

What is Microsoft PowerPoint?

Microsoft PowerPoint is a very useful application used to design digital presentations. We can use this application to create any types of presentation such as – for teaching a class, introducing a product to sell, explaining a topic or plan etc. Microsoft PowerPoint is an application that provides an interface to design multimedia slides. We can project a presentation using a projector or personal computer to target a audience. To create a PowerPoint presentation we can use images, sounds, video clips, text, and charts etc. We can use sounds and animation effects in this software to create more attractive presentations. Microsoft PowerPoint is a presentation application developed by Microsoft Corporation, Its extension name is *.pptx.

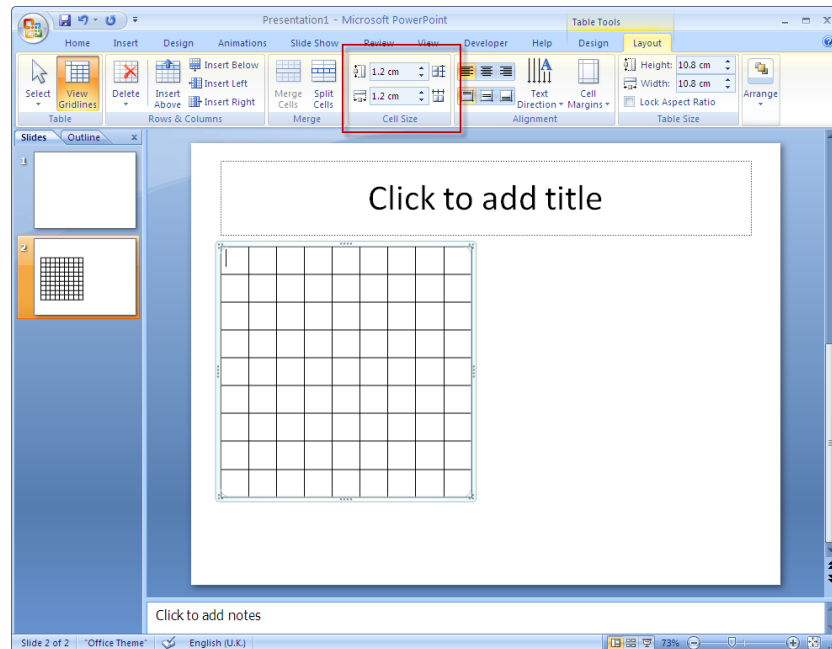
How to Open Microsoft PowerPoint on Personal Computer?

Many methods to open PowerPoint on personal computer, but main two methods defined below.

- Start menu>All Programs>Microsoft Office>Microsoft PowerPoint>Enter.
- Start menu>Run> Type: "powerpnt">Enter

After entering any of above method, Microsoft PowerPoint application window will be displayed.

Microsoft PowerPoint Application Window



Microsoft PowerPoint application is different to compare the look of Previous Versions. It has new styles to make presentation so easy and fast. In previous versions application depends on menus, options and toolbars, but with 2007 version Microsoft made some changes that are given below.

Microsoft PowerPoint Window Components Overview

Office button – A button that provides access to menu commands in PowerPoint application. The Microsoft Office Button replaces the File menu in previous versions. Here you will find commonly known options such as New, Open, Save, Print and Recent Presentations and settings.

Quick Access Toolbar – A customizable toolbar at the top of an active presentation use to keep those options that we use frequently.

Title Bar – A horizontal bar at the top of an active Presentation. This bar displays the name of the Presentation and application. Minimize, Restore and Close buttons are appear at the right end of the Title Bar.

Tabs – An area on the Ribbon that contain buttons which are organized in groups. The default tabs is Home and others are the Insert, Design, Animations, Slideshow, Review and View.

Ribbon – An area under the tabs that contain options related to selected tab. The ribbon can be hide/unhide by pressing CTRL + F1.

Slide & Outline Pane – A pane window located left side of the page that is divided in two parts, slide and Outline. Slide is use to display inserted slides in thumbnail mode and outline is use to display headings used in slides.

Place Holders – Place holders are use to put data such as – heading, Text, objects etc.

Status Bar – A horizontal bar at the bottom of an active window that gives details about the active Presentation.

View Toolbar – View Toolbar is use to display different views of slide pages as Normal, Slide Sorter and Slide Show.

Zoom Button – Zoom Buttons are use to magnifies or reduce the presentation area.

What is the use of Office Button in Microsoft PowerPoint?

Office Button in Microsoft PowerPoint is located top-left corner of the application window, it looks like office logo. This office button contain many option for presentation management like opening and saving presentation, printing and publishing presentation etc. Additionally we can configure the settings related to display, proofing, spelling & grammar, add-in etc. The detailed explanation about Office Button in Microsoft PowerPoint is given below.

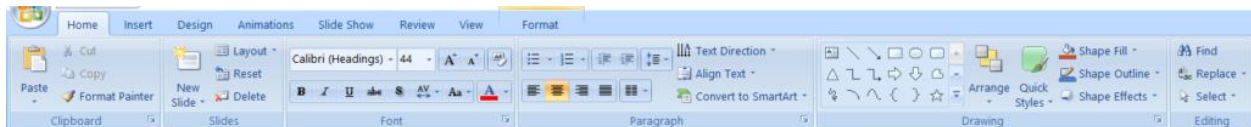
Options of Office Button in Microsoft PowerPoint

- **New (ctrl+n)** – This option is use to insert a new blank presentation or template.
- **Open (ctrl+o)** – This option is use to open any existing presentation saved in memory.
- **Save (ctrl+s)** – This option is use to save the current presentation.
- **Save As** – This option is use to re-save the edited presentation with a new name or save the presentation in other versions like 97, 2000, 2003 file format etc.
- **Print (ctrl+p)** – This option prepares the presentation for printing and print preview.
- **Prepare** – This option is use to enter the property of the presentation, make encrypt the presentation and apply restrict permissions etc.

- **Send** – This option is use to send the presentation to anyone using E-mail but the outlook must be configured for using this feature.
- **Publish** – This option is used to publish the presentation for blogs or a website.
- **Close** – This option is use to close the current active presentation.
- **Word Option** – This option use to manage the settings about PowerPoint application.
- **Exit Word (alt+f4)** – This option is use to close the PowerPoint Application.

What is the use of Home Tab in Microsoft PowerPoint?

Home Tab in Microsoft PowerPoint



Home Tab in Microsoft PowerPoint is the default tab for editing, drawing and formatting the presentations. Home Tab-ribbon is divided into multiple sections with the name Clipboard, Slides, Font, Paragraph, Drawing and Editing. The detailed explanation about Home Tab in Microsoft PowerPoint is given below.

Clipboard

- **Cut (ctrl+x)** – This option is use to cut the selected data.
- **Copy (ctrl+c)** – This option is use to copy the selected data.
- **Paste (ctrl+v)** – This option is use to paste the cut or copied data.
- **Paste Special (alt+ctrl+v)** – This option is use to paste the cut or copied data by creating a link from source data. After pasting with link, If source update or delete then pasted data will be also delete.
- **Paste as hyperlink** – This option is use to paste the data as hyper linked.
- **Format painter**- This option is use to copy and paste formatting.

Slides

- **New Slide (ctrl+m)** – This option is use to add a new Slide.
- **Duplicate Slide (ctrl+d)** – This option is use to duplicated the current slide.

- **Layout** – This option is use to change the layout of the slide.
- **Reset** – This option is use to reset the slide as default mode.
- **Delete (del)** – This option is use to remove the current slide from the presentation.

Font

- **Font** – This font Box is use to select different font styles for text matter.
- **Font Size** – This option is use to change the size of the selected text.
- **Bold (ctrl+b)** – This option make the selected text bold.
- **Italic (ctrl+i)** – This option make the selected text italic.
- **Underline (ctrl+u)** – This option is use to draw a line under the selected text.
- **Strikethrough**- This option is use to draw line in the middle of the selected text.
- **Text Shadow** – This option is use to add shadow effect to the selected text.
- **Character Spacing** – This option is use to adjust the spacing between the selected text of characters.
- **Change Case**- This option is use to change the case of the selected text as UPPER, lower, Sentence, tOGGLE.
- **Increase Font Size (ctrl+Shift+ >)** – This option is use to increase the size of selected text.
- **Decrease Font Size (ctrl+shift+ <)** – This option is use to decrease the size of selected text.
- **Clear Formatting**- This option clears all the formatting from the selected text and make the plain text.
- **Font Color** – This option is use to change the text/font color.

Paragraph

- **Align Left (ctrl + L)** – This option moves the text left.
- **Align Center (ctrl + e)** – This option moves the text center.
- **Align Right (ctrl + r)** – This option moves the text right.
- **Justify (ctrl +j)** – This option is use for adjusting the text equal from both sides.
- **Line Spacing** – This option is use for adjusting spaces between text lines or paragraph according to the user value.
- **Bullets** – This option is use to create a bullet list to describe the contents of any topic.
- **Numbering** – This option is use to create the number list to describe the contents of any topic .

- **Increase Indent** – This option is use to increase the indent position, so that we can move a paragraph or line right side.
- **Decrease Indent** – This option is use to decrease the indent position, so that we can move a paragraph or line left side.
- **Column** – This option is use to split the text matter in to two or more columns.
- **Text Direction** – This option is use to change the text direction in vertical, stacked or rotate the text in to desired direction.
- **Align text** – This option is use to align the text into box as center, top, bottom etc.
- **Convert to SmartArt** – This option is use to convert the text or a list in to SmartArt graphics.

Drawing

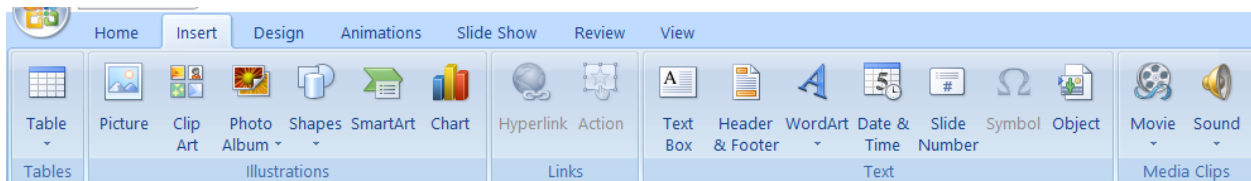
- **Insert Shapes** – This option is use to insert the different shapes in slides.
- **Arrange** – This option is use to arrange the multiple object or shape on the slide. We can arrange objects using options such as- order, position, rotate and group etc.
- **Quick Styles** – This option is use to choose different visual shape styles with different colors.
- **Shape Fill** – This option is use to fill the selected shape with a solid color, gradient, picture or texture etc.
- **Shape Outline** – This option is use to specify the color, width and line style for the outline of the selected shape.
- **Shape Effects** – This option is use to apply shadow effect to any shape as up, down, right, and left.

Editing

- **Find (ctrl +f)** –This option use to find the any text matter in slide.
- **Replace (ctrl +h)** – This option use to replace the any text with new text. User can replace multiple text at a time using Replace All option.
- **Select** – This option use to select the text or objects in the slide.

What is the use of Insert Tab in Microsoft PowerPoint?

Insert Tab in Microsoft PowerPoint



Insert Tab in Microsoft PowerPoint is used for inserting tables, charts, images, shapes, links, text boxes, movies, and sounds etc. The Insert Tab in Microsoft PowerPoint is divided into multiple sections with the names Tables, Illustrations, Links, Text, and Media Clips. The detailed explanation about the Home Tab in Microsoft PowerPoint is given below.

Tables

- **Insert Table** – This option is used to select a range of cells by specifying row and column numbers to insert a table.
- **Draw Table** – Using this option, the user can draw a table using a pencil.
- **Excel Spreadsheet** – This option inserts an Excel worksheet into the slide.

Illustrations

- **Picture** – This option is used to insert pictures from the current slide into the computer memory.
- **Clip art** – With this option, the user can insert clip art into slides, such as drawings, movies, sounds, or stock photography to illustrate a specific concept.
- **Shapes** – This option inserts ready-made shapes into the slide, such as rectangular and circle, lines and arrows, flow chart symbols, and callouts etc.
- **Smart Art** – With this option, the user can insert graphical ready-made charts related to tree type charts, organizations chart, hierarchy chart, cycle charts, pyramid charts etc.
- **Chart** – This option inserts a chart for illustration and comparing data. The user can add many types of charts such as Pie, Bar, Line, Area, and Surface etc.

Links

- **Hyperlink (ctrl + k)** – This option use to insert hyperlink of web pages, files, folders, Pictures or programs for the slides information.
- **Action** – This option is use to add an action to the any object to specify what should happen when user click on it.

Text

- **Text Box** – This option is use to insert the pre-formatted text box in the current slide.
- **Header & Footer** – This option is use to edit the header & footer of the slide. It appears top or bottom of each printed slides.
- **Word Art** – This option use to insert the decorative text in the slide.
- **Date and Time** – This option is use for inserting the current date and time in the slide.
- **Slide Number** – This option is use to insert the slide numbers in the Presentation.
- **Symbols** – This option use to insert the special symbols that are not present in keyboard.
- **Object** – This Option use to insert the embedded object of any program or application installed on computer.

Media Clips

- **Movie** – This option is use to insert a movie clip or animated clip art in to the presentation.
- **Sound** – This option is use to insert a sound file in the slide.

What is the use of Design Tab in Microsoft PowerPoint?

Design Tab in Microsoft PowerPoint



Design Tab in Microsoft PowerPoint is use for designing and setting the slide page, such as – Themes, Slide Background, Slide Orientation etc. Design Tab in Microsoft PowerPoint is divided into multiple sections with the name Page Setup, Themes and Background. The detailed explanation about Design Tab in Microsoft PowerPoint is given below.

Page Setup

- **Page Setup** – This option display a dialog box that is use to set the orientation and size of the slide.
- **Slide Orientation** – This option is use to change the slide orientation as landscape or portrait mode.

Themes

- **Themes** – This option is use to select and apply the preformatted themes for the presentation slides.
- **Colors** – This option is use to set the colors for the selected theme.
- **Fonts** – This option is use to set the different font styles for the selected the theme.
- **Effect** – This option is use to change the effect for the selected theme.

Background

- **Background Styles** – This option is use to select and apply the different background styles from the list.
- **Hide Background Graphic** – This option is use to hide the background graphic for the current slide, so that a slide look like simple text based.

What is the use of Animation Tab in Microsoft PowerPoint?

Animation Tab in Microsoft PowerPoint



Animation Tab in Microsoft PowerPoint is used for setting the animation and transition effects for the objects and slides. We can set the speed of the slide and sound effects and more from here. The ribbon of Animation Tab in Microsoft PowerPoint is divided into multiple sections with the name Previews, Animations and Transition To This Slide. The detailed explanation about Animation Tab in Microsoft PowerPoint is given below.

Previews

- **Preview** – This option is used to preview the animations and the slide transition applied on the slide.

Animations

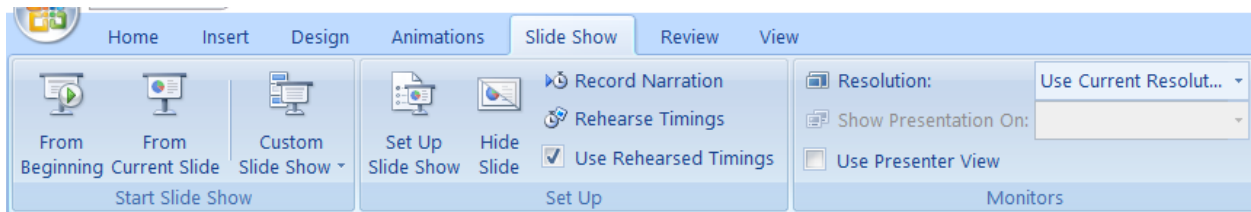
- **Animate** – This option is used to select and apply the animation to any object from the list.
- **Custom Animation** – This option displays a custom animation window, from this we can preview and apply more categorized animations.

Transition To This Slide

- **Transition to This Slide** – Here we can see multiple transition effects to apply on slides during the slide change.
- **Transition Sound** – This option is used to select a sound effect to play during slide change.
- **Transition Speed** – This option is used to set the transition speed as fast, medium or slow.
- **Apply to All** – This option is used to set the current transition, speed and sound effect to all the slides.
- **On Mouse Click** – By ticking this option we can play all of the slide content by mouse click.
- **Automatically After** – By ticking this option we can play all of the slide content automatically by given a period of time.

What is the use of Slide Show Tab in Microsoft PowerPoint?

Slide Show Tab in Microsoft PowerPoint



Slide Show Tab in Microsoft PowerPoint is used for starting viewing the presentation in full screen mode. We can set up the slide timing, record slide narration, adjust resolution, and use presenter view. The ribbon of the Slide Show Tab in Microsoft PowerPoint is divided into multiple sections with the names Start Slide Show, Set Up, and Monitors. The detailed explanation about the Slide Show Tab in Microsoft PowerPoint is given below.

Start Slide Show

- **From Beginning** – This option is used to start viewing the presentation slide show from the 1st slide.
- **From Current Slide** – This option is used to start viewing the presentation slide show from the current active slide.
- **Custom Slide Show** – This option is used to start viewing the presentation slide show with selected slides.

Set Up

- **Setup Slide Show** – This option opens a window for setting up the slide show type; we can set the slide show as looping mode, slide show without animation, or can setup the slide show for selected slides.
- **Hide Slide** – This option hides the selected slide to stop displaying in slide show view.
- **Record narration** – This option records a narration track to the current presentation using a microphone. The recorded narration will playback during the slide show.
- **Rehearse Timings** – This option is used to record slide timing. Using slide timing, we can record timing for each object, so that every slide and object take as much time as required to view.

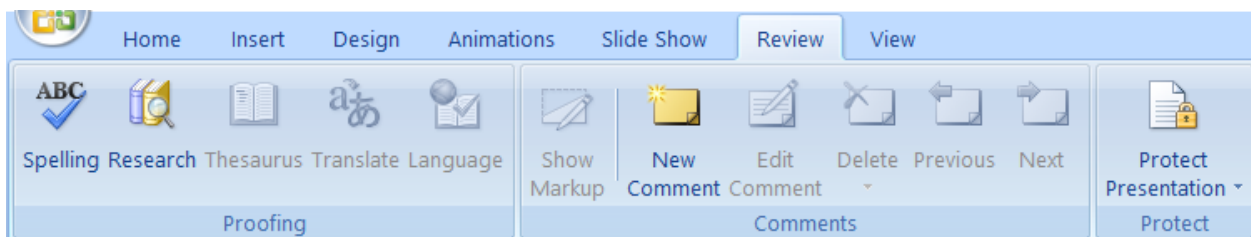
Monitors

- **Resolution** – This option is used for setting the screen resolution to view the presentation in a specific resolution mode.

- **Show Presentation On** – This option works if multiple screen used to show a presentation. If only one monitor attached, this option not work. By this option we can set a specific screen to show presentation.
- **Use Presenter View** – Presenter View in PowerPoint is a great tool for presenting a presentation. In this mode a presenter can see next slides with their speaker notes, remaining time and more while presenting. To use this tool minimum two monitors are required, one for presenter and another for audience.

What is the use of Review Tab in Microsoft PowerPoint?

Review Tab in Microsoft PowerPoint



Review Tab in Microsoft PowerPoint is use for checking spelling and grammar mistakes, adding comments etc. The ribbon of Review Tab in Microsoft PowerPoint is divided into multiple sections with the name Proofing, Comments and Protect Presentation. The detailed explanation about Review Tab in Microsoft PowerPoint is given below.

Proofing

- **Spelling** – This option is use to check the spelling & grammatical mistakes of the text written in slide.
- **Research** – This option is use to open the research pane for search the reference materials such as- dictionaries, encyclopedias, and translation services etc.
- **Thesaurus** – This option searches the suggested words with multiple similar meanings.
- **Translate** – This option translates the selected text in to different language. To use this feature, languages feature must be installed on computer.
- **Language** – This option is use to set the different language to check the spelling & grammar of the selected text.

Comments

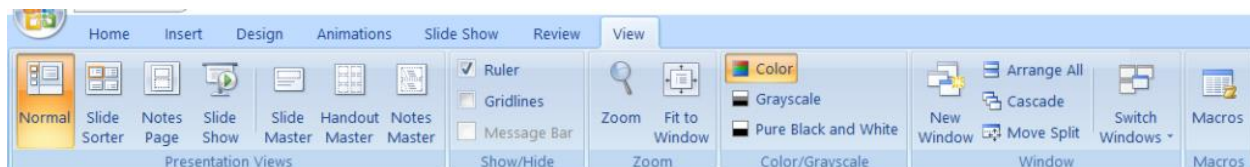
- **Show Markup** – This option is use to show annotations or comments.
- **New Comment** – This option is use to add a comments (info about the text) for section or selected text.
- **Edit Comment** – This option is use for edit any comment.
- **Delete** – This option is use to delete the selected comment or delete all the comments in the slide or presentation.
- **Previous** – This option is use to navigate the previous comment.
- **Next** – This option is use to navigate the next comment.

Protect Presentation

- **Protect Presentation** – This option is use to set the restrict permissions to the presentation, so that only selected users can access the presentation.

What is use of View Tab in Microsoft PowerPoint?

View Tab in Microsoft PowerPoint



View Tab in Microsoft PowerPoint is use for viewing the presentation slides with different view modes. We can edit masters, handouts, notes master etc. We can hide/unhide components, zoom in/out slides, arranging multiple presentation window and recording macros using View Tab in Microsoft PowerPoint. The ribbon of View Tab in Microsoft PowerPoint is divided into multiple sections with the name Presentation Views, Show/Hide, Zoom, Color/Grayscale, Window and Macros. The detailed explanation about View Tab in Microsoft PowerPoint is given below.

Presentation Views

- **Normal** – This is a normal and default view of presentation, In this view any presentation display one slide with slide and outline pane window.
- **Slide Sorter View** – In this view all the slides display together. We can easily rearrange the slides in orders.
- **Notes Page** – This view display the current slide with note to edit the speaker notes.
- **Slide Show** – This view Start the slideshow with full screen mode.
- **Slide Master** – This view allow to change the design, layout and masters of the slide.
- **Hand Master View** – This view allow to change the design and layout of the printed handouts, Such as we can change total number of slides in a handout, date & time, header & footer etc.
- **Notes Master** – This view allow to change the design and layout for the notes master pages, Such as we can change date & time, header & footer, background, notes and slide orientation etc.

Show/Hide

- **Ruler** – This option is use to show/hide the ruler for the slide.
- **Gridlines** – This option is use to show/hide the gridlines for the slide. It is use to align the object in Presentation Slides.
- **Message bar** – This option is use to show/hide the message bar.

Zoom

- **Zoom** – Using this option we can set the zoom level for the slide according to the preset size or custom size.
- **Fit to Window** – This option automatically adjust the slide zoom to fit in window.

Color/Grayscale

- **Color** – Show the presentation in color mode.
- **Grayscale** – Show the presentation in grayscale mode.
- **Pure Black and white** – Show the presentation in pure black & white mode.

Window

- **New Window** – This option opens a new window of the current active presentation.

- **Arrange all** – This option arranges the all opened window side by side on the screen.
- **Cascade** – This option is use to cascade all open presentation on the screen so that they overlap.
- **Move Split** – This option is use to move the splitter to separate the different section of the window.
- **Switch Window** – This option is use to switch the different opened window.

Macros

- **Macros** – This option is use to record a macro, view the list of recorded macros, run the recorded macro and create or delete a macro. Macro is a program in Microsoft PowerPoint, that is use to record a work including mouse actions and keystrokes. For example recorded work can be any template with formatting and keystrokes. Macro feature is most useful for repeatable work, if any work we repeat time to time, so we can record it using macro and run when it require.