Inside Microsoft Office

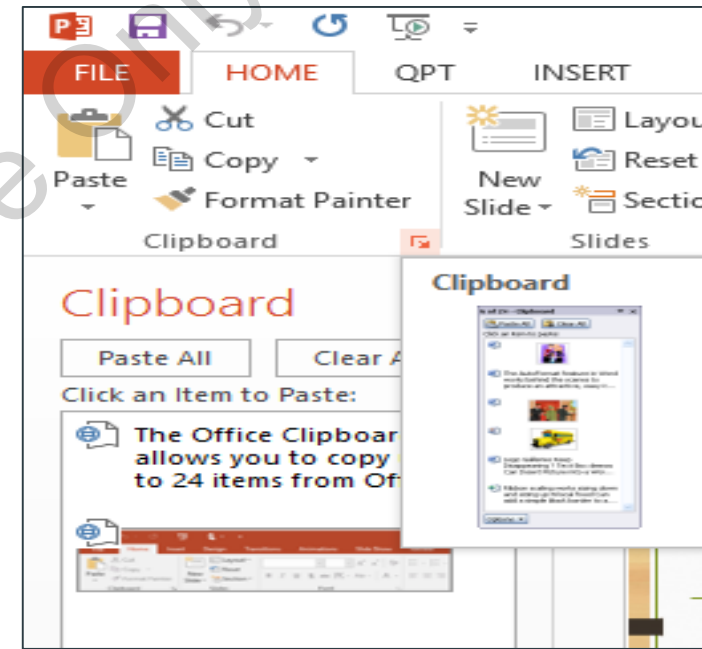▶ **Session 11**

Understanding Microsoft PowerPoint 2019 - II

Objectives

▶ Describe Home, Insert, and Design Tabs

▶ Understand Transitions and Animations

▶ Explain Review and View

▶ Describe how to use Zoom capabilities for ordering of slides within presentations

▶ Explain the Morph transition feature

▶ Outline the steps to insert and manage Icons, SVG, and 3D models

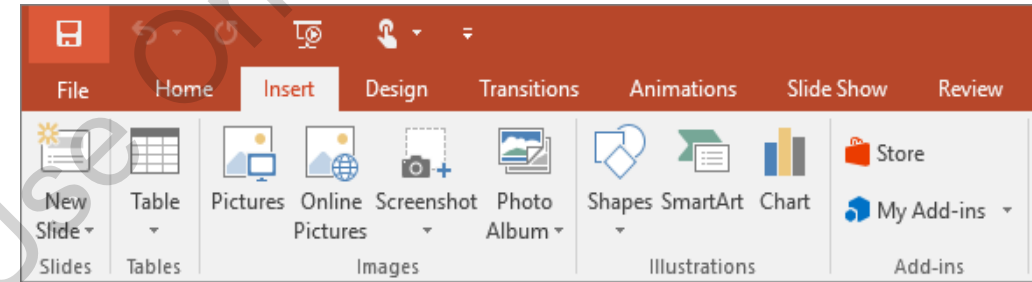# Exploring Home, Insert, and Design Tabs [1-3]

▶ When an MS PowerPoint is opened, a ribbon appears as a row of labels, also called as tabs

▶ In MS PowerPoint, the Home tab is the default tab

▶ The Office Clipboard allows to copy up to 24 items from Office documents or other programs and paste them into another Office document
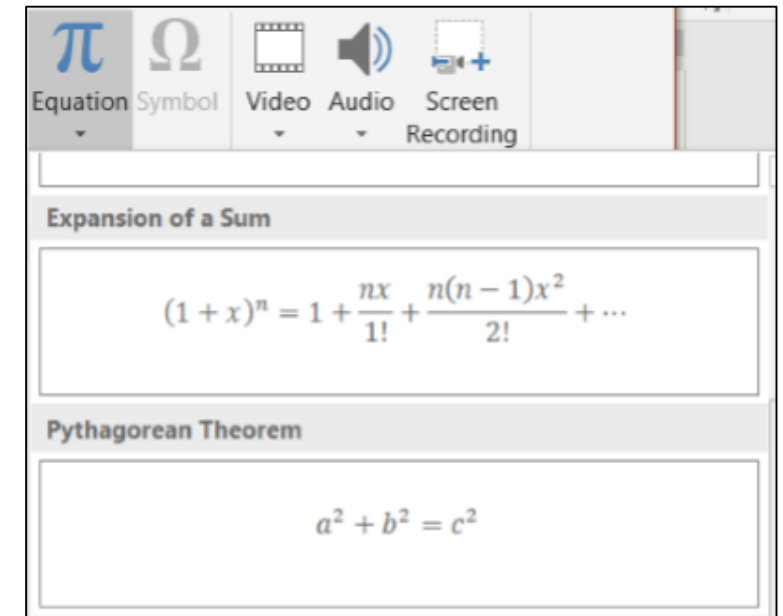

Clipboard Dialog Box Launcher

Exploring Home, Insert, and Design Tabs [2-3]

▶ The Insert tab is used to insert or add something to the slide

▶ This includes pictures, shapes, charts, videos, and more

▶ When a user wants to make the PowerPoint presentation more interesting, insert pictures, photos, ClipArt, or other images to the slide show from the computer or from the Internet
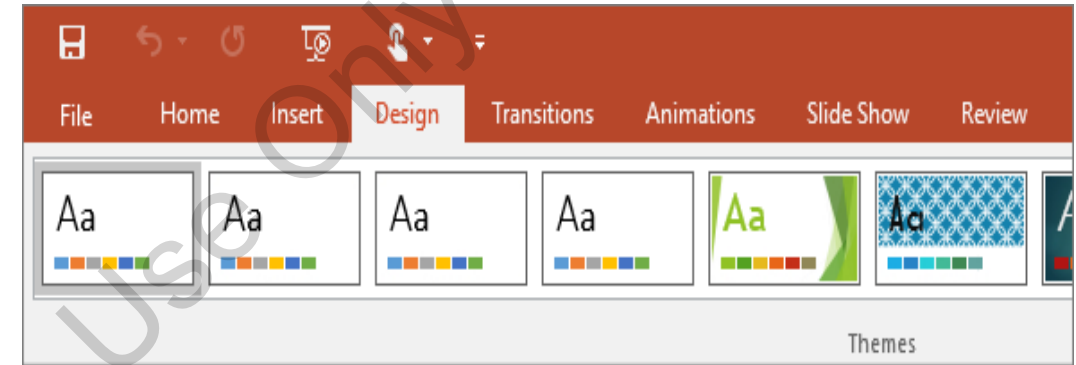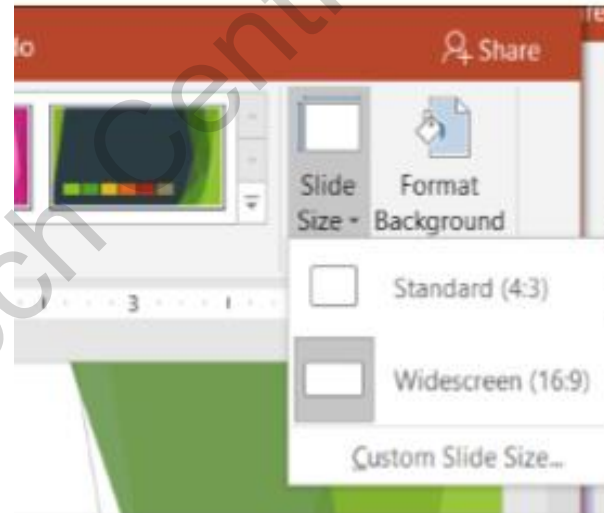

Insert Tab

Inserting Equations
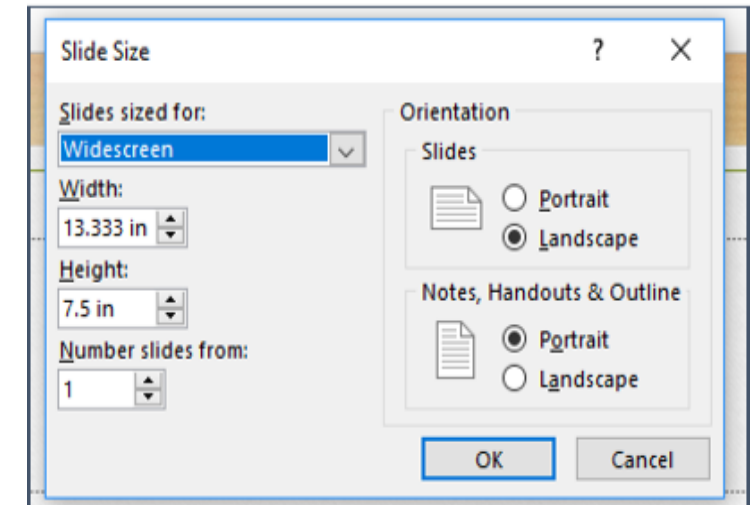
Exploring Home, Insert, and Design Tabs [3-3]

▶ On the Design tab, one can add a theme or color scheme, or format the slide background

▶ Themes group appears on the Design tab

▶ Themes can be used in PowerPoint to simplify the process of creating professional-looking presentations
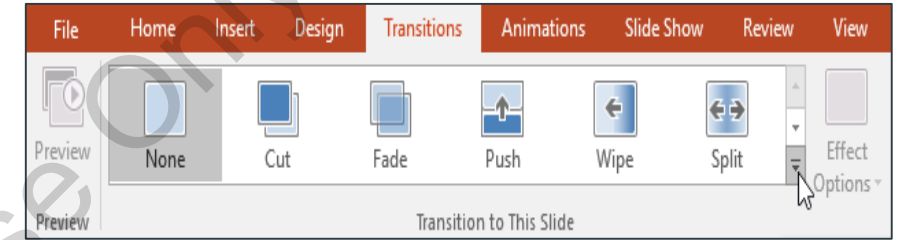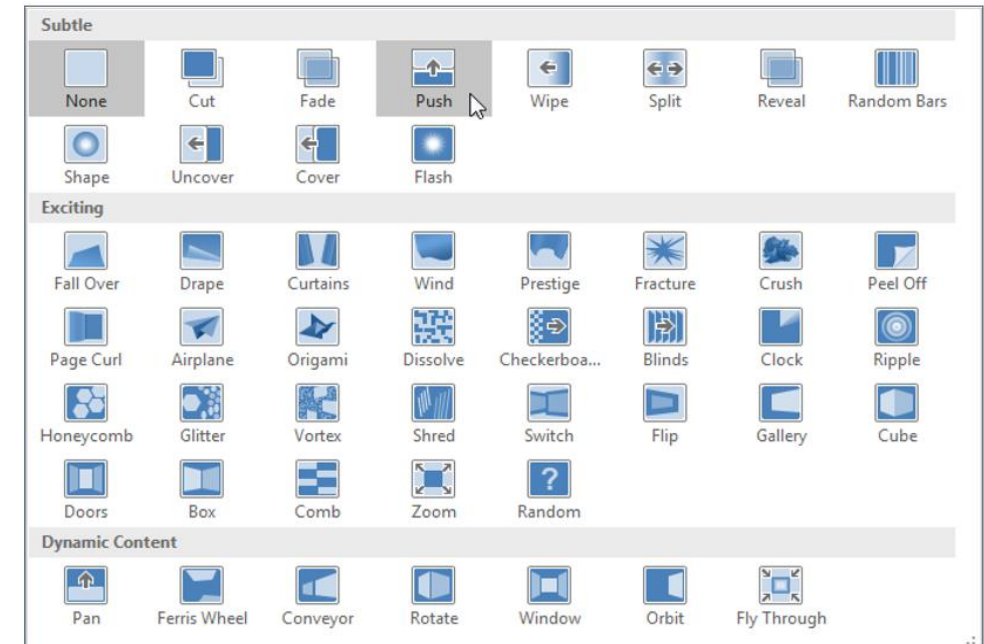

Design Tab

Customize Slide Size

Slide Size Dialog Box

Using Transitions and Animations

▶ A PowerPoint presentation that had special effects between each slide can be considered to exhibit slide transitions

▶ A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect

▶ The transition categories are:

- Subtle

- Exciting

- Dynamic

Transitions Tab

Select a Transition

Reviewing and Viewing Presentations

▶ If the PowerPoint presentation needs to be delivered or presented in front of a group of people, reviewing it to gather feedback can make the presentation look more robust and error free

▶ Reviewing can be done in PowerPoint using the Comments and Compare features

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Adding a Review Comment

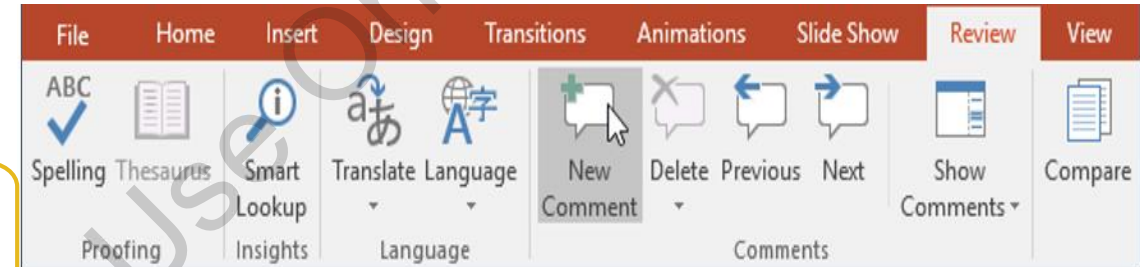On the slide where a comment has to be added, do the following:

Step 1
- Select the text or object to add a comment on a slide.
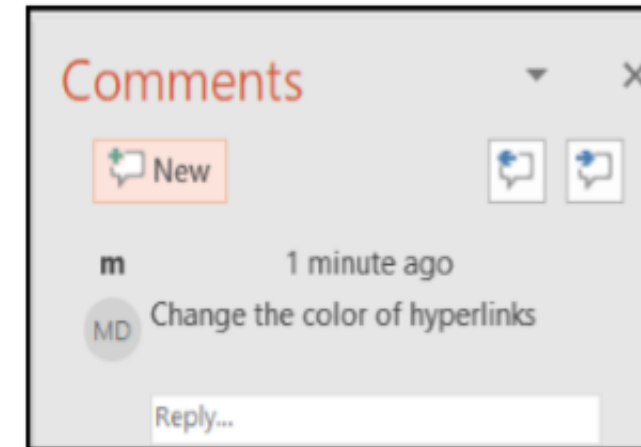
Step 2
- Click anywhere on the slide to add a general comment about a slide.

Step 3
- Click the New Comment option in the Comments group on the Review tab.
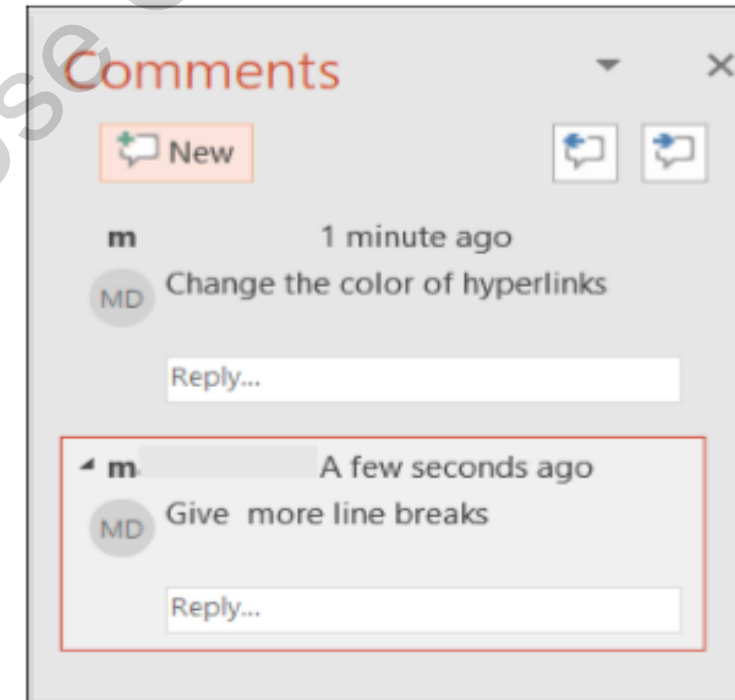
Adding New Comment

Typing Comment

Viewing Comments

▶ One can view or reply to any comment-including other reviewers' comments-by returning to the Comments pane.

▶ Simply click a comment icon on the slide or click the Show Comments command on the Review tab
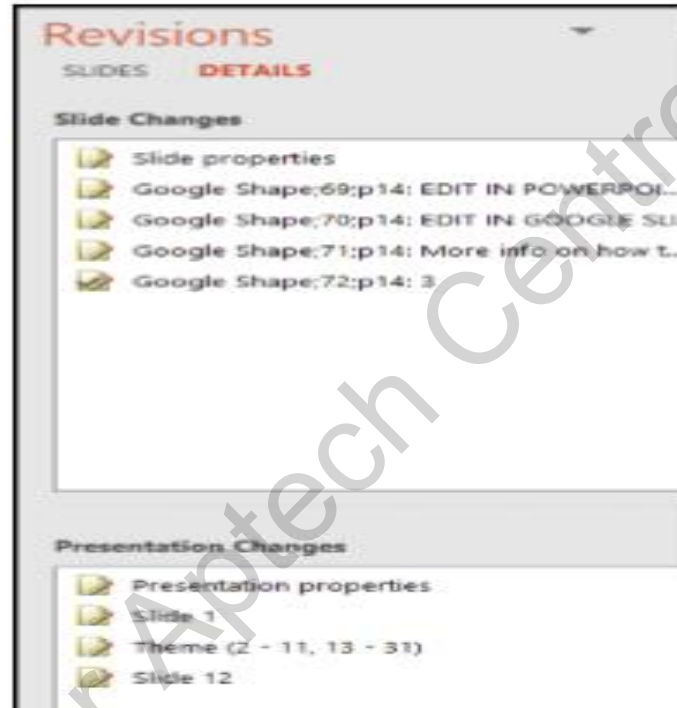

Viewing Comments

Editing Comment

A comment can be edited after being saved. A new comment box is not required to edit the comments.

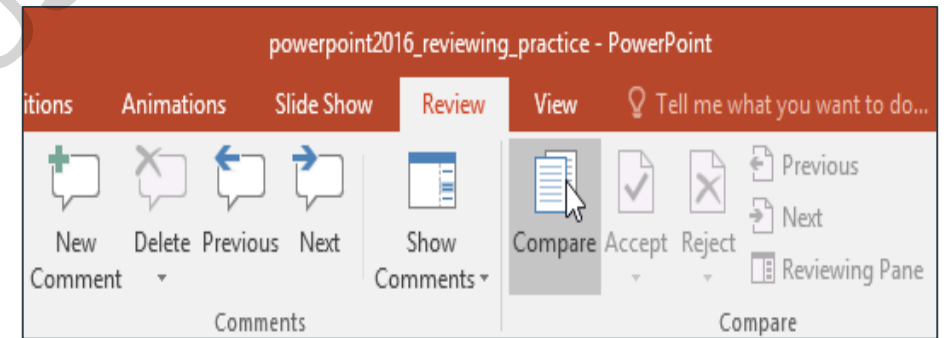Step 1 – Select the comment to be edited in the Comments pane.

Step 2 – Type the desired changes, then press Enter or click anywhere outside the comment box. The changes will be applied.

Inside Microsoft Office

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Comparing Presentations

▶ Two presentations can be compared to review and differentiate, if there are versions of similar presentations or the same presentation has been received from various sources

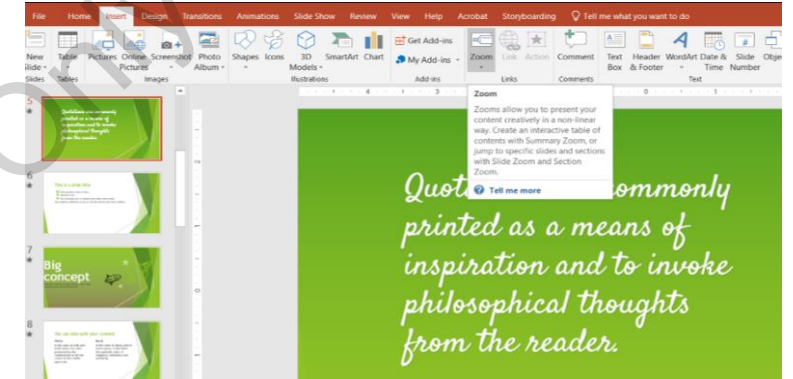▶ The Revisions pane is displayed, allowing the user to compare the two presentations
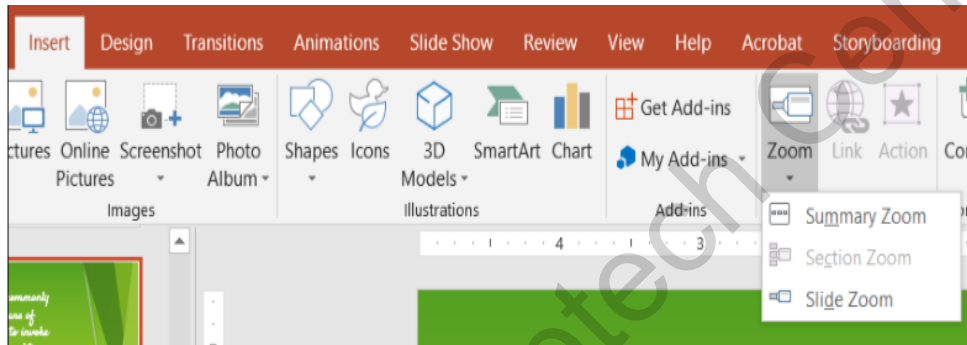

Reviewing Pane Showing Comparison Notes

Compare Option

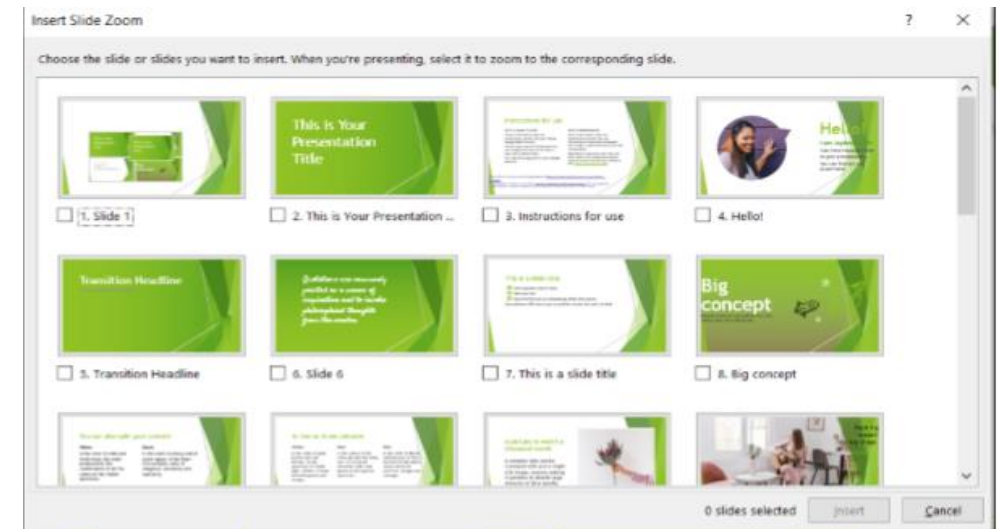# Zoom Capabilities for Ordering of Slides within Presentations

▶ With PowerPoint 2019, displaying becomes easier.

▶ You can also create 'sections' of slides or indicate a specific slide to navigate to.

▶ These activities are now clubbed under the new Zoom feature for PowerPoint.
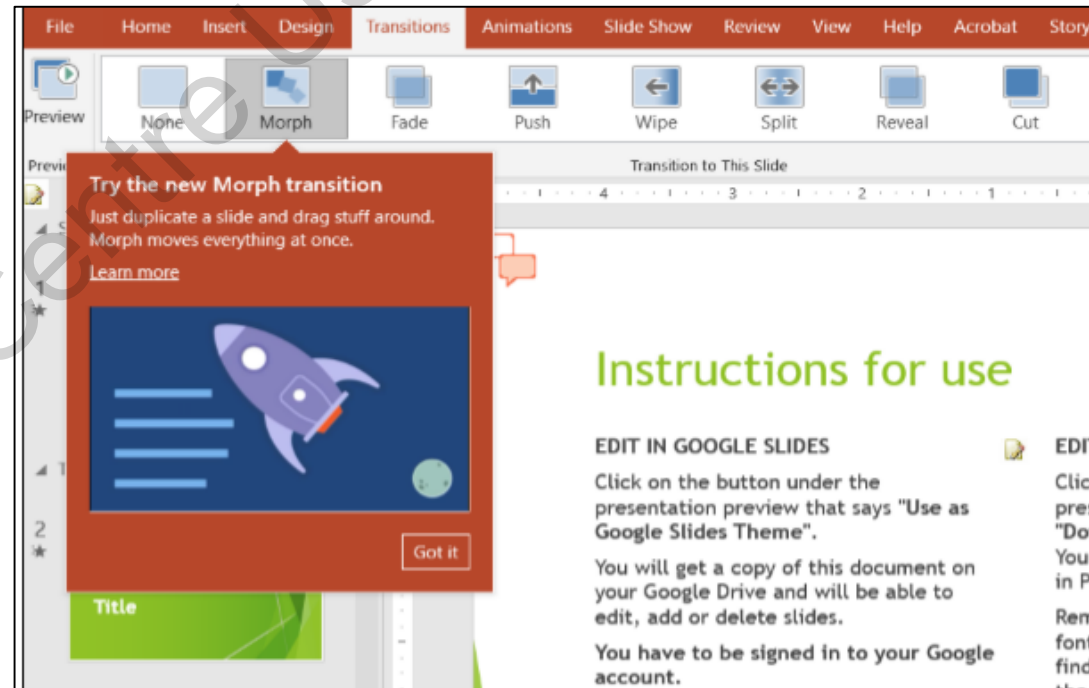

Insert Zoom Feature

Types of Zoom

Insert Slide Zoom

Morph Transition Feature

▶ Morph enables you to animate smooth movement from one slide to the next.

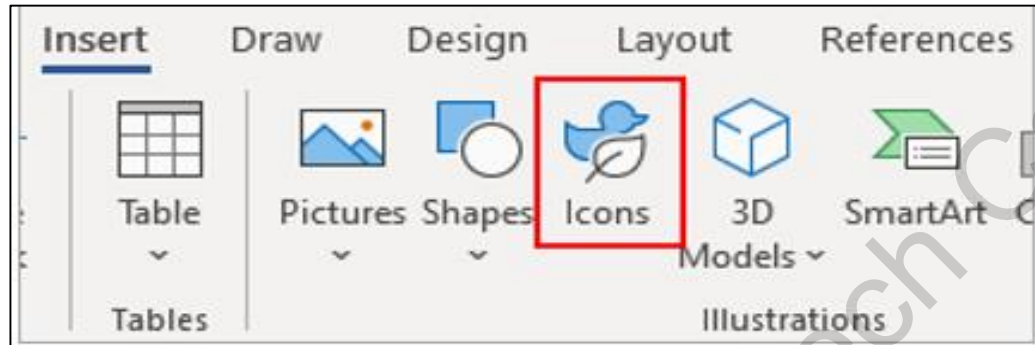▶ You can apply wide range of elements such as text, shapes, pictures, SmartArt graphics, and WordArt.
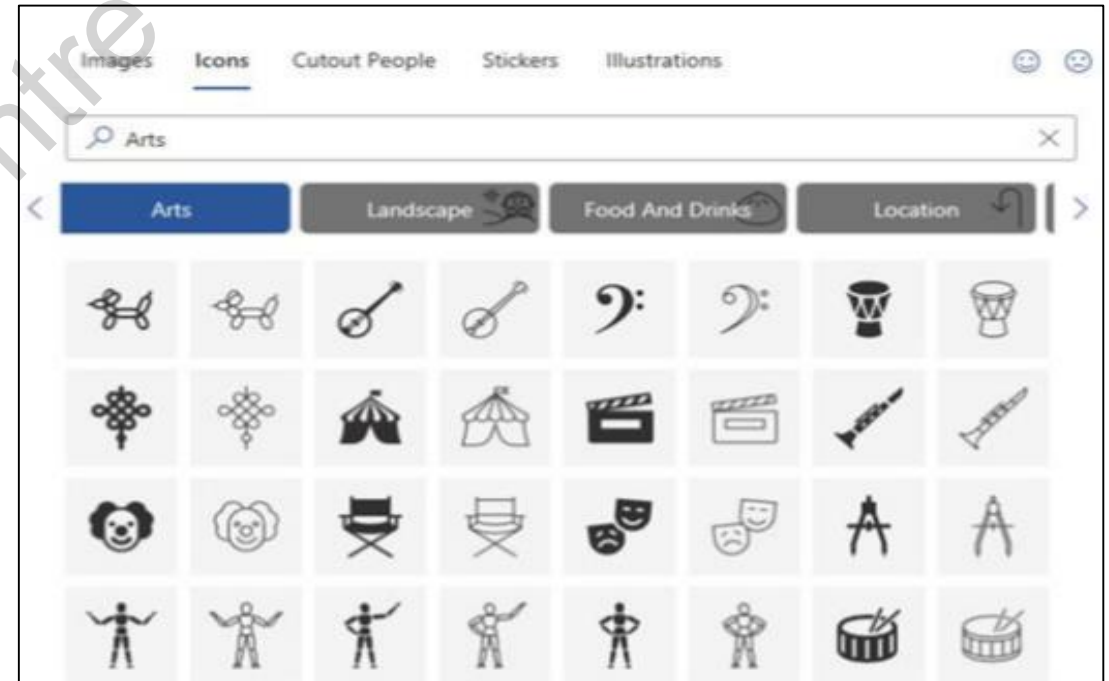

Morph Transition

Inserting Icons, SVG, and 3D models

Inserting Icons and SVG Images

▶ PowerPoint has introduced new kinds of icons in Microsoft Office 2019.

▶ These icons are scalable with vector graphics.

▶ The color and size of each component of these icons can be customized based on the user's requirements.

Inserting Icons

Selecting Icon Category

Summary

- The Office Clipboard allows to copy up to 24 items from Office documents or other programs and paste them into another Office document.

- Slides group in the Home tab has the option to add a new slide to a presentation or select a specific layout for the slides.

- Users can make a PowerPoint presentation more interesting by inserting pictures, photos, ClipArt, or other images to the slide show from the computer or from the Internet.

- Audio, video, and screen recording can be inserted using Media group on the Insert tab.

- Dynamic transitions can help unify slides with similar layouts and add a further level of polish to the presentation.

- Exit animations control how the object exits the slide. For example, with the Fade animation the object on which the transition is applied simply fades away.

- One can view or reply to any comment through the Comments pane.

- Zoom for PowerPoint and Morph Transition are some of the new features in PowerPoint 2019.