**Powerpoint**

* **PowerPoint** is a computer program or app used to make slideshows. You can put text, pictures, charts, and videos to explain things in an easy way.
* **Use:** People use it in schools, offices, and meetings to show ideas clearly.
* **First Version (1987):** Made by a company called **Forethought for Apple Mac computers. Later Microsoft bought it.**
* **Latest Version (Now):** PowerPoint 2021 and PowerPoint in Microsoft 365 (online version that keeps getting updates).
* **General Shortcuts**
* **Ctrl + N** → New presentation
* **Ctrl + O** → Open a presentation
* **Ctrl + S** → Save presentation
* **F12** → Save As
* **Ctrl + P** → Print
* **Ctrl + Z** → Undo
* **Ctrl + Y** → Redo
* **Ctrl + C** → Copy
* **Ctrl + X** → Cut
* **Ctrl + V** → Paste
* **Slide Shortcuts**
* **Ctrl + M** → New slide
* **Ctrl + D** → Duplicate slide
* **Ctrl + Shift + D** → Duplicate selected object
* **Ctrl + Up/Down Arrow** → Move slide up/down in order
* **Delete** → Delete slide
* **Text Formatting**
* **Ctrl + B** → Bold
* **Ctrl + I** → Italic
* **Ctrl + U** → Underline
* **Ctrl + E** → Center text
* **Ctrl + L** → Align left
* **Ctrl + R** → Align right
* **Ctrl + T** → Open font dialog box
* **Slide Show Shortcuts**
* **F5** → Start slideshow from beginning
* **Shift + F5** → Start slideshow from current slide
* **Esc** → End slideshow
* **N / Right Arrow / Spacebar** → Next slide
* **P / Left Arrow / Backspace** → Previous slide
* **B** → Black screen (during slideshow)
* **W** → White screen (during slideshow)
* **Exploration**

**1. File Tab**

* Opens the Backstage view (like the menu in Word/Excel).
* Here you can:
  + New → Create a new presentation.
  + Open → Open an existing file.
  + Save/Save As → Save your work.
  + Print → Print slides or notes.
  + Export → Save as PDF or video.
  + Options → Change PowerPoint settings.

**Think of this as your "main control center".**

**2. Home Tab (basic tools for editing)**

* **Clipboard group:**
  + Paste, Cut, Copy, Format Painter (copy style/formatting).
* **Slides group:**
  + New Slide → Add a slide.
  + Layout → Choose layout (Title, Content, Blank, etc.).
  + Reset → Reset to original layout.
  + Section → Organize slides in groups.
* **Font group:**
  + Bold, Italic, Underline, Font color, Size, Highlight.
* **Paragraph group:**
  + Align text (left, center, right), bullets, numbering, line spacing.
* **Drawing group:**
  + Shapes → Insert rectangle, circle, arrow, etc.
  + Arrange → Move objects forward/backward, align.
* Editing group:
  + Find/Replace → Search and replace text.
  + Select → Select objects quickly.

**This is your “everyday toolbox”.**

**3. Insert Tab**

* Add new things into your slide:
  + Tables, Pictures, Icons, 3D Models, SmartArt, Charts.
  + Text Box, WordArt, Header/Footer.
  + Video or Audio.

**Use this to make slides richer.**

**4. Design Tab**

* Control look and feel:
  + Themes → Pre-made color & font styles.
  + Variants → Change theme colors.
  + Slide Size → Standard (4:3) or Widescreen (16:9).
  + Format Background → Change slide background color or picture.

**Use when you want slides to look nice.**

**5. Transitions Tab**

* Controls how slides change from one to another.
  + Transition effects: Fade, Push, Wipe, etc.
  + Duration → How long transition takes.
  + Apply To All → Apply same transition everywhere.

**Makes slide changes smooth.**

**6. Animations Tab**

* Animate text or objects:
  + Entrance → How it appears (Fade In, Fly In).
  + Emphasis → Highlight it (Pulse, Spin).
  + Exit → How it disappears (Fade Out).
  + Motion Paths → Move in a path.
  + Animation Pane → Control order & timing.

**Adds life to your slides**.

**7. Slide Show Tab**

* Run and set up presentations:
  + From Beginning / From Current Slide → Start slideshow.
  + Rehearse Timings → Practice with time.
  + Set Up Slide Show → Auto or manual.
  + Record Slide Show → Record your voice + slides.

**Use before presenting.**

**8. Record Tab**

* Lets you record narration + screen directly in PowerPoint.
* Capture audio, video, ink (drawing).

**9. Review Tab**

* Tools for checking content:
  + Spelling/Grammar check.
  + Thesaurus → Find synonyms.
  + Comments → Add comments for feedback.
  + Compare → Compare two versions of a presentation.

**Helpful for proofreading.**

**10. View Tab**

* Change how you see slides:
  + Normal, Slide Sorter, Reading View.
  + Notes Page → See speaker notes.
  + Zoom → Zoom in/out.
  + Gridlines/Guides → Help align objects.

**Helps in editing and arranging.**

**11. Help Tab**

* Get help, tutorials, feedback, and contact support.

**Simple Steps to Learn**

1. Open a blank presentation.
2. Go tab by tab:
   * Add a new slide (Home > New Slide).
   * Insert a picture (Insert > Pictures).
   * Apply a theme (Design > Themes).
   * Add a transition (Transitions > Fade).
   * Animate text (Animations > Fly In).
   * Run the slideshow (Slide Show > From Beginning).

**Questions:**

**Program -1**

**1. Create a power-point presentation with minimum 5 slide on below given Topic:**

* Dream Project / Idea
* An activity you enjoy
* An event in your life that changed you or impacted your life.
* My Graduation Day

a. The first slide must contain the topic of the presentation and name of the presentation.

b. Must contain at least one table.

c. Must contain at least 5 bullets, 5 numbers.

d. The heading must be, font size:32, font-face: Arial Rounded MT Bold, font-color: blue.

e. The body must be, font size: 24, font-face: Comic Sans MS, font-color: green.

f. Last slide must contain “thank you‟.

**Execution:**

**Step 1: Open PowerPoint**

1. Click on **Start → Microsoft Office → PowerPoint** (or search “PowerPoint” in search bar).
2. A new blank presentation will open.

**Step 2: Set Slide Design**

1. Go to **Design Tab** on the top menu.
2. Choose a simple theme (like "Office" or "Ion") so text is visible.
3. You can also select a background color: **Design → Format Background → Solid Fill (light color).**

**Step 3: Create Title Slide (Slide 1)**

1. Click on the first slide (already present by default).
2. In the **Title box**, type:
   * **My Graduation Day** (This is your topic). (**for example:** You can topic of your choice )
   * Format:
     + Highlight the text → set **Font: Arial Rounded MT Bold**, **Size: 32**, **Color: Blue**.
3. In the **Subtitle box**, type:
   * **Prepared by: [Your Name]**.
   * Format:
     + **Font: Comic Sans MS**, **Size: 24**, **Color: Green**.

**Step 4: Add New Slide with Bullets (Slide 2)**

1. Go to **Home → New Slide → Title & Content**.
2. In the **Title**, write: *Highlights of My Graduation Day* (format as per rule: Arial Rounded MT Bold, 32, Blue).
3. In the **Content Box**, write at least **5 bullet points**. Example:
   * Ceremony at college auditorium
   * Receiving the degree certificate
   * Group photos with friends
   * Celebrating with family
   * Special speech by chief guest
   * (Make sure bullets are in **Comic Sans MS, 24, Green**).

**Step 5: Add Numbered List (Slide 3)**

1. Add **New Slide** → Title & Content.
2. Title: *Memorable Moments* (formatted properly).
3. Inside content, click **Numbered List button (1,2,3,...)**.
4. Write **5 numbered points**. Example:
   1. Wearing the graduation gown
   2. Walking on the stage
   3. Receiving the certificate
   4. Throwing graduation caps
   5. Group selfie with friends

**Step 6: Insert a Table (Slide 4)**

1. Add **New Slide → Title & Content**.
2. Title: *Graduation Day Schedule*.
3. In content area, click **Insert Table** → choose **2 Columns × 5 Rows**.
4. Fill like this:

| **Time** |  | **Activity** |
| --- | --- | --- |
| 9:00 AM |  | Registration |
| 10:00 AM |  | Opening Ceremony |
| 11:00 AM |  | Degree Distribution |
| 1:00 PM |  | Lunch Break |
| 2:00 PM |  | Group Photos & Farewell |

1. Format table text → **Comic Sans MS, 24, Green**.

**Step 7: Add Images (Optional but Recommended)**

1. Go to **Insert → Pictures → This Device**.
2. Add any relevant image (graduation hat, college photo, etc.).
3. Resize and place neatly.

**Step 8: Thank You Slide (Slide 5)**

1. Add a new slide.
2. Title: **THANK YOU**.
   * Format: Arial Rounded MT Bold, 32, Blue.
3. Leave it simple, maybe insert a smiley or handshake image.

**Step 9: Apply Animations (Optional for Better Look)**

1. Select text or objects → go to **Animations Tab**.
2. Apply **Appear** or **Fade** (keep it simple).

**Step 10: Save & Present**

1. Click **File → Save As** → Choose location.
2. Name it: *Graduation Day.pptx*.
3. To present, press **F5** (Slide Show M

**Program -2**

**2. Create a power-point presentation with minimum 10 slides 24**

a. Use word art to write the heading for each slides.

b. Insert at least one clip-art, one picture

c. Insert at least one audio and one video

d. Hide at least two slides

**Execution**

Tip: Keep one **audio file** (MP3/WAV), one **video file** (MP4), and one **image** ready on your computer before you begin.

**Step 1: Create & Save the presentation**

1. Open **Microsoft PowerPoint** → **Blank Presentation**.
2. **File → Save As** → choose a folder → name it *PPT\_Lab\_10Slides.pptx* → **Save. // give your choice program name**

**Step 2: Insert 10 slides quickly**

1. Go to **Home → New Slide** and click it **9 times** (you already have 1 slide by default = total 10).
2. For neatness, set layout for all slides to **Title & Content**:
   * **Home → Layout → Title and Content** (apply per slide).

**Step 3: Add a WordArt heading on each slide (requirement a)**

You’ll do this once, then copy to other slides.

1. Go to **Slide 1**.
2. **Insert → WordArt** → choose any style.
3. Type your heading (e.g., *My Topic – Overview*).
4. Resize/drag the WordArt to the **top** (like a title).
5. (Optional) Format: **Shape Format** tab → **Text Fill**, **Text Outline**, **Text Effects**.
6. **Copy** this WordArt (Ctrl+C).
7. Go to **Slide 2**, **Paste** (Ctrl+V) → change the text to that slide’s heading.
8. Repeat paste+edit for **Slides 3–10** so **every slide** has a WordArt heading.

**Step 4: Insert a clip-art (Icons/Stock Images) (requirement b – clip-art)**

Classic “Clip Art” is replaced by **Icons/Stock Images** in newer versions.

1. Choose a slide (e.g., **Slide 3**).
2. **Insert → Icons** (or **Insert → Pictures → Stock Images → Illustrations**).
3. Search a term (e.g., “education”, “computer”).
4. Select one → **Insert** → resize/position it neatly.

**Step 5: Insert a picture (requirement b – picture)**

1. Choose another slide (e.g., **Slide 4**).
2. **Insert → Pictures → This Device**.
3. Select your image (JPG/PNG) → **Insert** → resize/place.

**Step 6: Insert an audio file (requirement c – audio)**

1. Choose a slide for audio (e.g., **Slide 5**).
2. **Insert → Audio → Audio on My PC** (or **Record Audio** if none available).
3. Pick an **MP3/WAV** file → **Insert** (a small speaker icon appears).
4. Click the audio icon → **Playback** tab:
   * **Start:** *On Click* (or *Automatically* if you want it to play when the slide opens).
   * Optionally check **Hide During Show** (keeps icon hidden while presenting).
   * Optionally **Loop until Stopped**.
5. Test: Press **Alt+Tab** back to PowerPoint, then **Slide Show → From Current Slide** and click to play.

**Step 7: Insert a video file (requirement c – video)**

1. Choose another slide (e.g., **Slide 6**).
2. **Insert → Video → This Device**.
3. Select an **MP4** (H.264 recommended) → **Insert**.
4. With the video selected → **Playback** tab:
   * **Start:** *On Click* (or *Automatically*).
   * **Play Full Screen** (optional).
   * **Trim Video** (optional) to shorten the clip.
5. Test in **Slide Show**.

**Step 8: Add normal content to remaining slides (optional but tidy)**

* On slides without media, add brief points in the **content box**.
* Use **Bullets/Numbering** (Home → Paragraph group) to keep it structured.

**Step 9: Hide at least two slides (requirement d)**

1. Open **Normal** or **Slide Sorter** view (**View → Slide Sorter**).
2. Click **Slide 3** (or any), **right-click → Hide Slide**.
3. Do the same for **another slide** (e.g., Slide 7).
4. Hidden slides show a **slash through the slide number**.
   * To unhide later: right-click the slide → **Hide Slide** (toggles off).

**Step 10: Check everything in Slide Show & Save**

1. Press **F5** (From Beginning) or **Shift+F5** (From Current Slide).
2. Confirm:
   * Every slide has a **WordArt** heading.
   * **Clip-art** (Icons/Stock Images) is present on at least one slide.
   * **Picture** is present on at least one slide.
   * **Audio** plays on its slide.
   * **Video** plays on its slide.
   * The **two hidden slides** are skipped.
3. **File → Save**.

**Quick Troubleshooting**

* **Can’t find Clip Art?** Use **Insert → Icons** or **Insert → Pictures → Stock Images → Illustrations**.
* **Audio/Video won’t play?**
  + Use **MP3/WAV** for audio, **MP4 (H.264)** for video.
  + Ensure file is on your computer (not on a USB you removed).
  + Try **Playback → Start: On Click**; or **Play Full Screen** for video.
* **File size too big?** **File → Info → Compress Media** (choose quality).
* **WordArt looks small?** Drag corners to resize; keep it near the top for consistency.

**Program -3**

**3. Create a power-point presentation with minimum 5 slides**

a. Use custom animation option to animate the text; the text must move left to right one line at a

time.

b. Use proper transition for the slides.

**Execution**

**1. Create Slides**

1. Open **PowerPoint** → Click **Blank Presentation**.
2. Go to **Home > New Slide** → Add at least **5 slides**.  
   (e.g., Slide 1: Title, Slide 2: Introduction, Slide 3: Content, Slide 4: More Content, Slide 5: Conclusion).

**2. Add Text**

1. In each slide → click the **Text Box** (Insert > Text Box) → type your lines.  
   Example:
   * Slide 2 →  
     Line 1: "PowerPoint is easy to use"  
     Line 2: "We can add animations"  
     Line 3: "We can add transitions"

**3. Add Custom Animation (Text moving left to right one line at a time)**

1. Select the **text box** (with multiple lines).
2. Go to **Animations tab**.
3. Click **Add Animation > More Entrance Effects**.
4. Choose **Fly In**.
5. In the **Effect Options**, set direction to **From Left** (so it moves left to right).
6. Now open **Animation Pane** (still in Animations tab).
7. Select the effect → Right-click → **Effect Options** → Under “Text Animation” choose **By Paragraph**.  
   **This makes each line appear one by one.**
8. Adjust **Timing**:
   * Start: **On Click** (you click to show each line).
   * Duration: Choose speed (e.g., 1.0 sec).

**4. Add Transitions (Slide changes)**

1. Go to **Transitions tab**.
2. Select **Fade** (simple and professional).
3. Adjust **Duration** if you want slower.
4. Click **Apply to All** → Now every slide will use the same transition.

**5. Save & Run**

1. Save → (Ctrl + S).
2. Run your slideshow: **Slide Show tab > From Beginning**.
3. Click mouse or press spacebar to see each line animate.