excel Exercise 5.6	5	6

10	5 & 6	MS Excel Exercise 5.7		
		MS Excel Exercise 5.8		
		MS Excel Exercise 5.9		
		MS PowerPoint Exercise 6.1		
11	6	MS PowerPoint Exercise 6.2	5	5
		MS PowerPoint Exercise 6.3		
		MS PowerPoint Exercise 6.4		
		MS PowerPoint Exercise 6.5		
	4, 5 & 6	FINAL EXAM (50%) [Chapter 4, Chapter 5, and Chapter 6]	90 min	4, 5 & 6
TOTAL Teaching hours			55hrs	

Indicative Reading	
Title/Edition/Author	ISBN
<b>BASIC COMPUTER COURSE MADE SIMPLE (3<sup>rd</sup> Ed, 2016),</b> Author: Satish Jain Publisher: Bpb Publications	ISBN – 13: 9788183334594 ISBN – 10: 8183334598
<b>Computing Essentials 2021</b> Author: Timothy J. O’Leary, Daniel O’Leary, Linda I. O’Leary Publisher: Mc Graw-Hill	ISBN – 978-1-259-92127-8
<b>MICROSOFT OFFICE INSIDE OUT: 2021 (Microsoft 365) EDITION</b> Author: Microsoft Corporation, Ed Bott and Carl Siechert Publisher: Sebastopol, CA: O’Reilly Media, Inc., 2013	ISBN – 9780735677562
<b>WINDOWS 11 FOR DUMMIES</b> Author: Andy Rathbone Publisher: Hoboken, NJ: Wiley, 2021	ISBN – 9781118134610



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## Microsoft Office Settings

### Microsoft Exercise: Formatting Language Setting

1. Create a word document
2. **Open** the document
3. Navigate to the File menu
4. Click on **Options**
5. Click on **Language** option
6. Click **Add a Language** Button
7. Choose 'English (United States)
8. Click on the button **Set as default**
9. **Save** and **close** the document

### Microsoft Exercise: Formatting Measurement Setting

1. Create a word document
2. **Open** the document.
3. Navigate to the File menu
4. Click on **Options**
5. Click on **Advance** option
6. Go to **Display** section
7. Format: *Show measurements in unit of:* **inches**
8. Click **ok** button at the end
9. **Save** and **close** the document

## MS Word Exercises

### MS Word Exercise 4.1

10. **Create** a folder on the Desktop.
11. **Name** the **folder** as MS Word Exercises.
12. **Create** a **New Word document** and **Rename** as <your student number-4.1>.
13. **Open** the word document.
14. **Page Size:** A4
15. **Page Orientation:** Portrait
16. **Page Margins:** Moderate
17. **Type** the following *text* as it is in *page1* of the document:

[Today's Date]

341 Company Address

Company City, State

hiring.manager@gmail.com

Dear Mr. Salim,

I'm writing to you regarding the marketing role that opened up recently. I came across the job description on [www.jobvacancies.com](http://www.jobvacancies.com) and was delighted to find that my academic accomplishments meet all of the necessary requirements. I am seeking a challenging but rewarding internship.

As a junior marketing student at the University of Georgia, I have acquired skills in advertising, PR and market research. Currently I hold a 3.8 GPA. While in the College of Business, I have strategically focused my coursework in the following areas:

- a. Marketing Analytics
- b. Marketing Management
- c. Survey Research
- d. Strategic Internet Marketing
- e. Integrated Marketing Communications

Using my knowledge of the above, I designed a marketing campaign for a local pet grooming business that yielded the highest return on investment based on our given budget.

I would be delighted to have an opportunity to personally interview with you. Please accept the enclosed resume and feel free to contact me at your earliest convenience.

Yours sincerely,

[Your Name]

18. **Insert** Today's **Date** in the letter (Use current Date and Time).



19. Format the *Address* (1<sup>st</sup> three lines) of the letter:
  - a. **Font:** Lucida Bright
  - b. **Font Size:** 14 points
  - c. **Font Style:** Bold
  - d. **Font Color:** Blue
20. Format the *email id* ([hirings.manager@gmail.com](mailto:hirings.manager@gmail.com)), apply **Text effect** Glow.
21. Select all the *text* from Dear Mr. Salim until *end of the page* and format:
  - a. **Font:** Cambria
  - b. **Font Size:** 14 points
  - c. **Alignment:** Justify
22. Select the *text* in 1<sup>st</sup> and 2<sup>nd</sup> Paragraph and format:
  - a. **Change case:** Capitalize Each Word
23. Apply **Font style Italics** to the text *www.jobvacancies.com* in 1<sup>st</sup> Paragraph.
24. In the 1<sup>st</sup> paragraph, **Bold** the word "challenging" and **Highlight** it with *turquoise* color.
25. Select the listed text and format:
  - a. Apply **Bullets** of your choice to the text.
  - b. Apply **Left Indent** (*before text*) at 1"
26. Select the second last paragraph and format:
  - a. Apply **First line indent** at 1.2"
27. Select the last paragraph and format:
  - a. Apply **Hanging indent** at 1"
28. Apply **outside borders** to the last *paragraph*.
29. **Shade** the last paragraph with *grey color*.
30. Select the second last **Line** (Yours sincerely) and format:
  - a. **Font:** Bradley Hand ITC
31. Select your name typed in the last **Line** and format:
  - a. **Font:** Blackadder ITC
  - b. **Font Size:** 16 points

32. Select *text* starting from ‘Dear Mr. Salim’ until last paragraph,  
Apply paragraph **Spacing Before: 12pt** and **After: 12pt**.
33. Select *bulleted text*, apply **Line Spacing 1.5 lines**.
34. **Insert Symbol** of *Smiley face* at the end of your name.
35. Do the automatic **spelling/grammar check** & correct the spelling mistakes in the letter.
36. **Save** the document.

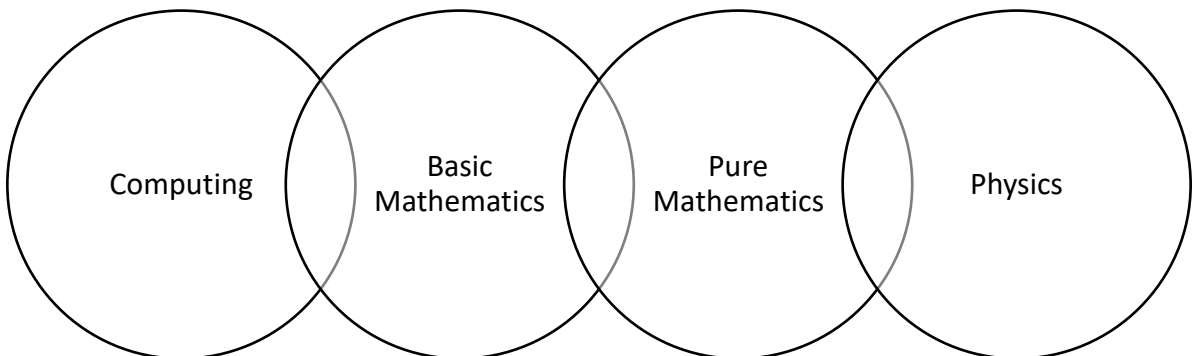
*Note to Lecturers: Inform students about other available options for line spacing (single, double, and multiple), alignment (center, right, and left), indents, margins (custom, gutter, etc.), and page size (Height & Width).*

## MS Word Exercise 4.2

1. **Create** a New Word document and **Rename** as <your student number-4.2>.
2. **Open** the *word* document.
3. **Customize** the Page **size** to **Height:12” & Width:9”**, and Page **orientation Landscape**
4. **Insert** a logo of Military Technological College (Use Google or online picture) on page 1.
5. **Apply picture effect** to the picture.
6. **Apply** an **artistic effect** to the picture.
7. **Insert** a **Page break** on page1.
8. **Insert** a **picture** of MTC (Use Google or online picture) on page 2.
9. **Apply** any **picture style** to the picture.
10. **Insert** the following **shape** on page 2, move the shape above the picture such that you can view both shape and picture.



11. **Fill** the shape with any **color**.
12. **Apply Shape Effects** with **Shadow**.
13. **Insert** a **text box** on page 3 and *type* the text ‘MTC General Studies’.
14. **Apply** any **shape style** to the text box.
15. **Insert** the following **SmartArt** in page 3:



Name of the **SmartArt** is \_\_\_\_\_

16. **Apply** a **SmartArt style** to the SmartArt.

17. **Insert** WordArt on page 4 and *type* ‘Students Overall Result’.

18. **Insert** a **3-D Clustered Column Chart** on page 4 for the following data:

	<b>Mid Term</b>	<b>Final Exam</b>
<b>Computing</b>	58	74
<b>Basic Math</b>	86	91
<b>Pure Math</b>	77	62
<b>Physics</b>	52	60

*Resize* the chart and place it *below* WordArt.

19. **Insert** a **page number** at the **bottom** of the page.

20. **Save** the **document**

### MS Word Exercise 4.3

1. **Open** your MS Word Exercises **folder**.
2. **Create** a **New Word document** and **Rename** as <your student number-4.3>.
3. **Insert** the following **table**:

Periodic Table	Atomic Structure			
	Element	Mass Number	Protons	Neutrons
	Sodium	23	11	12
	Boron	10	5	5
	Aluminum	27	13	14
	Chlorine	35	17	18
	Fluorine	19	9	10

4. *Format* the *title* (Atomic Structure) of the table with following:
  - (a) **Font:** Cambria
  - (b) **Font size:** 14
  - (c) **Text Effect:** Shadow
5. *Format* column1 (Periodic Table) of the table with
  - (a) **Font:** Britannic Bold
  - (b) **Font size:** 15
  - (c) **Font style:** Underline
6. *Format* the *Column headings* (Element, Mass Number, Protons, and Neutrons) of the table with, **font color:** *Green*.
7. *Apply shading* of any color to the table.
8. *Apply* a **border style** (choose any line style) for all cells in the table with, **Pen color:** *Blue*.
9. **Split** the *table* into *two tables* after the record 'Boron'.
10. **Delete** the *first column* from the 2<sup>nd</sup> table.
11. *Format* the *second table* according to the following:
  - (a) **Insert** a new *row above* the record 'Chlorine':

Carbon	12	6	6
--------	----	---	---

- (b) **Insert** a new *row below* the record 'Fluorine':

Magnesium	24	12	12
-----------	----	----	----

(c) **Insert** the *column* given below to the left of the *column1*:

Al
C
Cl
F
Mg

12. **Copy** the *second table* and paste on page 2.

13. Do the following *table formatting* on page 2:

(a) **Sort** the 2<sup>nd</sup> *column* of the table in *descending* order.

(b) **Copy** the *table* and paste on page 3.

14. Do the following *table formatting* on page 3:

(a) **Sort** the 3<sup>rd</sup> *column* of the table in *ascending* order.

(b) **Insert** a new *row* above the record 'Carbon' as:

Symbol	Element	M	P	N
--------	---------	---	---	---

(c) *Apply* a **table style** of your choice to the *table*.

(d) Insert a new *row* **below** the record 'chlorine'

(e) Insert a new *column* after the *column* N.

(f) *Set* the **height** of the last *row* to 0.5"

(g) *Set* the **width** of the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> *column* to 0.6"

15. *Calculate Total* of all the cells in *column* M and display the *sum* at the *bottom* of this *column*.

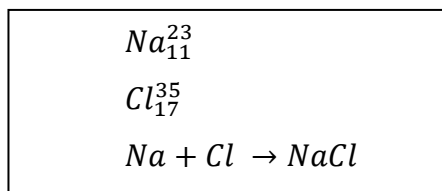
16. *Calculate Average* of all the cells in *column* P and display the answer at the *bottom* of this *column*.

17. *Find* out the **maximum** number in the table and display the answer in the 2<sup>nd</sup> row last *column*.

18. *Find* out the **minimum** number in the table and display the answer in the 3<sup>rd</sup> row last *column*.

19. *Find* out *how many numbers* are in the table and display the answer in the last row first *column*.

20. **Insert** the following equation on Page 4 using **Equation Editor**



21. **Save** the **document**.

*Note to Lecturers: Inform students about other available options in Equation editor*

## MS Word Exercise 4.4

1. **Create a New Word document and Rename** as <your student number-exe4.4>
2. Change the **Page Margins**, Top: 1”, Bottom: 1”, Left: 0.5”, Right: 0.5”.
3. *Type* the following on page1:

### **SUMMARY**

Tech-savvy, solution-oriented professional with experience in all aspects of office management, administration, and support.

### **SKILLS**

Windows & Mac  
Microsoft Office  
Apple iWork  
SharePoint  
Salesforce  
QuickBooks  
Lotus Notes  
Adobe InDesign  
Adobe Photoshop

### **TRAINING & EDUCATION**

Microsoft Office Specialist MICROSOFT OFFICE 2010  
Microsoft Certification 2008

Bachelor of Arts BUSINESS ADMINISTRATION  
University of Illinois Springfield 1997 – 2001

Associate Degree OFFICE ADMINISTRATION  
Lincoln Land Community College 1995 – 1997

4. **Insert drop cap** for the word *Tech-savvy* (in paragraph 1).
5. **Insert header** and *type* your Name, Student Number and Class.
6. *Apply* a **page border** of your choice with a **style** in the document.
7. *Apply* a **page color** of your choice to the document.
8. *Apply* **First line indent 0.3”** to the *text* below “SKILLS”.
9. Add the **left tab stop at 5”** to the *text* below “TRAINING & EDUCATION”, then *align* each year to the *tab stop*.
10. Insert a **footnote** ‘ability to do something well’ for the word SKILLS.
11. Insert an **endnote** ‘graphics editor’ for the word ‘Adobe Photoshop’.
12. **Insert Bookmark** to the Subheading ‘TRAINING & EDUCATION’.
13. **Design a Custom Watermark** in the document with the text ‘Resume’.
14. **Save the document**.

## MS Word Exercise 4.5

1. **Create a New Word document and Rename** as <your student number-exe4.5>
2. Set the **page margins** to 1.5” on all sides (Top, Bottom, Left, and Right).
3. **Insert a header** ‘Science-fiction movies’.
4. Set **spacing after** to **0 pt** and **line spacing** to **single**.
5. *Type the text* shown below on page1:

Top 5 science-fiction movies:  
2001: A Space Odyssey (1968)  
Blade Runner (1982)  
Gattaca (1997)  
Aliens (1986)  
The Terminator (1984)

6. *Select* the title **Top 5 science-fiction movies** and *format font: Arial, font size: 16, and font style: bold*.
7. *Select* the remaining text (starting from 2001 to (1984)) and *format font: Arial, font size: 12*.
8. Turn on the **Show/Hide** codes to view paragraph marks and other *hidden formatting symbols* in the document.
9. *Select* all the text, **copy** and **paste text** on page2.
10. *Select* the pasted text and **Insert Table**.
11. *Select* text on page1, beginning with ‘2001:’ and ending with ‘(1984)’ do the following formatting,
  - (a) Insert **numbering**.
  - (b) *Apply center aligned Tab* at 4.0”.
  - (c) *Align each year* at the end of the movie names to the *tab stop*.
12. Insert a **page border ‘3-D’**.
13. **Save the document**.



## MS Word Exercise 4.6

**Step1** Create a **Word document** in MS Word Exercise folder.

**Step2** **Rename** the file as your “student ID Number”.

**Step3** *Format* the **Page Size** to **A5**.

**Step4** *Format* the **Page Orientation** to **Landscape**.

**Step5** Create the **Table** below on **Page1**.

Estimate of tropical forest loss (hectares) - 2014		
<b>Country</b>	<b>Rank</b>	<b>Average Loss</b>
Brazil	1	2,262,241
Indonesia	2	1,490,457
Congo	3	1,100,880
Malaysia	4	493,385

**Step6** **Align Center** the heading (title) of the Table.

**Step7** **Change case** into **Capitalize Each Word** in Table heading (title).

**Step8** *Format* the Table **Font** to **Lucida Bright**.

**Step9** *Format* the Table **Font Size** to **16 point**.

**Step10** **Insert** your *Name* as **Footer**.

**Step11** **Design Page Borders** with setting **Shadow**.

**Step12** **Design** the document with **Watermark “SAMPLE”**(Choose from the available options).

**Step13** Find the word *forest* and **replace** it with *wood*.

**Step14** **Save** your document.

## MS Word Exercise 4.7

1. **Create a New Word document and Rename** as <your student number-exe4.7>
2. *Type* the following on page1:

Service Level Agreement (SLA) For WSU's Virtual Lab  
By – Sharon Dover

3. *Copy paste* the following text on page3:

### **General Overview**

This is a Service Level Agreement (“SLA”) between the campus community and the Information Technology

### **Services Division (ITS) to document:**

- The technology services ITS provides to the campus.
- The responsibilities of ITS as a provider of these services and clients receiving services.
- Processes for requesting services.

This SLA shall remain valid until revised or terminated.

### **Service Description**

#### **Service Scope**

Provide Creative Suite software to Students thru Weber’s Virtual Lab.

#### **Assumptions**

- Services provided by ITS are clearly documented in the ITS service catalog.
- Major upgrades will be treated as projects outside the scope of this Agreement.
- Funding for major updates will be negotiated on a service-by-service basis.
- Changes to services will be communicated and documented to all stakeholders via email.

### **Roles and Responsibilities**

#### **Parties**

The following Service Owner(s) will be used as the basis of the Agreement and represent the primary

Stakeholders associated with this SLA:

*Add Table:*

Stakeholder Title / Role \* Contact Information

*Service Owner 1 [Title / Role] [Contact Information]*

### **Computing Support’s Responsibilities**

Computing Support’s responsibilities and/or requirements in support of this Agreement include:

- Meet response times associated with the priority assigned to incidents and service requests.

- Generating quarterly reports on service level performance.
- Appropriate notification to Customer for all scheduled maintenance via the Maintenance Calendar, service.

### **Customer Responsibilities**

Customer responsibilities and/or requirements in support of this Agreement include:

- Availability of customer representative(s) when resolving a service related incident or request.
- Communicate specific service availability requirements.

4. *Apply* a **theme** named **Slice** to the Word document.
5. Make the following *formatting* to the **text on page1**:

- (a) **Font Size**: 26
- (b) **Alignment**: left
- (c) **Font Color**: Dark Blue

6. Make the following *formatting* to the **text on page3**:

*Select* the appropriate text and *make the following changes using shortcut keys*:

- (a) **Bold** the words “General Overview, Service Description, Roles and Responsibilities”.
- (b) **Bold and Italicize** “Service Scope, Assumptions, Parties, Computing Supports Responsibilities and Customer Responsibilities”.
- (c) **Underline** the words “General Overview, Service Description, Roles and Responsibilities”.
- (d) **Decrease** the **font size** of the “Customers Responsibilities” by 2 points.
- (e) **Increase** the **font size** of the sentence “This is a Service Level Agreement” to 6 points.
- (f) **Center** align the word “General Overview”.
- (g) **Right** align your “Service Description”.
- (h) **Copy** the text below “Customers Responsibilities” and **paste** it two times in page4.
- (i) **Cut** the sentence “Communicate specific service availability requirements” and **paste** the text on page4.

7. *Select* “General Overview” and *convert* the *Text* as **Heading 1**.
8. *Select* “Service Description” and *convert* the *Text* as **Heading 1**.
9. *Select* “Roles and Responsibilities” and *convert* the *Text* as **Heading 1**.
10. *Select* “Service Scope” and *convert* the *Text* as **Heading 2**.

11. *Select “Assumptions” and convert the Text as **Heading 2**.*
12. *Select “Parties” and convert the Text as **Heading 2**.*
13. *Select “Computing Supports Responsibilities” and convert the Text as **Heading 2**.*
14. *Select “Customer Responsibilities” and convert the Text as **Heading 2**.*
15. Insert **Automatic Table of Content** on page2 of your document.
16. **Save the document.**

#### **COMMON SHORTCUT KEYS THAT CAN BE USED IN MICROSOFT WORD:**

To **bold** text CTRL+B

To right align text CTRL+R

To *italicize* text CTRL+I

To left align text CTRL+L

To underline text CTRL+U

To center align text CTRL+E

To decrease font size CTRL+[

To select text SHIFT+ARROW KEYS

To increase font size CTRL+]

To save a file CTRL+S

To copy selected text CTRL+C

To save as a file F12

To cut selected text CTRL+X

To close a document ALT+F4

To paste selected text CTRL+V

To select all text CTRL+A

To print CTRL+P

**MS Word Exercise 4.8**

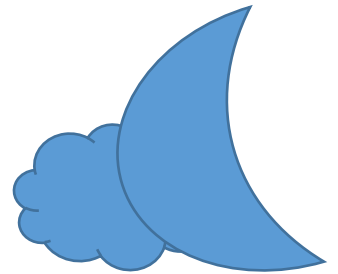
1. *Using your knowledge in MS word create the following document.*
2. *Page1:*



**Winning team gets \$25 in gift cards to Luigi's!**

3. *Page 2:*

Day	Hours at Location	Items Sold	Total Receipts
Monday	4	62	\$374.28
Tuesday	3	28	\$115.19
Wednesday	2	32	\$202.87
Thursday	2	21	\$85.85
Friday	5	115	\$624.39
Saturday	5	228	\$1,401.03



4. *On Page3 create a Birthday greeting card for your friend.*
5. **Save the document with the file name <your student number-exe4.8>**

## MS Excel Exercises

### MS Excel Exercise 5.1

1. **Create** a **New folder** on the desktop and **Rename** it as “MS Excel Exercise”.
2. Create a **New** Microsoft Excel worksheet and **Rename** as <your student number-5.1>
3. Type the following **Excel Table**:

<b>Student Attendance Details</b>			
<b>Student ID</b>	<b>First Name</b>	<b>Date of Joining</b>	<b>Attendance</b>
1506023	Mohammed	11/11/2015	100
1405002	Saif	2/3/2014	95.6
1601777	Khalid	7/12/2016	88.4

4. **Add** Sheet 2 and Sheet 3.
5. **Rename** Sheet 1 as SORTING.
6. *Move* the Sheet SORTING *before* Sheet 3.
7. **Delete** the Sheets, Sheet2 and Sheet3.
8. **Copy** the Sheet SORTING at the **end** and **Rename** the new sheet as ‘NAME’.
9. **Sort** the column **First Name** in *alphabetical order* in the Sheet NAME.
10. **Delete** the **Date of Joining** column in Sheet NAME.
11. **Copy** the Sheet SORTING at the **end** and **Rename** the new sheet as NUMBER.
12. **Sort** the column *attendance* in Sheet NUMBER from **Smallest to Largest**.
13. **Delete** the Row with student ID 1506023 in Sheet Number.
14. **Copy** the Sheet SORTING at the **end** and **Rename** the new sheet as DATE.
15. **Sort** the column Date of Joining from **Oldest to Newest** in the Sheet DATE.
16. Set a **different Tab Color** for **each sheet**.
17. Select a **cell style** of your choice for the Sheet SORTING.
18. **Hide** the column ‘Attendance’.
19. **Freeze** the second row of the table.
20. **Save** the file.

**MS Excel Exercise 5.2**

1. **Create** a New Microsoft Excel worksheet and **Rename** as <your student number-5.2>
2. **Create** the following **Excel table**:

CALCULATIONS											
Data1	Data2	Avg	Add(+)	Max	Min	Sub(-)	Div(/)	Mul(*)	Perc(%)	Example	Date &Time
0.6	2										
0.05	0.4										
0.07	0.3										

3. **Rename** the Sheet as Excel 1.
4. Change the **Row height size: 40** for the **first row** in the table.
5. Align the *text* in *row1* as **Horizontal: Middle** and **Vertical: Top**.
6. Calculate the **Average** and **Add (sum)** for *Data1* and *Data2* using  $\Sigma$  **method**.
7. Calculate the **Maximum** and **Minimum** for *Data1* and *Data2* rows using *functions*.
8. *Subtract* *Data2* from *Data1* for all the rows by using the formula ***Data1 - Data2***.
9. *Divide* *Max* by *Min* for all the rows by using the formula ***Max/Min***.
10. Calculate ***Data1\*0.5*** for all the rows.
11. **Copy** the *cells* from ***H3 to H5*** and **paste** it into ***J3 to J5***.
12. *Format* the *numbers* in the *column J* with *percentage (%)* symbol and make *no decimal places*.
13. Calculate the *Example* for *all* the data using the formula ***(Data1×2) - (Data2×0.3)***.
14. **Insert** the **current date & current time** in the *Date &Time column*. (Use the function ‘***=Now()***’)
15. **Copy** cells *B3 to B5* and **paste Link** into *Sheet 2*..
16. **Print** the sheet **Excel1**.
17. **Save** the **file**.

### MS Excel Exercise 5.3

1. **Create** a New Microsoft Excel file and **Rename** as <your student number-exe5.3>
2. *Type* the following **Excel table** in Sheet1:

Military Technological College							
Student Progress Statement							
SI No.	Student Number	Student name	Quiz1	Quiz2	Midterm	End term Exam	Final marks
1	140567	Saif	25	59	65	79	
2	140231	Laith	72	45	78	80	
3	140006	Khaleel	46	45	39	35	
4	140467	Muad	67	57	45	50	
5	140890	Ahmed	78	80	75	90	

3. **Rename** Sheet1 as 'MTC'.
4. Calculate the *Final marks*, use the following *formula*.

$$\text{Final Marks} = \text{Quiz1} \times 0.1 + \text{Quiz2} \times 0.1 + \text{Midterm} \times 0.3 + \text{End term Marks} \times 0.5$$

5. **Insert** a **Clustered Column chart** for the above **table**.
  - a. **Move Chart** to a new sheet and **Rename** the sheet as 'Clustered Chart'.
  - b. **Insert** a **Chart Title** to the Clustered *chart* as 'Student Progress Statement'.
  - c. Format the **Chart Title** with any **WordArt**.
  - d. Label **Horizontal Axis Title** as 'Student'.
  - e. Label **Vertical Axis Title** as 'Marks'.
  - f. Format the **legend** of the Clustered Chart to the **Left side**.
  - g. Show the **data labels** for the above Clustered *Chart*.
6. **Insert** a **3-D pie chart** for the *column End term exam*.
  - a. **Move** the **chart** to a **new sheet** and **Rename** the Sheet as 'Pie Chart'.
  - b. **Fill Green color** to the **Chart area** and **yellow color** to the **Plot area** of the Pie chart.
  - c. Format the **data series** for the Pie chart as **Angle of First slice: 50** and **Point of Explosion: 40%**.
  - d. Show the **data labels** for the Pie chart at outside end.
  - e. Select a different **Chart style** for the Pie chart.
7. **Insert** a **Scatter chart** for the columns Student name, Quiz1 and Quiz2.
  - a. Format the **Quick Layout** of the Scatter chart to **Layout 5**.
8. **Save** the **file**.



### MS Excel Exercise 5.4

1. Create a **New Microsoft Excel** worksheet and **Rename** as <your student number-5.4>

Day	Breakfast	Lunch	Dinner	L – Spark	C – Spark
Saturday	40	25	33		
Sunday	26	10	43		
Monday	12	46	58		
Tuesday	25	50	16		
Wednesday	45	54	17		

2. **Rename** the Sheet as ‘First’.
3. Create a **copy** of the Sheet ‘*First*’ and **Rename** it as ‘*Second*’
4. Do the following in Sheet ‘*Second*’
  - (a) **Insert Line Sparkline** for the data in the above table, **Location** ‘L – Spark’ column.
  - (b) Change the **line color** of the Sparkline make it Purple color.
  - (c) Highlight the **Highest points** in the Sparkline with Red color.
  - (d) **Insert Column Sparkline** for the data in the above table, **Location** ‘C – Spark’ column.
  - (e) **Highlight** the **Highest points** in the Column Sparkline with Green color and the **Lowest points** with Yellow color.
5. Create a **copy** of the Sheet ‘*First*’ and **Rename** it as ‘*Third*’.
6. Do the following in the Sheet ‘*Third*’.
  - (a) **Highlight** (Fill Color) the cells that are **greater than 40** with Red color using **Conditional Formatting**.
  - (b) **Highlight** (Fill Color) the cells that are **lesser than 20** with Green color using **Conditional Formatting**.  
(See the other features in Highlight [Border color, Font color also can be changed])
7. **Copy** Sheet *First* into a new Sheet and **Rename** the new Sheet as ‘*Condition 1*’.
  - (a) Using **Conditional Formatting**, **Highlight** the **Top 3 data** with Blue color and the **Bottom 3 data** with Yellow color in ‘*Condition 1*’ Sheet.
8. **Copy** Sheet *First* into a new Sheet and **Rename** the new Sheet as ‘*Condition 2*’.
9. *Visualize* the data in Sheet ‘*Condition 2*’ with **icon sets** using **Conditional Formatting** option.  
Use the following rules.
  - (a) **Visualize the data** into **three groups**: Data >50 ,30 ≤ Data ≤ 50, and Data <30
10. **Save** the file.

## MS Excel Exercise 5.5

*The Table* includes *measured data* on the current-voltage relationship of a diode.

I [mA]	V [Volts]
0	0
0.001	0.24
0.005	0.34
0.01	0.36
0.02	0.39
0.05	0.43
0.1	0.46
0.2	0.49
0.5	0.53
1.0	0.57
2.0	0.60

- 1) Create a **new Microsoft Excel file** and **Rename** as “**Electrical Lab**”.
- 2) *Type* the above *Excel table* on *sheet1*.
- 3) **Rename** the *Sheet1* as ‘Diode I – V’.
- 4) **Insert** a **Scatter with straight line chart** to show the relationship between the amount of current and voltage.
- 5) Format the **Chart Title** as “**Diode I - V**”
- 6) Label **Axis Titles** (x-axis and y-axis) as the table headers.
- 7) Include **data labels** on the chart
- 8) Include the **legend** under (**bottom**) the chart.
- 9) Change the **chart style** into **style 6**.
- 10) **Save** the **file**.

## MS Excel Exercise 5.6

**Step1** Create an **Excel** file on the Desktop.

**Step2** **Rename** the file as your “Student ID Number”.

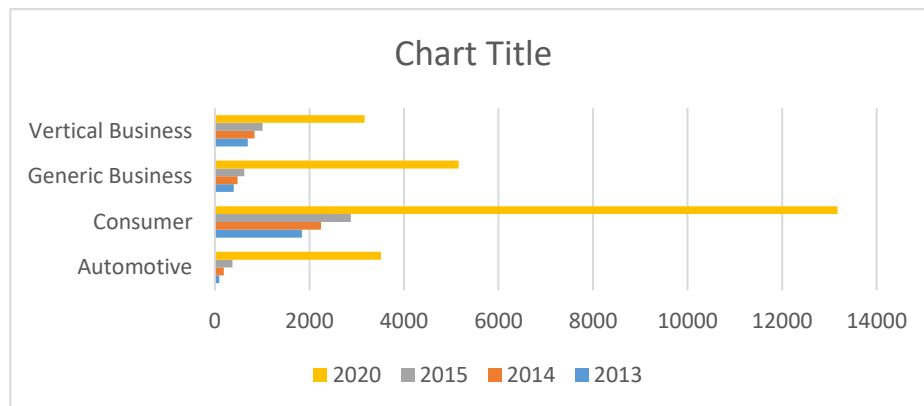
**Step3** *Type the Excel table below on sheet1:*

	<b>Internet of things units installed in each year (in millions)</b>			
<b>Category</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2020</b>
Automotive	96	189	372	3511
Consumer	1842	2244	2874	13172
Generic Business	395	479	623	5158
Vertical Business	698	836	1009	3164
<b>Total</b>				

**Step4** **Rename** Sheet1 as ‘IoT’

**Step5** Calculate the *Total* for each *column*. (Use SUM function)

**Step6** Select the *columns*, "**Category**", "**2013**", "**2014**", "**2015**", and "**2020**" and insert a **Bar chart** as shown below.



**Step7** Make the following changes on the chart.

- 1) Change the **Chart Title** as “**Internet of Things Units Installed**”.
- 2) Label **Horizontal Axis** as “**Number of IoT Units**”.
- 3) Label **Vertical Axis** as “**Category**”.
- 4) Include the **legend** on **right-hand side** of the chart.

**Step8** **Move chart** into a **New sheet**.

**Step9** **Save** the file

## MS Excel Exercise 5.7

1. Create a new Microsoft Excel file and **Rename** as <your student number-5.7>
2. Type the following **Excel table** on **sheet1**:

Software	Sale Jan	Sale Feb	Average	Difference	Income	Date & Time	Column Sparkline
<b>Inventory</b>	200	100					
<b>Word Editor</b>	90	80					
<b>Presentation tool</b>	40	60					
<b>Media Player</b>	70	50					
<b>Search Engine</b>	250	200					
<b>Router Manager</b>	80	90					
<b>Browser</b>	60	70					

3. Change the **Row height size: 40** for the **first row** in the table.
4. Align the *text* in *row1* as **Horizontal: left** and **vertical: Top**.
5. **Fill yellow** color to the *column* ‘Sale Jan’.
6. Select a different **border** for the *column Sale Jan*.
7. Calculate **Average** using **AutoSum**.
8. Calculate **Difference** using the formula: **Difference = Sale Jan – Sale Feb**.
9. Calculate *Income* using the formula: **Income = (Sale Jan + Sale Feb) \* 450**
10. **Insert a Scatter Chart** for the *column* ‘Sale Jan’.
  - a. Change the **Chart layout** of the *scatter chart* to **layout 6**.
11. **Copy** Sheet 1 into a *new sheet* and **Rename** the *new sheet* as ‘Condition 1’.
12. In the Condition1 sheet, **highlight** the cells in *Income column* that are **Greater** than **50000** with Green color using **Conditional Formatting** features.
13. Visualize the data in sheet1(*Sale Jan & Sale Feb*) with **icon sets** using **Conditional Formatting** option. Use following rules  
IF Data>100 red circles, IF Data >=60 and <=100 no Icon, Data < 60 yellow circles
14. **Copy** sheet 1 into a new sheet and **Rename** the new sheet as ‘Column Sparkline’.
15. **Insert Column Sparkline** for each row in the *Sparkline column*.
  - a. **Highlight** the **Highest points** in the **Column Sparkline** with **Red** color and **Lowest points** with **Yellow** Color.

16. Insert Current **Date & Time** in Date & Time column.
17. **Insert a Clustered Column Chart** to include the sales of software in January and February for the above table.
18. **Move** the **Chart** to a new sheet and **Rename** the sheet as ‘Column Chart’.
19. Change the **Legend** of the **Column Chart** to the **top side**.
20. Label the **Horizontal Axis Title** as ‘month’.
21. Label the **Vertical Axis Title** as ‘Sale’.
22. Show **Data Label** for the above *Column chart* in **inside End**.
23. Create a **3-D Pie Chart** for the *column Sale Jan*.
24. **Move** the chart to a new sheet and **Rename** the sheet as **Pie Chart**.
25. Format **data series** for the **Pie Chart** as **Angle of first slice: 40** and **Point of explosion: 35%**.
26. **Save** the **file**.

### MS Excel Exercise 5.8

In a city, the following weekly observations were made in a study on the cost-of-living index.

Cost of living Index	Number of weeks
140 – 150	5
150 – 160	10
160 - 170	20
170 – 180	9
180 – 190	6
190 - 200	2

1. Create a **new** Microsoft Excel **file** and **Rename** as <your student number-exe5.8>
2. **Copy** the Column *Number of weeks* and **paste** as 3<sup>rd</sup> column of the table
3. Create **Histogram**, **Line Graph** and **Combo Chart** for the Data.
4. **Save** the **file**.

### MS Excel Exercise 5.9

The electricity bills of 25 houses are given below:

150, 212, 252, 310, 712, 412, 425, 322, 325, 192, 198, 230, 320, 412, 530, 602, 724, 370, 402, 317, 403, 405, 372, 413, 290.

1. **Create** a new Microsoft Excel **file** and **Rename** as <your student number-exe5.9>
2. **Rename** Sheet1 as 'Histogram'
3. *Type* the **above** data in one *column* on **sheet Histogram**
4. *Type* the *table* given below on **Sheet Histogram**

Class Interval	Upper Bin	Frequency
75-149	149	
150-224	224	
225-299	299	
300-374	374	
375-449	449	
450-524	524	
525-599	599	
600-674	674	
675-749	749	

5. Calculate **Frequency** (use frequency function or can be done manually)
6. **Construct** a **Histogram** using the *Columns Class Interval* and *Frequency*
7. **Copy** the *columns Class Interval*, and *Frequency* to sheet 2.
8. On sheet 2, construct a *Line graph* using *columns Class Interval* and *Frequency*.
9. **Copy** and **paste** the *columns of Class Interval* and *Frequency* on Sheet 3
10. **Copy** the *Column frequency* and **paste** as 4<sup>th</sup> column of the table
11. **Insert** a Histogram and Line Graph, **Combo Chart** for the Data
12. **Rename** *Sheet 3* as 'Combo Chart'.
13. **Save** the **file**.

## MS PowerPoint Exercises

### MS PPT Exercise 6.1

1. **Create a folder** on the desktop and name it as “MS PPT Exercises”.
2. Create a **new Microsoft PowerPoint Presentation** and **Rename** as <your student number-6.1>
3. **Open the PowerPoint file** and **make the presentation** with the following details:

Slide 1: **Slide Layout:** Title Only

**Title:** MATTER

Slide 2: **Slide Layout:** Title and Content

**Title:** Atom

**Text:** The smallest indivisible particle.

It has properties of an element.

Slide 3: **Slide Layout:** Comparison

**Title:** Particles of an atom

**Text:** Proton

Electron

**Text:** +ve charged particles

-ve charged particles

Slide 4: **Slide Layout:** Title and Content

**Title:** Valence Shell

**Text:** The outermost shell of the atom.

Slide 5: **Slide Layout:** Content with Caption

**Title:** States of matter

**Text:** Four states of matter are observable in everyday life: solid, liquid, gas, and plasma.

Slide 6: **Slide layout:** Blank

**Text:**

Helium  
Neon  
Argon  
Hydrogen  
Oxygen  
Carbon

4. Do the following *formatting* to the *title* in slide 1:
  - (a) **Font:** Broadway,
  - (b) **Font size:** 60
  - (c) **Alignment:** Center
  - (d) **Font style:** Italic, Underline
5. Format the *title* in slide 2 as font color: blue.
6. Apply **Numbering** to the *text* in slide 2.
7. Using **change case** command, format the *title* in slide 3 as UPPERCASE.
8. Do the following *formatting* to the *title* in slide 4:
  - (a) **Font:** Cambria
  - (b) **Font size:** 28
  - (c) **Font Style:** Underline
9. *Add* a **shadow** on the *title* in slide 5.
10. *Apply* **bullets** to the text in slide 6.
11. **Insert** the **slides** in the presentation as follows:
  - Slide 7: **Slide layout:** Picture with Caption  
**Title:** Oxygen atom  
**Font size:** 36
  - Slide 8: **Slide layout:** Two Content  
**Title:** What is an ion?
  - Slide 9: **Slide layout:** Blank
  - Slide 10: **Slide Layout:** Blank
12. **Insert** a **picture** of an Oxygen atom using **Google** (*or online pictures*) in slide 7.
13. *Apply* a **picture style** of your choice to the picture in slide 7.



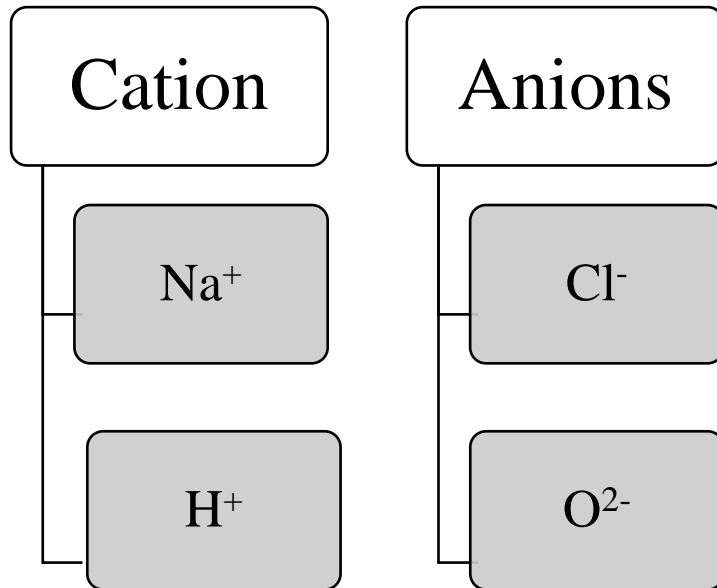
14. **Insert** a **picture** of a Sodium ion using **Google** (*or online pictures*) in slide 8.

15. Change the **color** of the picture (Sodium ion) as:

(a) **Color Saturation:** 200%

(b) **Color Tone:** 5900 K

16. **Insert** the following **SmartArt** in slide8:



17. Name of the **SmartArt** is \_\_\_\_\_.

18. **Insert** a **Word Art** with text 'Different Shapes' in slide 9.

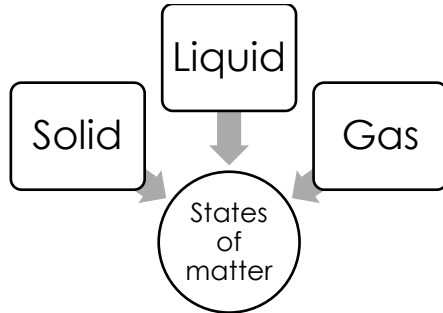
19. **Insert** 3 different **shapes** in slide 9.

20. **Insert** the following **table** in slide 10:

Element	Valence
Oxygen	6
Phosphorus	5
Chlorine	1
Cobalt	2
Zinc	2
Boron	3

21. **Insert** a **pie chart** for the above table in slide 10.

22. **Copy** slide 6 and **paste** at the end of the presentation.
23. **Convert** the *text* in slide 11 to the ‘Pyramid List’ SmartArt.
24. **Copy** slide 5 and **paste** at the end of the presentation.
25. Change the **Layout** of slide 12 to ‘Two Content’.
26. **Insert** the following **SmartArt** in slide 12:



27. **Name** of the **SmartArt** is \_\_\_\_\_.
28. *Apply* a **WordArt style** to the title in slide 12.
29. **Insert** the following **shape** in slide 6:



30. *Apply* a **design theme** of ‘Wisp’ to all the slides in the presentation.
31. Do the following to the respective **slides**:

Slide1:

**Theme:** Slice

**Transition:** Curtains

On the **Title** apply **Animation** Entrance – Bounce

Slide2:

**Transition:** Cube

Set **transition timing** after 5 seconds

Slide3:

**Theme:** Facet

**Transition:** Ripple

**Effect Options:** From Bottom-Right

Set **transition timing** after 3 seconds

On the **Title** apply **Animation** Emphasis – Spin

Slide5:

**Theme:** Ion

**Transition:** Crush

Set **transition timing** after 5 seconds

On the **Title** apply **Animation** Brush Color

Slide6:

*Format the Background* with **Pattern fill**

**Transition:** Wind; **Effect Options:** Left

Set **transition timing** after 5 seconds

On the **Shape** apply **Entrance Animation – Zoom; Effect Options:** Slide Center

Set **animation duration** 3 seconds

Slide7:

**Theme:** Ion

**Transition:** Fracture

Set **transition timing** after 5 seconds

Slide8:

**Theme:** Organic

**Transition:** Blinds; **Effect Options:** Horizontal

Set **transition timing** after 5 seconds

Slide10:

**Theme:** Retrospect

**Transition:** Airplane

Set **transition timing** after 5 seconds

Slide11:

*Format the Background* with **Solid fill**

**Theme:** Facet

**Transition:** Page Curl

Set **transition timing** after 5 seconds

Slide12:

On the **SmartArt** apply **Animation** Grow & Turn  
Set **animation duration** 3 seconds

**Transition:** Origami

**Effect Options:** Left

32. In *slide 7*, **insert a shape** to *cover* the entire picture (Oxygen atom).
  - a. Move the shape **behind** the picture (Send Backward).
33. In *slide 9*, select all three shapes and **group** them together.
34. Create an **action button** (Home) in the last slide that **returns** to the **first slide** in the presentation.
35. Create an **action button** (Next) in the **slide 4** that **goes** to the slide 5 in the presentation.
36. Create an **action button** (End) in slide1 that **returns** to the **last slide** in the presentation.
37. Check the *action buttons* by viewing the presentation in Slide Show view.
38. **Save the presentation.**

## MS PPT Exercise 6.2

1. **Create** a new **Microsoft PowerPoint Presentation** and **Rename** as <your student number-6.2>
2. View the **Slide Master**.
3. **Insert** a **shape** (Oval) on the *Slide Master*.
4. Go to *Title and Content Slide Layout* and **insert** a **shape** (Rectangle).
5. Close **Master View**.
  
6. Slide 1:  
**Insert** a new **Title Slide** that contains the Oval shape.
7. Slide 2:  
**Insert** a new **Title and Content slide** that contains two shapes.
8. Slide 3:  
**Insert** a new **Two Content slide** that contains the Oval shape.
  
9. Explain the advantage of using Slide Master in PowerPoint Presentations.
  
10. Handout Master:  
**View Handout Master.**  
**Insert** your *student ID number* on the **Header**.  
Close **Master View**.
  
11. Notes Master:  
**View Notes Master.**  
*Type* your *name* on the **Footer**  
Close **Master View**.
  
12. **Insert date & time, slide numbers** and **student ID number** on the **footer** on all the slides.
  
13. **Save** the **file**.

### MS PPT Exercise 6.3

**Step1** Create a **PowerPoint** file on the desktop.

**Step2 Rename** the file as your “Student ID Number”.

**Step3** Open the PowerPoint file and create slides with the following details:

Slide1:

**Slide layout:** Section Header

**Title:** Computer Software

**Text:** Consists of computer instructions.

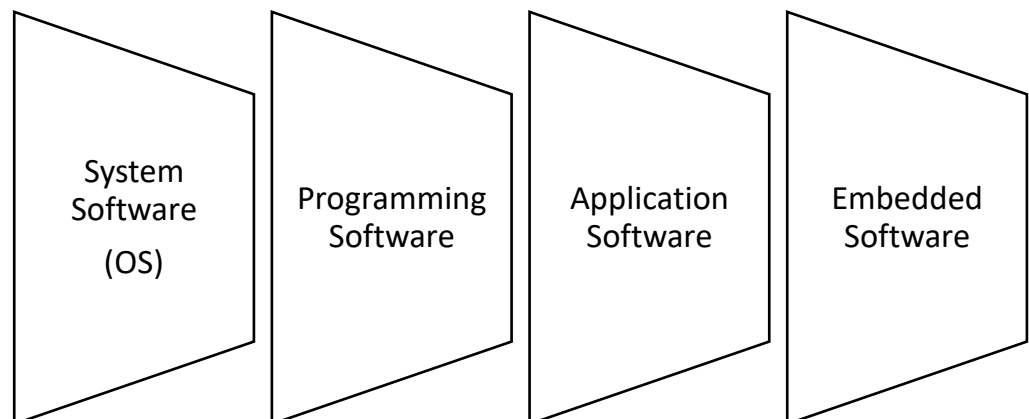
**Insert Comment** (*To the title*): “Computer programs.”

Slide2:

**Slide layout:** Title and Content

**Add Title:** Different Types of Software

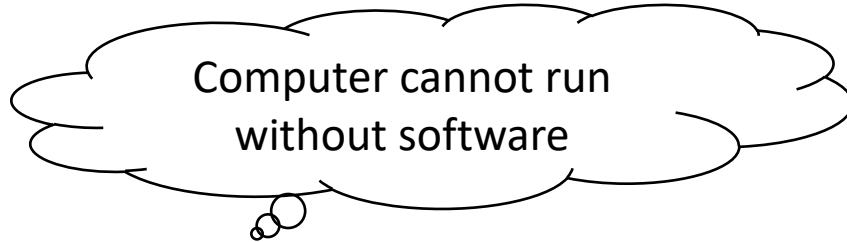
**Insert the SmartArt** shown below:



Master Slide:

**View Slide Master:** Title Only Layout

**Insert** the **shape** shown below.



Close **Master View**

Handout Master:

**View Handout Master:**

**Insert** your *student ID number* on the **Header**

Close **Master View**

Notes Master:

**View Notes Master:**

*Type your name* on the Footer

Close **Master View**

Slide3:

**Slide layout:** Title Only Layout

**Step4 Save your file.**

## MS PPT Exercise 6.4

1. **Create a Photo album** by *inserting* four pictures from your computer. (If you don't have any picture on your computer insert four online pictures of your choice).
2. Select the option to **insert two pictures** in a slide.
3. **Insert slide numbers** for all the slides.
4. **Insert date and time** for all the slides.
5. **Insert footer** and type 'Student ID Number' and 'Name'.
6. **Copy** Slide 2 and **paste** it below Slide 3.
7. Give a **theme** of your choice to the presentation.
8. *Apply* **Transition Reveal** to slide 1 and **Transition Curtain** to slide 2.
9. *Type* 'Beginning of the presentation' as **Notes** in Slide 1.
10. Add a **new section** on slide 3.
11. **Rename** the **Default section** as 'Album1' and **Untitled section** as 'Album2'.
12. **Mark** the PowerPoint as **final**.
13. Add **password** to the file as 'abc'.
14. **Export (Save)** the presentation as a *video file*.
15. **Save** the presentation inside your folder as **<your student number-6.4>**



## MS PPT Exercise 6.5

1. Open PPT folder.
2. Create a **New Microsoft PowerPoint** Presentation and **Rename** as <your student number-6.5>
3. Open the PowerPoint file and make the presentation with the following details:
4. **Use the suitable slide layouts and type the following text** in the respective slides.
  - (a) Slide 1: **Title:** “Sports at MTC”
  - (b) Slide 2: **Title:** “Join with your team”  
**Text:** “It’s time to join with your favorite team”
  - (c) Slide 3: **Title:** Together, We Win!  
**Text:**
    - a. Football
    - b. Hockey
    - c. Baseball
    - d. Swimming
    - e. Basketball
    - **Format the five lines** of text to be left aligned.
    - **Apply the bullets Check Marks.**
    - **Format the fill and border** of the Textbox.
    - **Select the Title on Slide 3.**
      - a) **Change the Text direction** of the **Title** to be **Vertical.**
      - b) **Rearrange the Text Boxes** for the Title and the bulleted list to fit on the slide.
5. **Insert five (5) new slides** and type the following as titles
  - (a) Football
  - (b) Hockey
  - (c) Baseball
  - (d) Swimming
  - (e) Basketball
6. **Type** names of team captains in each new slide. (If you don’t know use Google to find names)
7. **Add a picture to slide 4** that matches with the sport (**Insert a picture** from Clip Art or File).

8. **Format** the **Picture** using Picture Tools.
9. **Insert** an **AutoShape** to cover the entire picture.
10. **Move** the **AutoShape** behind the picture.
11. **Format** the **AutoShape's** color and line style.
12. **Insert** an **AutoShape Arrow** pointing to the picture.
13. **Format** the **AutoShape Arrow**.
14. **Grouping** Objects.
15. In the **Slide 4** Select the **arrow** and the **AutoShape**, **group** these **objects** together.
16. Move the **grouped** objects to see the behavior.

### **Animation and Transitions**

#### **17. Bouncing ball**

- (a) Search **ClipArt** and find a picture or a cartoon of a **football**.
- (b) **Insert** the **picture** on the football slide and **resize** it to a small size.

#### **18. Custom Animation**

- (a) Select the **football** picture and go to **Animation->Entrance-> Bounce**.
- (b) Select the **football** and **Choose Motion Path**.
- (c) **Draw a Custom Path** that makes the **football** dribble across the slide.
- (d) **Insert** a picture of a **football player** in **slide 4**.
- (e) **Add a custom path** to which the **player** will **run any ware** in the slide.

#### **19. Change the animation** in such a way that the **player follows the ball**.

#### **20. Add sound effect** to the animation. Ex. Audience is clapping.

#### **21. Slide Transitions**

- (a) **Animate** each **slide** with a transition.
- (b) Use one of the **transitions in the animation gallery**.
- (c) **Modify** the animation to **automatically after 5 seconds**.
- (d) **Try changing the timing** to 10, 15, and 30 seconds.

#### **22. Slide formatting**

- (a) **Format** the **background** of each slide to be each a different **shade of blue**.
- (b) **Format** the **background** of the **first slide** to be a fill effect.

#### **23. Save and view** the slide show in **Slide Show**.

## MS PPT Exercise 6.6

Using 5 slides create a PowerPoint presentation about your school.

### Instructions

1. Slide 1: **Title slide layout** “ School name”
2. Slide 2: History
3. Slide 3: About teachers and students
4. Slide 4: Student societies
5. Slide 5: Sports
  - (a) Insert pictures, add slide animations and text animations that work for the presentation!
  - (b) Add ONE slide with a Picture as BACKGROUND SLIDE.
  - (c) Make sure you don't have too much information on one slide (6 by 6 Rule)
  - (d) Insert ONE Smart Art, ONE Shape and ONE Word Art
  - (e) Insert Transitions on Every Slide (can be different) and AT LEAST FIVE ANIMATIONS (throughout the presentation!)
6. **Print** your presentation on a single A4 page.
7. **Save the file and Rename** as <your student number-exe6.6>

### References:

- [1]. MICROSOFT OFFICE INSIDE OUT: 2013 EDITION, Author: Microsoft Corporation, Ed Bott and Carl Siechert, Publisher: Sebastopol, CA: O'Reilly Media, Inc., 2013, ISBN – 9780735677562
- [2]. Gcflearnfree.org. Word 2013, [Online] Available at: <https://www.gcflearnfree.org/word2013/>
- [3]. Gcflearnfree.org. PowerPoint 2013, [Online] Available at: <https://www.gcflearnfree.org/powerpoint2013/>
- [4]. Gcflearnfree.org. Excel 2013, [Online] Available at: <https://www.gcflearnfree.org/excel2013/>