MICROSOFT POWER POINT

MS power point is an application package under the category presentation tools. It is ideal for giving presentation and slide showers. Presentation is a single file/ document created in MS power point slides are individual working areas in a presentation. They equate the pages in word processor.

Application of MS power point
- ✓ Marketing company
- ✓ Giving an organizational over view
- ✓ Advertisements in the media especially TV
- ✓ Trade fairs and exhibitions
- ✓ Awareness campaigns
- ✓ Sales report and figures presentation
- ✓ Lecturing tool
- ✓ Entertainment

Advantages of presentation software
- ➤ Presentation software is incredibly easy to learn how to use.
- ➤ It is supplied with a large library of background templates and custom layouts
- ➤ Multimedia can easily be added to the presentation
- ➤ Presentations are easy to edit
- ➤ Presentations can be easily output to different formats e.g. interactive whiteboard, digital projector, handouts
- ➤ Excellent for summarising facts
- ➤ Great for showing graphs/charts/diagrams to an audience
- ➤ Can create a set of handouts for people to write on whilst presentation being given
- ➤ Allows you to face your audience and make eye contact rather than facing the screen.

Steps to blank presentation

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- Open MS power point
- Click office button
- Click new
- Click bank presentation
- Select slide auto layout
- Enter and format accordingly

To add a new slide to a presentation

Method 1
- Click home tab
- Click new slide
- Select slide layout
- Edit and format appropriately

Method 3
- Press ctrl +M
- Select slide auto layout
- Edit and format appropriately

Color scheme

Color scheme is a set of eight balanced colors that can be applied to slides not pages or audience handouts. a color scheme consists of background color a color for lines and text, and six other colors selected to make slides easy to read

Steps to apply a color scheme
- Open the presentation
- Click the slide to apply
- Click design tab
- Click color scheme
- Click desired color scheme
- Click color schemes
- Click edit scheme
- Click standard

To apply font attributes to a slide
- Select the slide
- Select the area to apply the attribute
- Click home tab
- Choose aspects appropriately

Slide background

This is the beneath surface on the slide where the data rests. Background could be color or fill effect such as gradient, texture, pattern and picture

Steps to apply background
- Open presentation
- Click design tab
- Click back ground style
- Click the drop down list
- Select a color for the background
- Click apply to all

- Click fill effects
- Adjust appropriately
- Click ok

Change a design in a presentation

Slide design are normally applied to blank presentations in order to upgrade the. They can also be applied to replace an existing design. They can also be applied to replace an existing design. The designs will be obtained from the design templates

Steps to apply change a design
- Open the presentation
- Click design tab
- Select desired design under themes group

To insert objects to a slide
- Select the slide
- Click insert menu
- Click object
- Select desired category
- Select desired object
- Click ok
- ❖ **Slide view**

Slide or presentations can be viewed in various ways: normal, outline, slide sorter, notes page and slide show etc.
- ❖ **Normal view**

This is a window whereby we can scroll to view all the slides within a presentation one at time, in this window we can edit, copy, cut, paste, format and insert graphics etc. Under normal view there is either slides view or outline view.

Steps to a normal view
- Click view menu
- Click normal

a. **Slides view**

This view displays all the slides numbered 1st to the last and if any has custom animation. The user can select a slide from this view and edit or format it in the main normal view.

Steps to a slide view
- Click slide tab when in normal view

b. **Slide outline view**

It is also an editing and formatting window. Here slides and topics can be promoted or demoted, expanded or collapsed moved up or down etc.

Steps to outline view
- Click outline tab when in normal view

c. **Slide sorter view**

It is view/ window whereby all the slides can be viewed at once, some aspect can also be applied from this window such as sorting and transition.

Steps to slide sorter view
- Click view menu
- Click slide sorter
- Choose appropriate zoom percentage

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- To sort drag to position the slide appropriately
  - ❖ **Notes page view**

This view allows editing and formatting of additional notes below each slide in a presentation
Steps to notes page view
- Click view menu
- Click notes page
  - ❖ **Slide show view**

It is a view that runs the entire presentation automatically (non-stop) or manually (on mouse click) this is a final stage whereby the first to the last slide are viewed it is ideal view especially for a presenter to an audience or mere slide show. It will be more effective if slide transition, custom animation and sound effect are set to accompany the show.

Steps to slide show view (automatically)
Method 1
- Open the presentation
- Click view menu
- Click slide show

Method 2
- Open the presentation
- Click slide show menu
- Click view show

Method 3
- Open the presentation
- Press F5 key

Transition
Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next during an on-screen presentation. You can control the speed of each slide transition effect, and you can also add sound.

Steps to add a transition
1. On the left side of the slide window, in the pane that contains the Outline and Slides tabs, click the **Slides** tab.
2. Select the slide thumbnails of the slides that you want to apply slide transitions to.
3. On the **Animations** tab, in the **Transition To This Slide** group, click a slide transition effect.
4. To see more transition effects, in the Quick Styles list, click the **More** button ▾.
5. To set the slide transition speed between the current slide and the next slide, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
6. In the **Transition To This Slide** group, click **Apply to All**.

Add different slide transitions to the slides in your presentation

1. On the left side of the slide window, in the pane that contains the Outline and Slides tabs, click the **Slides** tab, and then click a slide thumbnail.
2. On the **Animations** tab, in the **Transition To This Slide** group, click the slide transition effect that you want for that slide.

   To see more transition effects in the Quick Styles list, click the **More** button ▾.

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3. To set the slide transition speed between the current slide and the next slide, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
4. To add a different slide transition to another slide in your presentation, repeat steps 2 through 4.

Slide animations

To animate is to add special visual or sound effect to text or an object for instance you can have your text bullet points fly in from the left, one word at time, or hear the sound of applause when a picture is uncovered. Animation puts emphasis on important/ key points and controls the flow of information or message. It also adds interest to the presentation during a slide show.

Animation scheme

Animation scheme adds preset visual effects to text on slides. Animation schemes can be applied to all slides, all titles, and some items on master slides. Animation range from subtle to modern and to exciting. Each scheme usually include effect for the slide title and an effect for applied to bullets or paragraph.

Steps to animation scheme
- Select slide and the place holder
- Click animation tab
- Select an effect
- Click apply to all slides
- Click desired sound effect

Custom animation

These are the aspects attached to text or graphics to determine how they will appear on the screen during the slide show. In custom animation a text or object may be given an effect such as the entrance then the emphasis the exit then the path motions.

Steps to set custom animations
- Right click the final running slide
- Point screen
- Click black/ white screen
- Right click the black/ white screen
- Point pointer options
- Click ballpoint pen/ felt tip pen/ highlighter
- Scribble the notes on the screen

To clear the screen for fresh notes
- Right click the screen
- Point pointer option
- Click eraser/ erase all ink color
- To change the pen color
- Right click a running slide
- Point pointer option
- Click ballpoint prn/ felt tip pen/ highlighter
- Right click running slide again
- Point pointer option
- Point ink color
- Click desired color
- Press and drag to scribble

Master template/ slide master

The slide that stores information about the design template applied, including the font attributes, placeholder sizes and positions, background designs, and color scheme.

It is a user designed slide with details meant not to change every time a new slide is added for the entire presentation. The details may be a company logo, political slogan, school motto, date and time etc.

Steps to create master template
- Activate a new presentation
- Click view menu
- Point master
- Click slide master
- Edit and format the sketch slide
- Click file menu
- Click save as
- Type the master's filename
- Choose design template in the same type
- Click save button

To change the design template
- Open the presentation
- Click view
- Click slide sorter
- Click format
- Click slide design
- Click design template
- Select the desired template
- Click drop down list to the right of the template
- Click apply to all slides

Packing a presentation

A presentation can be packed into a folder or an external storage device such as CD etc. for showing in another computer even if the computer does not have not have the MS power point program. Editing and formatting to a packed presentation is impossible since the source program is required to achieve this.

Steps to package a presentation to a CD
- Open the presentation
- Click office button
- Point publish
- Click package to CD
- Type the name of presentation
- Click add files to include more presentation
- Click copy to cd
- Click ok
- Click close

Steps to package a presentation to folder
- Open the presentation
- Click office button

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- Point publish
- Click package to folder
- Type the name of presentation
- Click add files to include more presentation
- Click copy to cd
- Click ok
- Click close Click ok
- Click close

To run/ show a packed presentation
- Open the cd/ folder used in packing
- Open presentation CD
- Double click preview to open the presentation

INTERNET & E-MAIL

Internet is an interconnection of PCs throughout the world by use of ordinary telecommunication lines and modems or just satellite signals. Other names associated with internet;
- Information super highway
- Cyber space
- The net

INTRANET
It is network which is localized within an organization or a department using server to interconnect several computers.

EXTRANET
A network that would link computer across geographical regions is referred to as extranet.

Purpose of internet, extranet and intranet
The entire purpose of any interconnection is to access and share scarce information and resources conveniently irrespective of distance and location. All this is because the human beings want to save time and money yet enjoying the comfort of accessing volumes and volumes of information and resources.

COMMON TERMS USED IN INTERNET

1. **Webpage**

This is a single document/ page within the internet. It could be a text, picture, sound or a video. In the internet the user gets required webpage and number of hyperlinks to link to other related web page.

2. **Web site**

This is collection of related webpages, well organized and maintained by an organization, an academic institution or government agency. A individual can also create, organize and maintain his/ her own web site.

3. **Home page**

It is usually the first welcoming page that appears when you open the internet browser or a web site or even the first webpage of the email account. The home page is customized or set to meet the user's preferences.

4. **History**