

## What is Microsoft ® PowerPoint?

Microsoft ® PowerPoint is a powerful presentation software developed by Microsoft. It is a standard component of the company's Microsoft Office suite software, and is bundled together with Word, Excel and other Office productivity tools.

The program uses slides to convey information rich in multimedia and is used to create complex business presentations, simple educational outlines and much more.

## Microsoft ® PowerPoint Interface:

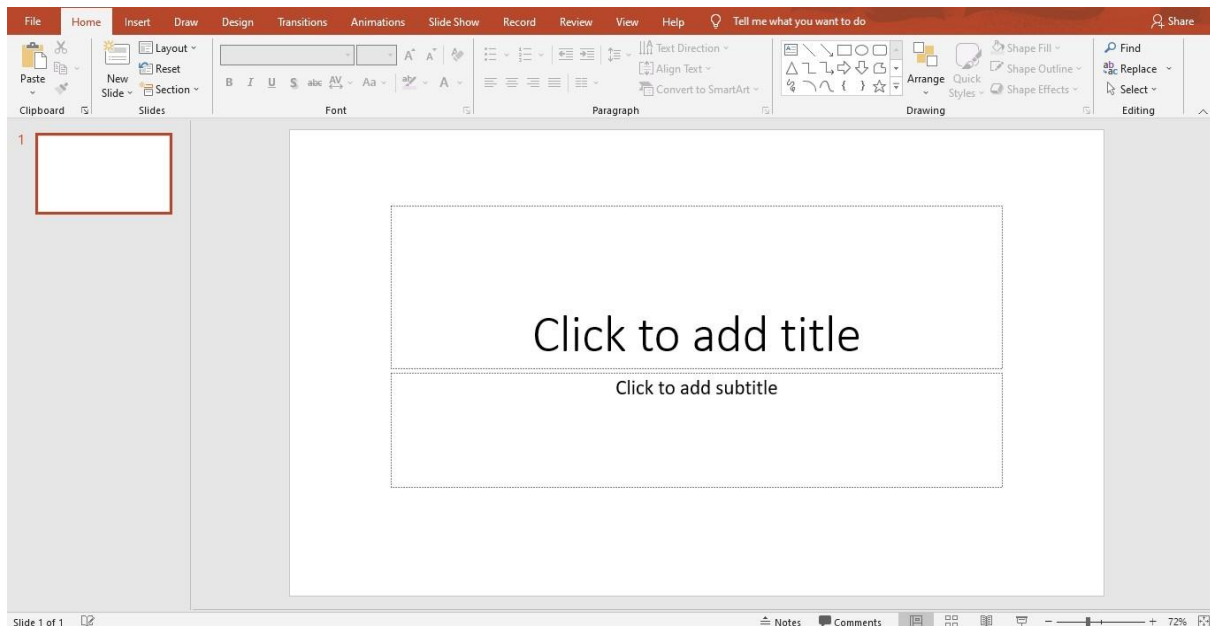


Fig. 1 (Microsoft ® PowerPoint Interface)

## Explore Windows in Microsoft ® PowerPoint:

Now let us discuss the features or components of the Microsoft ® PowerPoint. Using these features, you can perform different types of operations on your documents, like you can create, delete, style, modify, or view the content of your document.

### 1. File Tab

It contains options related to the file, like New (used to create a new Presentation), Open (used to open an existing Presentations), Save (used to save Presentations), Save As (used to save Presentations), History, Print, Share, Export, Info, etc.

### 2. Home:

It is the default tab of Microsoft ® PowerPoint and it is generally divided into five groups, i.e., Clipboard, Slides, Font, Paragraph and Drawing. It allows you to add and select the slides, font, emphasis, bullets, position of your text in slides. It also contains options like cut, copy, and paste.

### 3. Insert:

It is the third tab present on the menu bar or ribbon. It contains various items that you may want to insert into a Presentation. It includes options like tables, images, illustration, comments, text, symbols and media to the Presentation.

### 4. Draw:

It is the fourth tab present in the menu bar or ribbon. It is used for freehand drawing in Microsoft ® PowerPoint.

#### **5. Design:**

It is the fifth tab present in the menu bar or ribbon. The design tab contains slide designs that you can select, such as slide with centered titles, offset headings, left-justified text, slide borders, watermarks, slide color, etc.

#### **6. Layout**

It is the sixth tab present on the menu bar or ribbon. It holds all the options that allow you to arrange your Microsoft ® Word document pages just the way you want them. It includes options like set margins, display line numbers, set paragraph indentation, and lines apply themes, control page orientation and size, line breaks, etc.

#### **7. Transitions:**

It is the seventh tab present in the menu bar or ribbon. The Transitions tab lets you add transition to a Presentation. This tab gives you access to preview the slide transitions for the active slide, explore transition gallery and to add times to transitions.

#### **8. Animations:**

It is the eighth tab present in the menu bar or ribbon. Animation tab lets you add animations to a Presentation. This tab gives you access to preview the slide animations for the active slide, explore animation gallery and to add times to animations.

#### **9. Slide Show:**

It is the ninth tab present in the menu bar or ribbon. Slide Show tab lets you add slide show to a Presentation. This tab gives you access to start, set up and monitor slide show.

#### **10. Records:**

It is the tenth tab present in the menu bar or ribbon. Records tab lets you record a Presentation. You can also play and save recorded media.

#### **11. Review**

It is the eleventh tab present in the menu bar or ribbon. The review tab contains, commenting, language, translation, spell check, word count tools. It is good for quickly locating and editing comments.

#### **10. View**

It is the ninth tab present in the menu bar or ribbon. View tab allows you to switch between single slide or double slide and also allows you to control the layout tools It includes print layout, outline, web layout, task pane, toolbars, ruler, header and footer, footnotes, full-screen view, zoom, etc.

**Explore Microsoft ® PowerPoint:**

Open Microsoft ® PowerPoint

**Step 1** – Type “powerpoint” in the search bar.

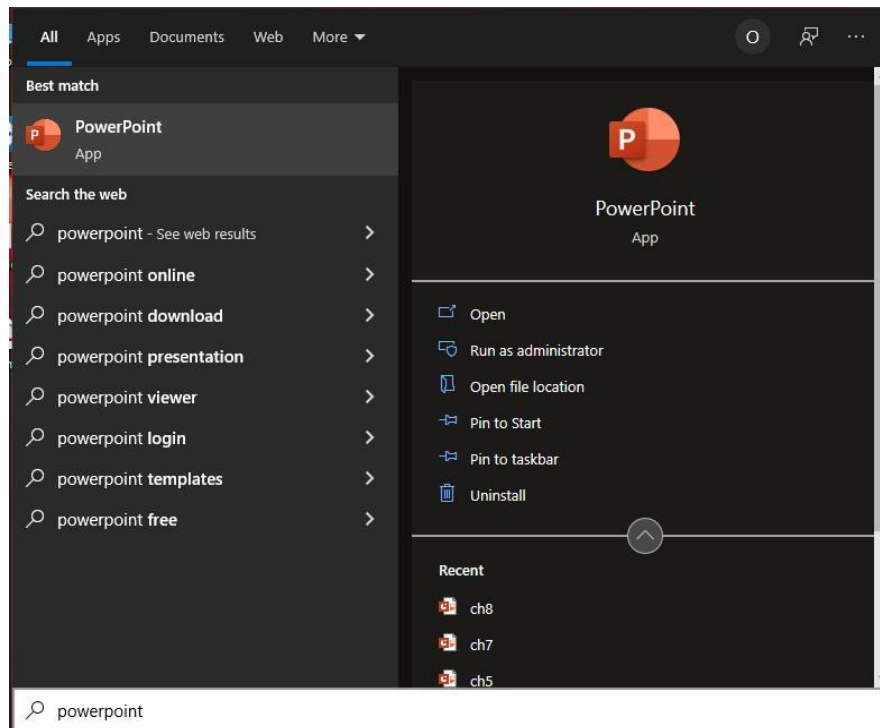


Fig. 2 (Searching Microsoft ® PowerPoint)

**Step 2** – Select “PowerPoint” application. The following screen will appear.

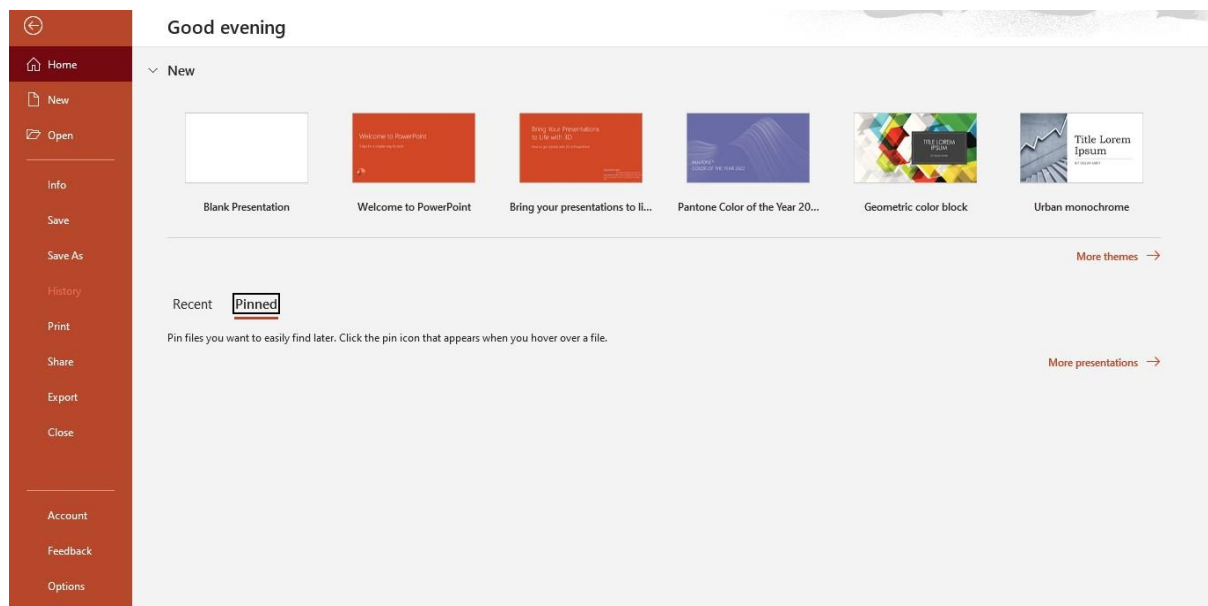


Fig. 3 (Start Page of Microsoft ®

PowerPoint) **Step 3** – Select a blank Presentation.

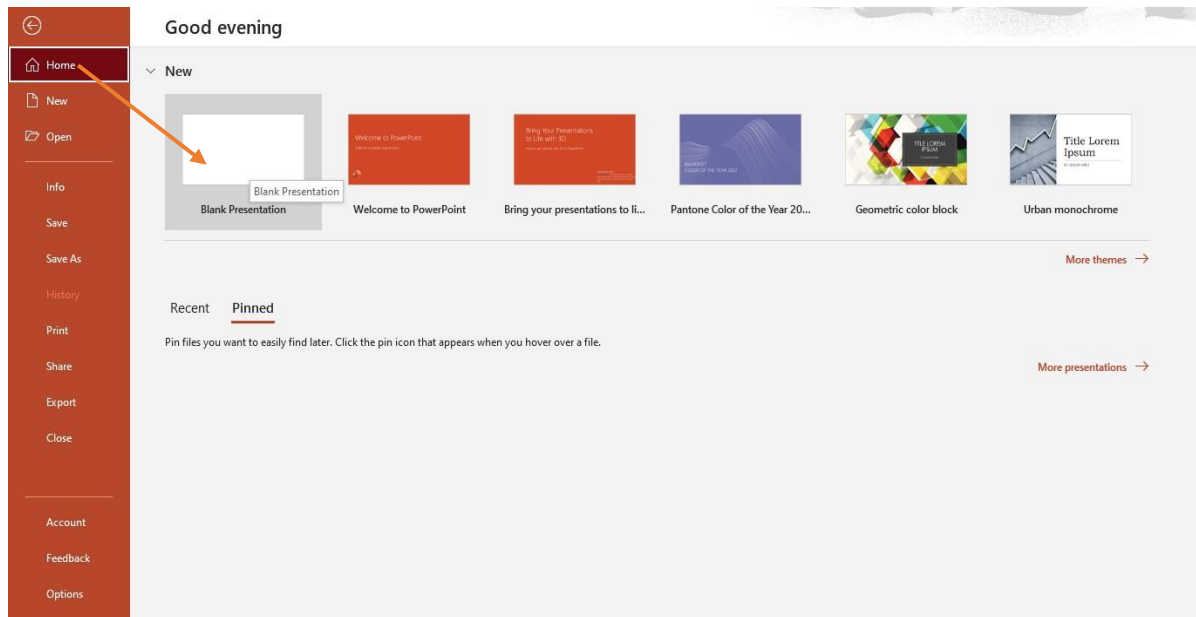


Fig. 4 (Open Blank Presentation)

Then you will get a window like in the image below where you can write your content Presentation and perform different types of operations like add, drop and style slides, can perform operations on content of slides. You can also add images, tables, charts to your Presentation.

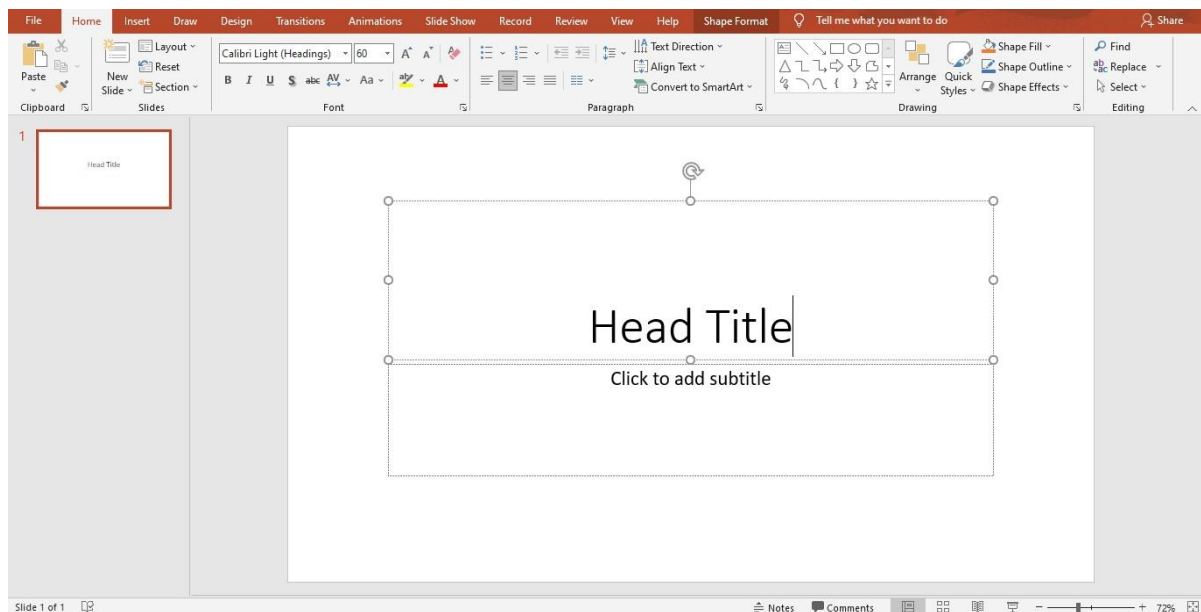


Fig. 5 (Blank Presentation)

### Explore top navigation bar:

On the top navigation bar has ten tabs. Following are tabs in list.

- File Tab
- Home
- Insert
- Draw
- Design

- Layout
- Transitions
- Animations
- Slide Show
- Records
- Review
- View

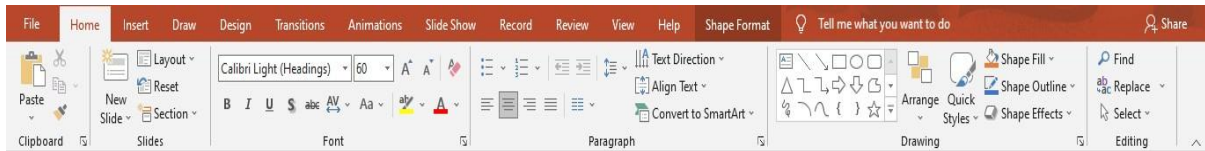


Fig. 6 (Ribbon in Microsoft ® PowerPoint)

Each tab has own ribbon. The bar below the tabs is Ribbon. Each tab contains several **groups**, or collections of related PowerPoint commands, it is called Ribbon. For example, in the “**Home**” tab, the groups are labeled Clipboard, Slides, Font, Paragraph, Styles, and Editing. Each group contains one or more command icons, some of which have a drop-down menu or a list of options associated with them; you click the drop-down arrow to display the menu.

Let’s make “**Hello World**” slide to get start with Microsoft ® PowerPoint.

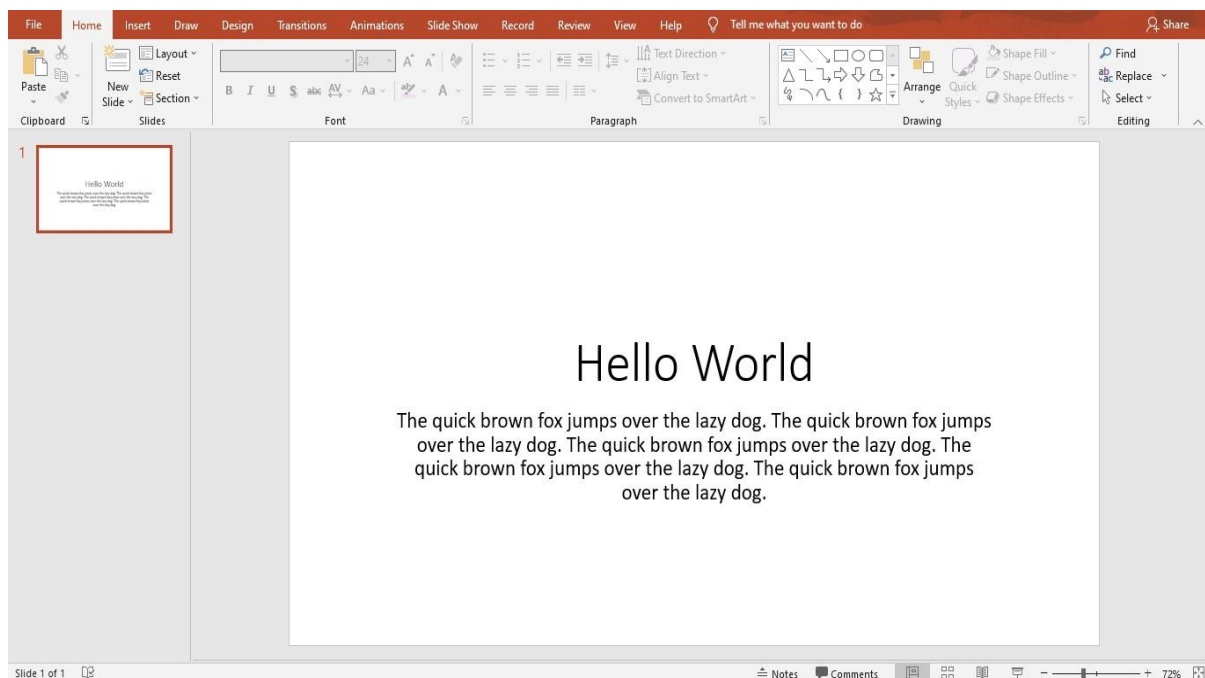


Fig. 7 (Hello World Presentation)

### Add New Slides in Presentation:

Let’s learn how to add new slides in an existing presentation. Here are the steps that allow you to insert a new slide in the Presentation.

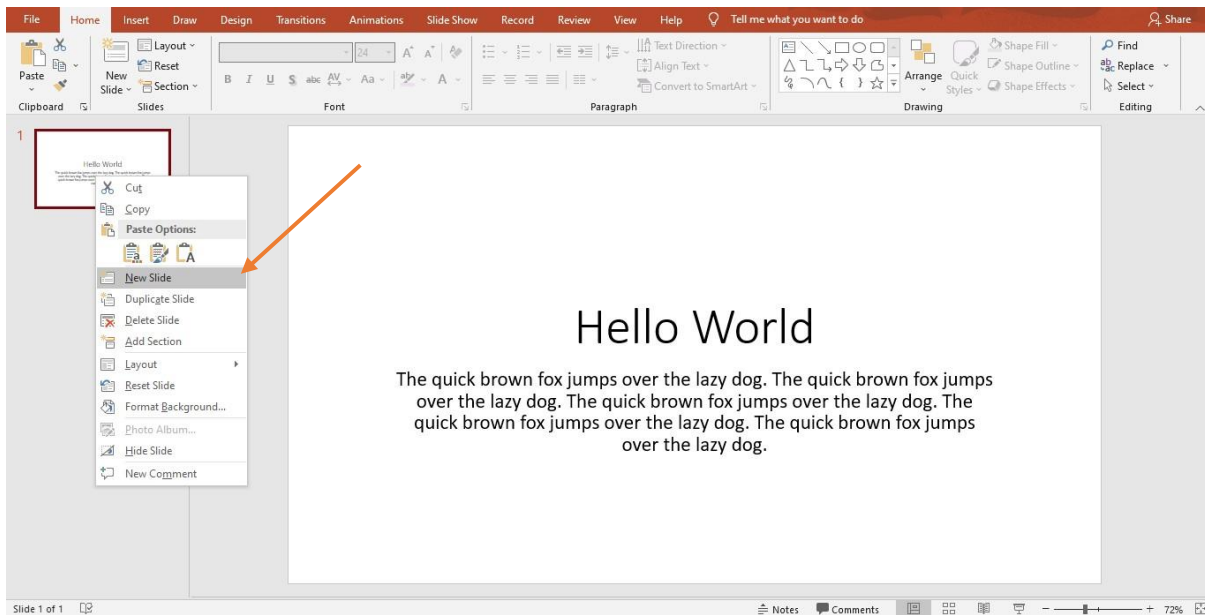


Fig. 8 (Hello World Slide)

**Step 1** – Right Click on the icon view of the slide, and click the **New Slide**.

**Step 2** – The new slide is inserted. Right Click on the icon view of the newly inserted slide. You can now change the layout of this slide to suit your design requirements.

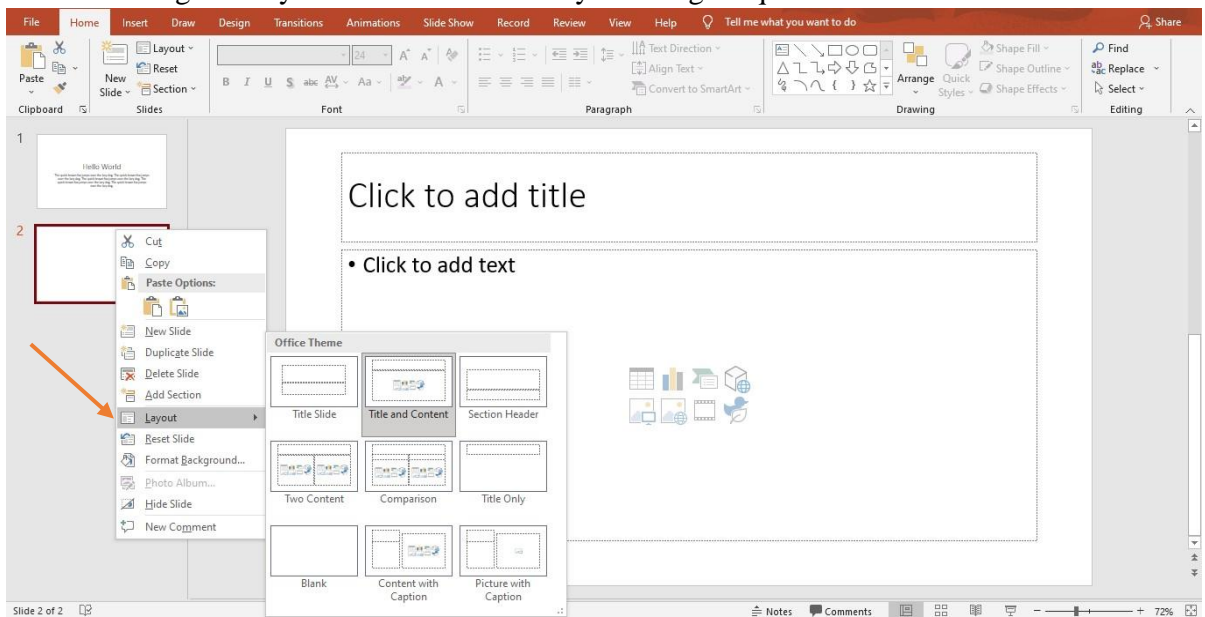


Fig. 9 (Slide Layouts)

You can follow the same steps to insert a new slide in between existing slides or at the end on the slide list.

When we insert a new slide, it inherits the layout of its previous slide with one exception. If you are inserting a new slide after the first slide (**Title** slide), the subsequent slide will have the “**Title and Content**” layout.

You will also notice that if you right-click in the first step without selecting any slide the menu options you get are different, although you can insert a new slide from this menu too.

## Deleting Existing Slide from Presentation:

There are times while building a slide deck, you may need to delete some slides. This can be done easily from PowerPoint. You can delete the slides from the Normal view as well as the Slide Sorter view. In each view, you can delete the slides in two ways.

### Deleting from Normal View:

#### Step 1 – Go to the Normal view

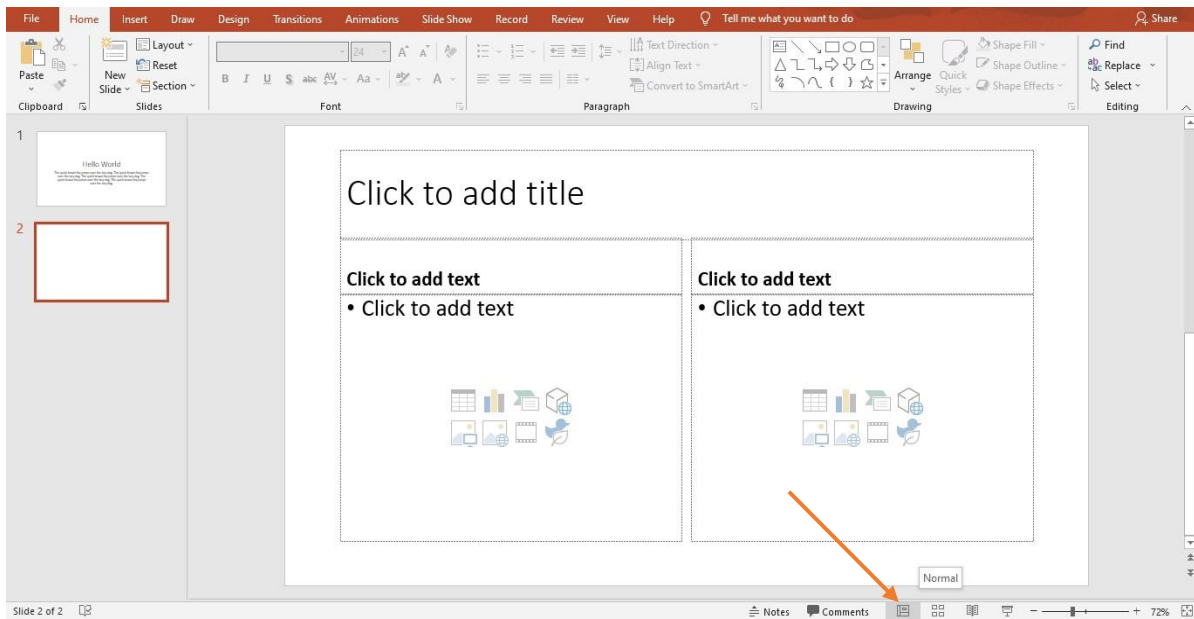


Fig. 10 (Slide Views)

#### Step 2 – Right-click on the slide to be deleted and select the “Delete Slide” option.

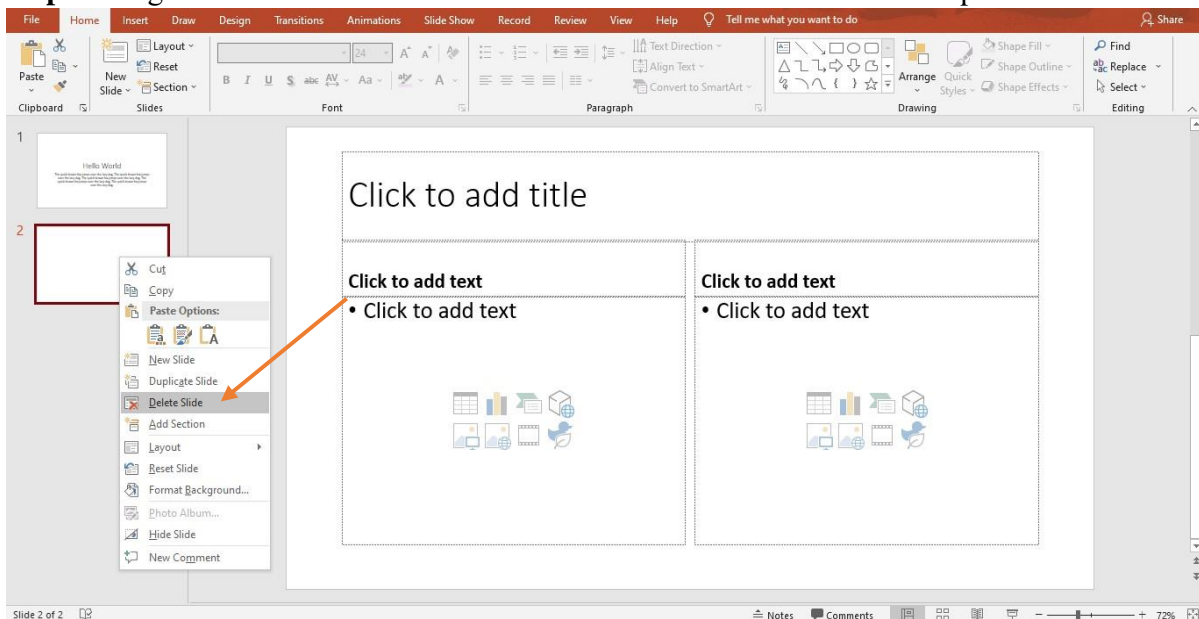


Fig. 11 (Delete a Slide)

Alternately, you can select the slide and press the “Delete” button on your key board.



## Deleting from Slide Sorter View:

Let us now understand how to delete slides from the “Slide Sorter View”.

### Step 1 – Go to the Slide Sorter view.

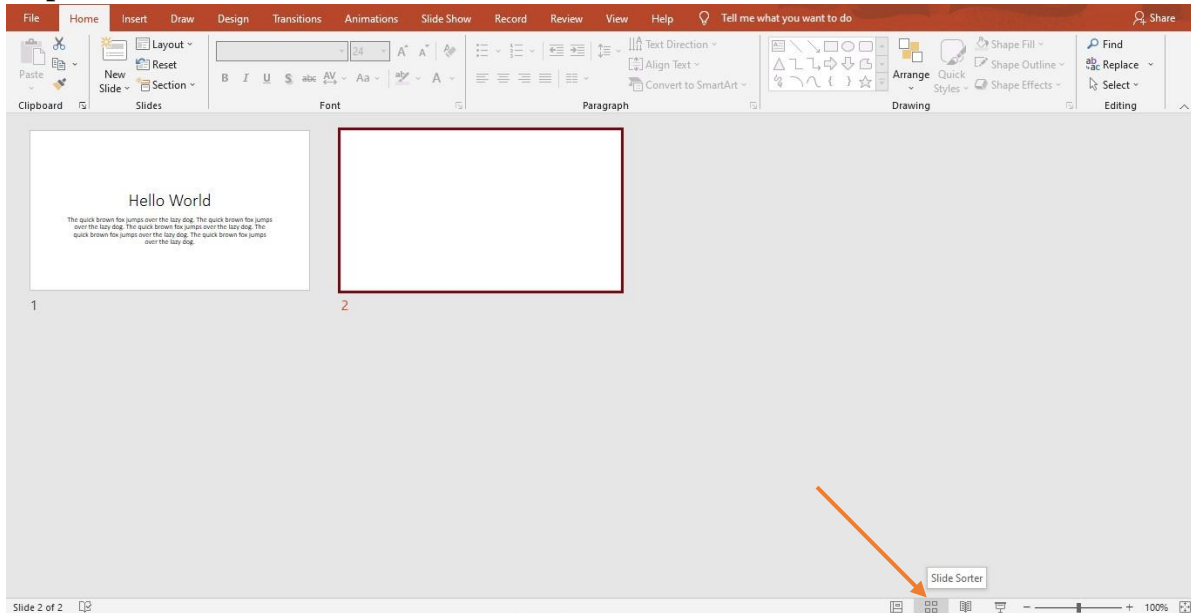


Fig. 12 (Slide Sorter)

### Step 2 – Right-click on the slide to be deleted and select the “Delete Slide” option.

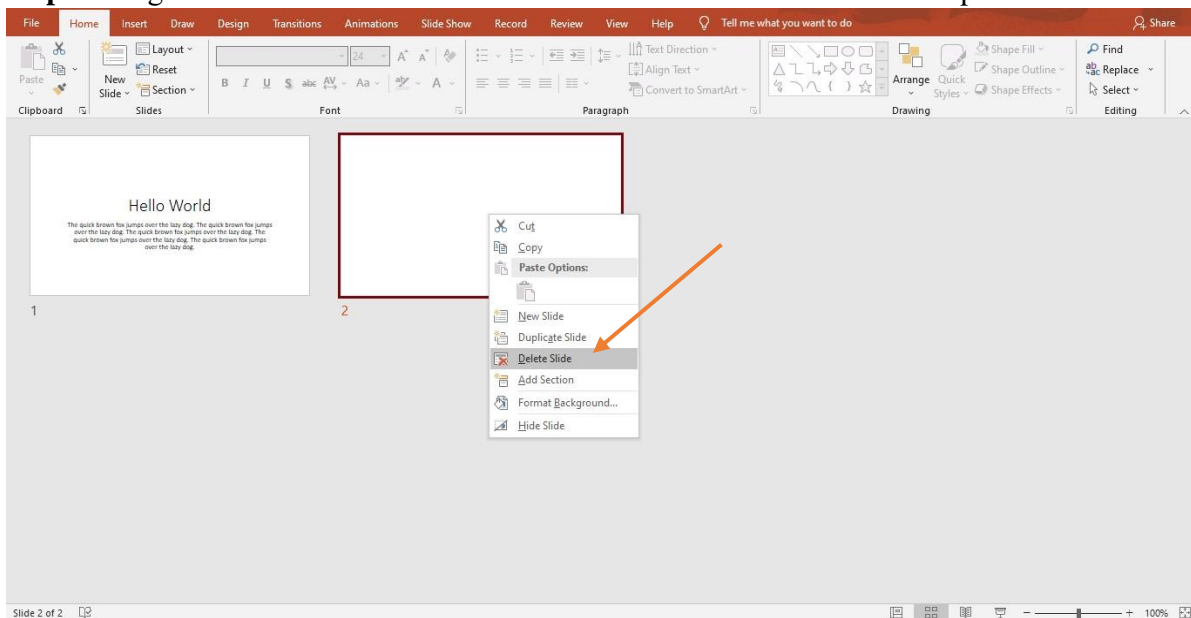


Fig. 13 (Delete a Slide)

## Rearranging Slides in Powerpoint:

Rearranging slides is important when it comes to organizing the overall presentation flow. While it is vital that you get the right content in every slide, it is equally important that you are able to present them in a format that makes it easier for the audience to understand the content too; most times this will require rearranging the slides.



**Step 1** – Select the slide to be moved.

**Step 2** – Left click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint will indicate the insert position with a line in-between existing slide.

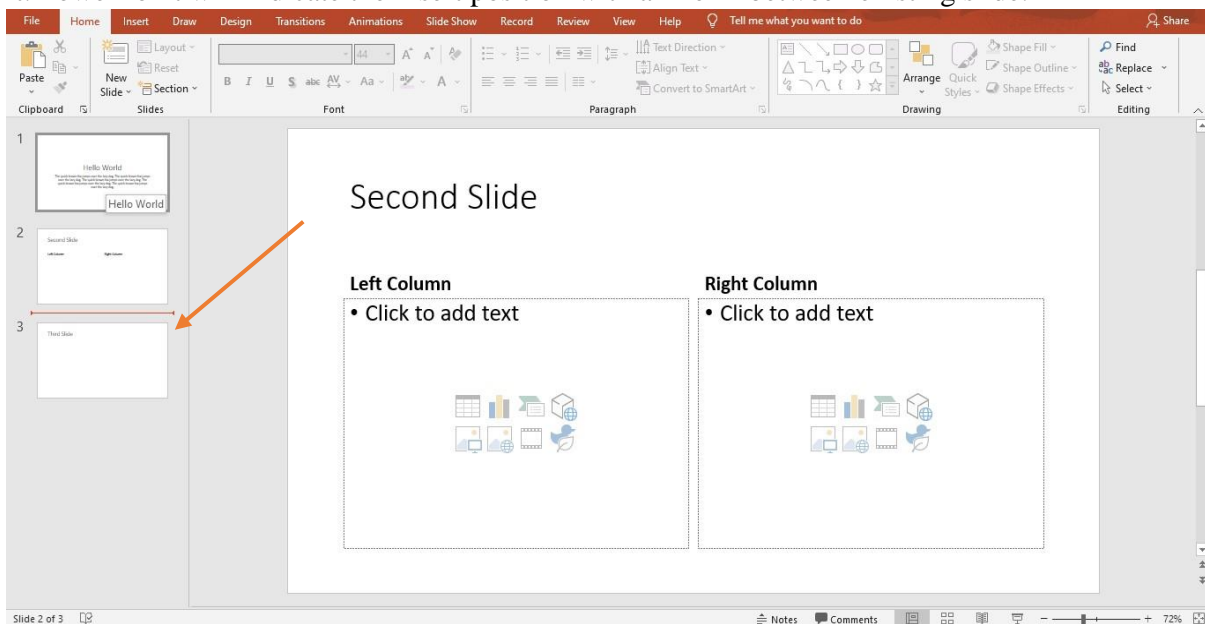


Fig. 14 (Arrange Slides)

**Step 3** – When you get to the right position release the left click button to insert the slide. Alternately you can also cut the selected slide and paste it back in the sequence as shown below.

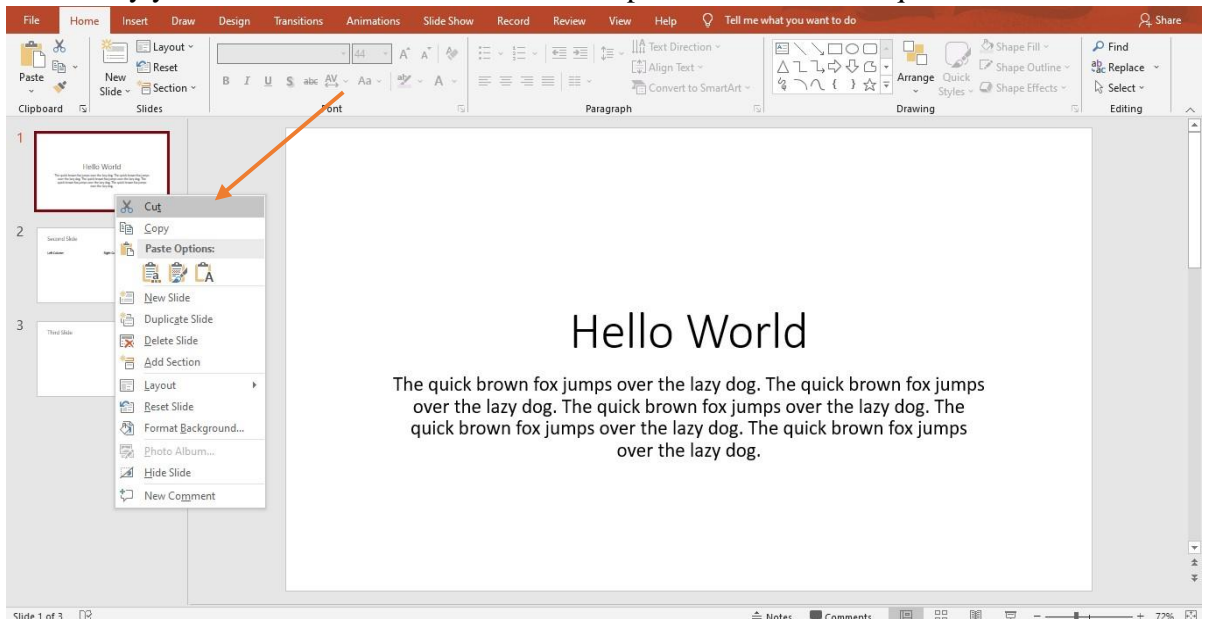


Fig. 15 (Cut & Paste a Slide)

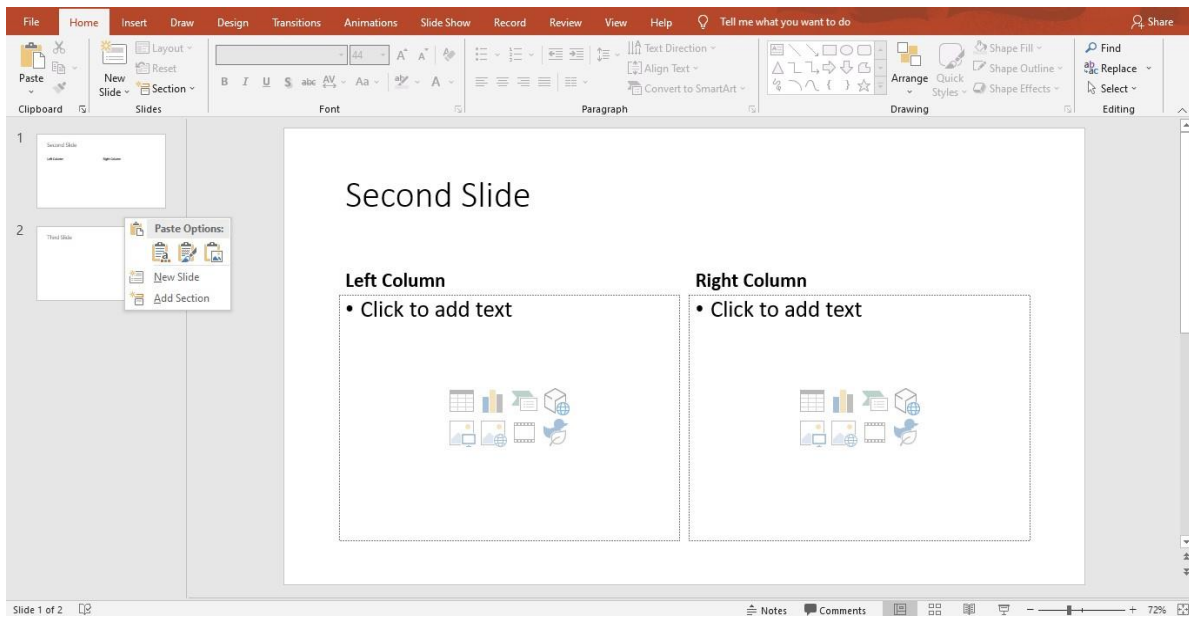


Fig. 16 (Rearrange Slides)

### Adding Slide Notes Presentation:

Slide notes can be very useful tools for presentation. These notes are not displayed on the screen in the Slideshow mode, but the presenter can see them so they can prepare well to present the slides.

Depending on your Print settings, you can also print the slide notes along with the slides.

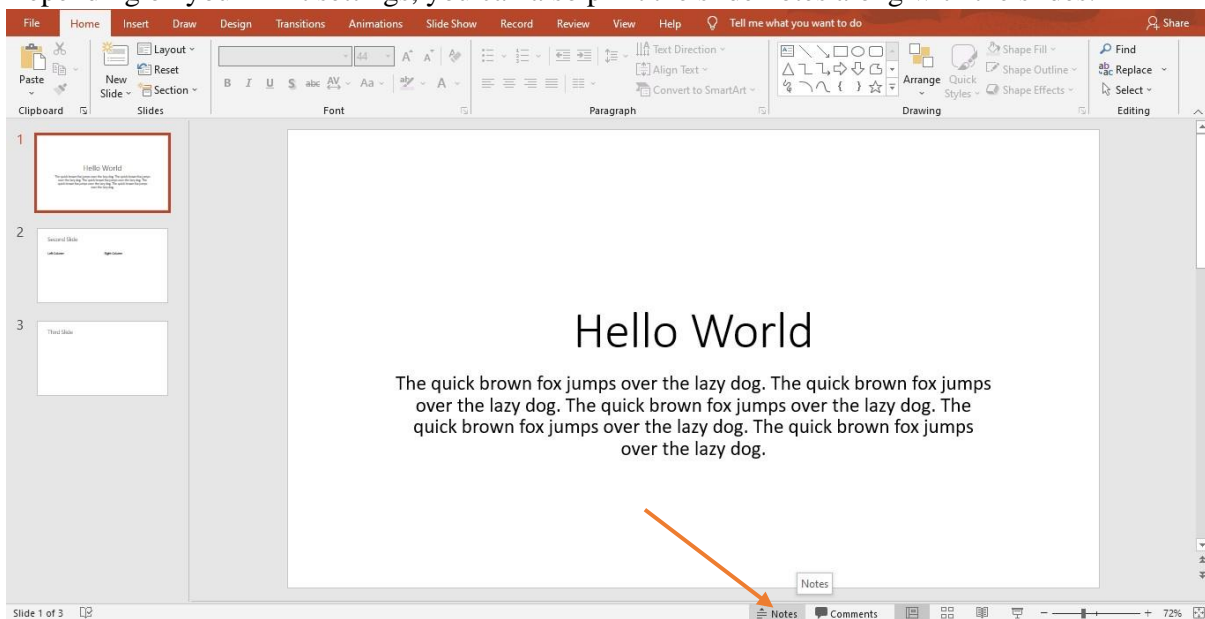


Fig. 17 (Add Note to Slide)

**Step 1** – To locate the slide notes.

**Step 2** – The Slide Notes section is indicated by "Click to add notes".

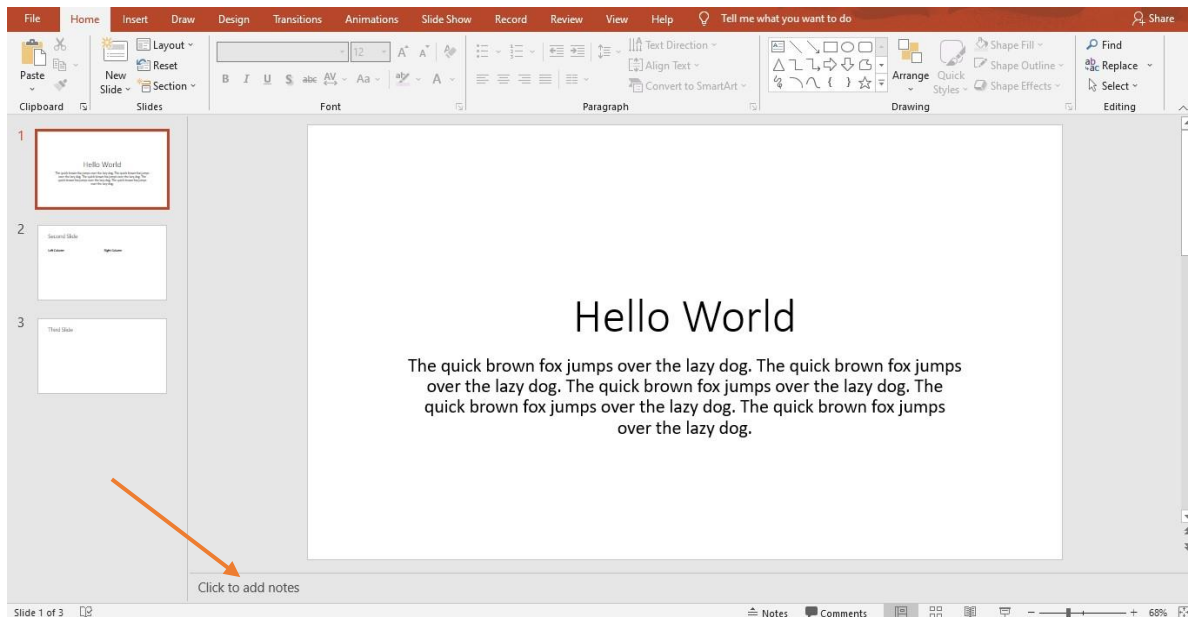


Fig. 18 (Add Note to a Slide)

### Formatting a slide in Presentation:

To Select Text in a Text Box:

- Position your cursor inside the text box by clicking once
- Click and drag your mouse to select the desired text

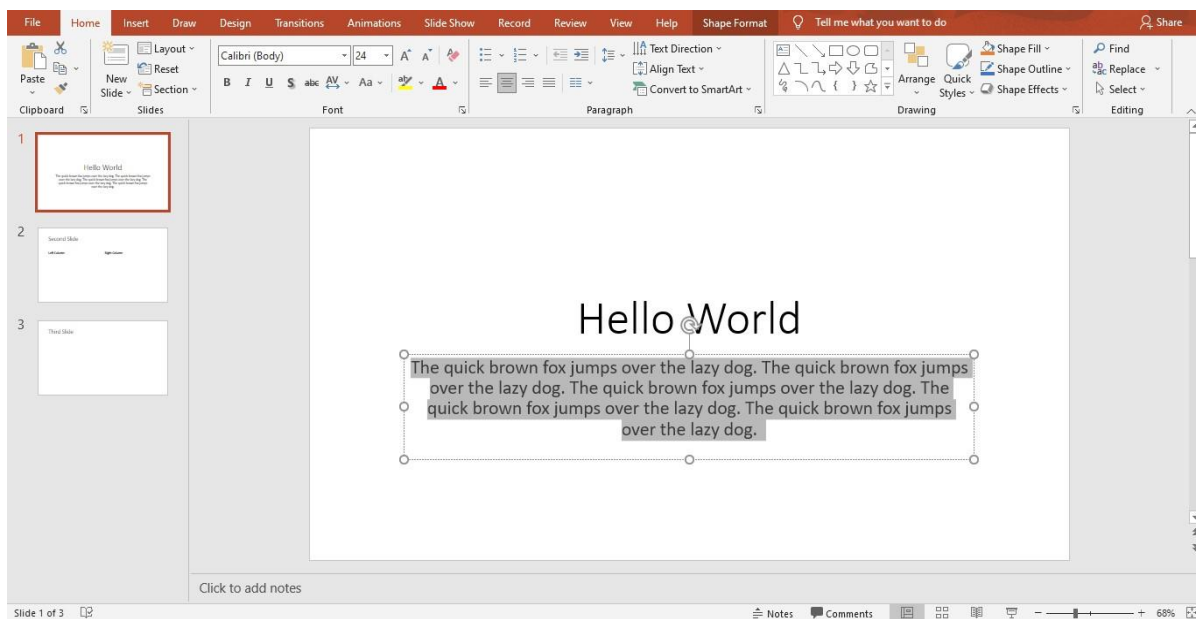


Fig. 19 (Format Text in Slide)

**To Bold Text on a Slide:** Select the text and Click the Bold Icon on the Formatting Toolbar

**To Italicize Text on a Slide:** Select the text and Click the Italic Icon on the Formatting Toolbar

**To Underline Text on a Slide:** Select the text and Click the Underline Icon on the Formatting Toolbar

**To Select a Different Font:** Select the text and Click the drop-down arrow for Font on the Formatting Toolbar and select a font

**To Select a Different Font Size:** Select the text and Click the Font Size Icon on the Formatting Toolbar and pick a different font size (The larger the number the larger the lettering)

**To Change the Font Color:** Select the text and Click the Font Color drop down arrow on the Formatting Toolbar and select a different font color

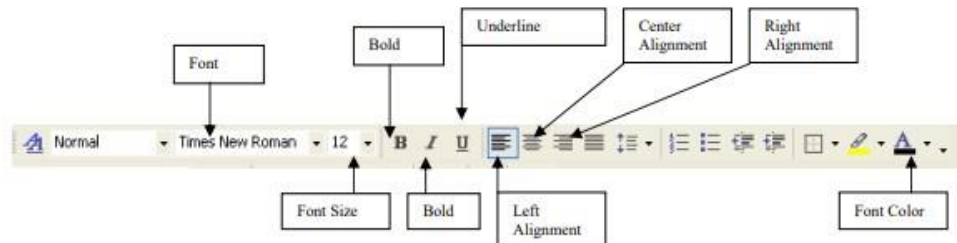


Fig. 20 (Text Formatting in PowerPoint)

### Working with Multimedia:

Every PowerPoint slide is a blank canvas, waiting for your content to reinforce your speaking points or guide the presentation. Multimedia brings variety to your slides and helps visual learners understand your content better.

If we were bound to using only text and shapes, it would be much harder to hold an audience's attention during a presentation.

Multimedia exists to help reinforce our key speaking points. Some ideas for working with images, audio, and video to make your presentation more interesting.

### Add Pictures to Slide:

PowerPoint supports multiple content types including images or pictures. With regards to pictures PowerPoint classifies them into two categories –

- **Picture** – Images and photos that are available on your computer or hard drive
- **Clip Art** – Online picture collection that you can search from the clip art sidebar

Although their sources are different, both these types can be added and edited in similar fashion. Given below are the steps to add picture to a slide.

**Step 1** – Go to the “**Images**” group in the “**Insert**” ribbon.

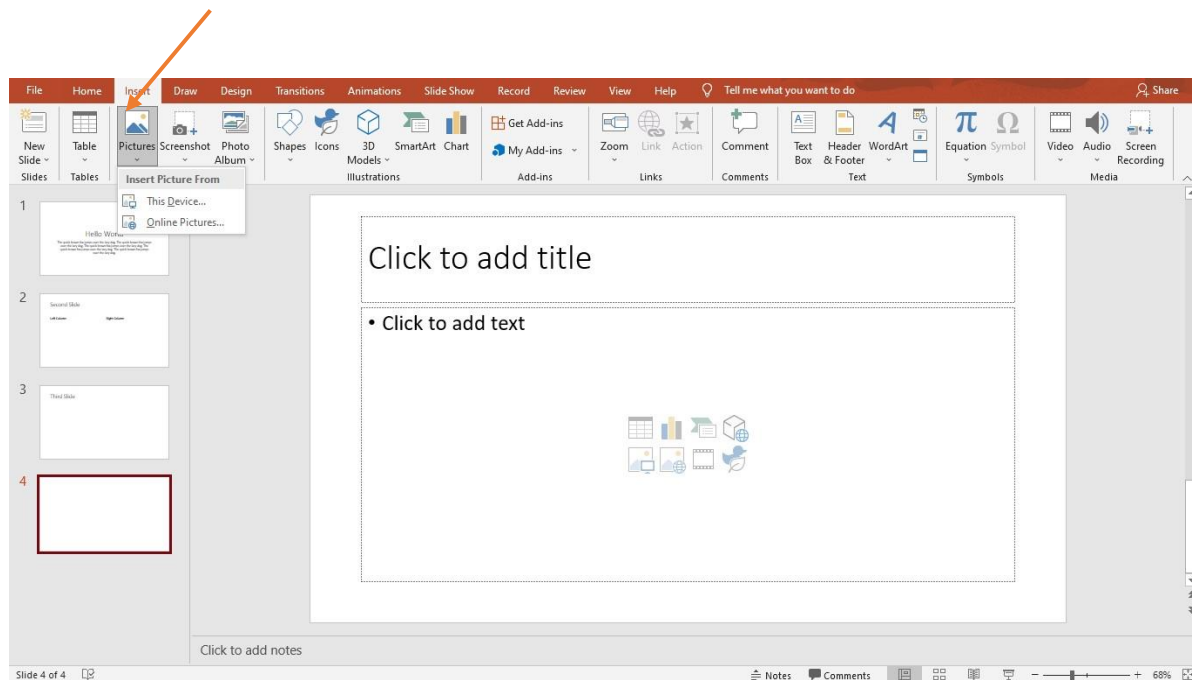


Fig. 21 (Add Picture to a Slide)

**Step 2** – Click on Picture to open the “**Insert Picture**” dialog and add a picture to the slide.  
After adding picture to a slide.

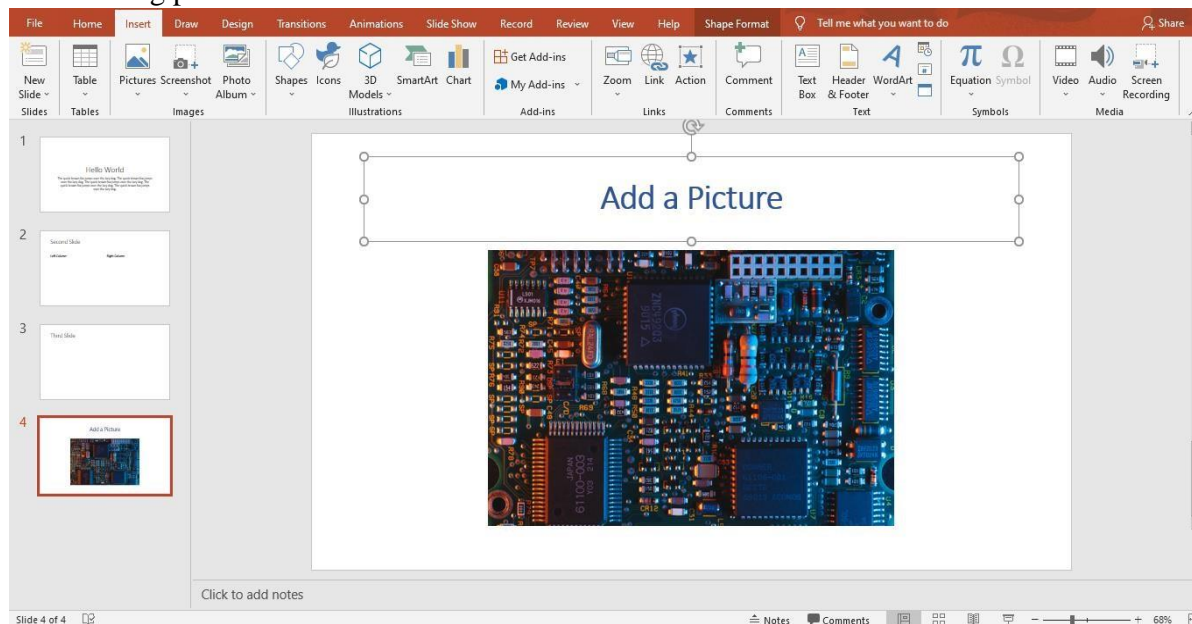


Fig. 22 (Add Picture to a Slide)

### Editing Added Pictures in slides:

PowerPoint supports images or pictures as content and offers some standard image editing features. The picture editing features in PowerPoint can be accessed from the Format ribbon once the picture is selected. The editing features are grouped under the “**Adjust and Picture Styles**” section in the “**Format**” ribbon.

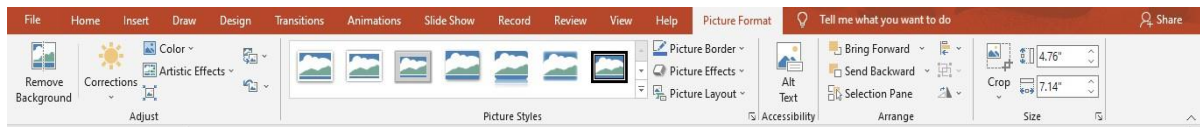


Fig. 23 (Edit Picture in PowerPoint)

### Image Adjustments:

- **Change Picture** - Replaces the current picture with a different one.
- **Reset Picture** - Removes all the adjustments done on the image.
- **Artistic Effects** - Adds artistic effects to the image like plastic wrap, glowing edges, etc.
- **Correction** - Allows you to change the brightness and contrast on the image and also change the image sharpness.
- **Picture Styles:**
- **Picture Border** - Manages the picture border - color, weight and style.
- **Picture Effects** - Adds effects to the picture like reflection, shadow, etc.
- **Convert to SmartArt Graphic** - Transforms the picture into the selected SmartArt. □
- **Quick Styles** - Pre-defined styles with different picture borders and effects.

### Adding Shapes to Slide:

PowerPoint supports the addition of shapes in presentations. It also includes Shapes like basic geometric shapes, flowchart components, arrows, callouts, lines and other predefined special shapes. These shapes also double up as text boxes as they support adding text to them directly. Besides, you can also use this shape to crop pictures to shape. Given below are the steps to add a shape in PowerPoint.

**Step 1** – Go to the “**Illustrations**” group under the “**Insert**” Tab.

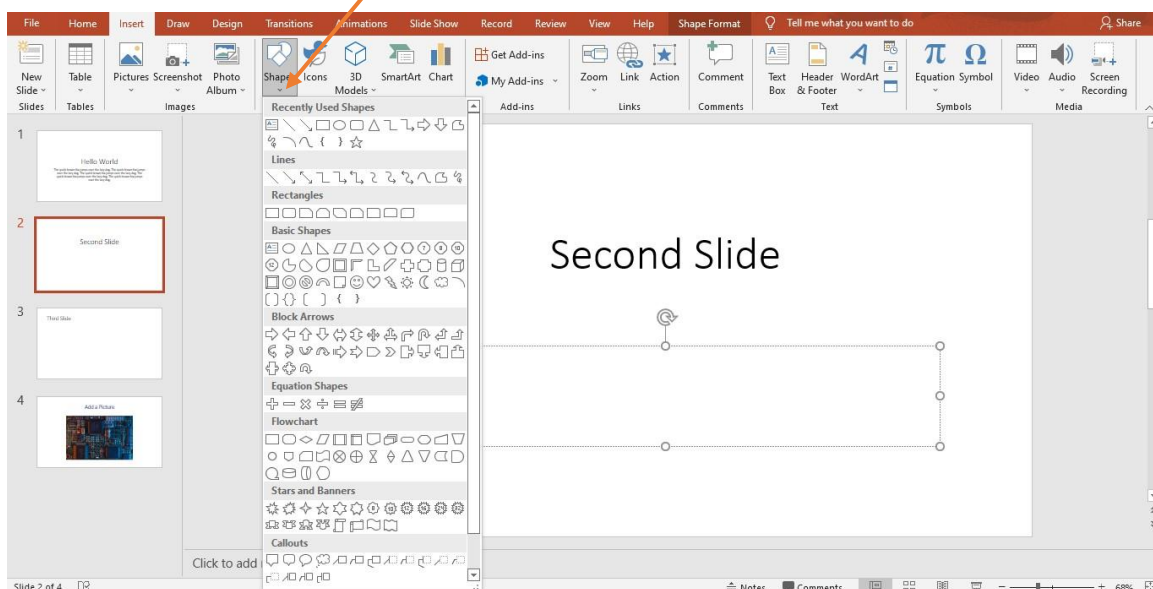


Fig. 24 (Add Shapes in a Slide)

**Step 2** – Click on the Shapes dropdown to view the available shapes.



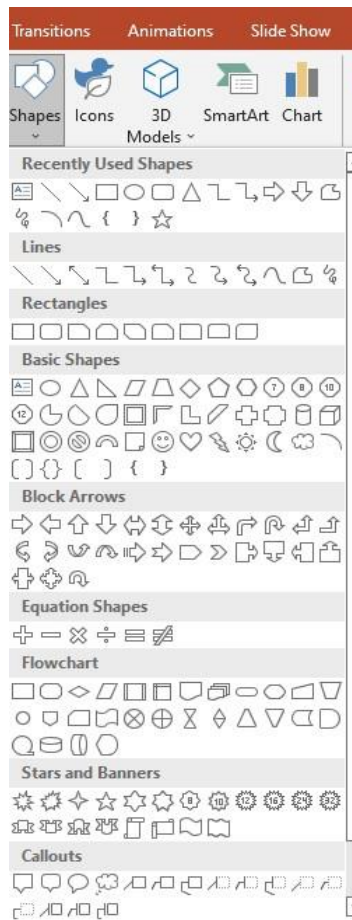


Fig. 25 (Shapes in PowerPoint)

**Step 3** – Select the shape you want to insert. This will change the cursor to a “+” sign.

**Step 4** – Click and drag on the slide to create the shape. As you drag, the shape will show up on the slide. Continue to drag and adjust the size and the symmetry of the shape.

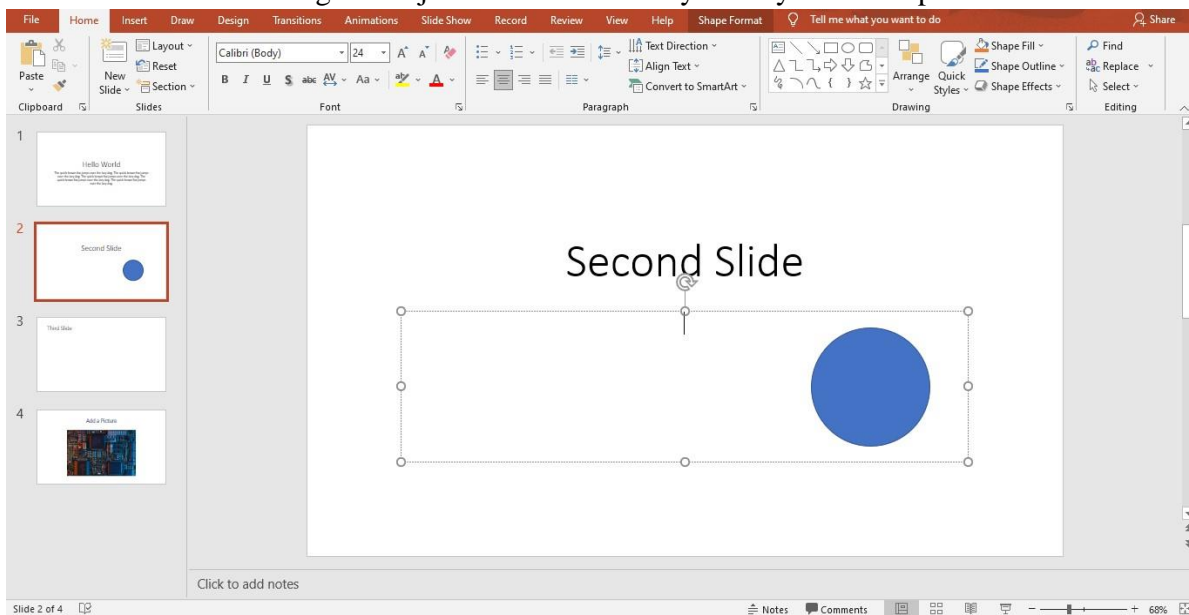


Fig. 26 (Shapes in PowerPoint)

**Adding Audio & Video in Presentation:**



PowerPoint supports multimedia in the slides. You can add audio or video clips to the slides which can be played during the presentation. The following steps will help you add audio or video file to the slides.

**Step 1** – Go to the Media group under the “**Insert**” ribbon.

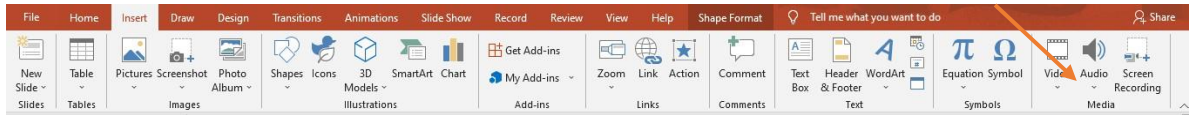


Fig. 27 (Working with Media in PowerPoint)

**Step 2** – To insert video file select Video as media type and Video from File to insert a video from your computer or hard drive.

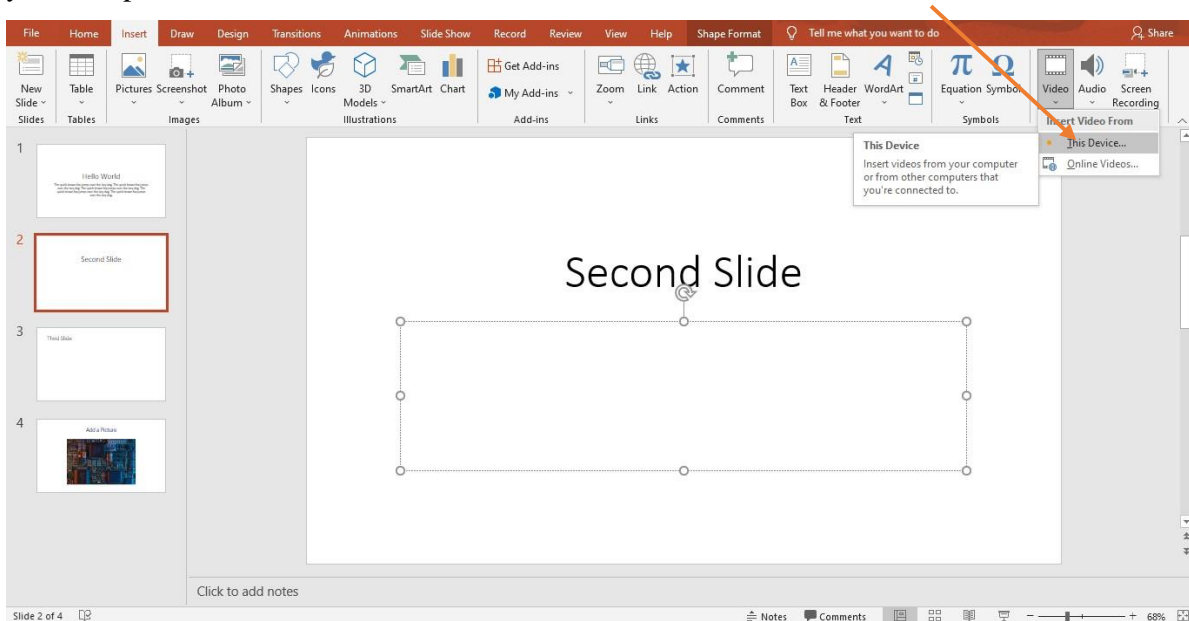


Fig. 28 (Add Video to a Slide)

**Step 3** – In the “**Insert Video**” dialog, browse for a video file and click Insert. You will now see that a Video file is added to the slide.

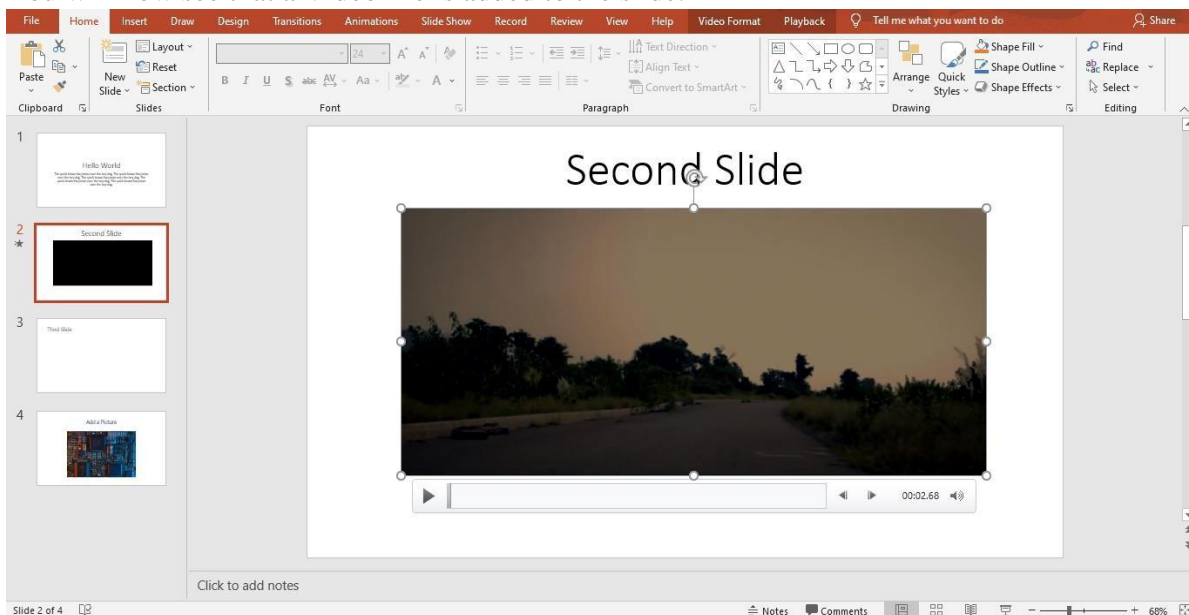


Fig. 29 (Add Video to a Slide)

Using the similar procedure you can add audio in presentation slides.

## Add & Format Tables Powerpoint:

PowerPoint has features that let you add tables in slides and also format them to enhance their visual effects. What's more, these tables are also compatible with Microsoft Excel, so you can basically take a spreadsheet or a section of a spreadsheet and paste it into a slide as a table. The following steps will help you add a table in PowerPoint.

**Step 1** – Go to the “**Tables**” group under the “**Insert**” ribbon.

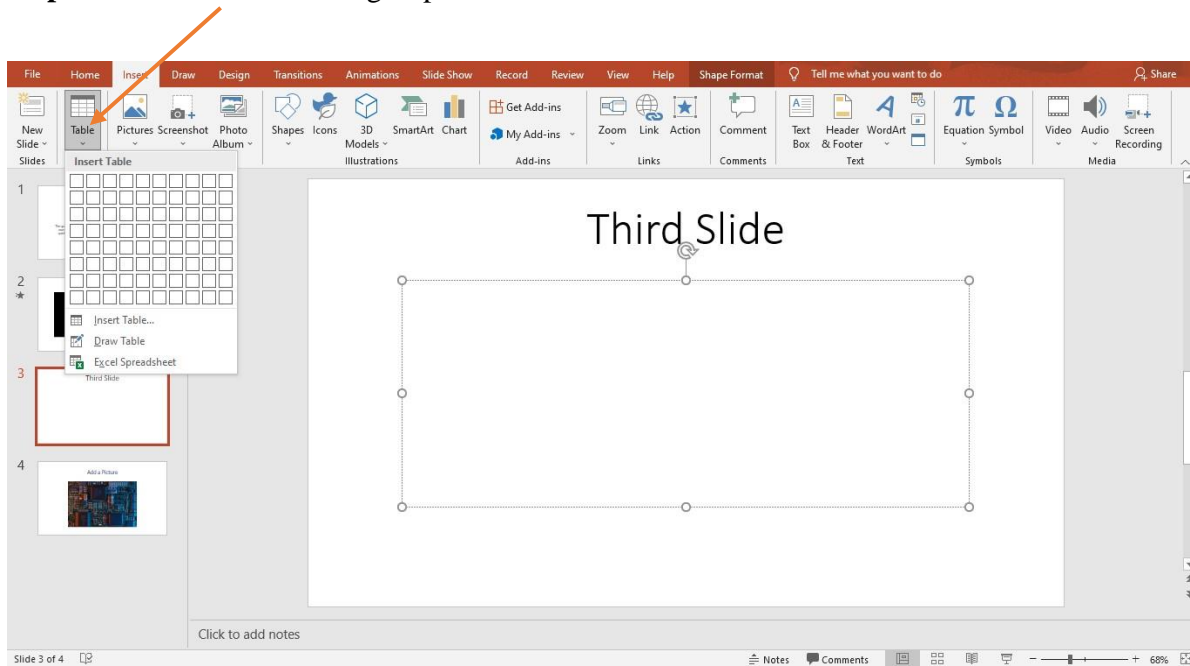


Fig. 30 (Working with Tables in PowerPoint)

**Step 2** – If you require more than 10 columns or 8 rows click on **"Insert Table"** to open the **"Insert Table"** dialog where you can specify the column and row count.

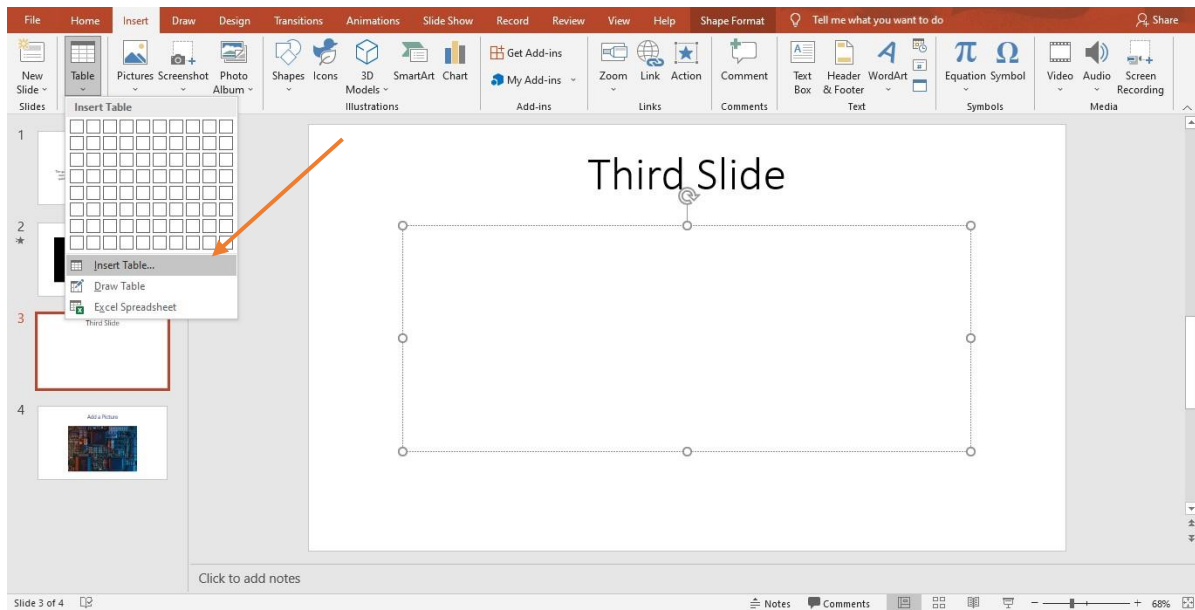


Fig. 31 (Insert Table in a Slide)

PowerPoint table is a simple table that does not support the mathematical features of an Excel spreadsheet. If you want to carry out some calculations, you can insert an **“Excel spreadsheet”** instead of a regular table.

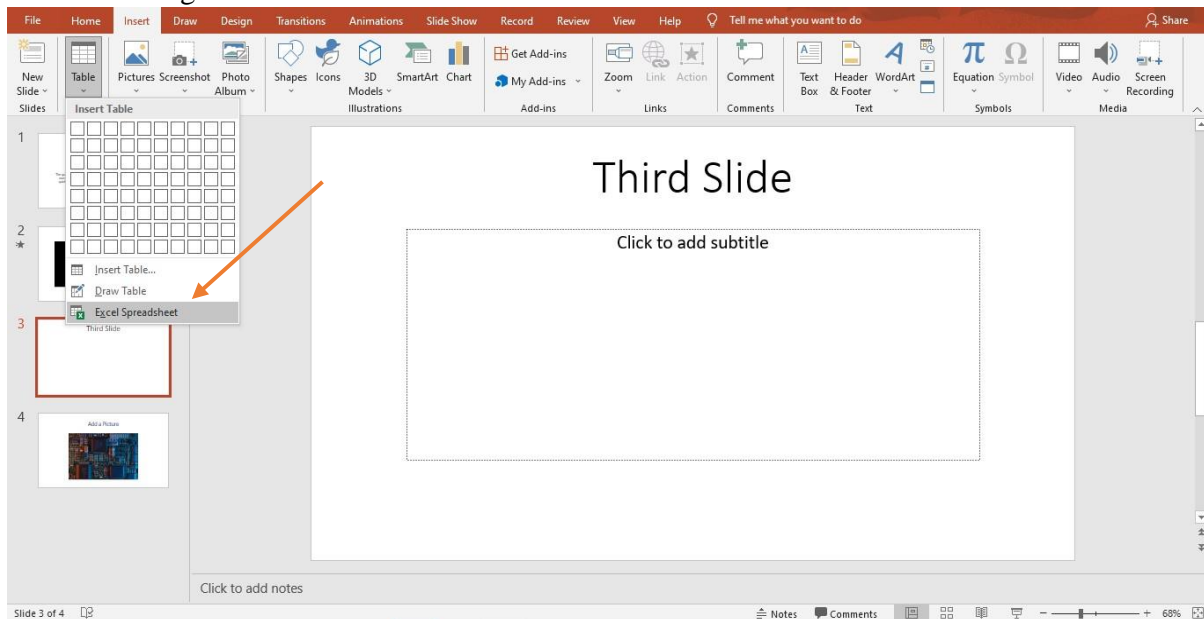


Fig. 32 (Insert Excel Sheet a Slide)

This will insert the spreadsheet in the slide and as long as the spreadsheet is selected, the ribbon at the top will be changed to an Excel ribbon instead of a PowerPoint one.

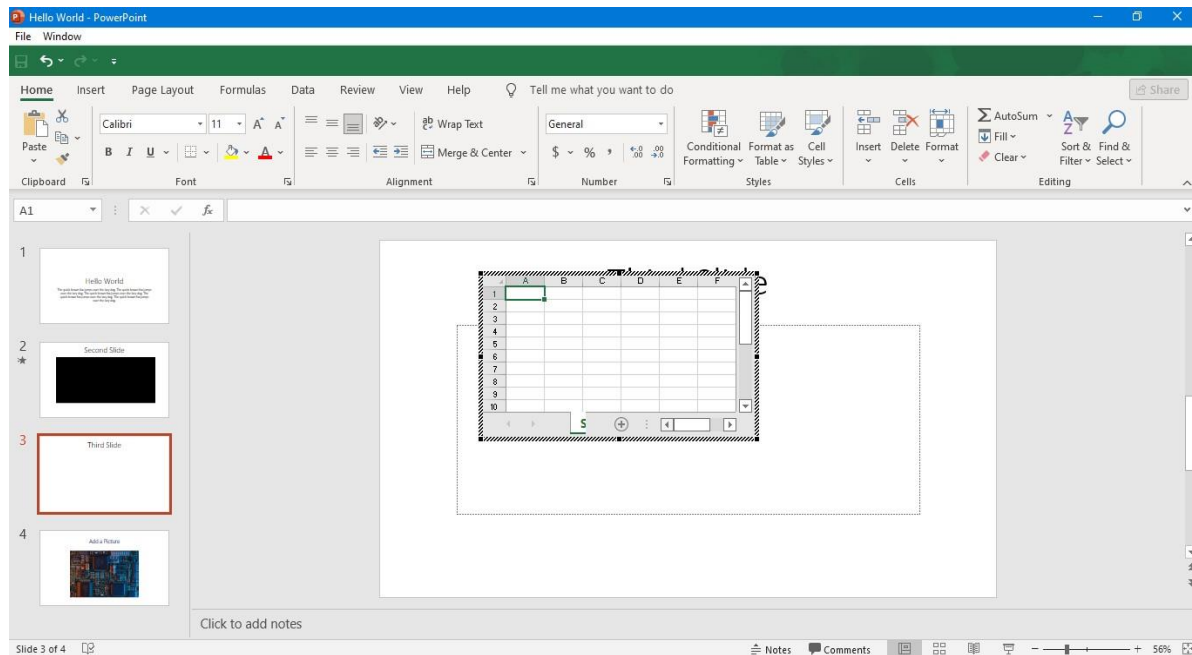


Fig. 33 (Add a Spreadsheet to a Slide)

### Add & Format Charts in Powerpoint:

Charts are an effective way of representing data. Long list of confusing numbers can instantly become trends which can be spotted when they are captured as charts. PowerPoint supports the addition and formatting of charts. Given below are the steps to add a chart to PowerPoint.

**Step 1** – Go to the “**Illustrations**” group under the “**Insert**” ribbon.

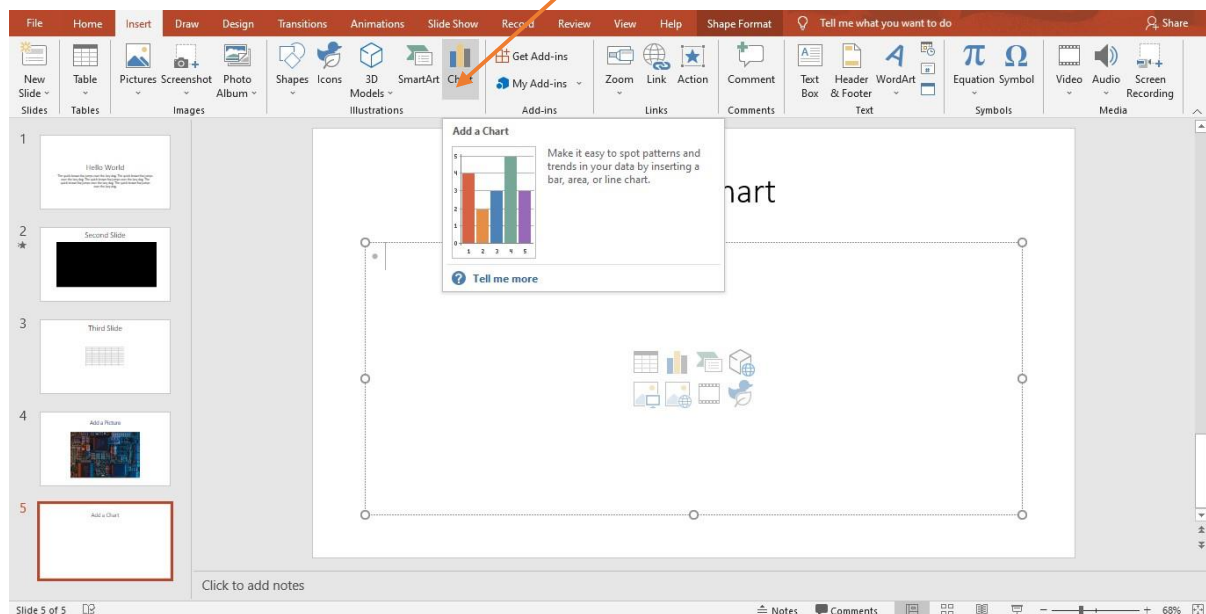


Fig. 34 (Add Chart in a Slide)

**Step 2** – Click on the Chart option to open the “**Insert Chart**” dialog. You can choose the chart category and pick individual chart types from the list.

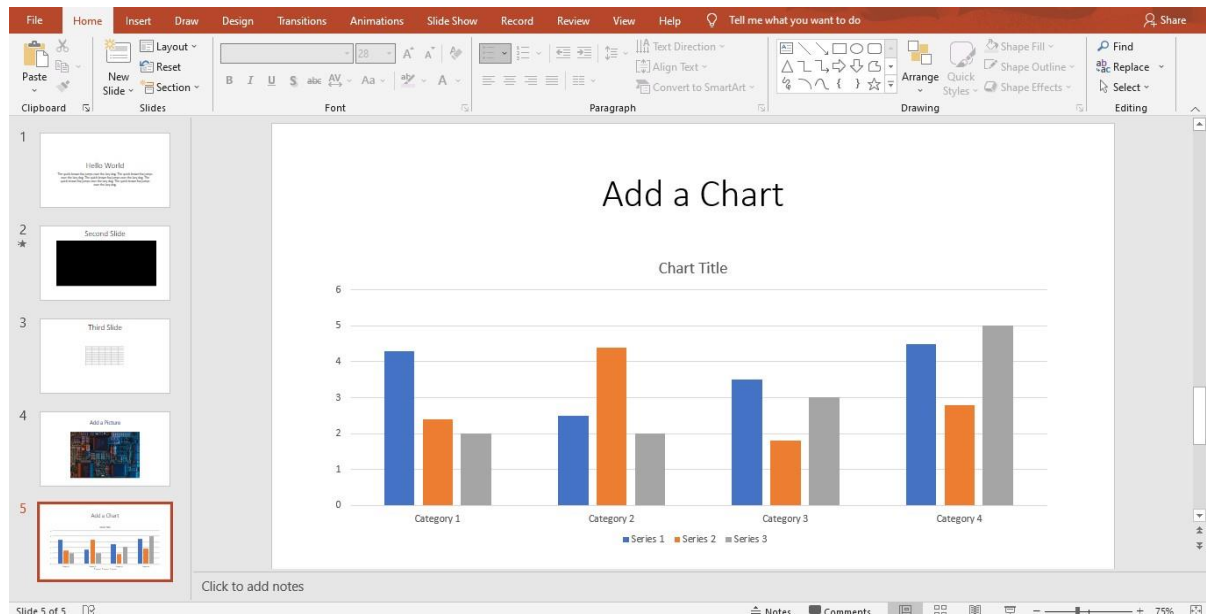


Fig. 35 (Add Chart in a Slide)

**Step 3** – Along with the chart, an Excel spreadsheet is also launched. This spreadsheet is the source for your chart. You can change the category names, series names and individual values to suit your needs.

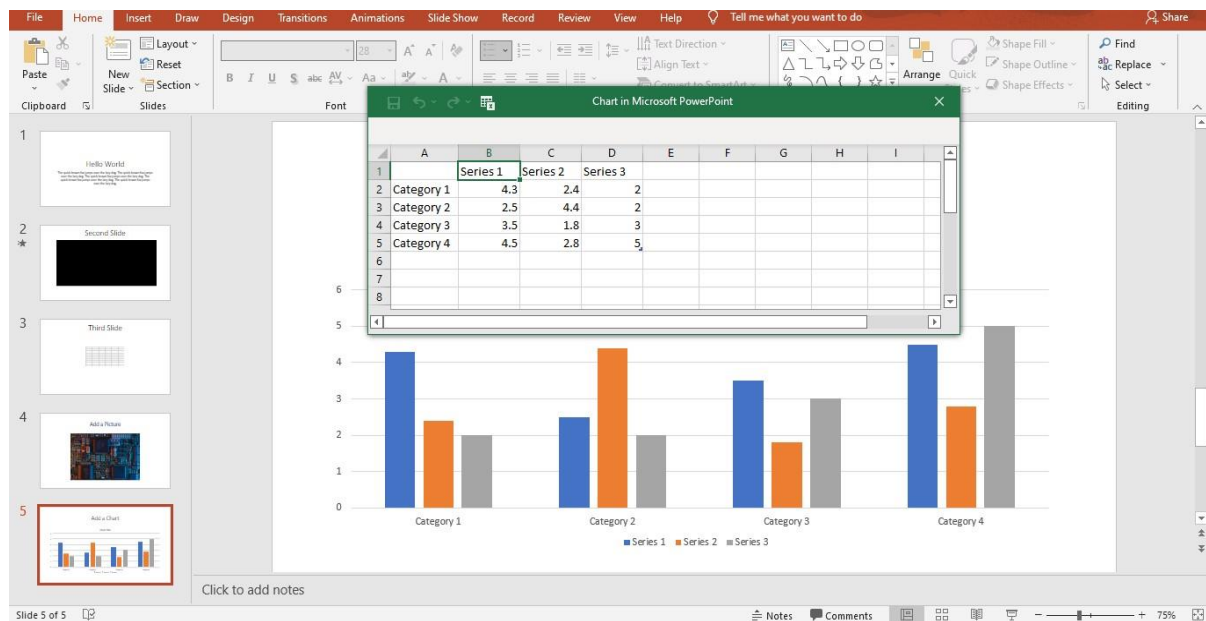


Fig. 36 (Generate Excel Sheet from Chart)

As you edit the values and the table in Excel the chart gets modified automatically.

The PowerPoint chart formatting features have been grouped under three ribbons: **Design**, **Layout** and **Format**. The sections below discuss the features under each ribbon. To access these ribbons, you must select the chart first.

### Chart Design Features:

Feature	Sub Features	Description
Type	Change Chart Type	Changes the chart type retaining the same data.
	Save As Template	Saves current chart type as a template.
Data	Switch Row/Column	Transposes current excel data - this is enabled when you have the source data excel sheet open.
	Select Data	Changes the data range covered in the chart.
	Edit Data	Changes the chart source data.
	Refresh Data	Refreshes the chart to show the latest data.
Chart Layouts	Chart Layouts	Offers a list of predefined layouts which can be instantly applied to current chart with a single click.
Chart Styles	Chart Styles	Offers a list of predefined styles which can be instantly applied to current chart with a single click.

### Add & Preview Animations in Presentation:

PowerPoint offers animation support which can be used effectively to add some motion in a monotonous presentation and make it more interesting. Animation can be applied to any object on the slide and the motions can be automated, timed or trigger.

The following steps will help you add and preview animations in the slide.

#### Step 1 – Go to the “Animation” ribbon and Choose an animation.

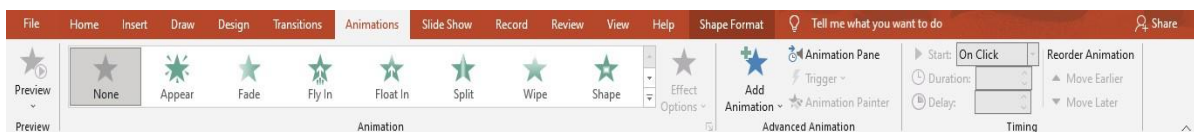


Fig. 37 (Add animation a Slide)

There are different ways to start animations in your presentation:

- **On Click** - Start an animation when you click a slide.
- **With Previous** - Play an animation at the same time as the previous animation in your sequence.
- **After Previous** - Start an animation immediately after the previous one happens.
- **Duration** - Lengthen or shorten an effect.
- **Delay** - Add time before an effect runs.



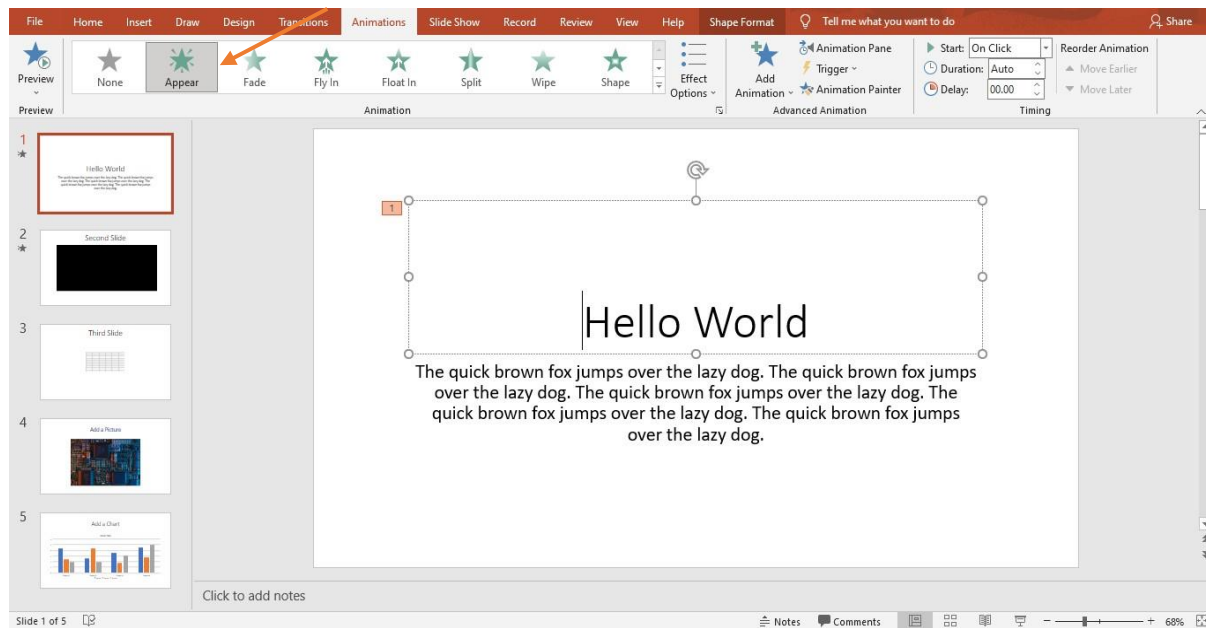


Fig. 38 (Animation in a Slide)

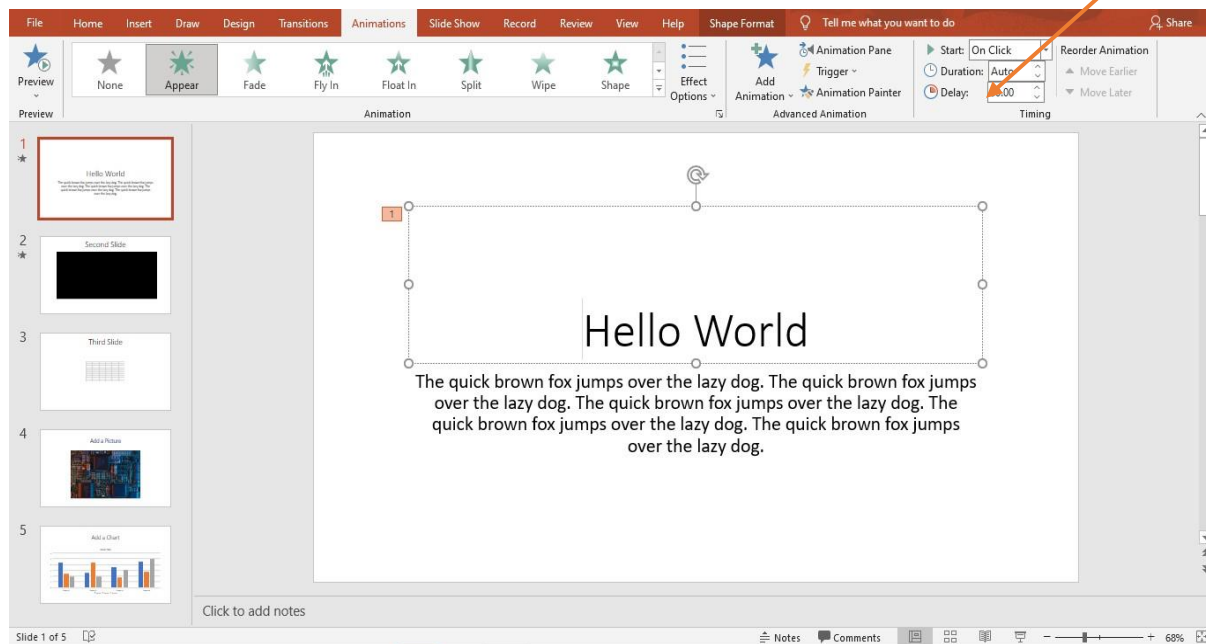


Fig. 39 (Animation in a Slide)

### Add & Preview Transitions in Presentation:

PowerPoint supports slide transition feature which allows you to specify how should the slides transition during the slide show. Given below are the steps to add and preview slide transitions.

**Step 1** – Select the slide to which you want to apply the transition.

**Step 2** – Go to the “Transition Scheme” under the **Transitions** ribbon.

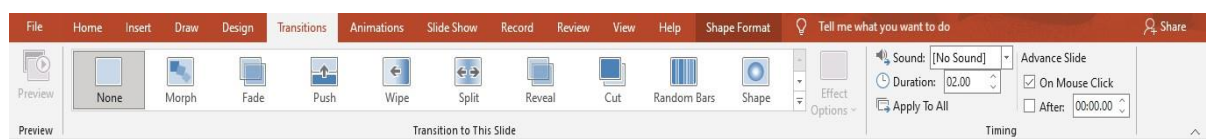




Fig. 40 (Transition Ribbon in PowerPoint) **Step 3** – Select one of the transition schemes from the list available. PowerPoint will instantly show you a preview of the scheme. If you are not satisfied, you can pick an alternate scheme. The last selected scheme will apply to the slide.

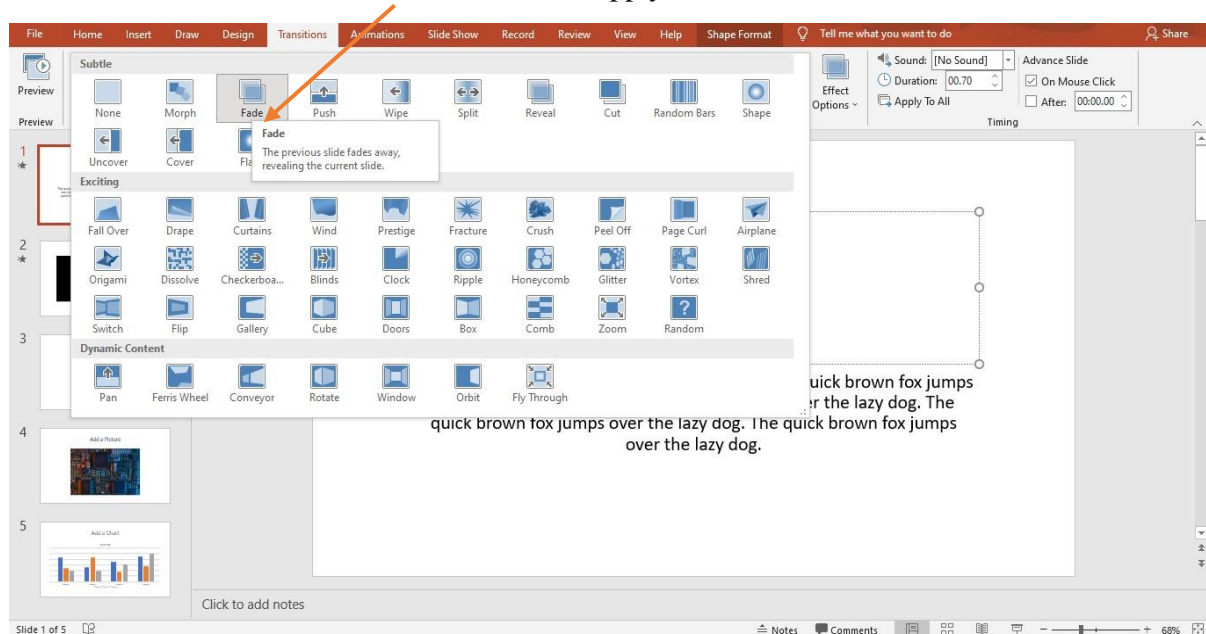


Fig. 41 (Add Transition in a Slide)

**Step 4** – You can change the effects on the selected transition scheme from the “Effect Options” menu. Every scheme has a unique set of effect options.

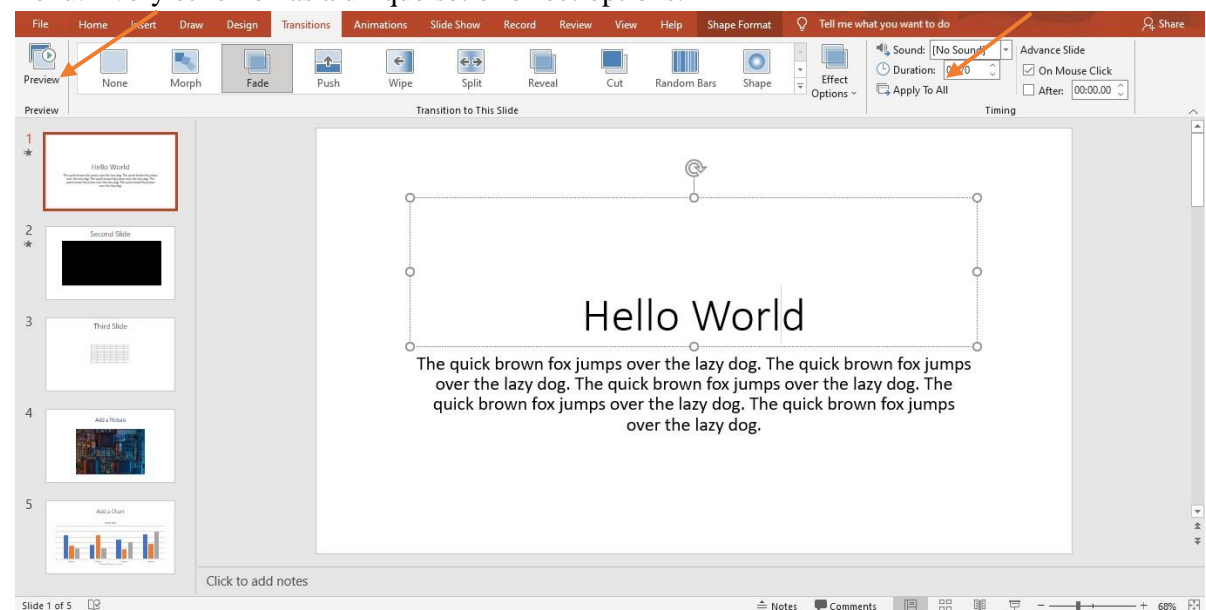


Fig. 42 (Add Transition in a Slide)

**Step 5** – You can also modify the transition timing settings from the “Timing” section.

**Step 6** – To preview the slide transition, click on “Preview”.