

Inside Microsoft Office

► Session 10

Understanding Microsoft PowerPoint 2019

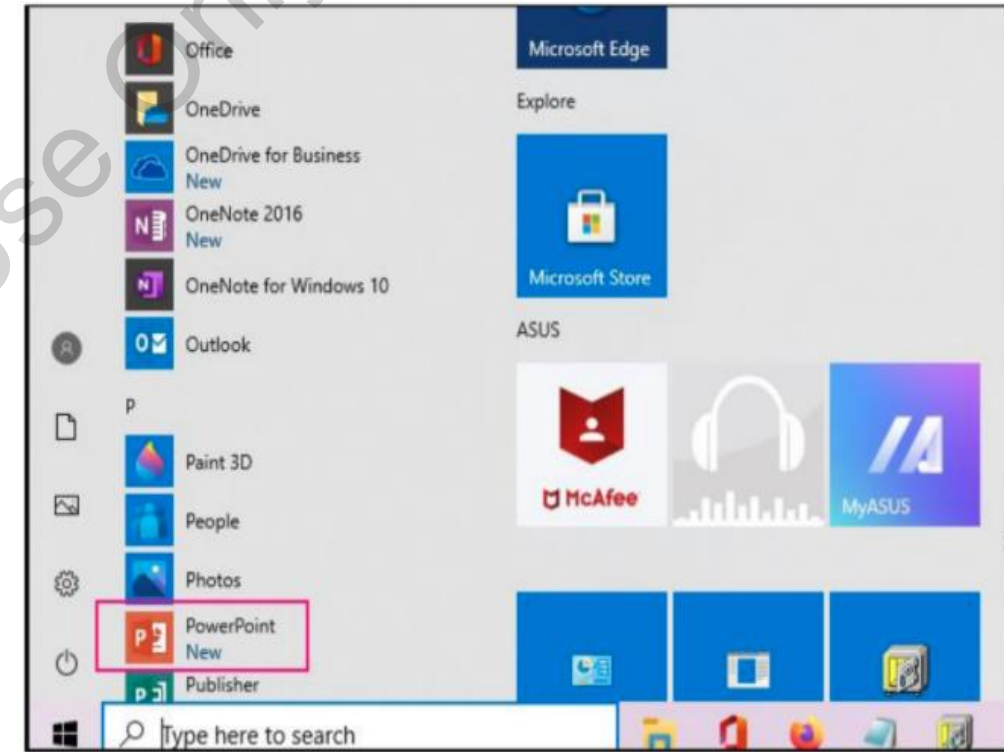


Objectives

- ▶ Explain about MS PowerPoint 2019
- ▶ Understand the features of MS PowerPoint 2019
- ▶ Describe how to create a PowerPoint Presentation

Introducing Microsoft PowerPoint [1-2]

- ▶ An effective tool to present or share information, processes, business outcomes, trends, infographics, or knowledge in the form of dynamic slide presentations
- ▶ Primarily called as presentation software

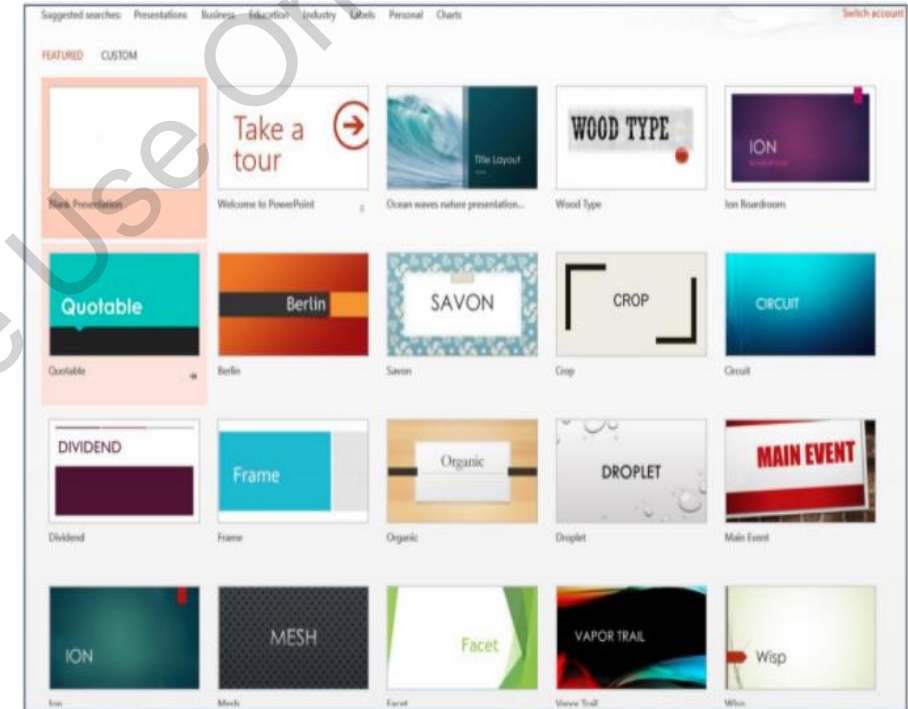


Selecting PowerPoint 2019

Introducing Microsoft PowerPoint [2-2]

► Steps to get started with MS PowerPoint are as follows:

- Click **Start** button and select PowerPoint 2019
- Select template (Available templates are displayed to the user)
- Selected template displays various color options to choose
- Layout is displayed to the user



Templates in PowerPoint

Features of MS PowerPoint

Ruler,
Guides, and
Gridlines

Zoom and
other View
Options

Backstage
View

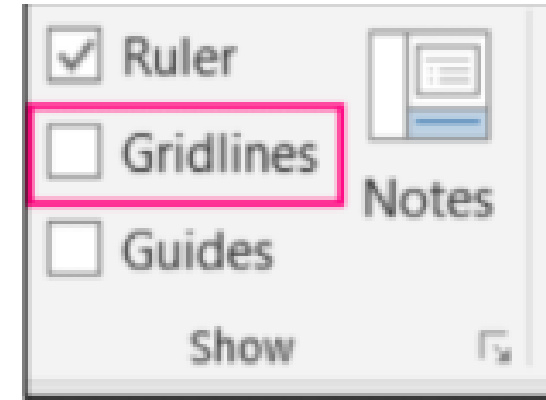
Themes

Transitions

Slides and
Slide
Layouts

Ruler, Guides, and Gridlines

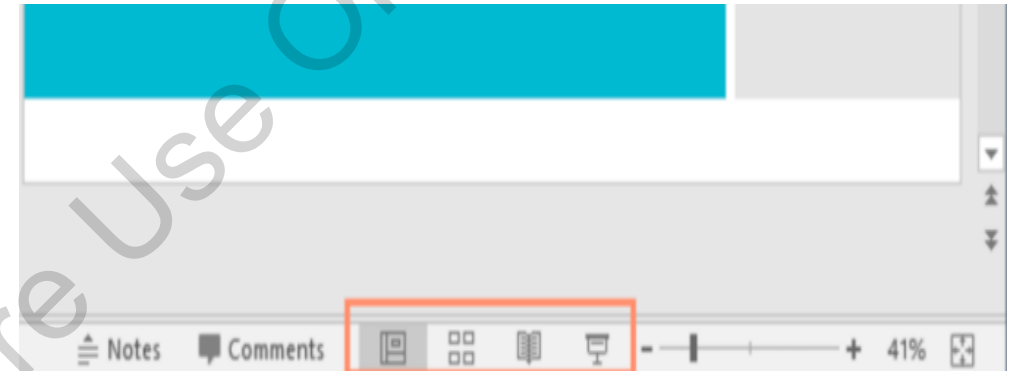
- ▶ MS PowerPoint includes several tools to help organize and arrange content on the slides
- ▶ These include Ruler, Guides, and Gridlines
- ▶ These tools make it easier to align objects on the slides while creating presentations



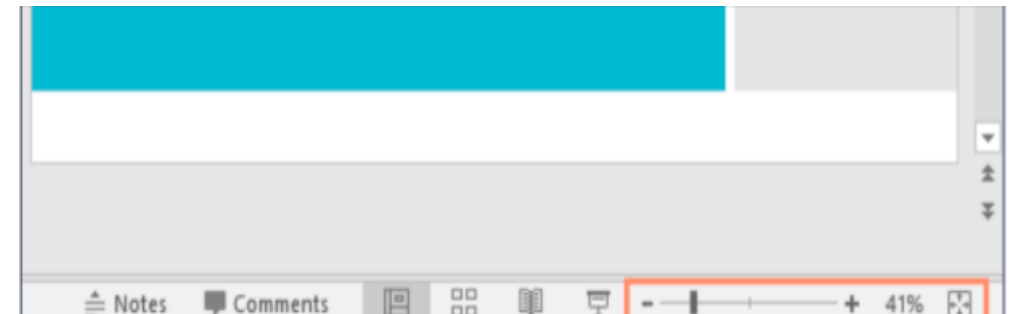
Gridlines on View Tab

Zoom and Other View Options

- ▶ MS PowerPoint has a variety of viewing options that change how a presentation is displayed
- ▶ The user can choose to view the presentation in Normal view, Slide Sorter view, Reading view, or Slide Show view



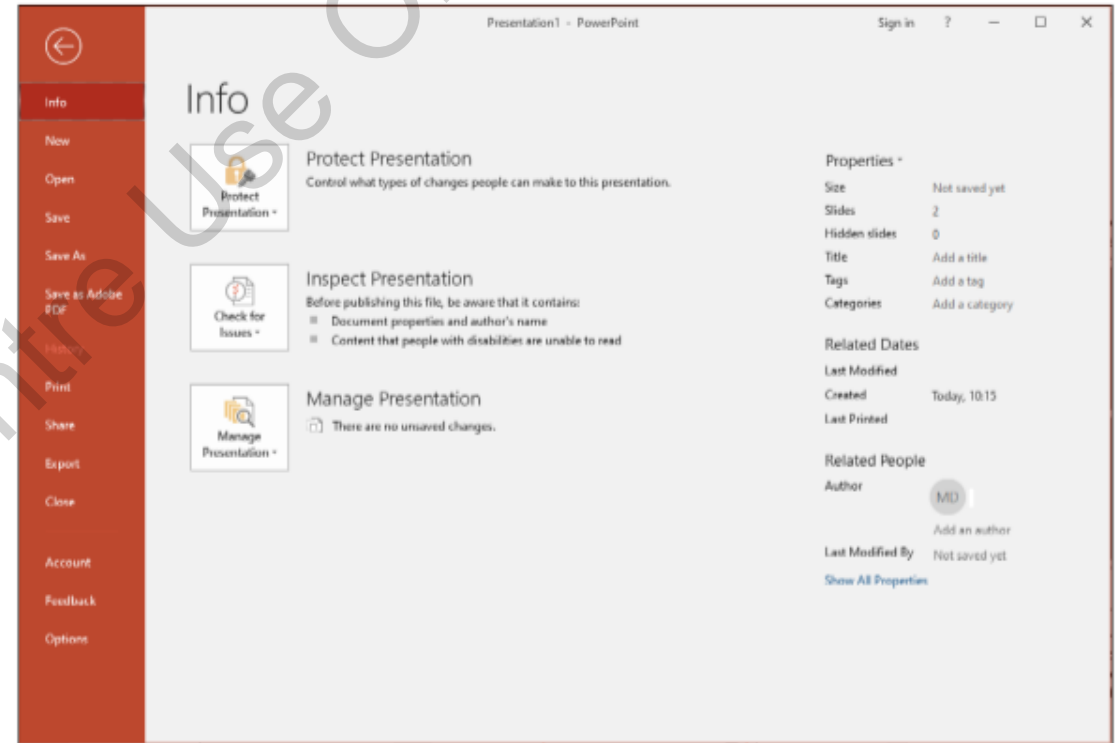
Slide Views



Zoom Slider

Backstage View

- ▶ The Backstage view provides the user various options to save, open, print, or share the current presentation
- ▶ To access the Backstage view, the user should click the **File** tab on the Ribbon



Backstage View

Applying Themes [1-2]

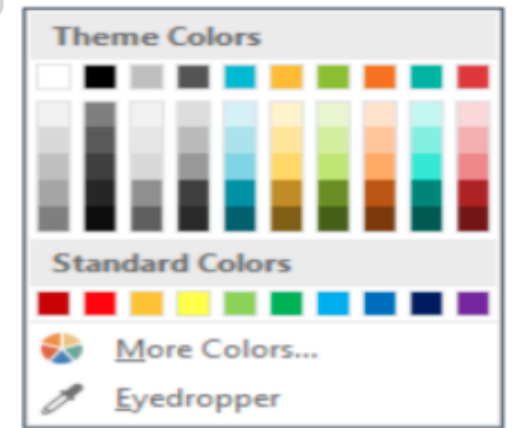
- ▶ A theme is a pre-defined combination of colors, fonts, and effects
- ▶ This provides the presentation a consistent and professional look
- ▶ Themes control:
 - Primary color palette
 - Basic fonts
 - Slide layout
 - Other important elements



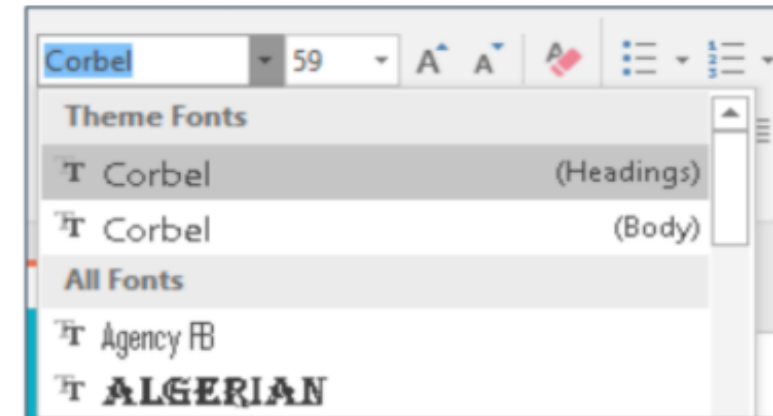
Organic Theme

Applying Themes [2-2]

- ▶ Each MS PowerPoint has its own theme element:
 - **Theme Colors:** There are 10 theme colors, along with darker and lighter variations, available from each color menu
 - **Theme Fonts:** To change fonts, click the down arrow in the Variants gallery, and then click Fonts



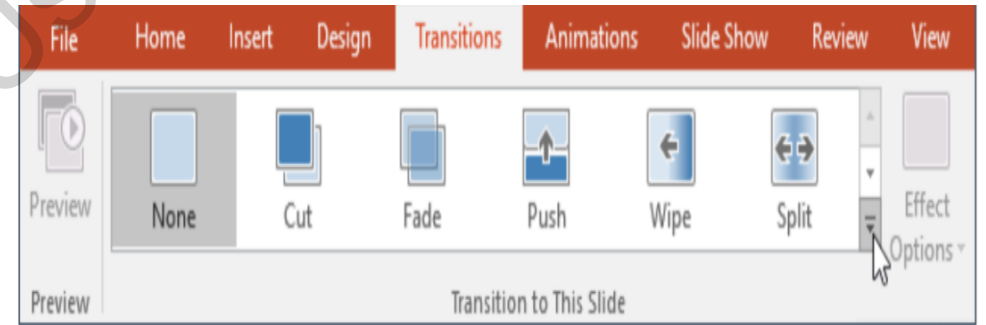
Theme Colors



Theme Fonts

Applying Transitions [1-2]

- ▶ A transition is one such special effect applied to contents of a slide or an entire presentation
- ▶ A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect, and can be applied to text, pictures, graphics, and videos

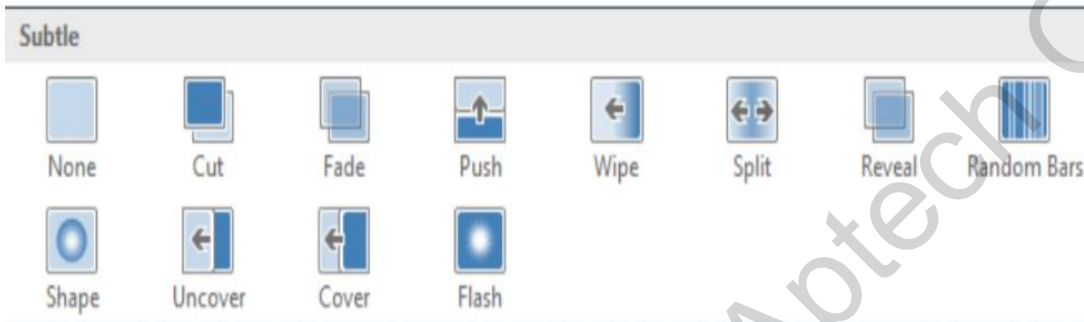


Transition Tab

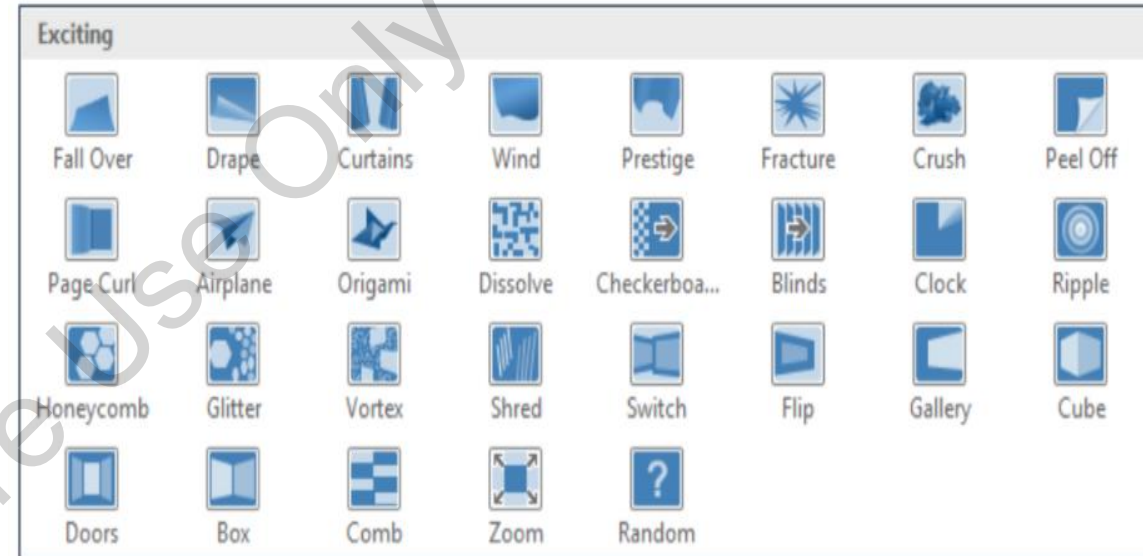
Applying Transitions [2-2]

Transition categories are as follows:

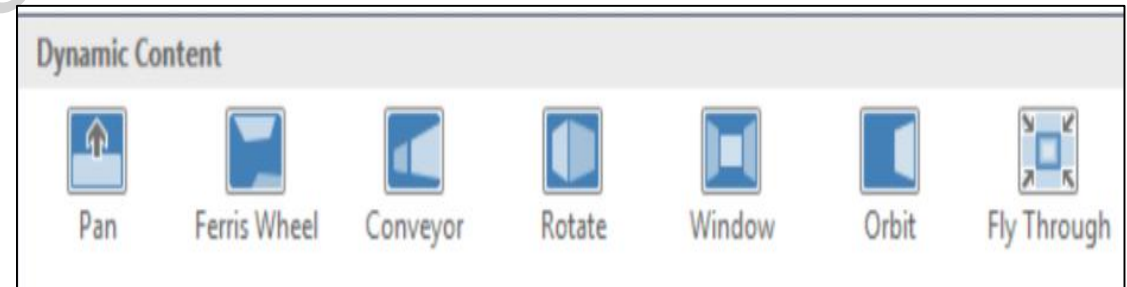
- Subtle
- Exciting
- Dynamic Content



Subtle



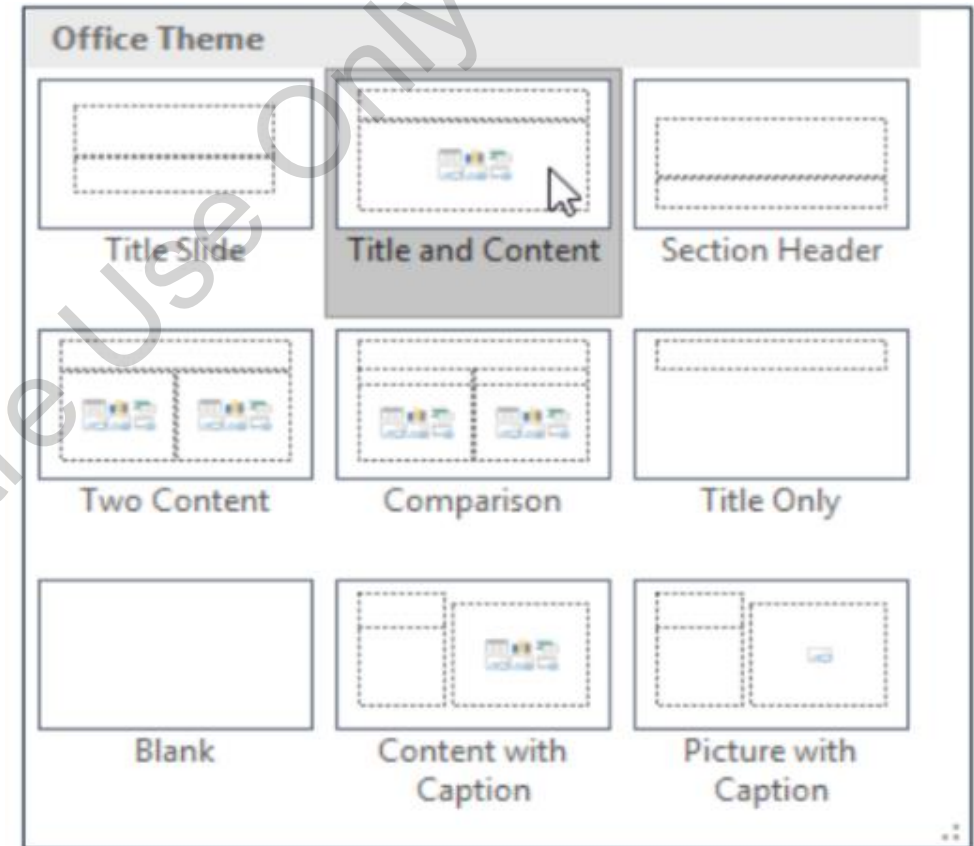
Exciting



Dynamic Content

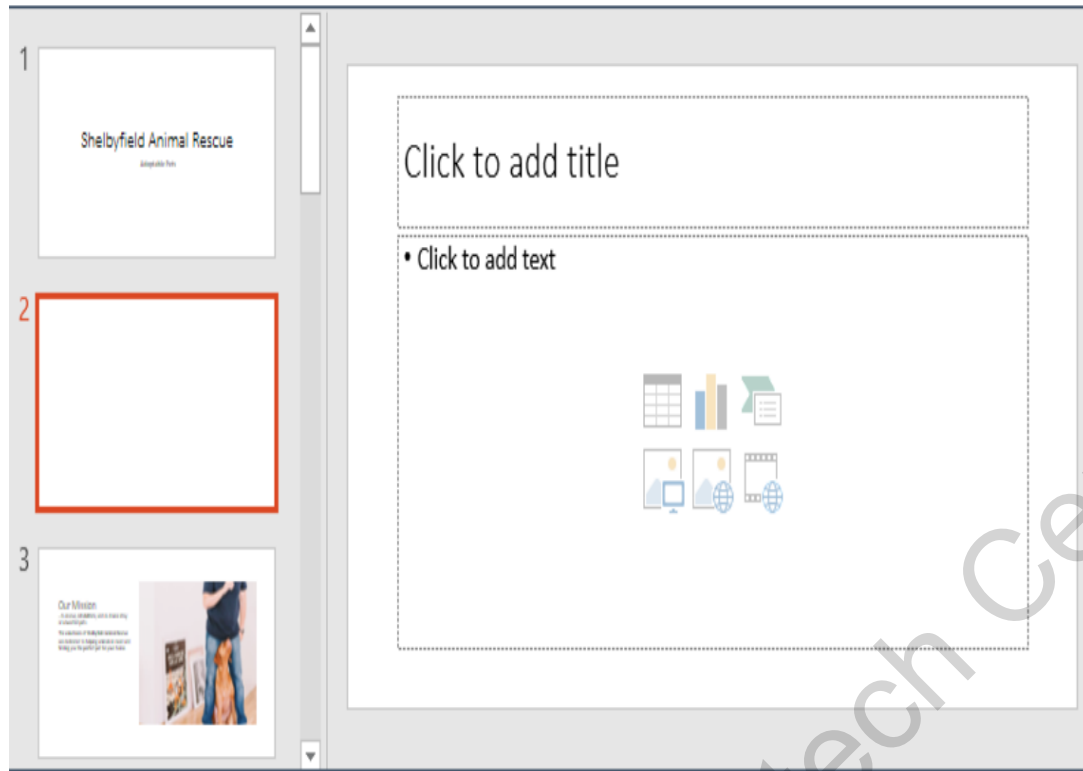
Slides and Slide Layouts [1-2]

- ▶ Slides have different layouts for placeholders depending on the type of information a user plans to include
- ▶ Whenever a new slide is created, a layout needs to be selected to present the content

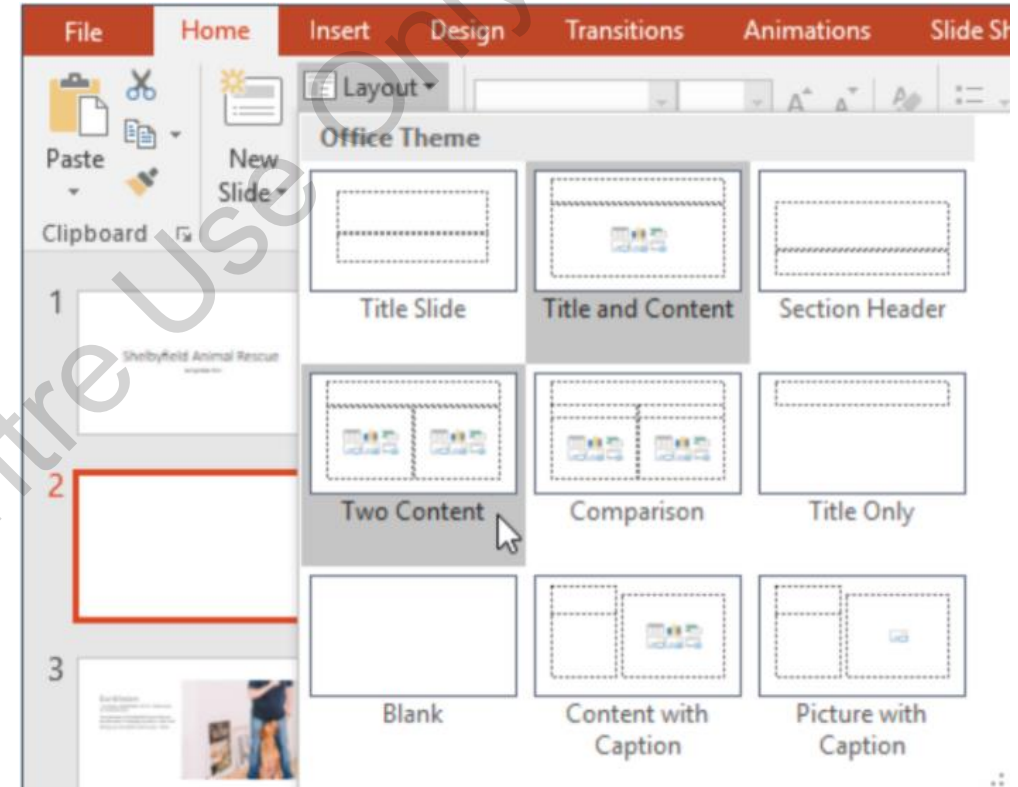


Slide Layouts

Slides and Slide Layouts [2-2]



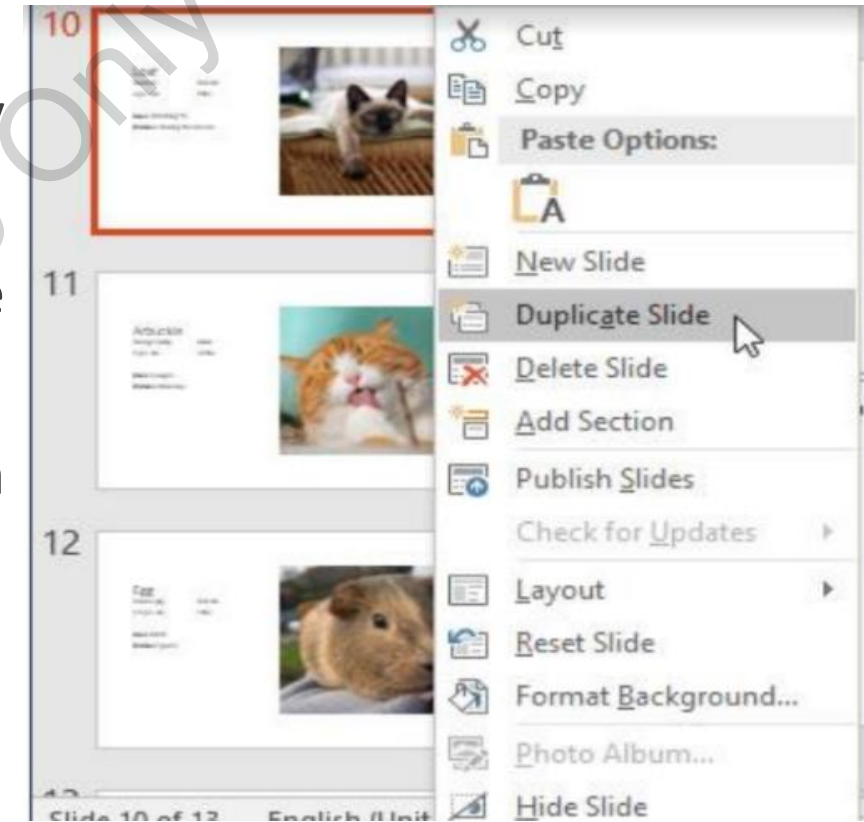
Slide created using a Layout



Layout Command

Organizing Slides [1-2]

- ▶ MS PowerPoint presentations can contain as many slides as required
- ▶ The Slide Navigation pane on the left side of the screen makes it easy to organize the slides
- ▶ The user can duplicate, rearrange, and delete slides in the presentation from this pane

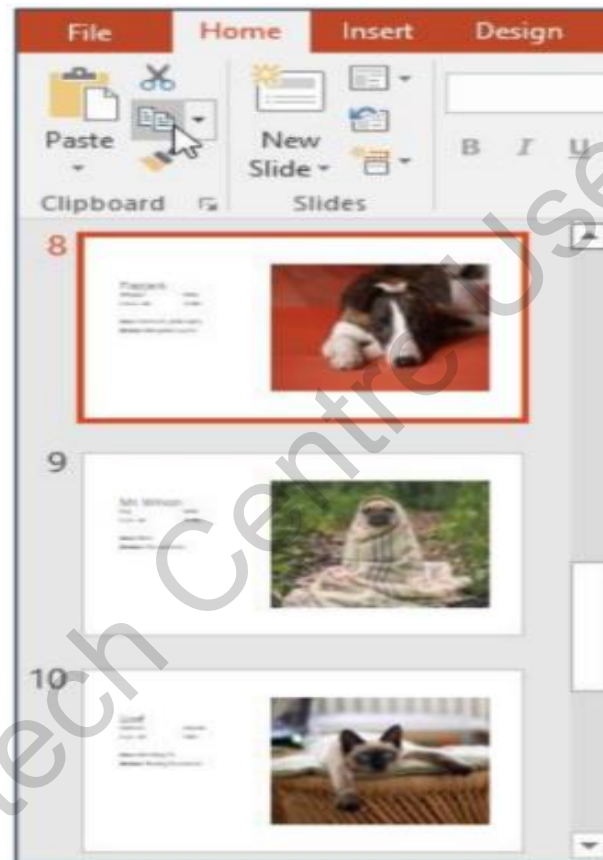


Duplicate Slide Option

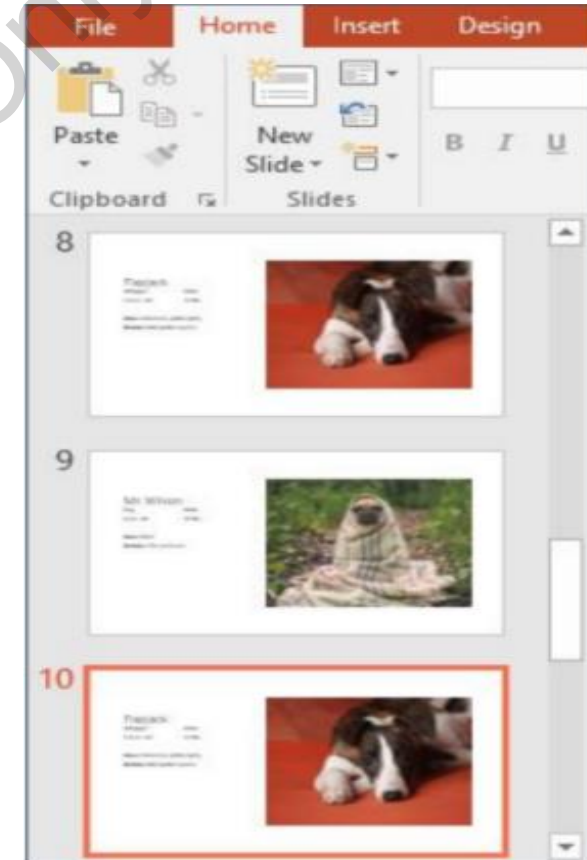
Organizing Slides [2-2]



Moving Slide



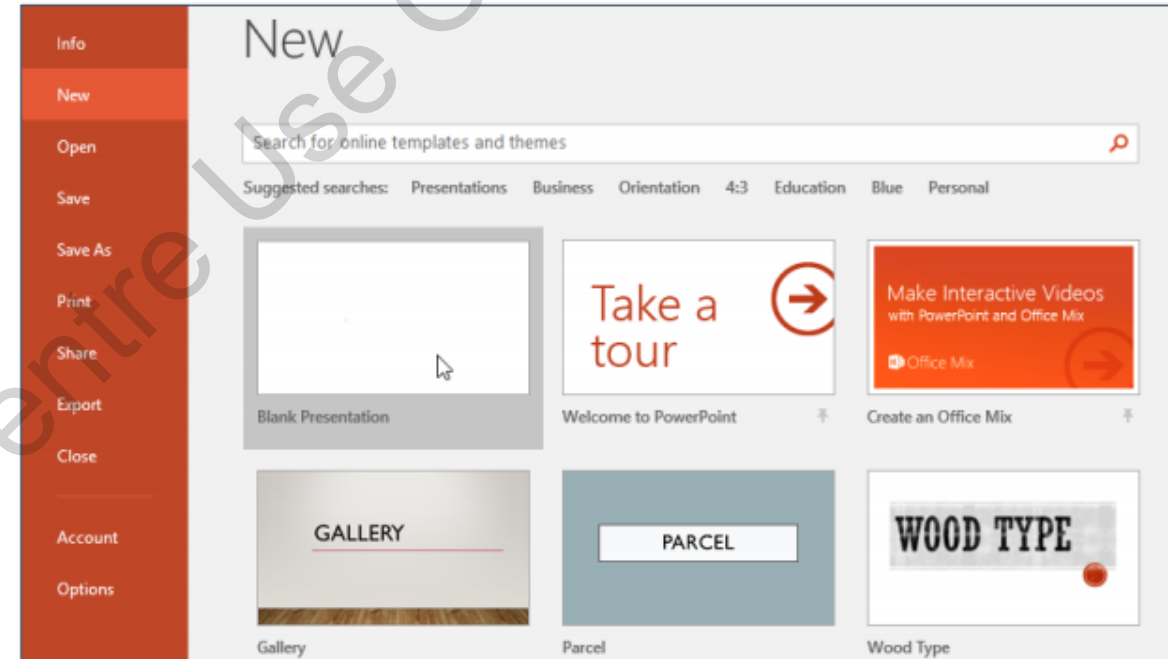
Copy Slide Command



Pasting the Copied Slide

Creating PowerPoint Slides

- ▶ When a new PowerPoint presentation is created, it is generally started with a new blank presentation
- ▶ Creating a new PowerPoint is simple



Selecting Blank Presentation

Summary

- Microsoft PowerPoint is an effective tool to present or share information, process, business outcomes, trends, infographics, or knowledge in the form of dynamic slide presentations.
- The Ribbon contains multiple tabs which perform different functions and each tab has several groups of commands.
- MS PowerPoint includes several tools to help organize and arrange content on slides, such as Ruler, Guides, and Gridlines. These tools make it easier to align objects on slides while creating presentations.
- A Theme is a pre-defined combination of colors, fonts, and effects.
- In a PowerPoint presentation, the user can insert special effects between slides which form a part of slide transitions. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect.
- The Slide Navigation pane on the left of the screen can be used to organize slides. From there, one can duplicate, rearrange, and delete slides in the presentation.
- Slides can be moved to change the order of slides in a presentation using the Slide Navigation pane.