UNIT 5:

Spreadsheet and Presentation Packages

Spreadsheet

- Microsoft Excel is the most widely used spreadsheet package and lets user to organize their data into lists and then summarize, compare and present the data graphically.
- A spreadsheet is a generic term for the software application package that simulates a paper worksheet often used by people in management.
- Microsoft-Excel is an electronic spreadsheet.

FIG: Microsoft Excel 2010 Icon

- MS-Excel can be used for a variety of tasks which include automating of financial statements.
- The spreadsheet is an interactive computer application program for organizing and analyzing data in tabular form.
- The spreadsheet program operates on data represented as cells of an array, organized in rows and columns.
- Each cell of the array is an element that contains numeric, text data or the results of formulas that automatically calculate and display a value based on the contents of other cells.
- Data stored in database formats can be accessed through MS-Excel.

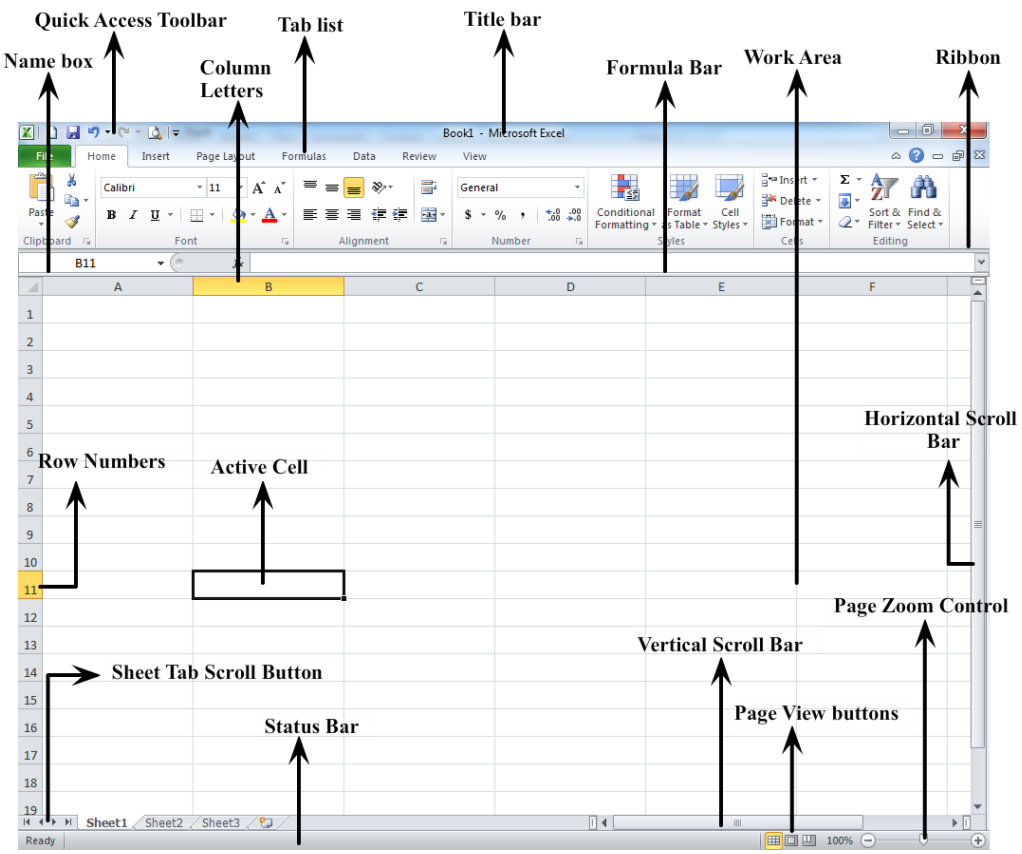


FIG : Microsoft Excel sheet

- Excel emerges as a powerful and flexible graphical presentation tool.
- Graphs or charts can be created based on data, for quick assessment of a situation.
- **Name Box**
  - The Name box is a quick and easy way to move around and select ranges in a large spreadsheet.
- **Office Button**
  - In the upper left corner of the Excel 2007 window is the Microsoft Office button.
  - Clicking on the Office Button displays a drop down menu containing a number of options.
- **Quick Access Toolbar**
- Next to the Microsoft Office button is the Quick Access Toolbar.
- The Quick Access Toolbar is grouped with Save, Undo, Redo and Print options.

Title bar

- Next to the Quick Access Toolbar is the Title bar.

- On the Title bar, Microsoft Excel displays the name of the current workbook.

Ribbon

- In Microsoft Excel 2007, the Ribbon is located on the top of the Excel window and below the Quick Access Toolbar.
- Ribbon has several tabs, clicking a tab displays several related command groups, within each group are related command buttons.

Tab list

- Similar to a menu, it display a different ribbon.

Column Letters

- Columns are vertical lines of Cells.
- They are named from A to Z and then continuing from AA to AZ, BA to BZ and so on.

Row Numbers

- Rows are horizontal lines of Cells.
- A number identifies each row.
- The rows are numbered 1 to 1,048,576.

Formula bar

- It is a toolbar at the top of the Microsoft Excel spreadsheet window.
- The formula bar can be used to enter or copy an existing formula into the cells or charts.
- The formula bar is a section in Microsoft Excel that shows the contents of the current cell and allows the user to create and view formulas.
- It is labeled with function symbol (fx).
- The Formula Bar will become activated when the user type an equal (=) symbol in a cell, or if he clicks on it.

Status bar

- This bar displays various messages like status of the Num Lock, Caps Lock, and Scroll Lock keys on your keyboard. **Active Cell**
- The dark outline indicates the currently active cell.

Sheet Tab Scroll Button

- On the bottom left of the worksheet user will find the Sheet Tab Scroll Buttons to move to the First sheet, Previous sheet, Next sheet, and Last sheet.

Page View Buttons

- Change the way the worksheet is displayed by clicking one of these buttons.

Page Zoom Control

- The worksheet has, in and out zoom controller.

Creating a new workbook

- Creating a Blank Workbook
  - User can create new excel file, Click File tab then click New button and then double click Blank Workbook or click Create button.

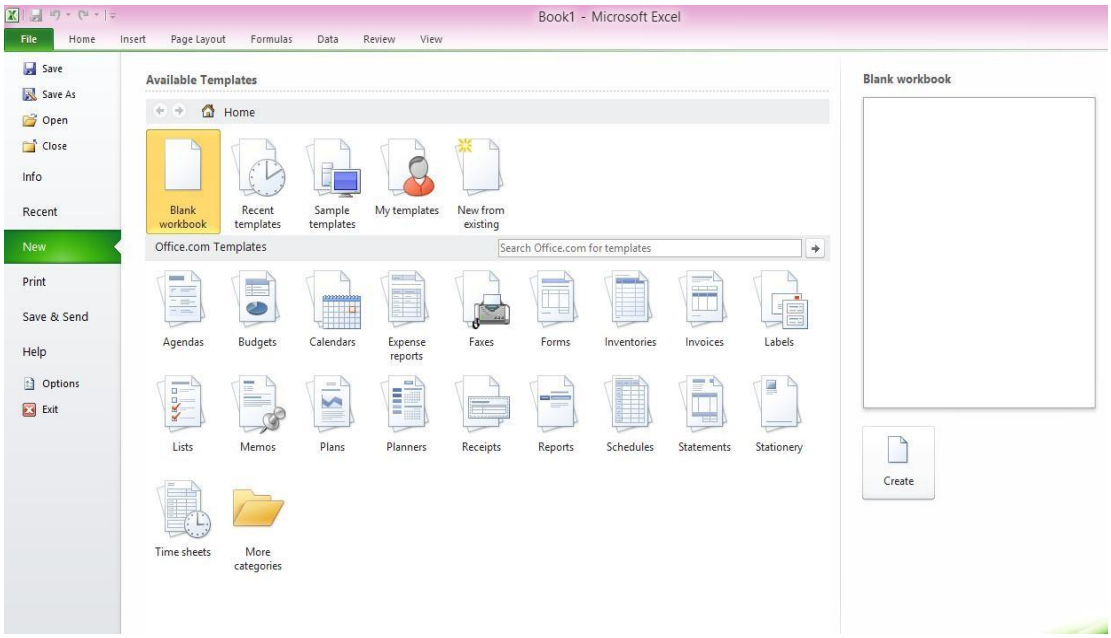


FIG : Creating a blank workbook

- Creating a Sample Template
  - If user wants to open a template, click File tab then click New button and then double click one of the template or click Create button.

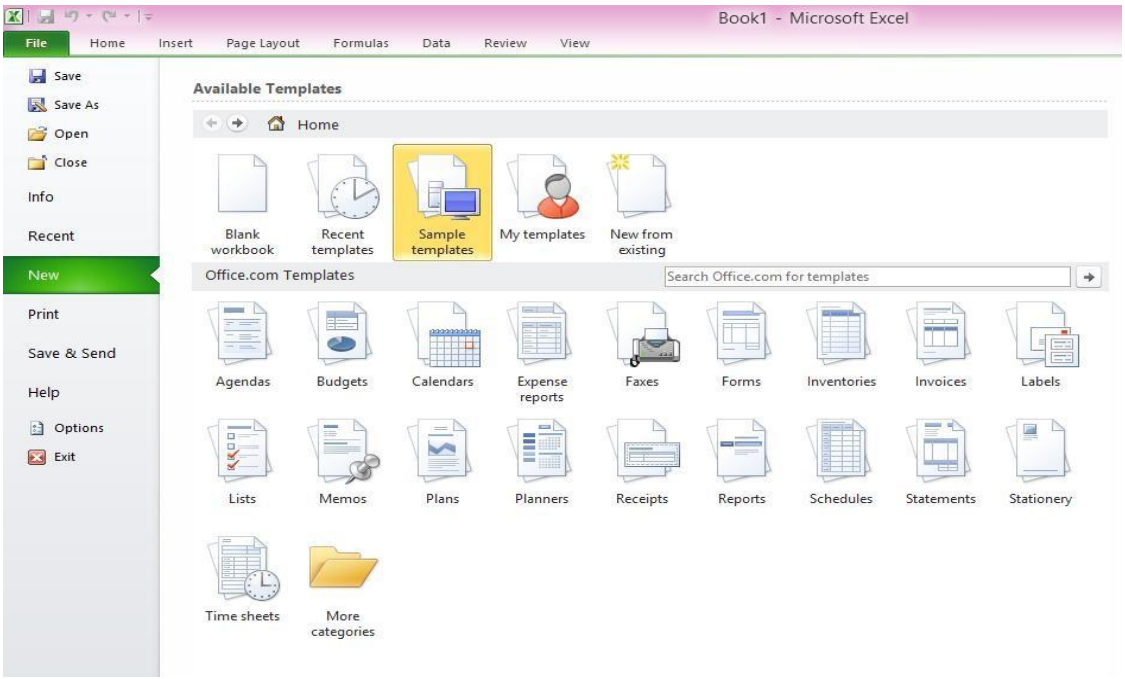


FIG : Creating a Sample Template

Saving a Workbook

- For saving a workbook, click File Tab then click Save or Save As or press Ctrl + S in Keyboard.
- Select required drive then type the file name and then check the file type to save the workbook by clicking Save button.

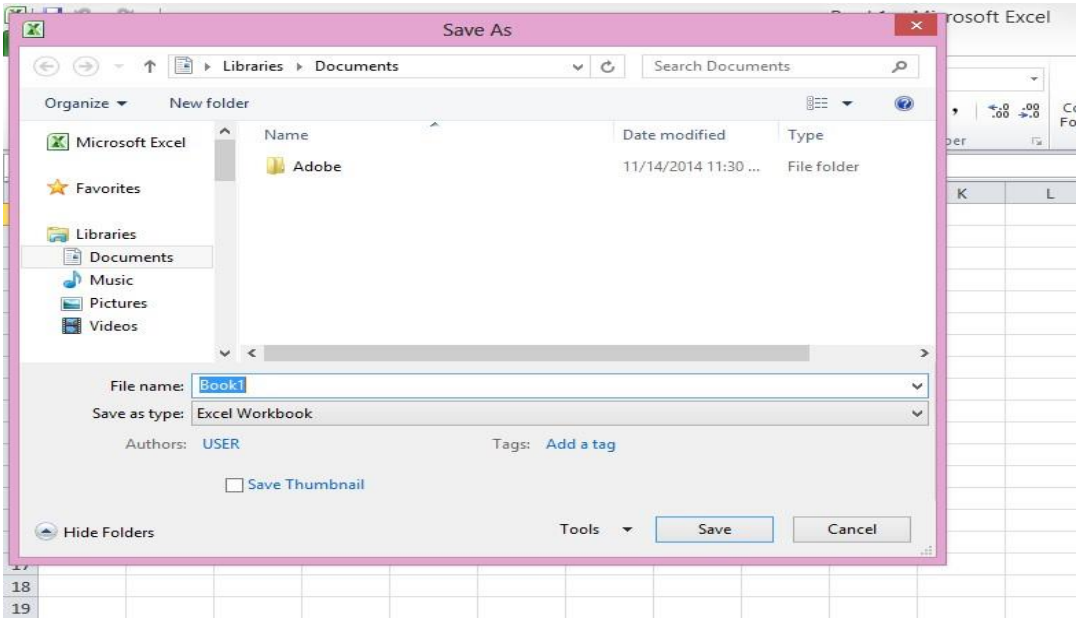
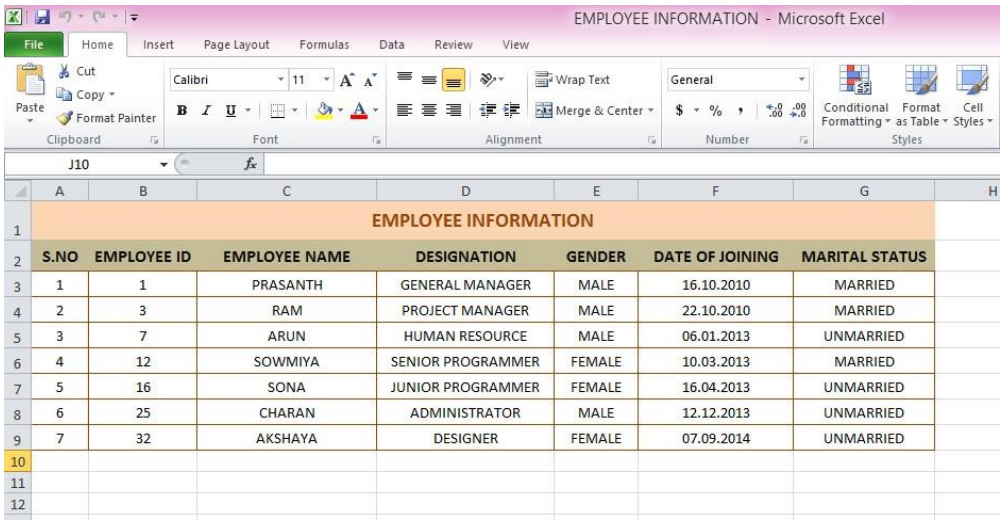


FIG : Saving a Workbook

Editing a Workbook

- If user wants to edit the saved workbook, open the existing file.
- Make changes in the file then save.

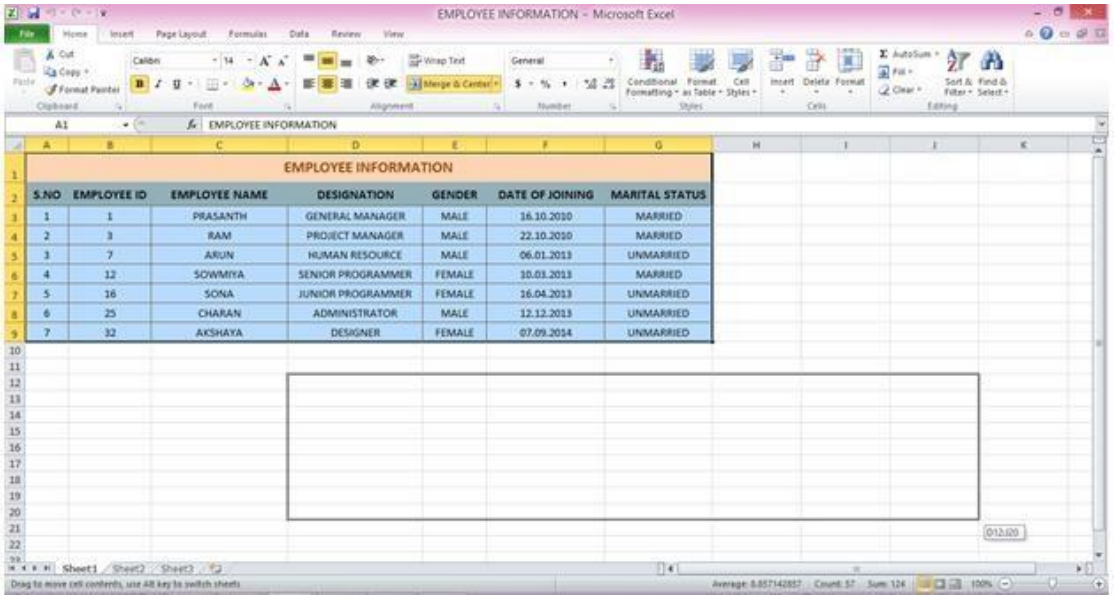


EMPLOYEE INFORMATION - Microsoft Excel

	A	B	C	D	E	F	G
1	EMPLOYEE INFORMATION						
2	S.NO	EMPLOYEE ID	EMPLOYEE NAME	DESIGNATION	GENDER	DATE OF JOINING	MARITAL STATUS
3	1	1	PRASANTH	GENERAL MANAGER	MALE	16.10.2010	MARRIED
4	2	3	RAM	PROJECT MANAGER	MALE	22.10.2010	MARRIED
5	3	7	ARUN	HUMAN RESOURCE	MALE	06.01.2013	UNMARRIED
6	4	12	SOWMIYA	SENIOR PROGRAMMER	FEMALE	10.03.2013	MARRIED
7	5	16	SONA	JUNIOR PROGRAMMER	FEMALE	16.04.2013	UNMARRIED
8	6	25	CHARAN	ADMINISTRATOR	MALE	12.12.2013	UNMARRIED
9	7	32	AKSHAYA	DESIGNER	FEMALE	07.09.2014	UNMARRIED

FIG: Editing a Workbook

 To move or copy entire data, select the data, point to the top or bottom or left or right border around the data, now the mouse appears as an arrow, and then drag and drop.



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7	5	16	SONA	JUNIOR PROGRAMMER	FEMALE	16.04.2013	UNMARRIED
8	6	25	CHARAN	ADMINISTRATOR	MALE	12.12.2013	UNMARRIED
9	7	32	AKSHAYA	DESIGNER	FEMALE	07.09.2014	UNMARRIED

FIG: Copying and Moving selected cells

Inserting and Deleting Worksheets

- Excel gives three Worksheets by default.
- If user wants to add a worksheet
  - First, right click the tab of the sheet that the user wants to add the new one.
  - To insert a sheet between 2 and 3 for instance, right click the sheet 3 tab.
  - Then, choose Insert then double click Worksheet.

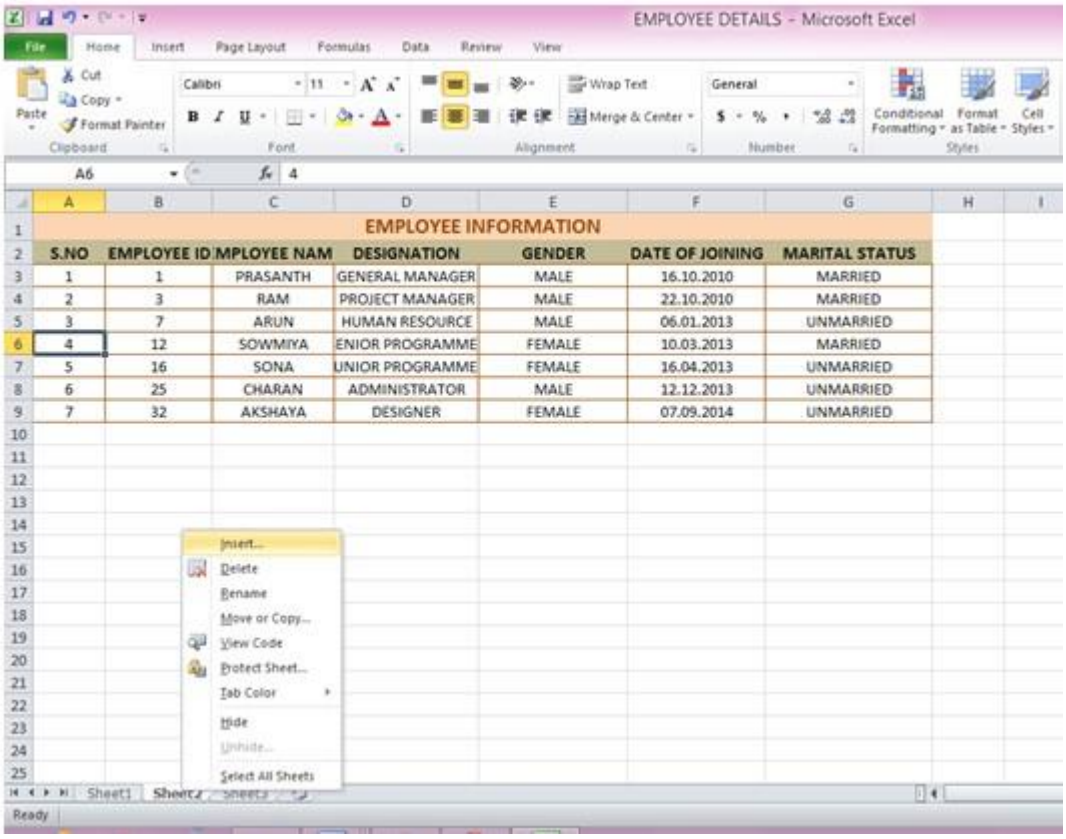


FIG : Inserting a Worksheet

- If user wants to delete a worksheet
  - Right click the tab of the sheet which the user wants to delete.
  - Then click delete.

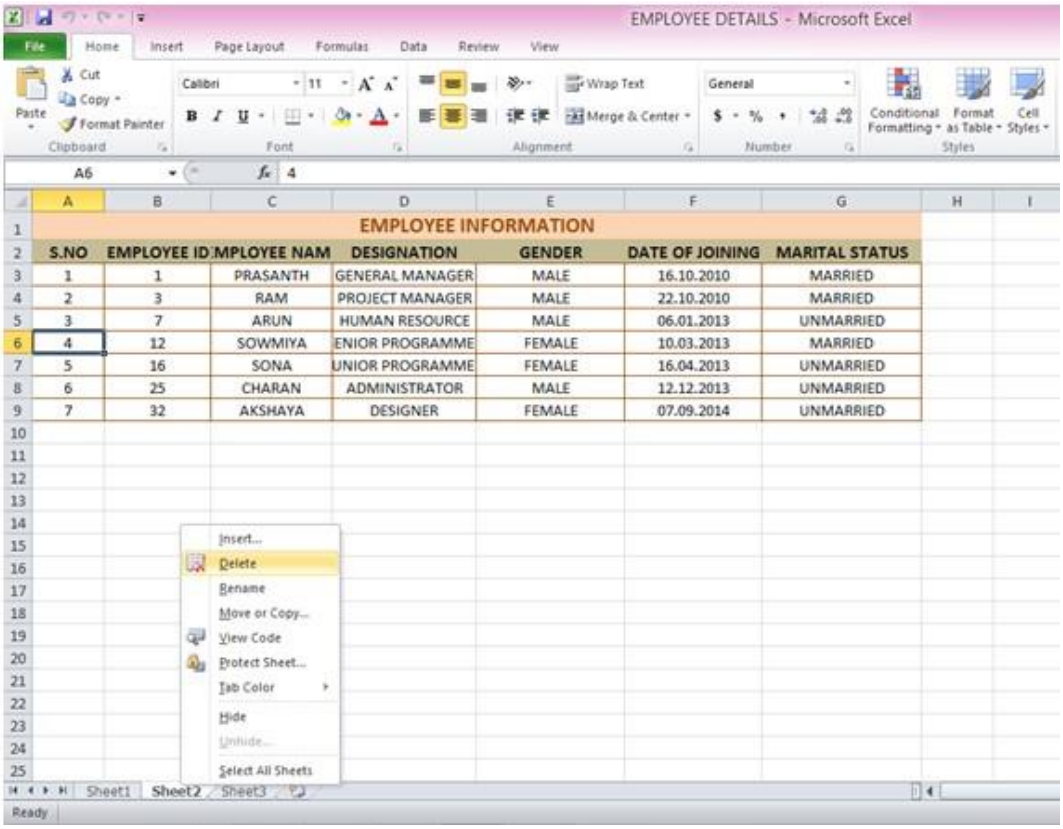
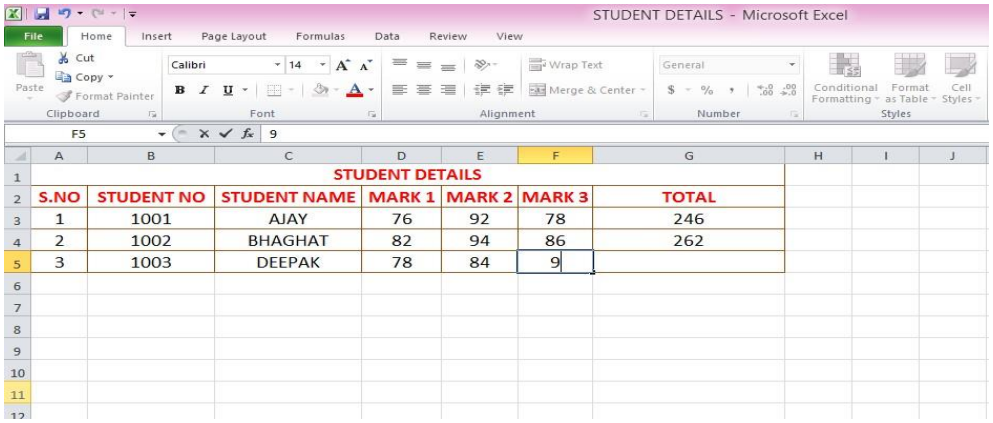


FIG : Deleting a Worksheet

Entering Data into Spreadsheet

- Enter data into a spreadsheet by typing in the active cell.
- After typing, press ENTER key, the next cell becomes active.
- User can also use arrow keys to move from one cell to another.(Show keyboard arrow keys)
- User can enter the student details table shown below, by doing the following steps.
  - In the blank workbook, move cell pointer to the cell A1. Type S.NO.
  - Press the right arrow key to move to cell B1. Type STUDENT NO.
  - Press the right arrow key to move to cell C1. Type STUDENT NAME.
  - Press the right arrow key to move to cell D1. Type MARK1.
  - Press the right arrow key to move to cell E1. Type MARK2.
  - Press the right arrow key to move to cell F1. Type MARK3.
  - Press the right arrow key to move to cell G1. Type TOTAL.
  - Now move the cursor to cell A2 and press Enter.

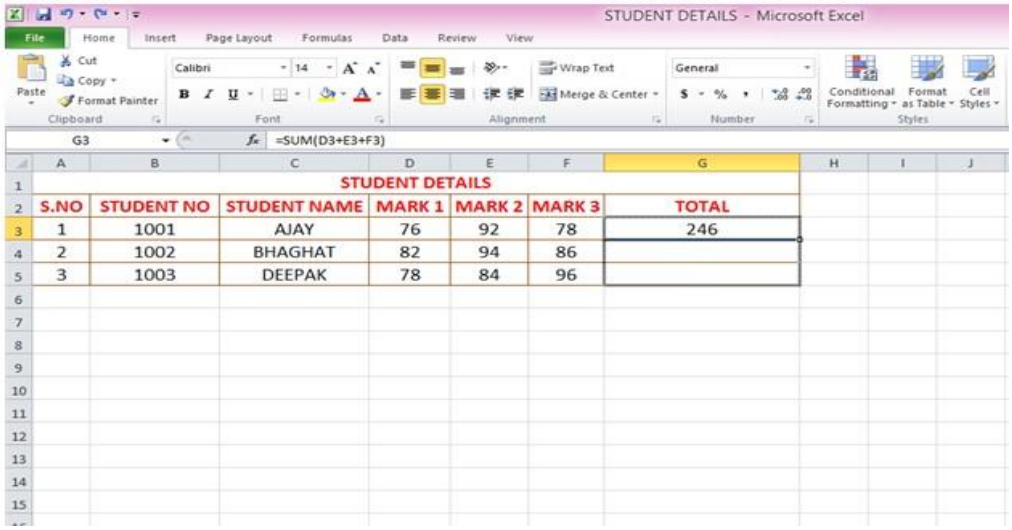
- Repeat the steps to enter the data for S.NO, STUDENT NO, STUDENT NAME, MARK1, MARK2, MARK3.
- Now, move the cell pointer below the TOTAL field (G2).
- Enter the formula in the formula bar by =SUM(D2+E2+F2) for calculating the TOTAL and then press ENTER.
- The TOTAL is displayed. Then, drag the active cell as need, the total for all consequent cells are calculated.



	A	B	C	D	E	F	G
1	STUDENT DETAILS						
2	S.NO	STUDENT NO	STUDENT NAME	MARK 1	MARK 2	MARK 3	TOTAL
3	1	1001	AJAY	76	92	78	246
4	2	1002	BHAGHAT	82	94	86	262
5	3	1003	DEEPAK	78	84	9	

FIG : Entering data

- Enter the formula in the formula bar by =SUM(D2+E2+F2) for calculating the TOTAL and then press ENTER.
- The TOTAL is displayed. Then, drag the active cell at G2 to G6, the total for all consequent cells are calculated.



	A	B	C	D	E	F	G
1	STUDENT DETAILS						
2	S.NO	STUDENT NO	STUDENT NAME	MARK 1	MARK 2	MARK 3	TOTAL
3	1	1001	AJAY	76	92	78	246
4	2	1002	BHAGHAT	82	94	86	
5	3	1003	DEEPAK	78	84	96	

FIG: Calculating the total

Handling Operators

- Excel allows the user to use formulae to calculate and analyze data in their worksheet.
- A formula uses the values in cells to perform operations such as addition, subtraction, multiplication and division.
- Formulas need mathematical operators such as (+, - , *, /) and can use the cell reference or cell names for referring to the contents of a cell.
- A formula always begins with an equal (=) sign.
- Excel allows the user to use formulae to calculate and analyze data in their worksheet.
- There are four types of operators.
  - Arithmetic operators
  - Comparison operators
  - Text operator
  - Reference operators

- **Arithmetic operator**
  - These are used to perform basic mathematical operations, and to combine numeric values to produce numeric result.

Operator	Name	Example	Result
+	Addition	=10+5	15
–	Subtraction	=10-5	5
–	Negation	=-10	–10
*	Multiplication	=10*5	50
/	Division	=10/5	2
%	Percentage	=10%	0.1
^	Exponentiation	=10^5	100000

FIG : Arithmetic operators

Comparison operators

- These are used to compare two values and produce a logical result either True or False, 0 (Zero) or 1 (one). The following are the Logical operators.

Operator	Name	Example	Result
=	Equal to	=10=5	FALSE
>	Greater than	=10>5	TRUE
<	Less than	=10<5	FALSE
>=	Greater than or equal to	="a">="b"	FALSE
<=	Less than or equal to	="a"<="b"	TRUE
<>	Not equal to	="a"<>"b"	TRUE

FIG: Comparison operators

Text operator

- This operator joins two or more text values to produce a single combined text value.
- Text formulas use the ampersand (&) operator to work with text cells, text strings enclosed in quotation marks, and text function results.

Operator	**Name**	**Example**	**Result**
&	ampersand	="soft"&"ware"	software

FIG: Text operator

Reference operators

- The reference operators combine two cell references or ranges to create a single joint reference.

Operator	Name	Description
: (colon)	Range	Produces a range from two cell references such as A1:C5
(space)	Intersection	Produces a range that is the intersection of two ranges such as A1:C5 B2:E8
, (comma)	Union	Produces a range that is the union of two ranges such as A1:C5,B2:E8

FIG: Reference operators

Functions

- A function is a predefined formula in Excel.
- Like formulas, functions begin with the equal sign (=) followed by the function's name and its arguments.
- The function name tells Excel what calculation to perform.
- The arguments are contained inside round brackets.
- There are several types of functions in spreadsheet some of them are
  - Math Functions
  - Logical Functions
  - Statistical Functions
  - Text Functions
  - Date and Time Functions

Math Functions

- The Excel Math Functions are provided by Excel, to carry out many of the common mathematical calculations, including basic arithmetic, conditional sums & products, and the trigonometric ratios.
- E.g. ABS (), CEILING (), COS (), SIN (), LOG () etc.

Logical Functions

- Logical functions are provided by Excel, to help the user to work with logical values, TRUE and FALSE.

- They include boolean operators, conditional tests and functions to return the constant logical values.
- E.g. IF (), NOT (), TRUE (), FALSE (), AND () etc.

Statistical Functions

- Excel provides a large selection of Statistical Functions, that perform most of the common statistical calculations, from basic mean, median & mode calculations to the more complex statistical distribution and probability tests.
- E.g. AVERAGE (), COUNT (), CORREL (), FDIST (), FINV () etc.

Text Functions

- Text functions are provided by Excel, to help the user to work with text strings.
- They include functions to return information about a text string, to apply formatting to a text string, to convert between text and other data types, and to cut up and join together text strings.
- E.g. FIND (), CONCATENATE (), LOWER (), UPPER (), MID () etc.

Date and Time Functions

- Data and Time functions are used to calculate Dates, Times, and Days.
- E.g. DATE (), DAY (), MONTH (), HOUR (), MINUTE () etc.

Function wizard

- Function Wizard prompts user for the information their need to enter for each function.
- Function Wizard can be useful if users are not sure of the correct format to use to enter the formula.
- The Function Wizard also gives a description of the function at the bottom, as well as presenting the formula result.

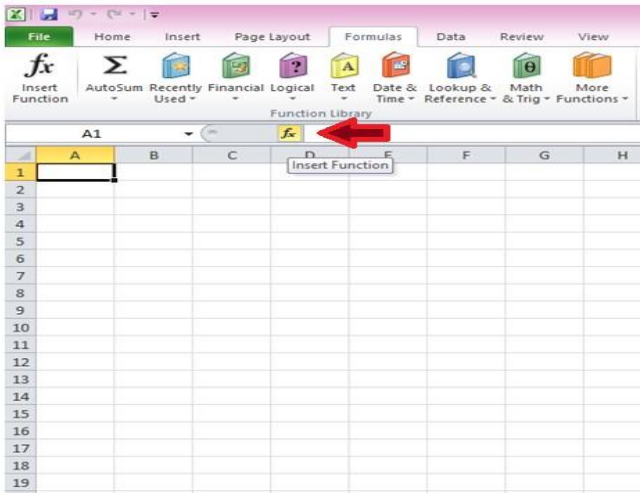


FIG: Function Wizard

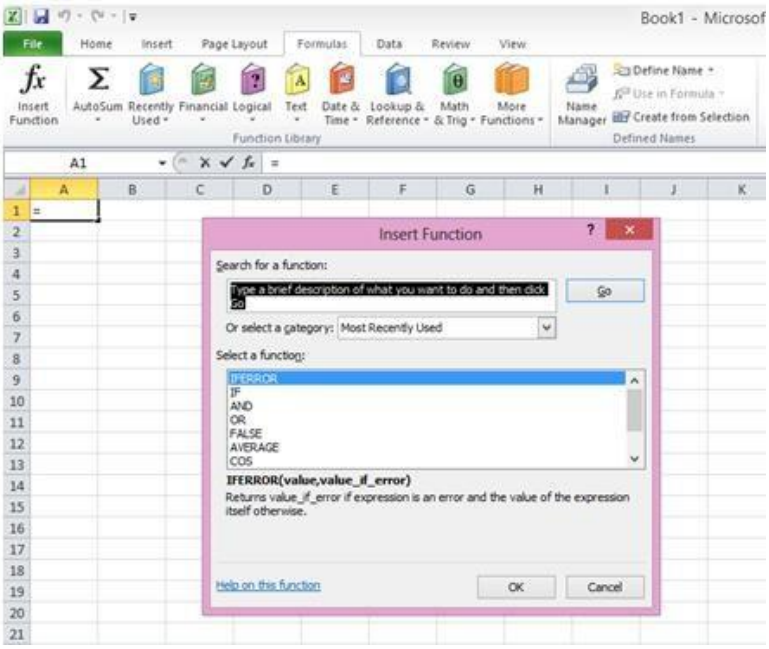


FIG : Function Wizard dialog box

- It also offers many built in functions which user can utilize.

Charts and Graphs

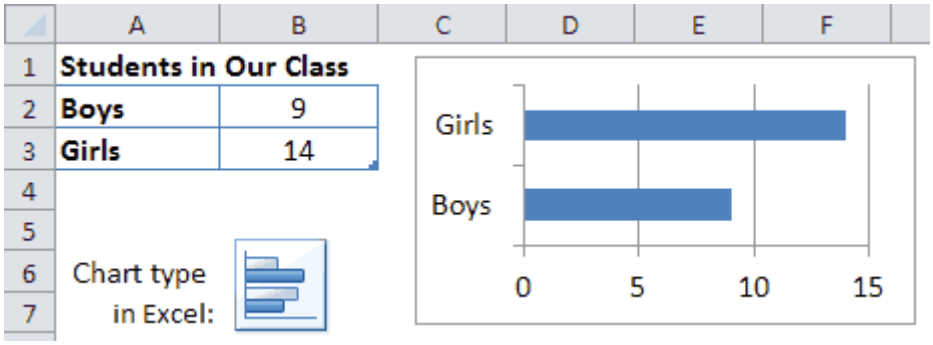
Charts and graphs are used to make information clearer and easier to understand. *A good picture is worth a thousand numbers.* The most common place for people to see charts and graphs is in the news. News publishers use graphics all the time to show comparisons and explain important trends for things such as weather, gas prices, crime rate, or who is winning

an election and by how much. Charts and graphs are also critical to engineers, scientists and financial analysts who use them to help visualize large amounts of information, make better decisions, and communicate their results to other people.

There are good reasons for learning to create graphs by hand, but there are also some great tools that everyone ought to learn how to use at some point, such as Excel. The purpose of this article is to highlight some of the common types of graphs and charts that you can create with Excel, explain when you might use the different types, and provide a great set of resources for learning about and teaching about charts and graphs.

Bar Graph

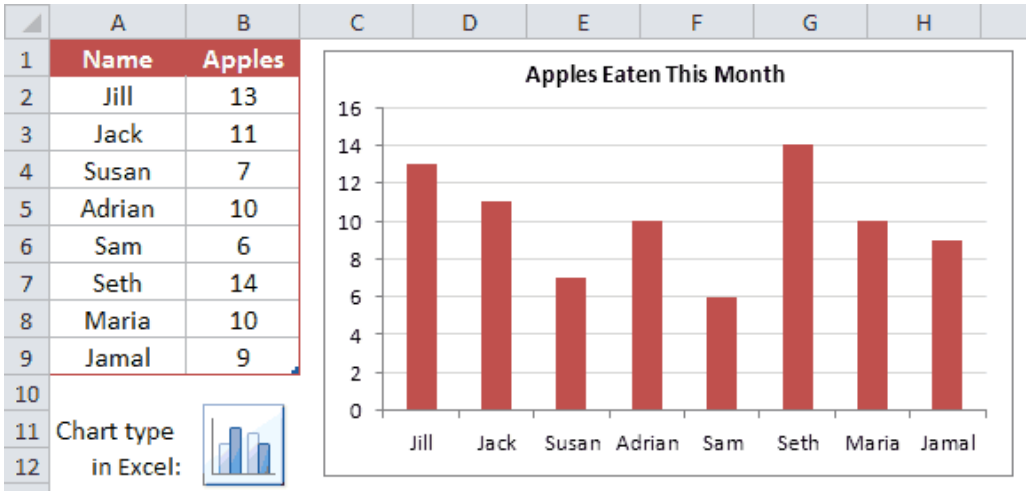
A bar graph is a graph that shows you information about two or more **discrete objects, events, locations, groups of people, etc**. You can use the bar graph to make comparisons. For example, if you count the number of students in your class who are girls and the number who are boys, you could make a bar graph to compare the totals. One bar would represent the number of boys, and another bar would represent the number of girls.



Example of a bar graph created with Excel.

Column Chart

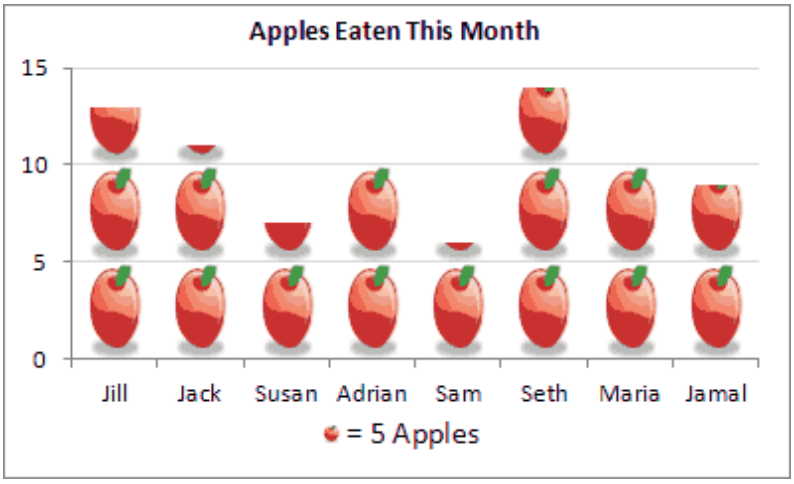
A column chart in Excel is just a bar graph where the bars are displayed as columns. Instead of the labels or categories listed on the left, they are listed on the bottom. The example below shows how you can set up the data table for creating a column chart showing the number of apples eaten in a particular month.



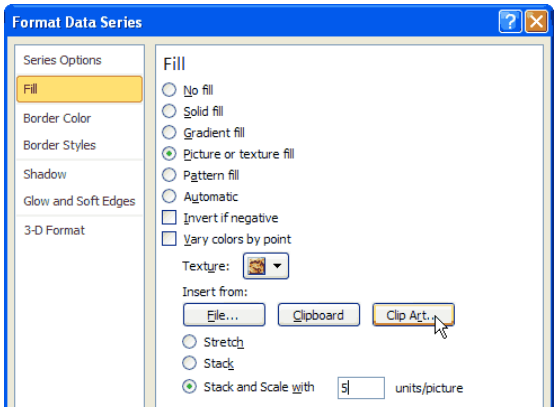
Example of a column chart created using Excel

Pictograph

A pictograph shows data using a series of pictures, where a picture represents a number. The example below takes the same data used for the column chart but uses pictures of apples, where one complete picture represents 5 apples eaten. Pictographs can be a fun way to display information, and they are easy to create in Excel. You first create a bar graph or column chart and then you edit the fill options for the bars or columns.



Example of a Pictograph created with Excel



Fill Settings for Creating a Pictograph

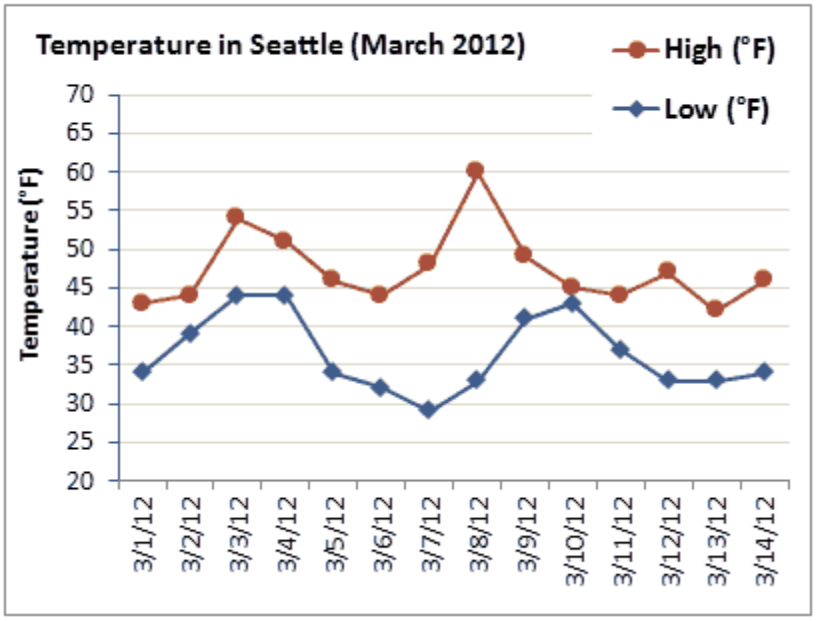
Pictures can say a lot more than numbers. But, it is very important that we don't misrepresent information by the way that we use images and graphics. For example, it would be very confusing if the pictograph above used images of oranges instead of apples to represent the number of apples eaten. We must think about whether the **sizes**, **shapes** and **colors** of graphics are helping to make information more clear and helping to increase understanding.

Line Graph

A line graph is great for showing **continuous change over time**. For example, you could use a line graph to watch the changes in temperature in the month of March. If it is hotter one day than on the day before, the line will go up. If it is cooler, it will go down. By analyzing the line graph, you can get a better idea of the changes that took place as time went on. You can also easily determine when the value you are graphing was highest or when it was lowest. Including 2 lines on the same graph lets you visualize comparisons, such as the difference between the High and Low temperatures for each day.

	A	B	C
1	Temperature Data for Seattle		
2	Date	High (°F)	Low (°F)
3	3/1/12	43	34
4	3/2/12	44	39
5	3/3/12	54	44
6	3/4/12	51	44
7	3/5/12	46	34
8	3/6/12	44	32
9	3/7/12	48	29
10	3/8/12	60	33
11	3/9/12	49	41
12	3/10/12	45	43
13	3/11/12	44	37
14	3/12/12	47	33
15	3/13/12	42	33
16	3/14/12	46	34

Chart type in Excel:



Example of a line graph in Excel

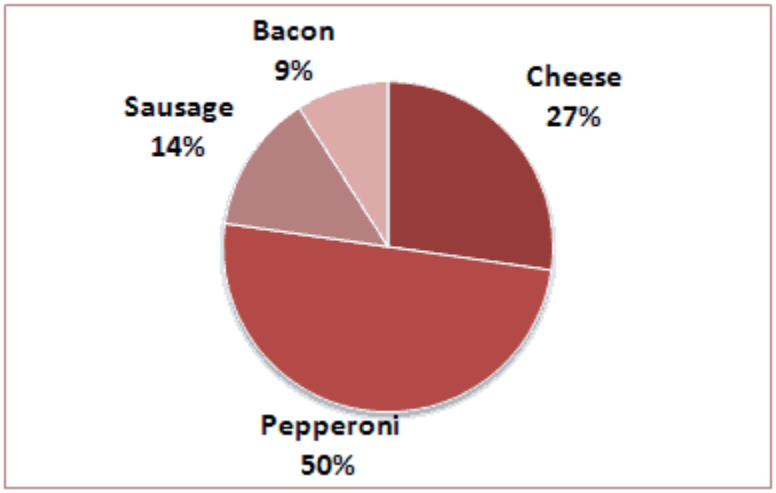
You can create a line graph from the same data table as a bar graph, and vice versa. But, what you decide to use should largely depend upon whether you are showing how something changes over time (line graph) or showing comparisons between discrete things (bar graph).

It is important to be aware of color choices when using graphs. People often associate meanings with different colors, such as red for hot and blue for cold, so in the example above it could be confusing if the colors of the lines were switched. It makes more sense for red to be used for the High temperature and blue to be used for the Low temperature.

Pie Charts

A pie chart is a circular graph where the pieces of the pie are used to represent a **percentage of a whole**. For example, if you took a survey of the students in your class and asked them each about their favorite pizza, you could use the results to make a pie chart that would show what toppings earned the most votes. In this case, each triangle would represent a different topping. The triangle with the largest area would represent the topping that got the most votes, while the toppings that got the least votes would be represented by smaller triangles.

	A	B
1	Favorite Pizza Topping	
2	Topping	Votes
3	Cheese	6
4	Pepperoni	11
5	Sausage	3
6	Bacon	2

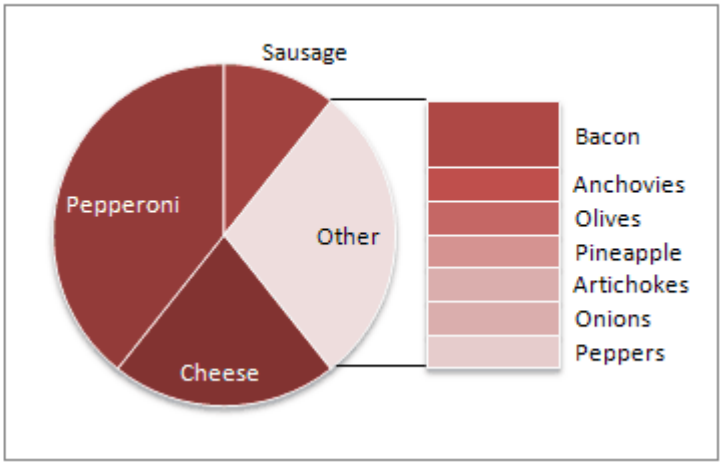


Example of a pie chart in Excel

In the example above, it is pretty easy to see that Pepperoni was the favorite. It is also easy to see that Pepperoni received the same amount of votes as all of the others combined. That would not be as easy to see if you were just staring at the numbers in the table. One problem with a pie chart is that it can take up a lot of space to show only a little bit of information.

Another major problem with pie charts is making comparisons between a lot of different things, and especially when you have a lot of little slices. To help with that, Excel provides a "Bar of Pie" graph that breaks out some of the pieces into a separate stacked bar graph like in the example below.

	A	B
1	Favorite Pizza Toppings	
2	Topping	Votes
3	Cheese	6
4	Pepperoni	11
5	Sausage	3
6	Bacon	2
7	Anchovies	1
8	Olives	1
9	Pineapple	1
10	Artichokes	1
11	Onions	1
12	Peppers	1



Example of a "bar of pie" graph in Excel

People already have a hard time comparing sizes of areas when they are fairly close in size. But, it is even harder when the areas are different shapes. If you tried to compare Sausage and Bacon in the above example (without using the data table), you could end up coming to an incorrect conclusion. Can you tell why? Is the Sausage slice larger or smaller than the Bacon? Without the numbers to help you, you probably couldn't tell for sure. In fact, the Sausage received 3 votes and the Bacon only received 2. It turns out that the sizes of the rectangles can only be compared within the stacked bar chart. The size of the rectangles cannot be compared to the size of the pie slices - not only because of the difficulty between comparing rectangles and pie slices, but also because the total area of the stacked bar chart is not the same as the total area of the "Other" slice from which it was taken.

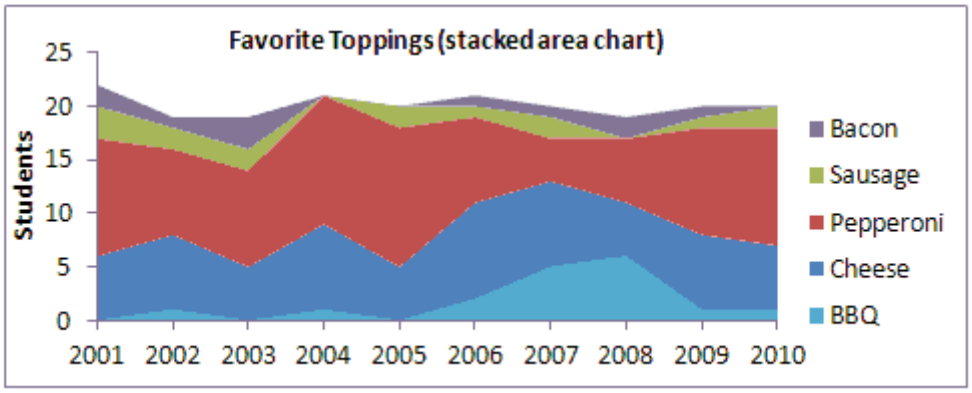
- Pie Graph Lesson Plan
- Circle Graph Generator

Area Charts

An area chart or area graph combines some of the characteristics of line graphs with the characteristics of bar graphs. It looks like a line graph with shading underneath the line. Sometimes, the shading can help add meaning to a line graph. For example, if a line graph represented the height of water in a reservoir over time, shading the area under the line could make the line graph look like actual water rising and falling.

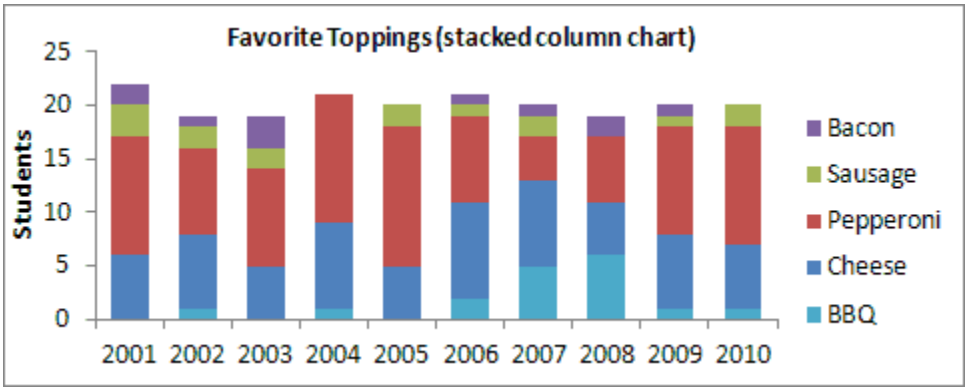
Stacked area charts and stacked column charts provide a way to compare differences or proportions over time or between different locations or groups of people. The height of each of the areas as well as the total height of all the areas may change over time. If you had a series of pie charts that compared the same items from month to month, all of that information could be displayed in a single area chart. For example, let's say that a teacher offered the same pizza topping survey to each of her classes over a period of 10 years. You can display that information as an area chart like the image below.

	A	B	C	D	E	F	G	H	I	J	K
1	Votes for Favorite Pizza Toppings in Ms. Anderson's 5th Grade Class										
2	Topping	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
3	Cheese	6	7	5	8	5	9	8	5	7	6
4	Pepperoni	11	8	9	12	13	8	4	6	10	11
5	Sausage	3	2	2	0	2	1	2	0	1	2
6	Bacon	2	1	3	0	0	1	1	2	1	0
7	BBQ	0	1	0	1	0	2	5	6	1	1



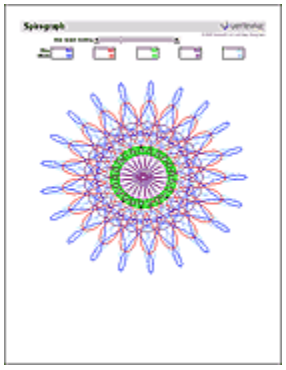
Example of a stacked area chart in Excel

This type of area chart is time-based (same survey offered year after year), but it's not truly continuous because the class stays the same throughout the entire year. So, this is a case where it might be more appropriate to show the graph as a stacked column chart (see below) which will depict the results as discrete events. Everything about the data table and the graph is pretty much the same. All you have to do is change the chart type.



Example of a stacked column chart in Excel

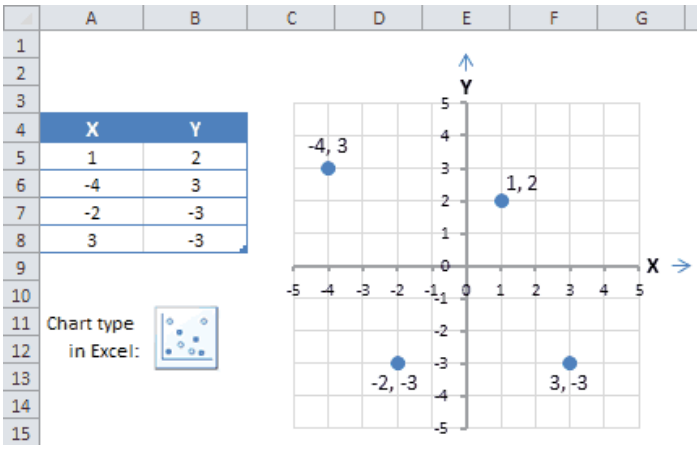
XY Graph (Scatter Plot)



Spirograph Template

An X-Y graph, also called a coordinate graph or scatter plot, is a graph that shows different ordered pairs on an X-Y axis (Cartesian coordinate system). X-Y graphs are used to look at and find patterns in sets of data and to plot mathematical formulas. The points on the graph may form a straight line or a curved line, and may be connected with a line. Unlike bar graphs and line graphs, the line in an X-Y graph can curve back on itself, forming complex patterns such as the spirograph shown on the right. In some cases, the points may not form a line at all. They might just be shown as a bunch of random dots scattered all over the place (thus the name).

To plot a point on graph paper, you first need to draw the coordinate system and then you simply find the point's x-coordinate, move straight up or down the line to its y-coordinate, and draw a point. To create a scatter plot in Excel, you first create a simple table with one column for listing the X-coordinates and a second column for the Y-coordinates, select the data table, then insert the scatter chart by choosing it from a menu.



Example of a scatter plot in Excel

PowerPoint

- Microsoft PowerPoint is a slide show presentation program developed by Microsoft.
- PowerPoint is simple, flexible and powerful tool for creating professional-looking slides.
- PowerPoint presentation provides various views and tools the user can use to build a presentation that includes words, graphics and media.
- Presentation package present information like business proposals, reports and plans in an effective and attractive manner using slides through presentations.

FIG : PowerPoint Logo

Opening a Presentation

- Click the Start button on the Windows taskbar to display the Start menu.
- Click All programs at the bottom of the left pane on the start menu to display the All programs list.
- Click Microsoft Office in the All Programs list to display the Microsoft Office applications.
- Click Microsoft Office PowerPoint 2010 to start PowerPoint.

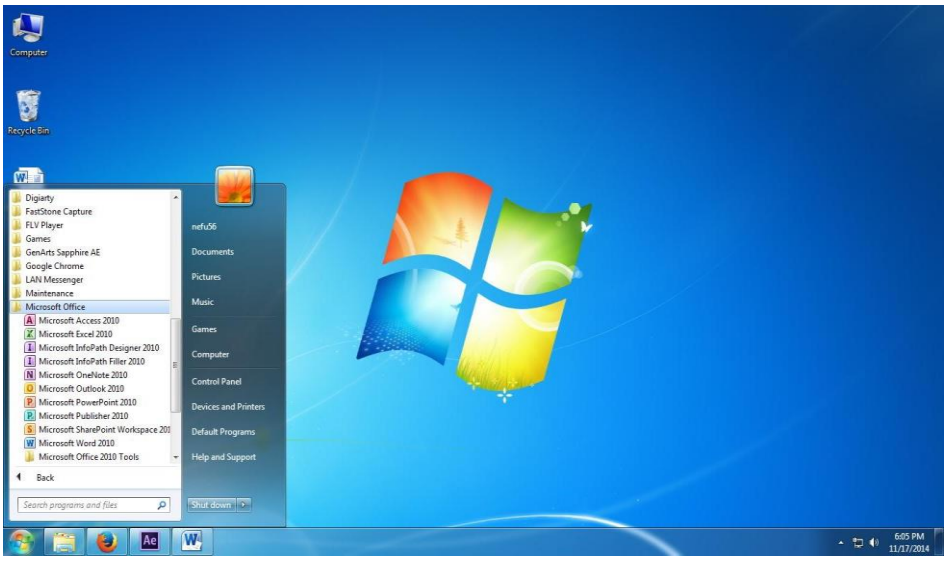


FIG : Opening a PowerPoint window

- Otherwise, double click on the PowerPoint 2010 Logo on the Windows desktop to start presentation.
- When PowerPoint 2010 is opened, a blank Title slide appears by default as the first slide in the new presentation.
- Click **File** menu then choose **New** and click **blank presentation** to open a blank presentation.

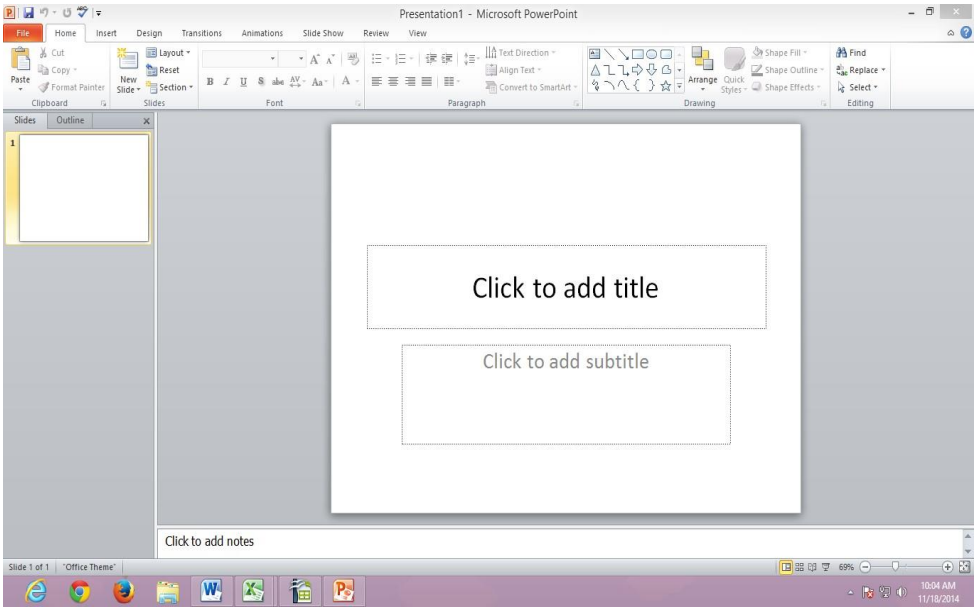


FIG: Blank presentation

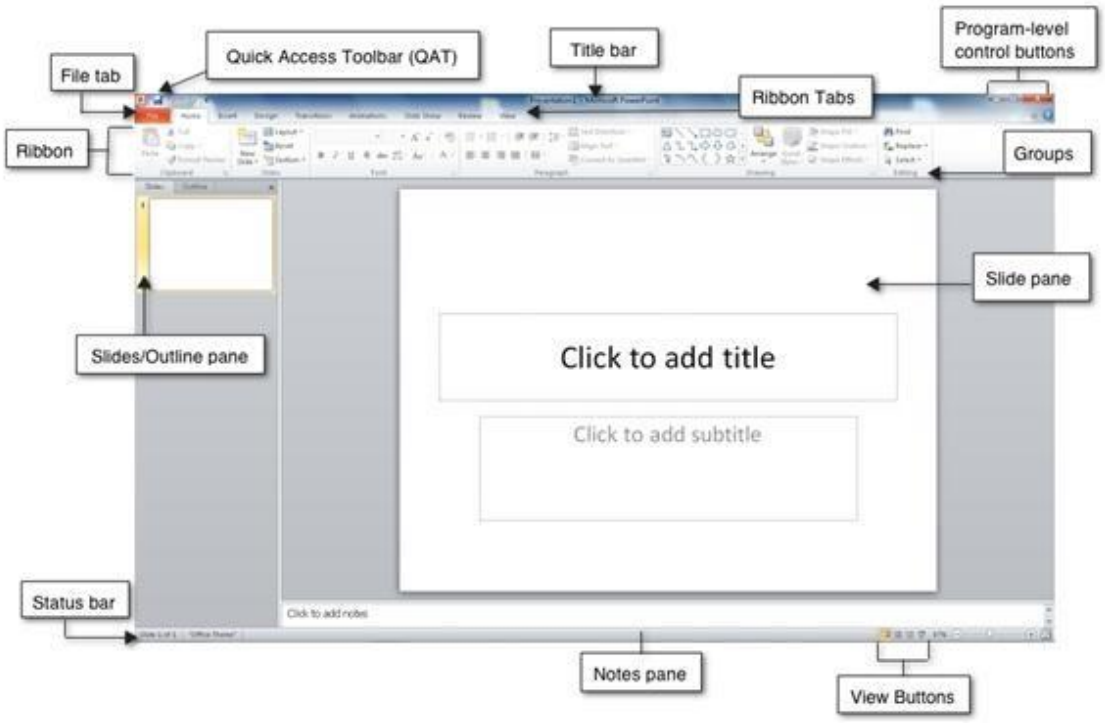


FIG : PowerPoint program window

- The most important areas of the PowerPoint environments are
  - File Menu
  - Quick Access Toolbar
  - Tabs
  - Ribbons
  - Dialog Box Launcher
  - Slide
  - Navigation Pane
  - Slide and Outline Tab
  - Notes Pane
  - Zoom Slider

- **File Menu**
  - File Menu consist of New, Open, Save, Save As, Print, Save & Send and Close.
- **Quick Access Toolbar**

  Quick Access Toolbar consist of Save, Undo and Redo buttons.

Tabs

- There are many tabs in power point, each tab has several groups and buttons.

Ribbons

- Ribbon is displayed by clicking its tab found below the title bar.
- Each collection of commands found in a ribbon is further grouped into sections.

Dialog Box Launcher

- Some groups have a dialog box launcher button in the lower right corner that will display a dialog box window for that particular group.

Slide

- Slide is a working area of the power point presentation.

Navigation Pane

- By default, thumbnails of the slides are shown here allowing for quick access of a slide, rearranging order of slides, and inserting/deleting slides.

Slide and Outline Tab

- Slide tab is a main area. It shows the current slide we are working on.
- Switch to Outline View on the left instead of slide thumbnails.

Notes Pane

- User can write presentation notes in this area.

Zoom Slider

- Drag the Zoom slider left to shrink or right to enlarge slides.
- Click the Zoom In or Zoom Out button to zoom in or out by 10-percent increments.

PowerPoint is presentation software that allows creating slides, speaker notes, audience handouts and outlines, all in a single presentation.

Creating a Presentation

- PowerPoint presentation can be created in two ways as follows
  - Blank Presentation
  - Using a Templates

Creating a Blank Presentation

- Click **File** menu then choose **New** and click **blank presentation** to open a blank presentation.
- Then Click **Create** to get a blank Presentation.

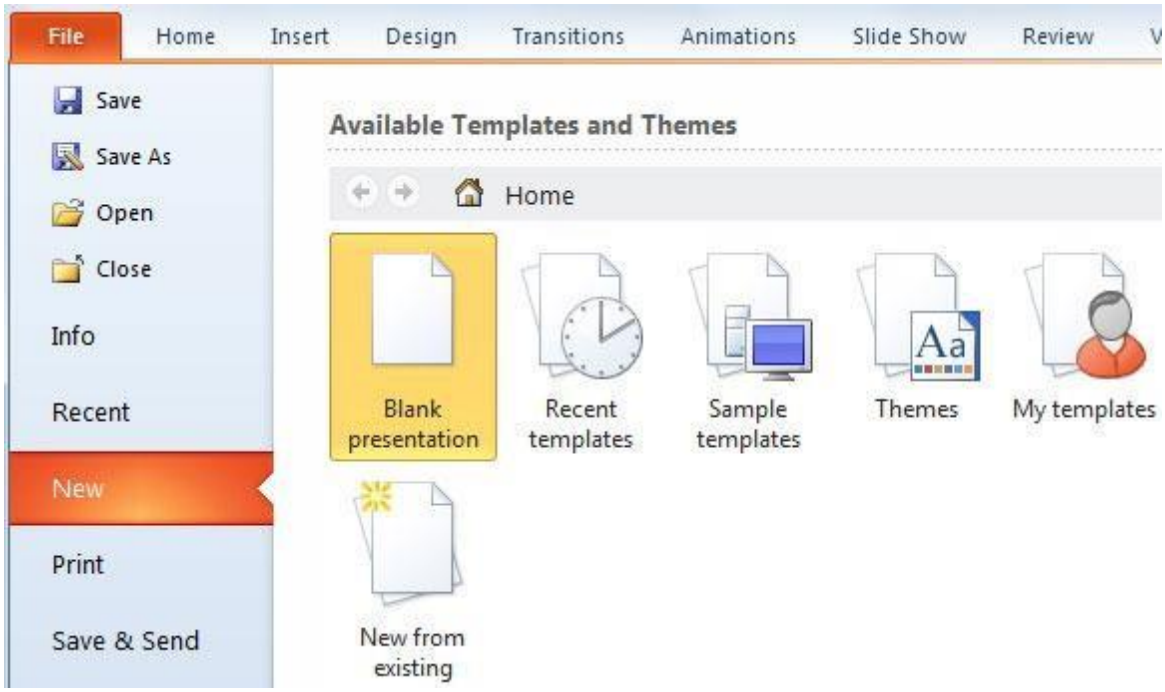


FIG : Opening a blank Presentation

Creating a Presentation Using a Template

- Click **File** menu then choose **New,** it will navigate to an **Available Templates and themes** window.

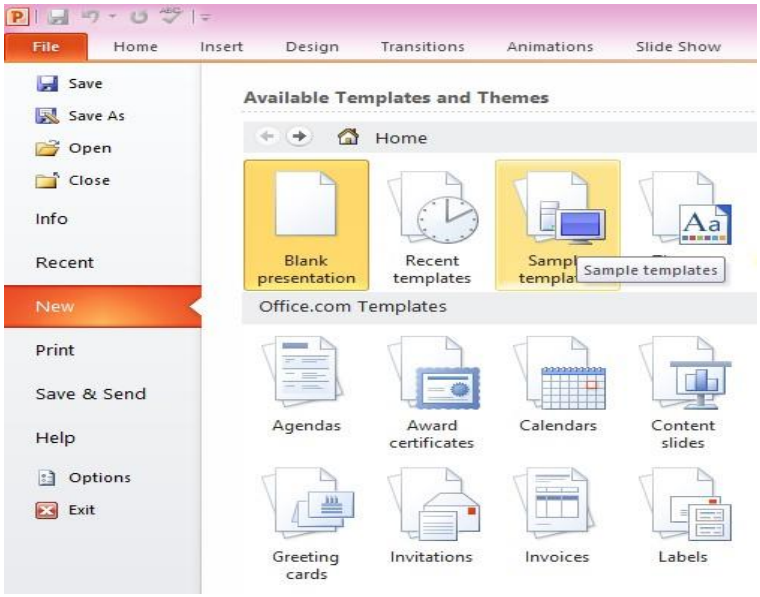


FIG : Opening a Sample Template

- The Templates pane will display on the right side of the window with a variety of different templates to choose from.
- Select **Sample templates** option and choose any slide design from it.
- Then click **Create** button to create a new presentation with templates.

Saving a Presentation

 Click **File** menu and choose **Save** or **Save As** button.

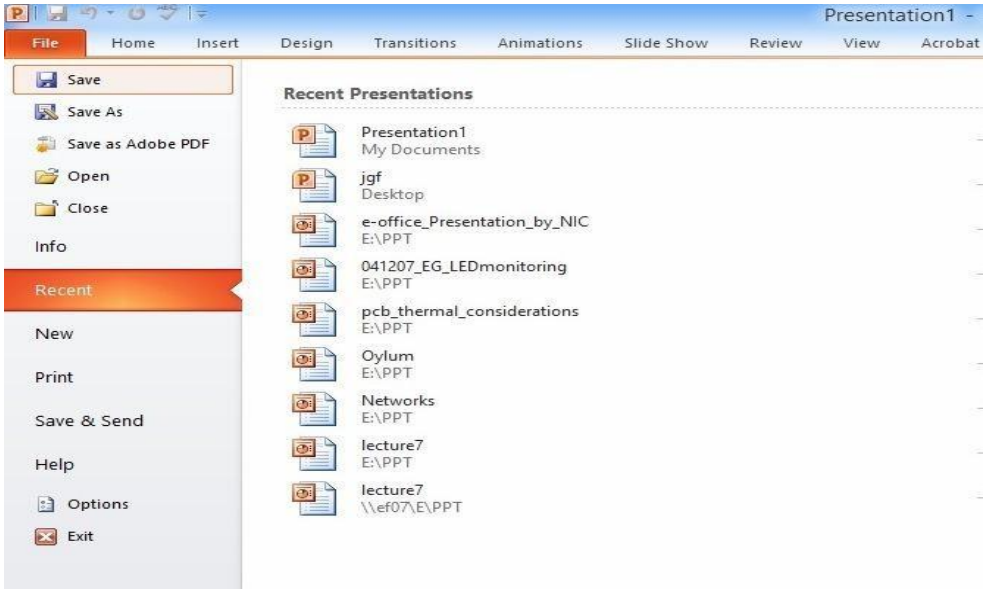


FIG : Choosing Save button

- This opens the **Save As** dialog box as shown in FIG 6.8
- User can also change the current drive and directory in which they want to save the presentation.

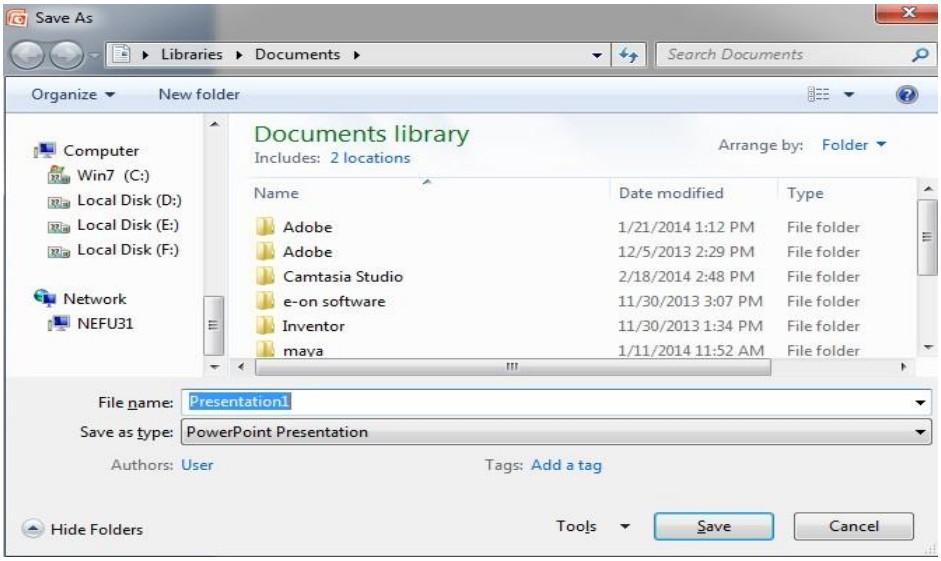


FIG : Save As dialog box

- Type a name for the file in the Save As dialog box and In the Save as type list, pick the file format that user want and then click Save.

Working with slides

- If user wants a different layout, in the **Home** tab click **New Slide** or **Layout option** from Slides group, click one of slide to type text.

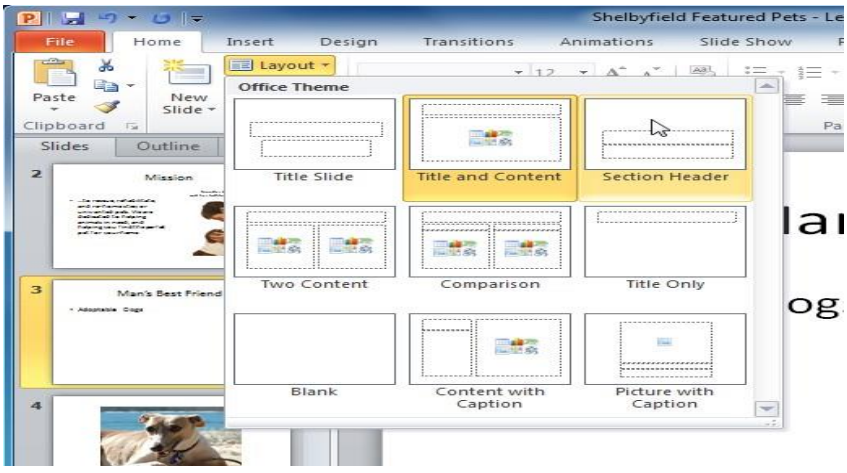


FIG : Selecting slide layout

- After opening a presentation, in the presentation window click on title placeholder.
- The cursor will change to an I-beam. This pointer appears whenever the user enters or edits text.
- The title placeholder is outlined to indicate that it has been selected.
- Type the title.
- The text will automatically be center aligned within the title placeholder.
- Click outside of the title placeholder to view the title user have typed.
- For adding subtitle do the same as start with click on subtitle placeholder.

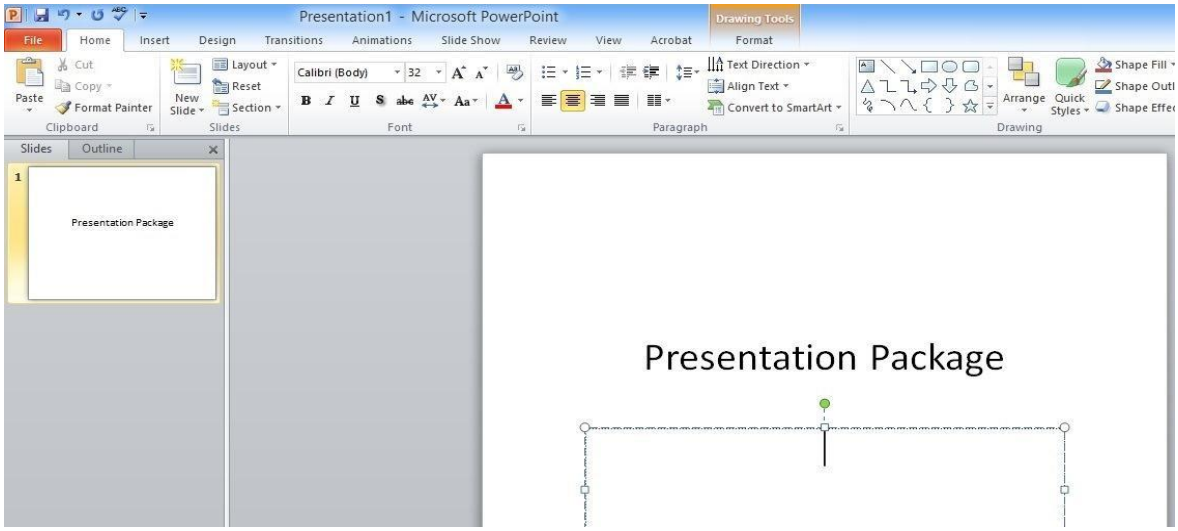


FIG : Presentation with Text

Adding a new slide

- The new slide can be inserted after the current slide or in the position where the mouse was clicked.
- There are several equivalent ways to add a slide to a presentation ➢ Under **Home** tab select **New Slide** option from Slides section.

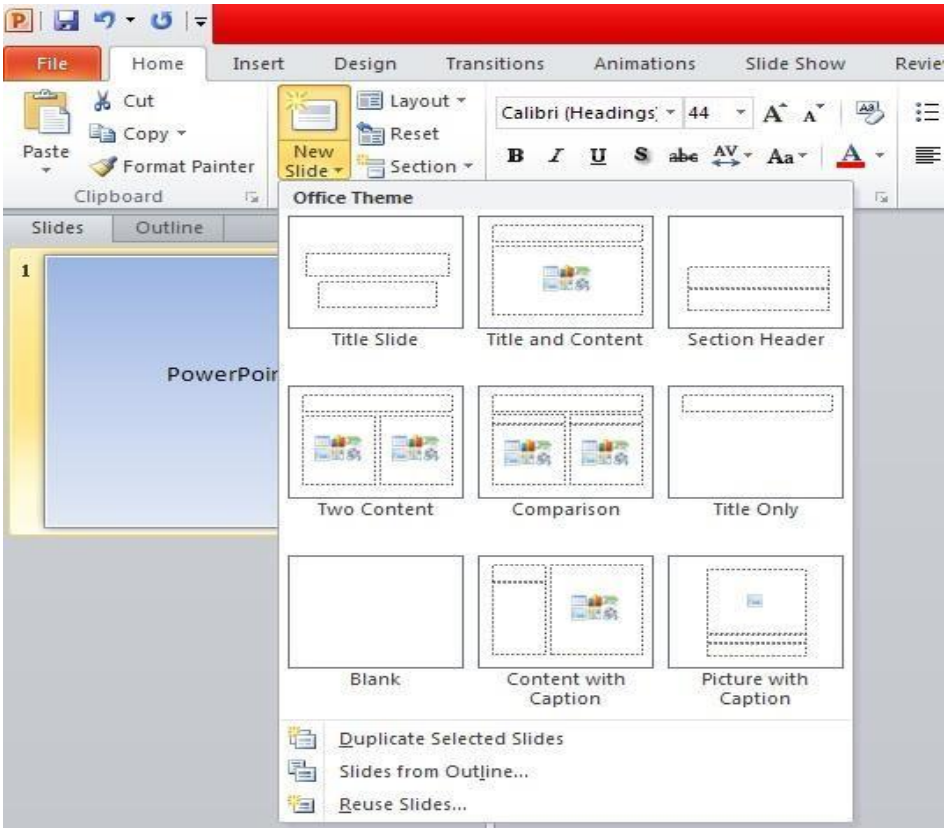
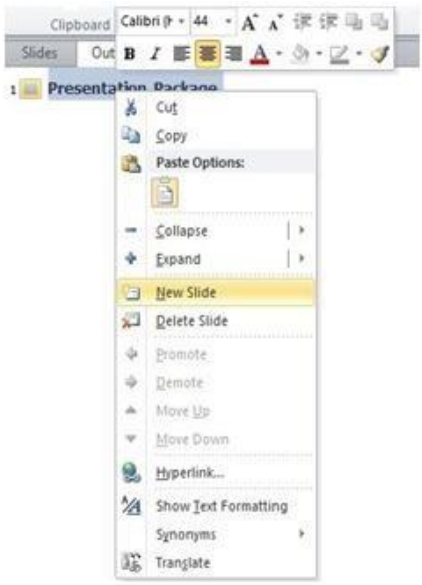
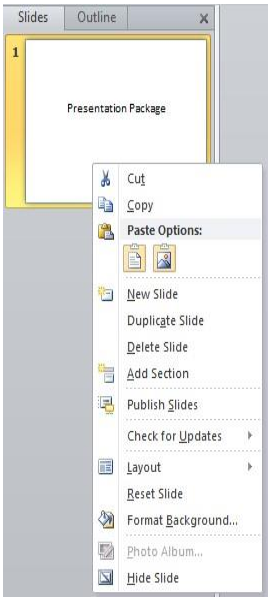


FIG: New Slide Button

- On the Slides or Outline pane right-click and select **New Slide** from the popup menu (works in Normal view).





➢ Right-click on the main work area while in Slide Sorter view (which present in the status bar) and select **New Slide** from the right click pop-up menu.

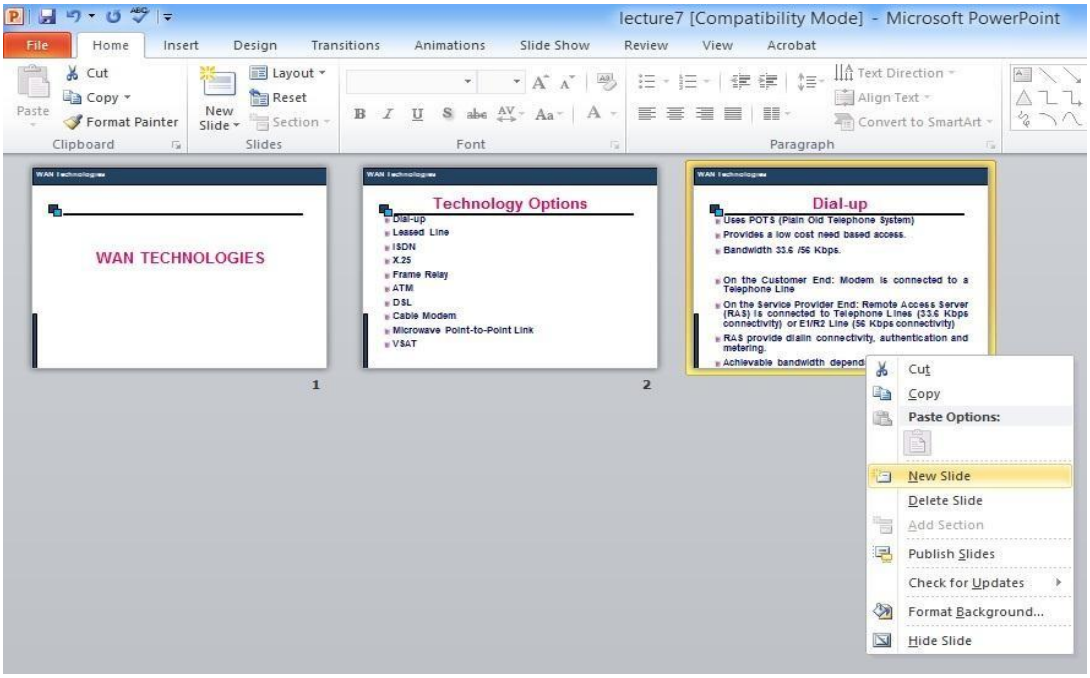


FIG : New Slide Option

Rearranging Slides

- If user insert slides from another presentation into the current presentation and need to rearrange the slides into the order that most effectively communicates the message in slides of the presentation.
- This is done using the Slide Sorter View, where user can drag one or more slides from one location to another.

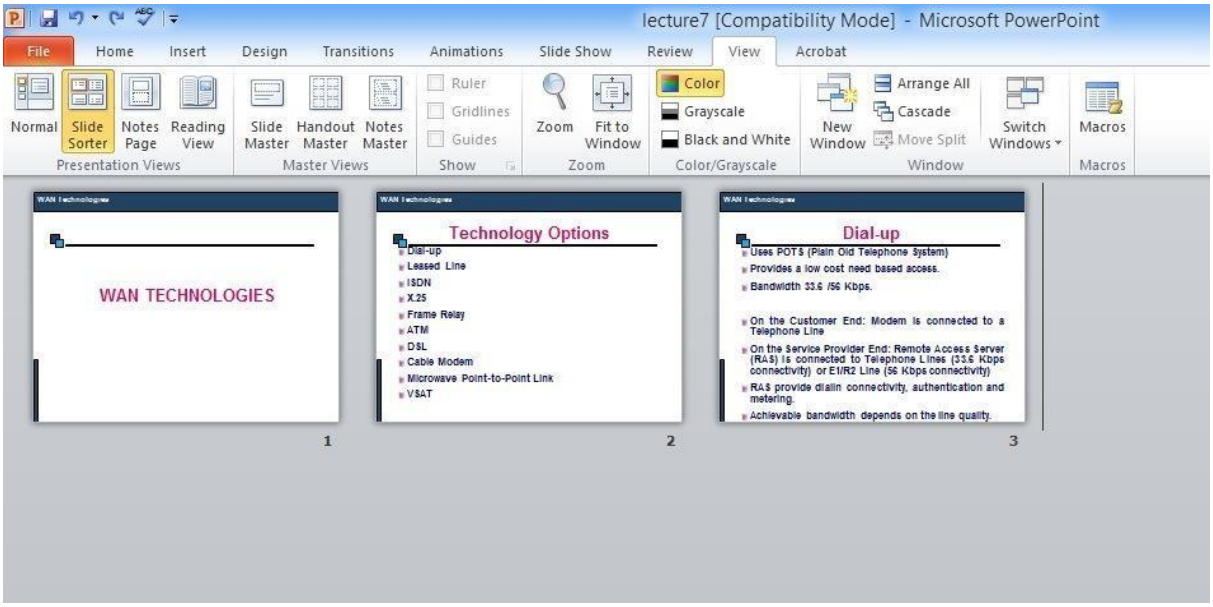


FIG : Rearrange Option

 To rearranging slides in a presentation, do the following.

- In Normal view, on the pane choose the Slides tab, click a slide to move and then drag it to the new location.
- To select multiple slides, click a slide and then press and hold Ctrl key while user click each of the other slides that user want to move.
- In the Slide Sorter View, drag the slide from the position to change and drop where to place.

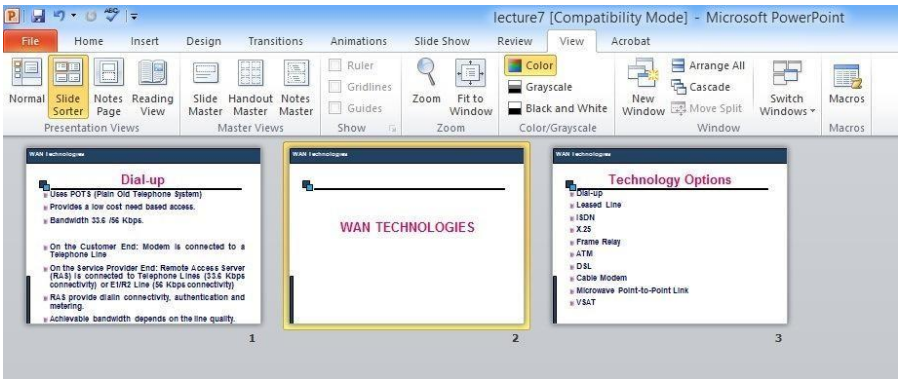


FIG : Rearranged Slide

Deleting Slides

 There are three ways to delete a slide in a presentation.

- Select the slide then press **Delete** key to delete the slide.

- Select the slide in the Slide Sorter View (which is present in the status bar) and press the Delete key to delete a slide.
- Select the slide that user wants to delete and then Right click and click **delete slide** from the list.

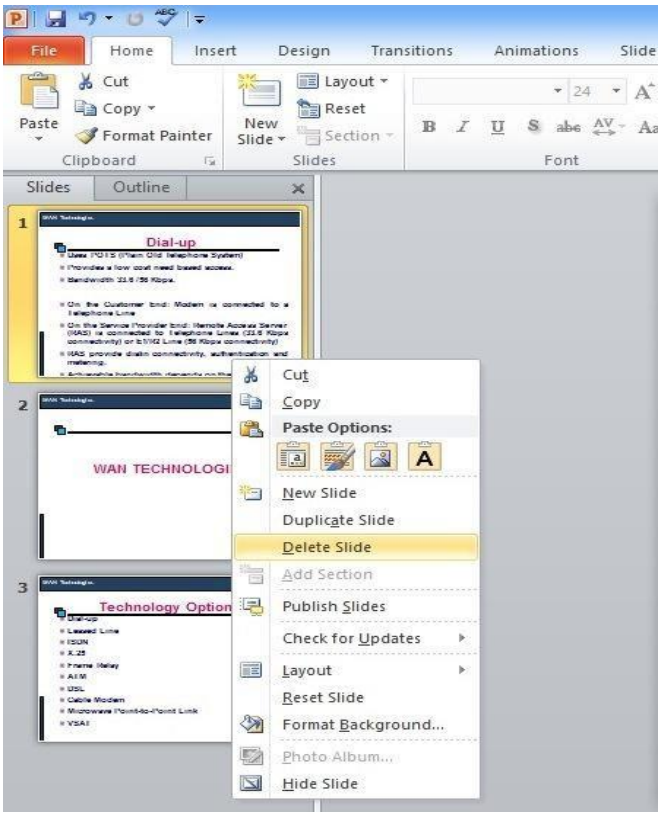


FIG : Delete Slide

Drawing and Working with Objects

Drawing Objects

- PowerPoint allows user to draw any shapes and format the shapes as their needs.
- There are two ways of drawing as follows
  - Under Home tab, user can use Drawing section to draw and format the drawing.
  - Otherwise, Format tab under Drawing Toolbar is used for drawing.

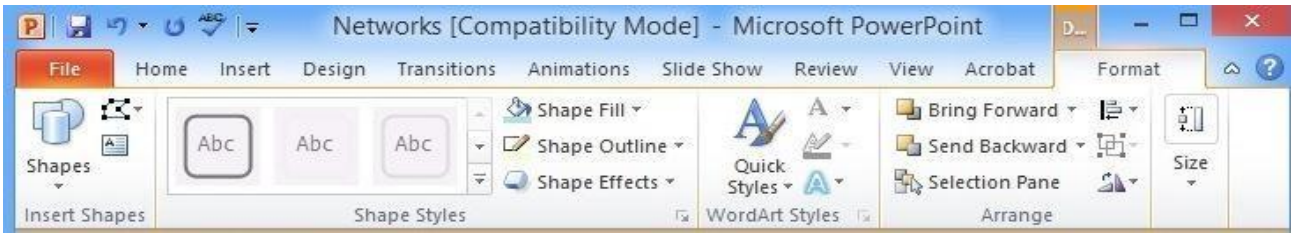


FIG: Format Tab

- Format tab consist of 5 sections as follows.
  - Insert Shapes
  - Shape Styles
  - WordArt Styles
  - Arrange
  - Size
- **Insert Shapes**
  - User can use Insert Shapes section to draw any required shapes and user can also Edit Shape and add Text Box.

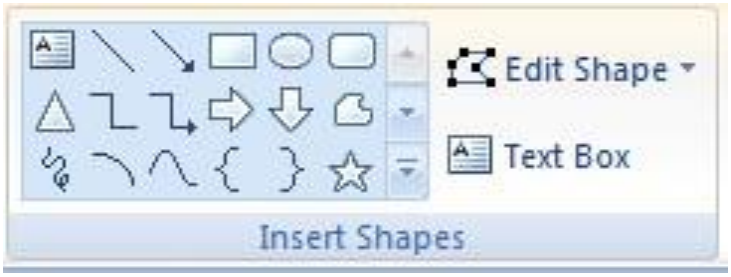


FIG : Insert Shapes Section

Shape Styles

- In the Shape Styles section, user can change the style of the shape, shape color, outline color and Shape effects.

FIG : Shape Styles Section

WordArt Styles

- In the WordArt Styles, user can change the text style, text color, text outline color and text effects.

FIG : WordArt Styles Section

Arrange

- Arrange section allows user to change the position of the shapes like Bring to Front, Sent To Back, Align, Group the shapes and Rotate the shape for required Angle.

FIG : Arrange Section

Size

- Size section allows user to change the height and width of the shape using the up and down arrow in the box.

FIG : Size Section

Working with Objects

- User can insert objects like table, Excel Spreadsheet, Formula and so on.
- **Table**
  - Users have to select the slide where to add a table.
  - On the Insert tab, in the Tables group, click Table.

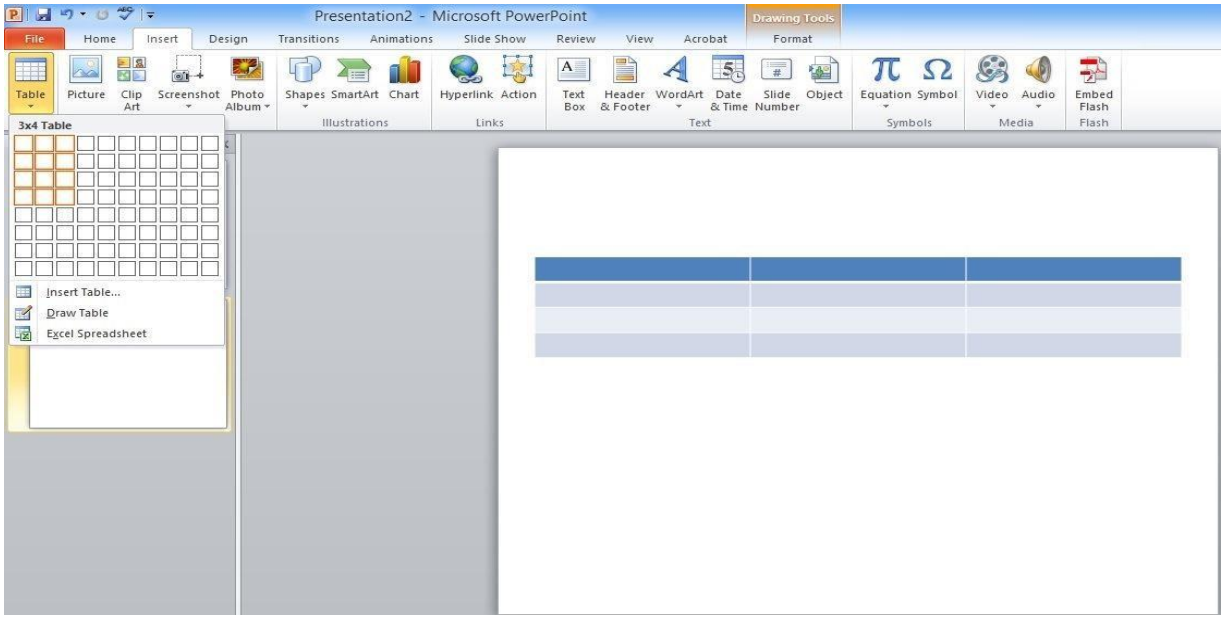


FIG : Insert Table

  - **Do one of the following**
    - Users can move the pointer over the grid to select the number of rows and columns, and then click.
    - Click **Insert Table**, and then enter a number in the **Number of columns** and **Number of row** lists box.
  - To add text to the table cells, click a cell, and then enter the text.
  - Click outside the table, after user has entered the text.
  - To add a row at the end of a table, click the **last cell** of the **last row**, and then press **TAB**.
  - To convert existing text to a table, user must first add a table to the slide and then copy the text into the table cells.

- **Excel Spreadsheet**
  - Users have to select the slide where to add a table.

➢ On the **Insert** tab, in the **Tables** group, click **Excel Spreadsheet**.

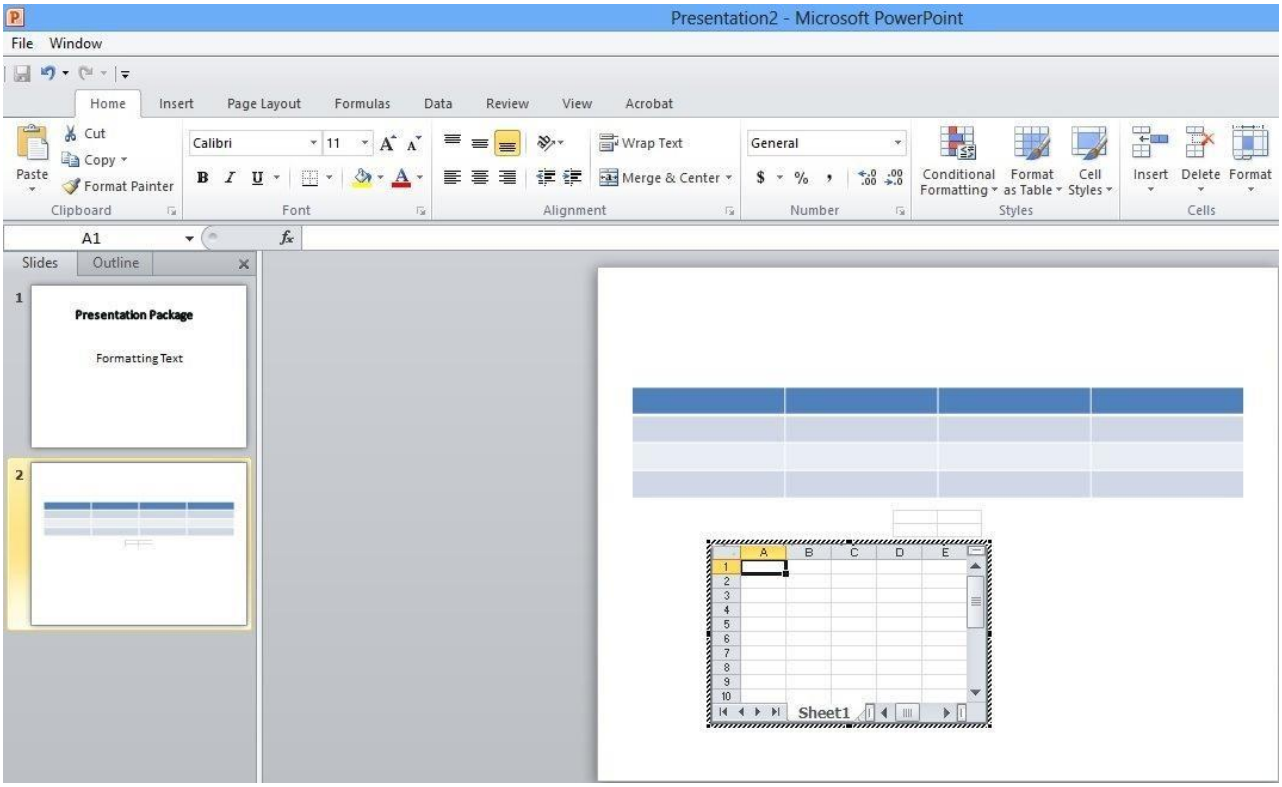


FIG : Insert Excel Spreadsheet

Formula

➢ Use **Insert -> Object -> Microsoft Equation** to create a Math object in a slide.

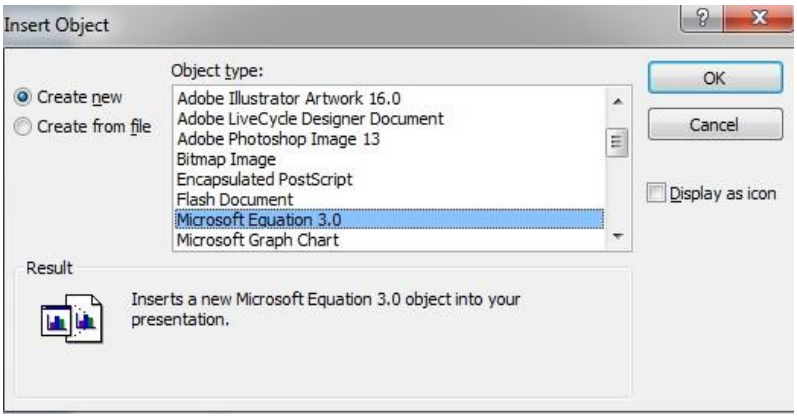


FIG : Insert Object dialog box

➢ User will navigate to the Equation Editor window, type the desired formula then close the window.

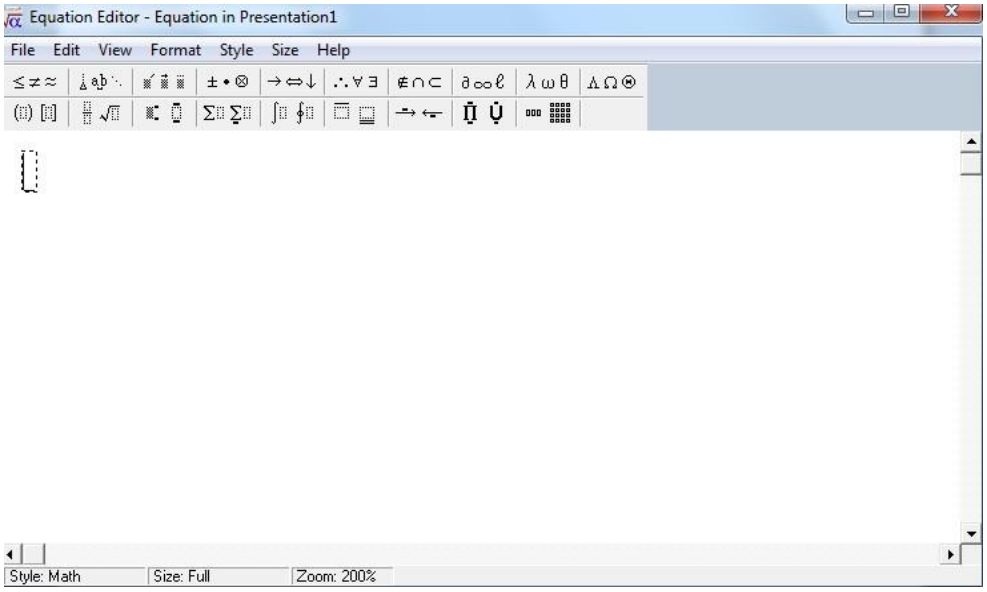


FIG : Equation Editor Window

➢ Formula will appear in the selected slide.

Insert Clip Art

- Click the slide where to add the clip art.
- On the **Insert** tab, in the **Images** group, click **Clip Art.**

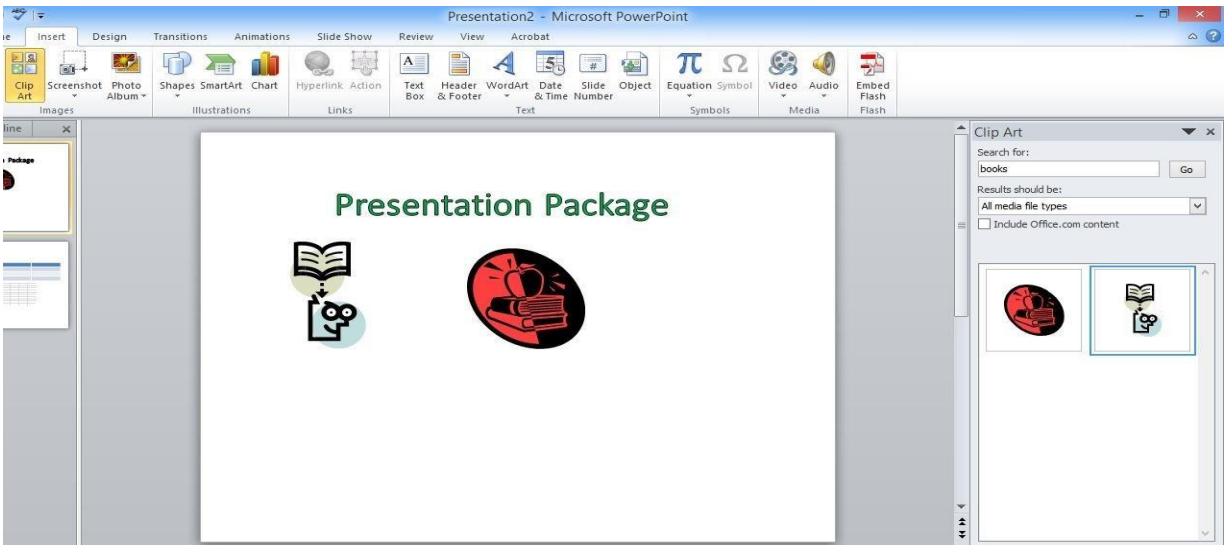


FIG : Presentation with Clip Art

- Clip Art task pane has Search for text box, type a word or a phrase that user want, or type all or some of the file name of the clip art.
- Click **Go** to start search.
- In the list of results, click the clip art to insert it.

Insert Pictures

- Click the slide where to add the pictures.
- On the **Insert** tab, in the **Images** group, click **Picture.**
- It will navigate to Insert Picture dialogue box from that user can select the required images to insert.

FIG : Insert Picture Dialog Box

Designing Slide Show

- Transition is a special effect used to introduce a slide during a slide show.
- To Change the transition to a slide, Slides and Outline tabs are present in the pane, in that select the Slides tab.

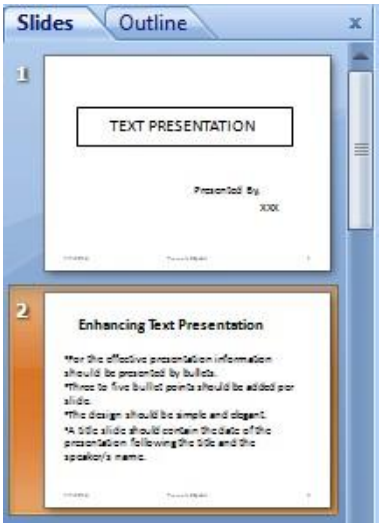


FIG : Selecting a Slide in Slides tab

- In the **Slides** tab, click the thumbnail of the slide that has the transition that user want to change.
- On the **Transitions** tab in the Ribbon, in the **Transition to This Slide** group, click a slide transition effect for that slide.

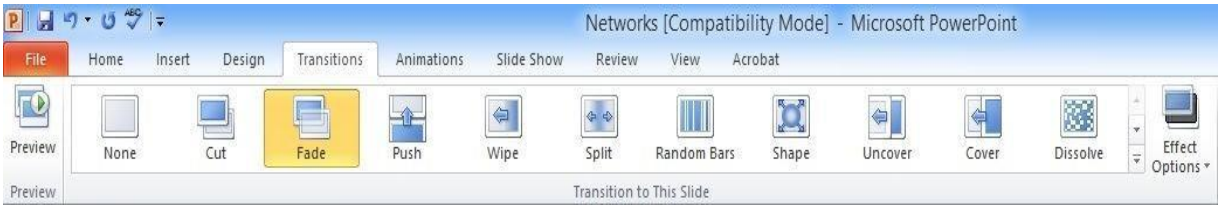


FIG : Selecting a Transition

 To set the time for the transition to the current slide, do the following

- On the **Slides** tab in Normal view, click the thumbnail of the slide with the transition that user wants to set the timing for.
- Under **Transitions** tab, in the **Timing groups**, change the duration time then select it.

FIG: Advance Slide option

- To specify how long before the current slide advances to the next, use one of the following procedures
  - To advance the slide when click the mouse, on the **Transitions** tab, in Transition to This Slide group, select the **On Mouse Click** check box in Advance Slide.
  - To advance the slide at a specified time, on the **Transitions** tab, in the Transition Speed drop down list under Transition to This Slide, select one of the appropriate options to the transition.

Running a Slide Show

- There are three ways to run a slide show,
  - Select **Slide Show-> From Beginning.**
  - Click the **projector button** in the lower right corner of the screen.
  - Press the **F5** Key to run the slide show.
- **Go to the next slide:** Press the Space Bar or Enter or Page Down or Right Arrow key or Down Arrow.
- **Go to the previous slide:** Press Backspace or Page Up or the Left Arrow key or Up Arrow.
- **Exit slide show** (at any time): press **Esc** or **Alt+F4.**
- **Access the pen tool** (in order to draw on the screen): **CTRL + P**
- **Erase pen:** Press **E**
- **Hide the pointer:** Press **A**

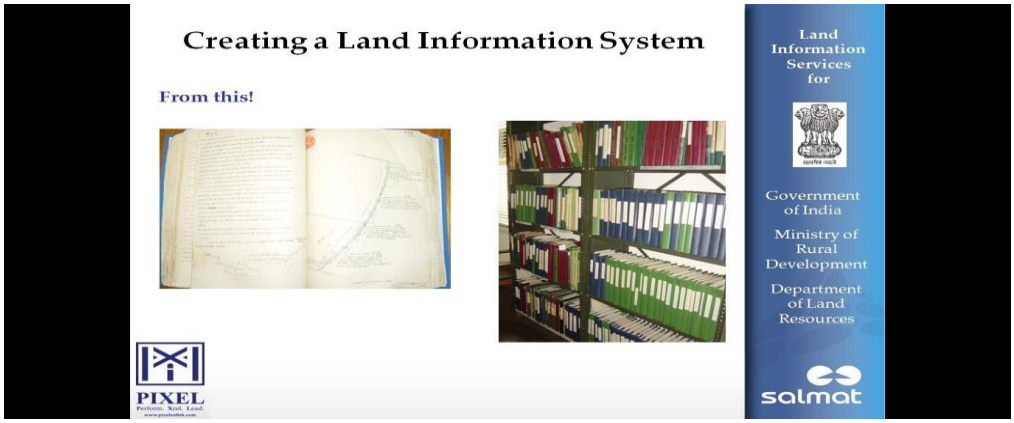


FIG : Running a Slide Show

Printing Slides

- From File tab, click Print option.
- Or use keyboard shortcut with the combination of Ctrl + P.

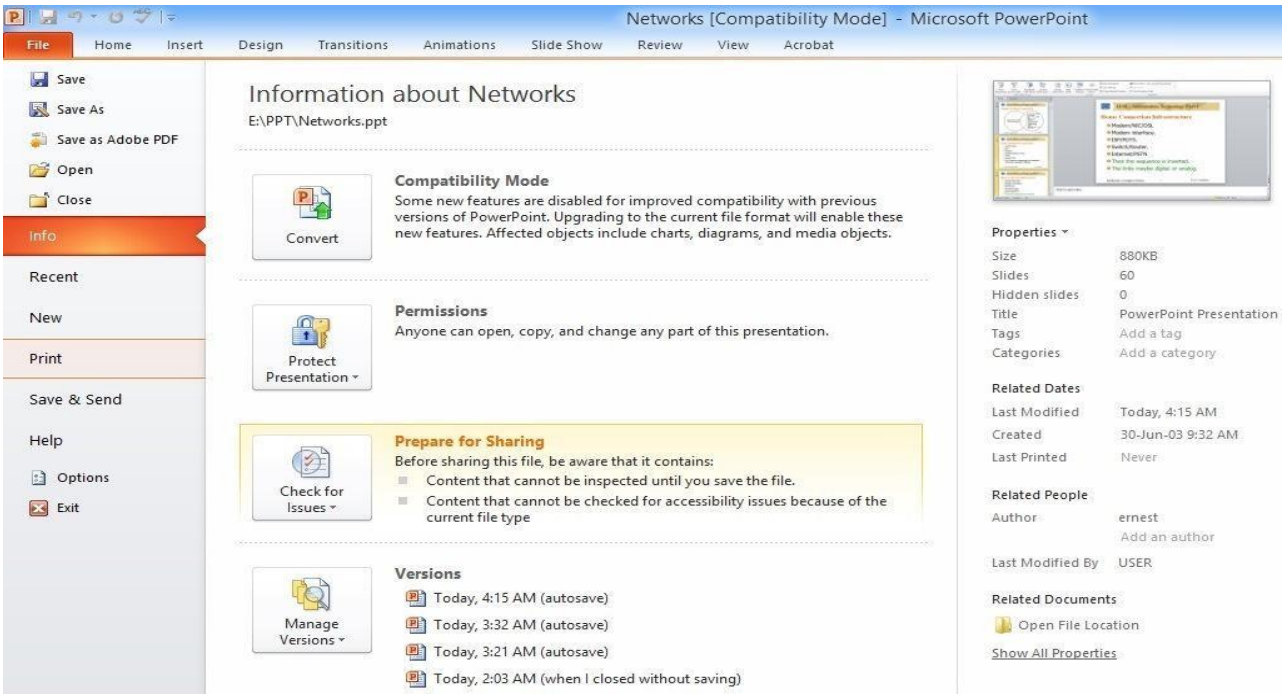


FIG : Print option

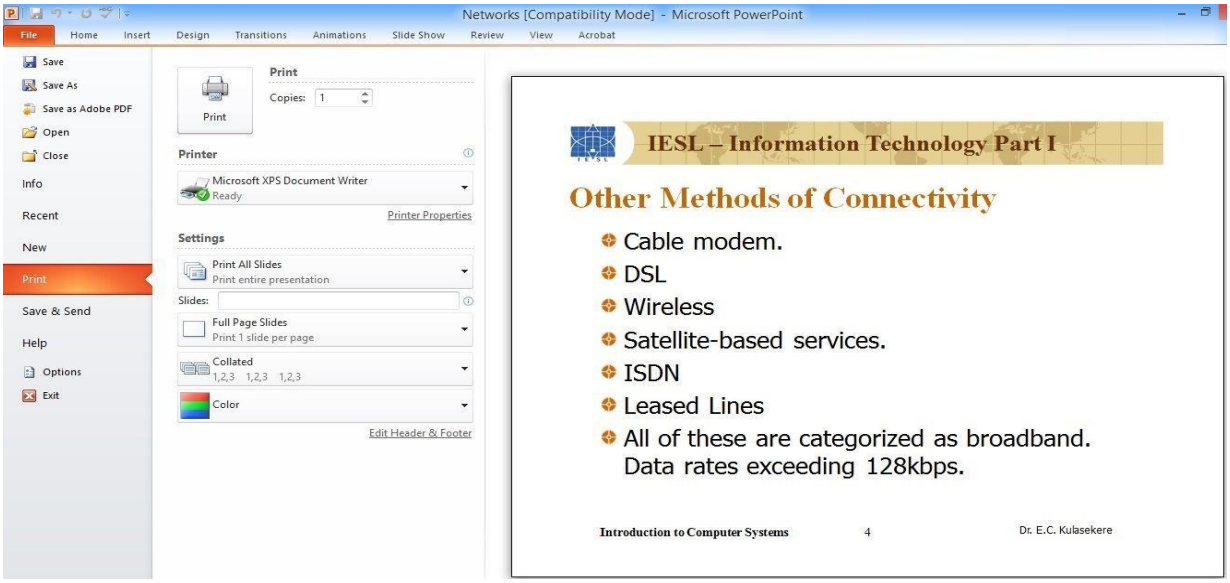


FIG: Print window

- Now printing options appears in the right side of the word document.
- Under **Print**, select the number of **copies** to be print.
- From **Printer**, choose the name of the printer.
- In the Settings, the first drop down list has four options.
- **Print All Slides** - For entire slides printing.
- **Print Selection** - For selected slide printing.
- **Print Current Slide** – For current slide printing.
- **Custom Range**- For only given slides to be print.
- Slides can be specified by entering the page number in the text box.
- After all changes made, finally click **Print** button to get print out