CHAPTER – 8

MAKING SMALL PRESENTATION

8. Introduction

A presentation tool in the Microsoft Office suite designed to help users create informative slides that can contain text, graphics, movies and similar objects. PowerPoint presentations can be viewed as printouts, directly on a computer, or via video projectors, and are frequently used in business and educational settings for situations like lectures, meetings and product briefings.

8.1 Objective

The reader will be able to understand the following :

- ❑ Opening and Saving Presentation

- ❑ Creating a Presentation

- ❑ Preparation of Slides, such as Inserting Tables ,Adding Clips Arts etc.

- ❑ Providing Aesthetics

- ❑ Presentation of Slides

- ❑ Running a Slide Show

8.2 Basics

8.2.1 Opening A PowerPoint Presentation
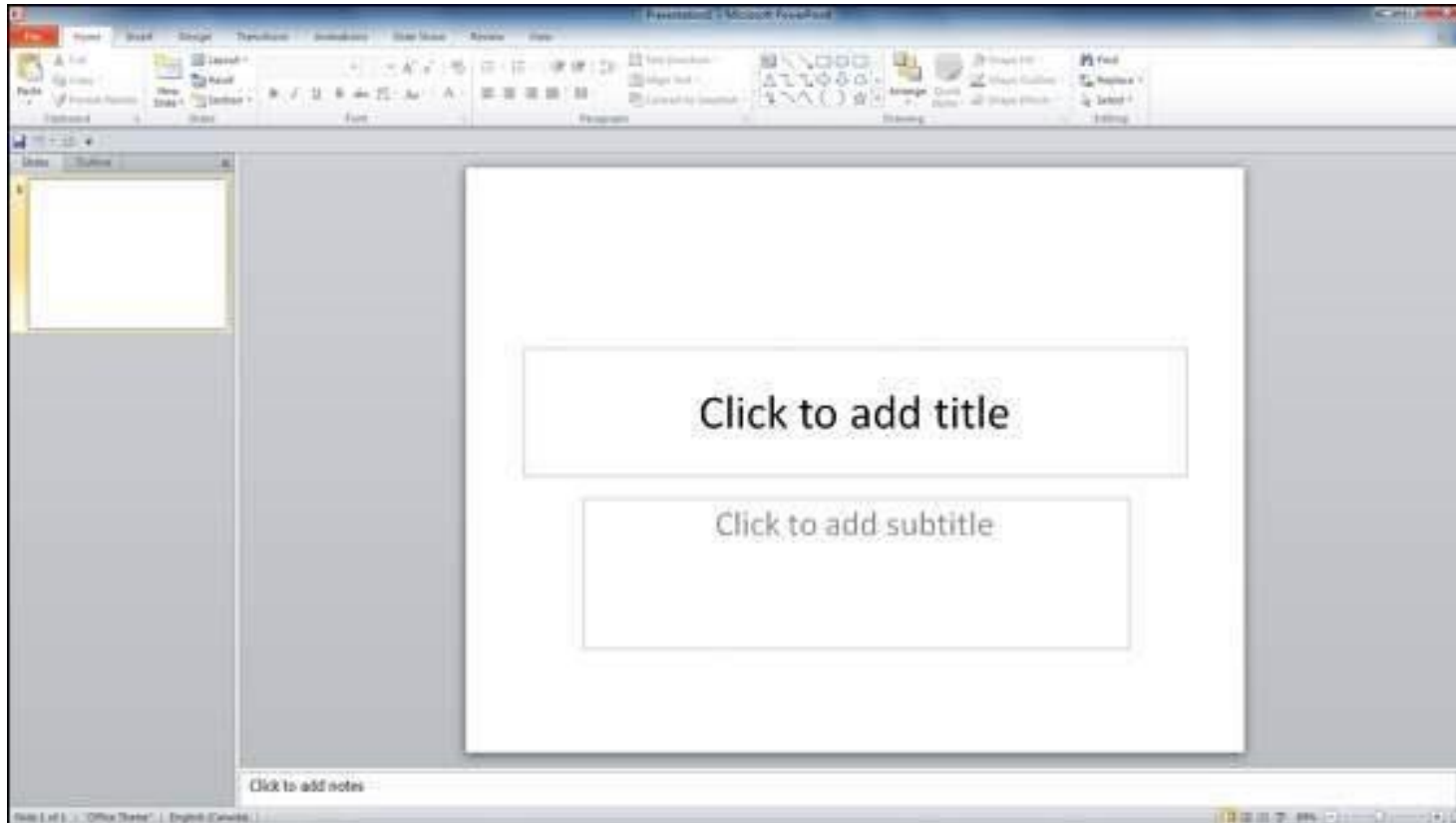

Step 1 − Click the Start button.

All Programs

Step 2 − Click **All Programs** option from the menu.

Microsoft Office

Step 3 – Search for Microsoft Office from the sub menu and click it.
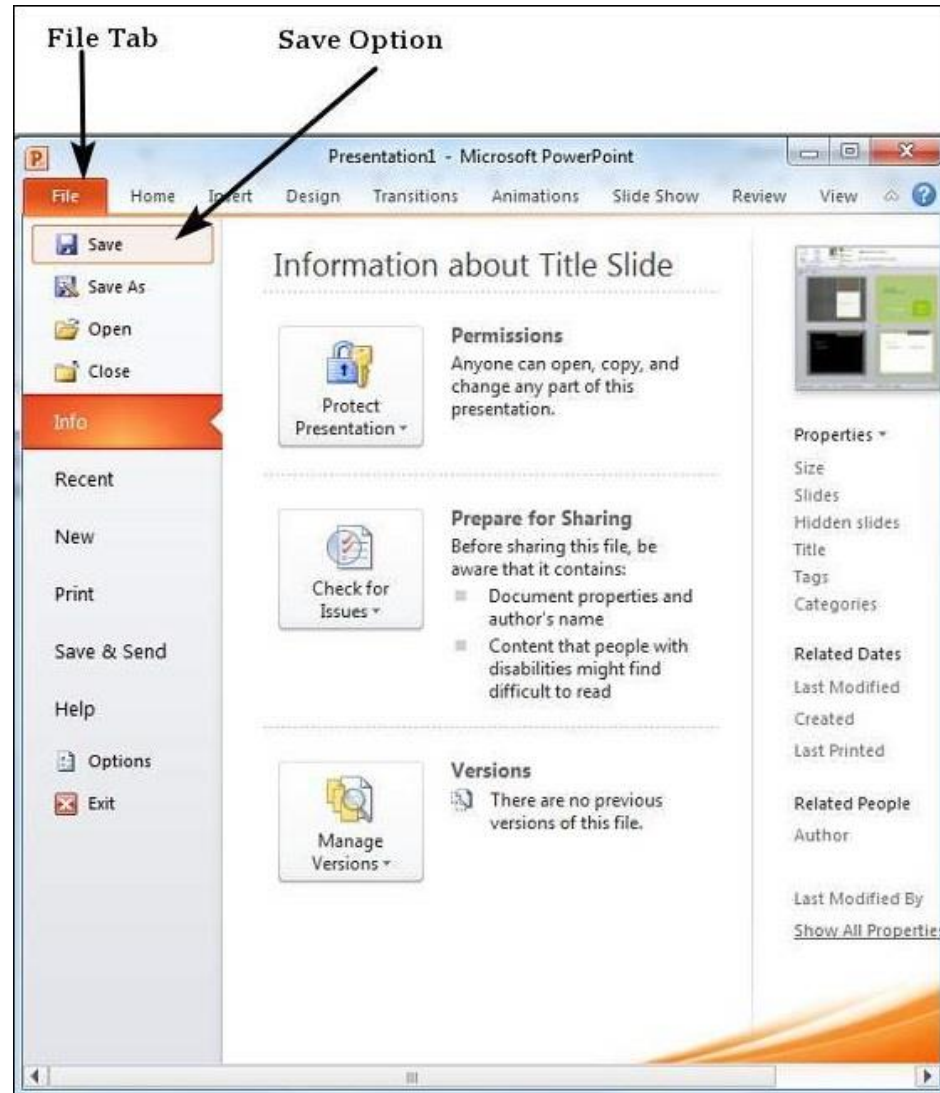
Microsoft PowerPoint 2010

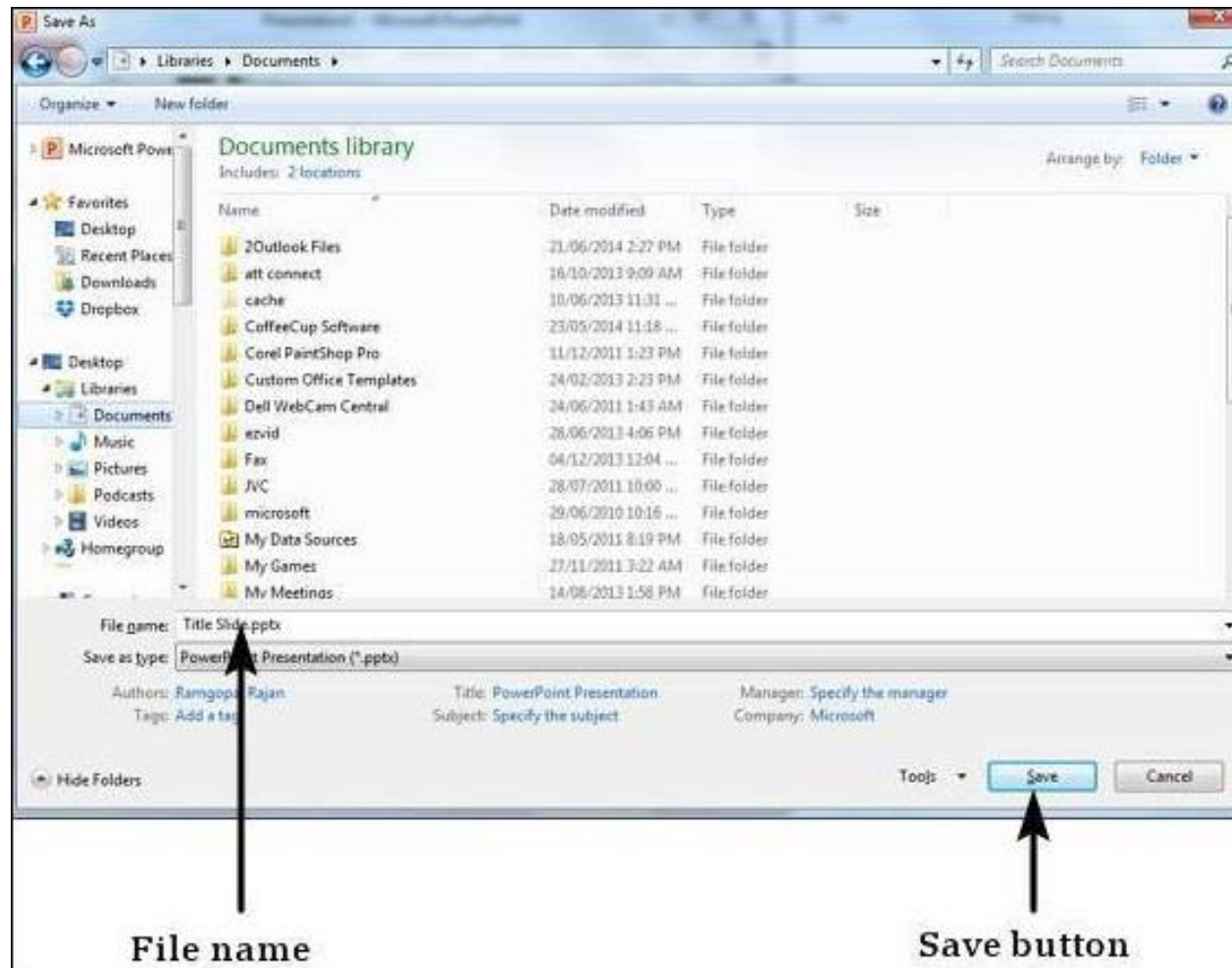**Step 4 − Search for Microsoft PowerPoint 2010 from the submenu and click it.**

After Clicking this will launch the Microsoft PowerPoint 2010 application and you will see the following presentation window.
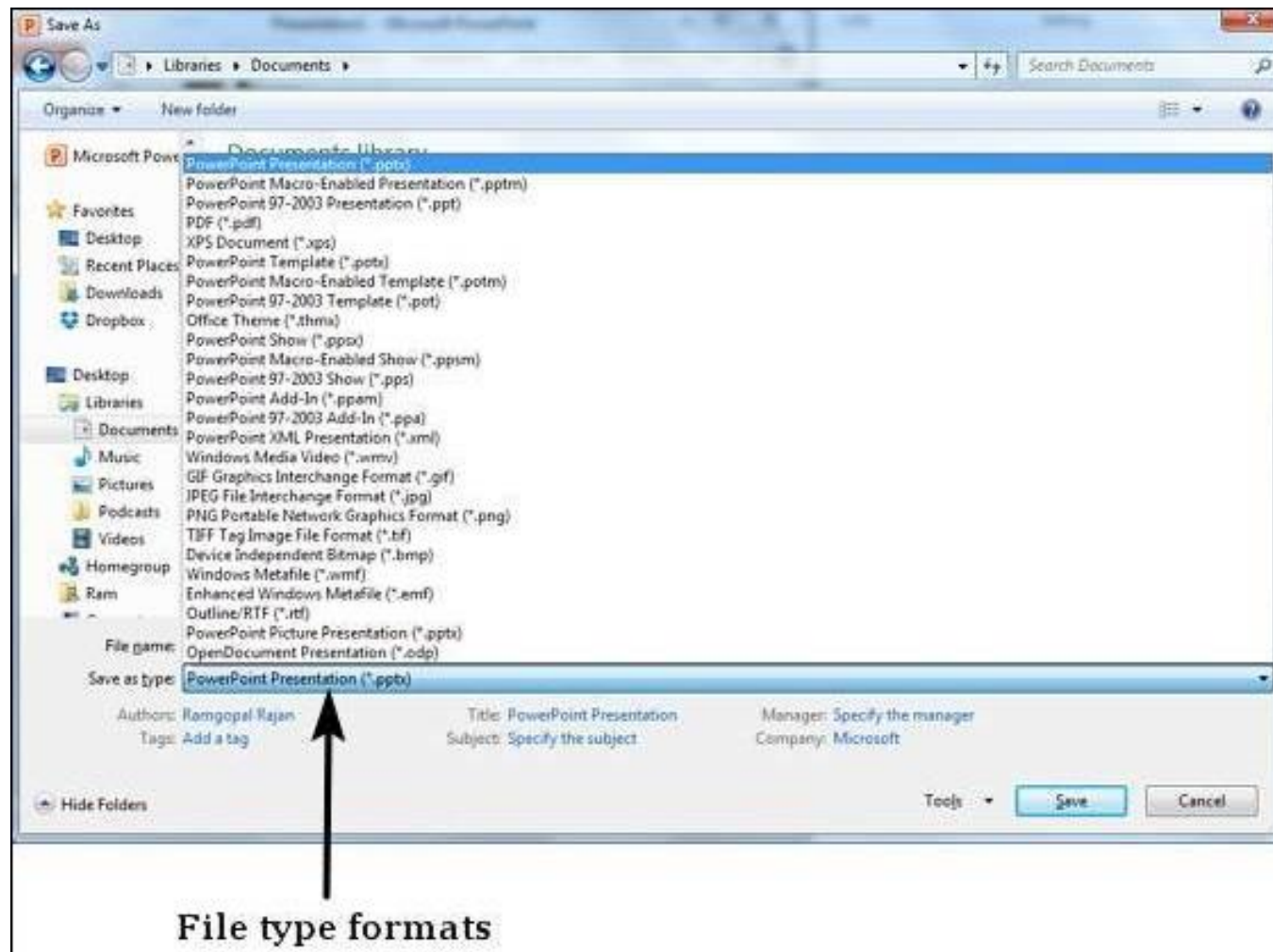
8.2.2 Saving A Presentation

Step 1 − Click on the File tab to launch the Backstage view and select Save.

**Step 2 −** In the Save As dialog, type in the file name and click Save.

File type formats

Step 3 − **The default file format is .pptx.** **If you want to save the file with a different name, choose one of the file types from the Save as type dropdown list.**

If you are working on an already saved file, the "Save" option in the Backstage view will directly save the file in the existing format with the existing name. If you want to change the format or filename of an existing file, use the Save As option instead.

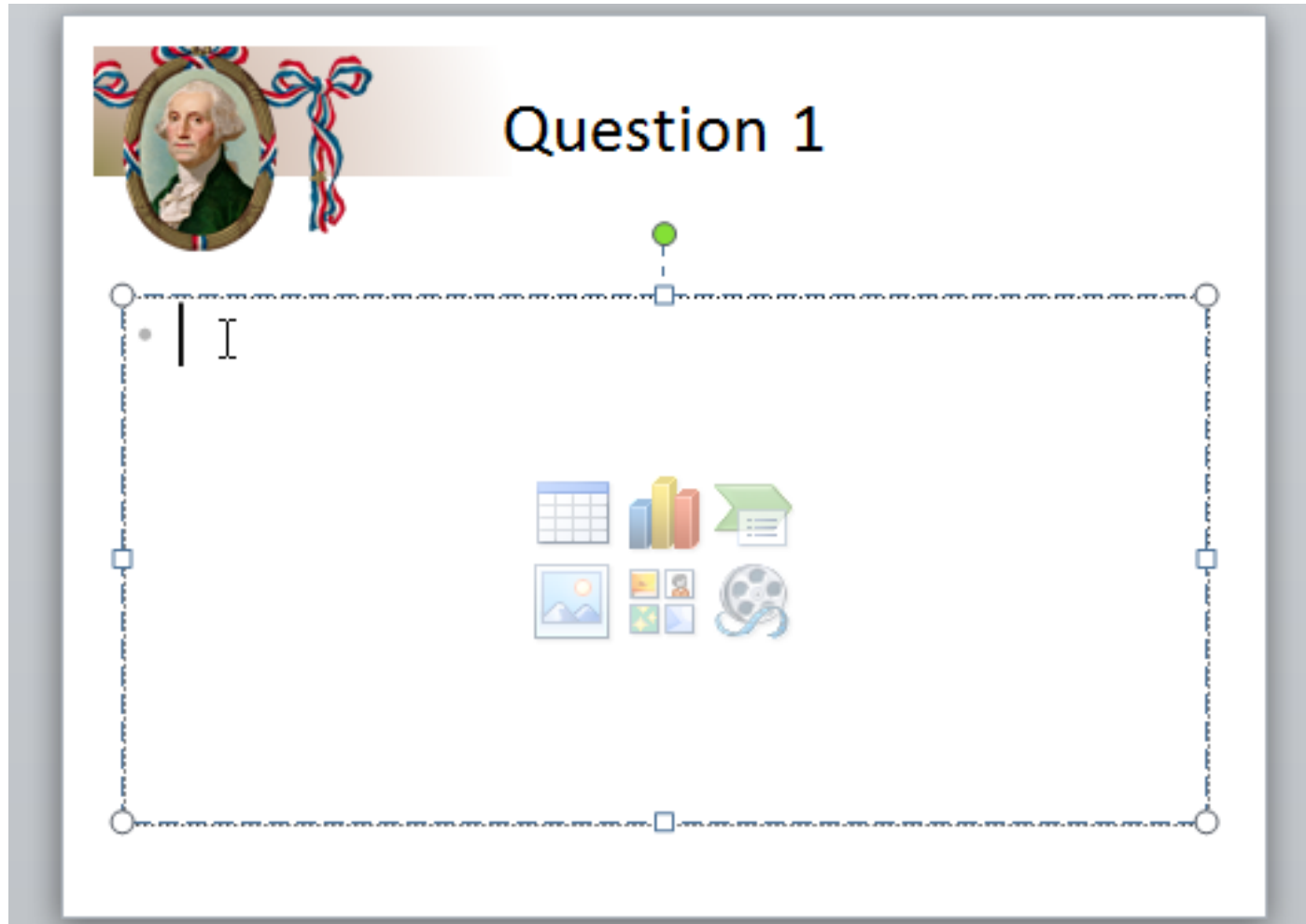# 8.3 Creation of Presentation

8.3.1 Creating a Blank Presentation
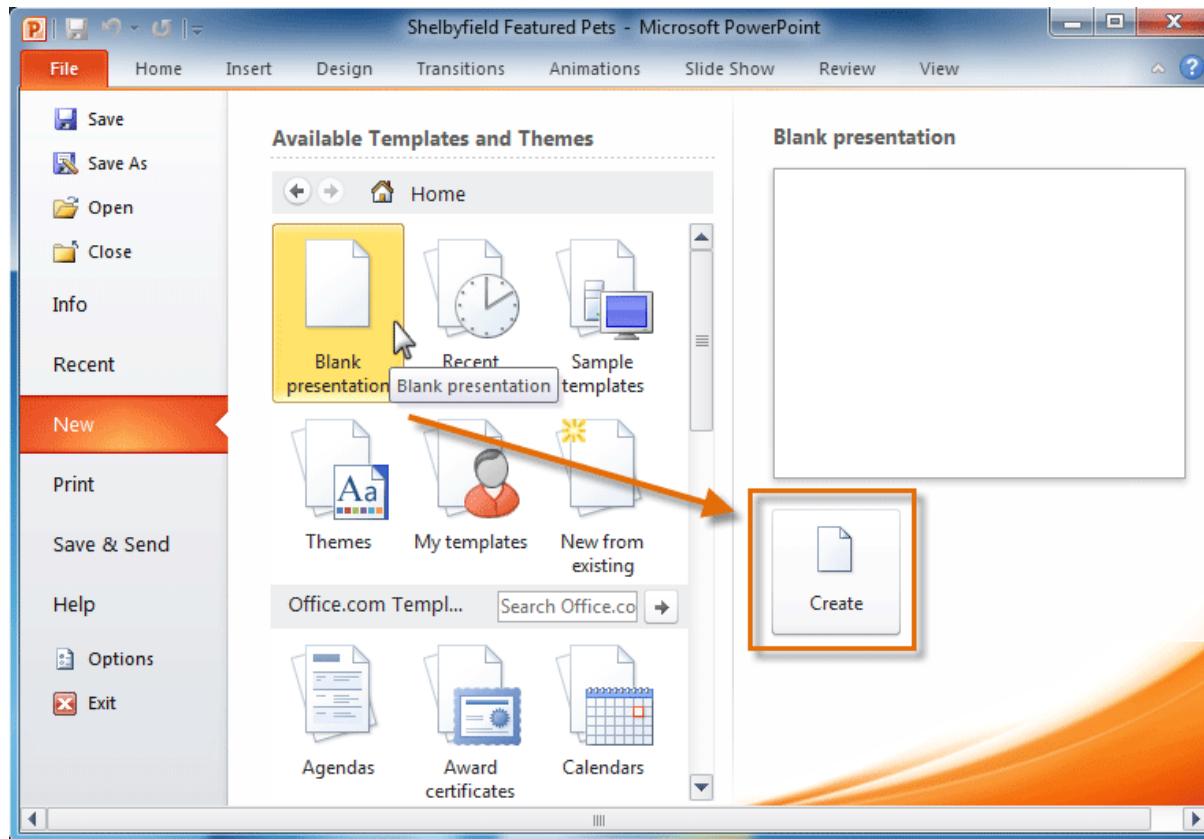
STEPS:

1. Click the **File** tab. This takes you to **Backstage** view.
2. Select **New.**
3. Select **Blank presentation** under **Available Templates and Themes.** It will be highlighted by default.
4. Click **Create.** A new blank presentation appears in the PowerPoint window.

Question 1

STEPS :

1. Click the placeholder or text box where you want to insert text.
2. The insertion point appears.

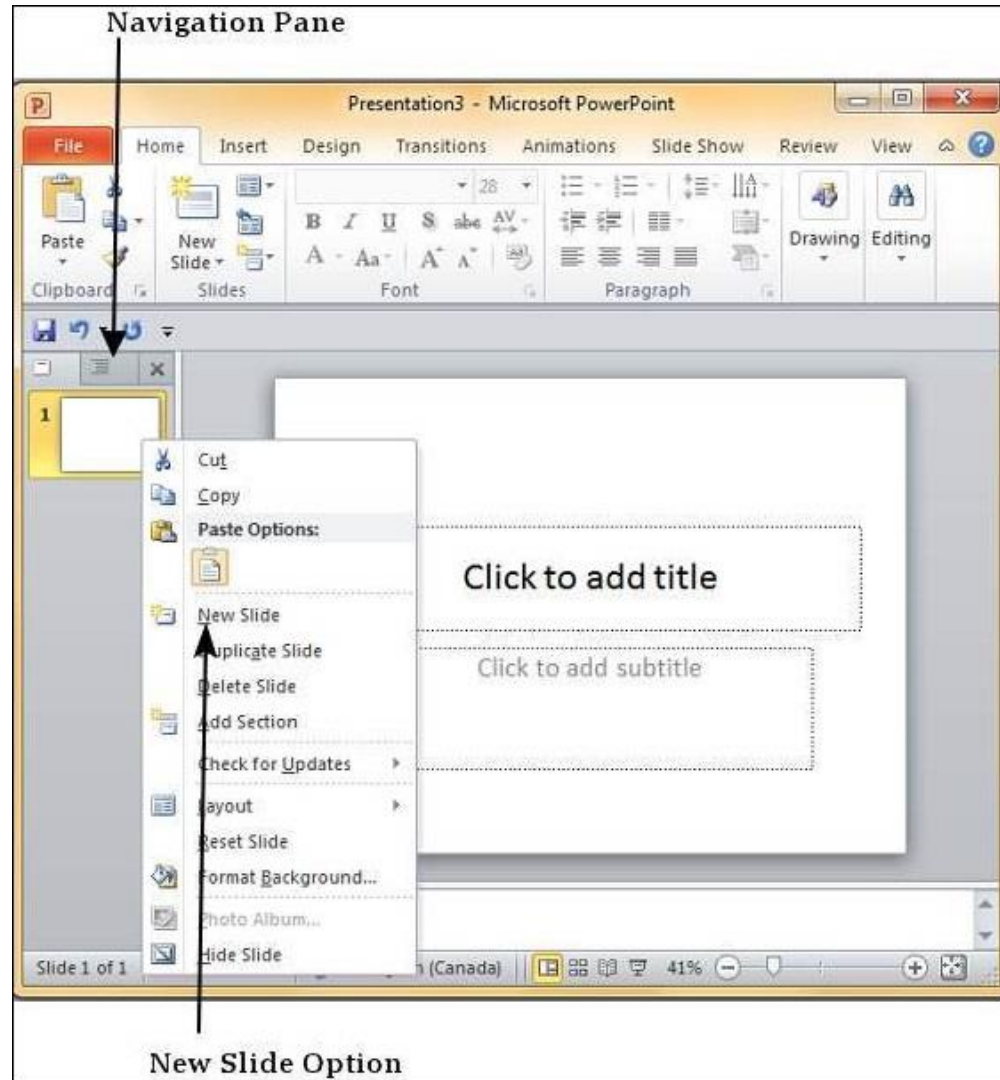**Type directly into the placeholder or text box.**

Some placeholders automatically format your text in a bulleted list. This is because bulleted lists are frequently used in PowerPoint. To remove the bullets, deselect the Bullets command in the Paragraph group on the Home tab.

8.3.2 Inserting And Deleting Slides in a Presentation

Navigation Pane

New Slide Option

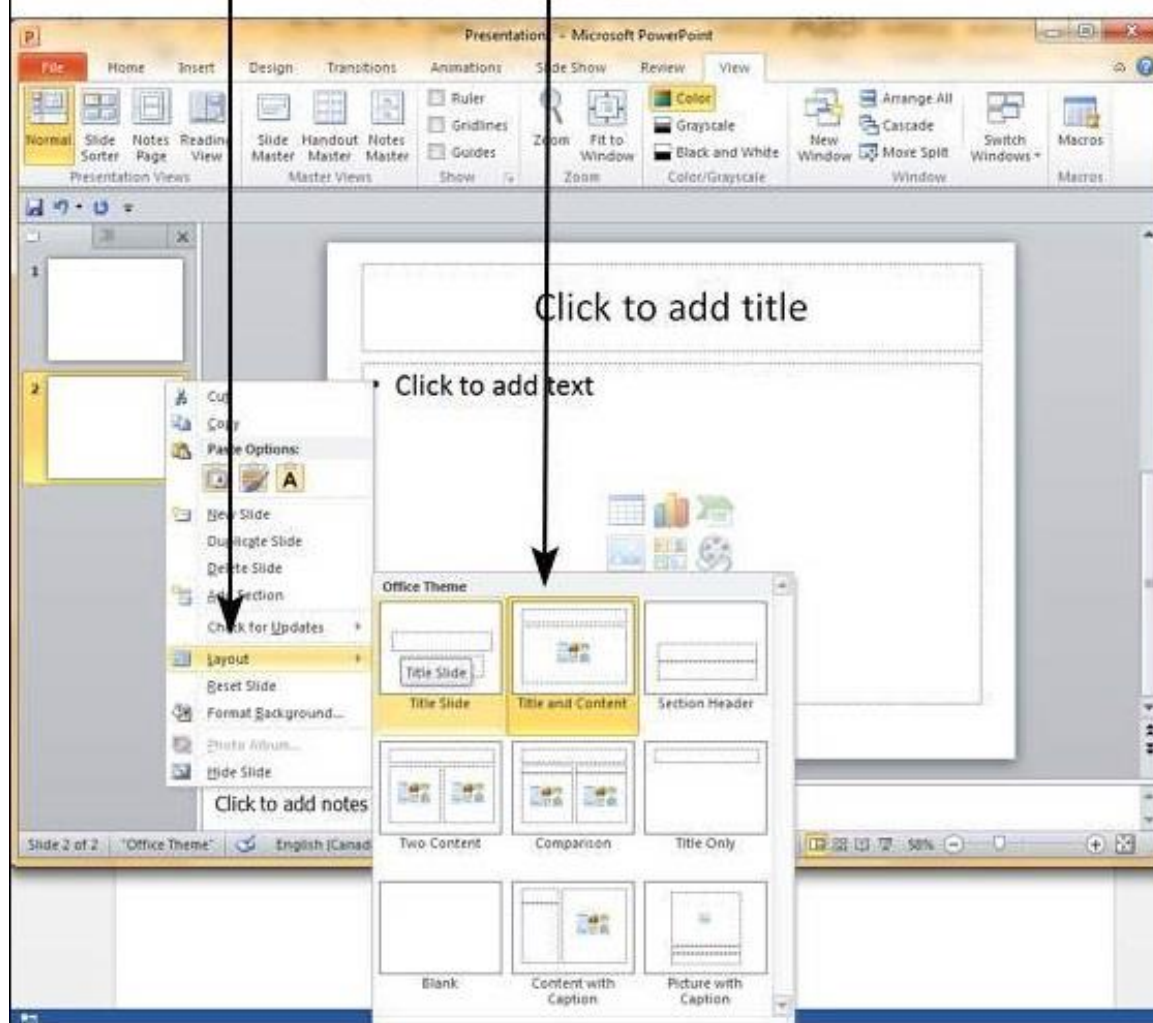**Step 1 −** **Right-click in the Navigation Pane under any existing slide and click on the New Slide option.**
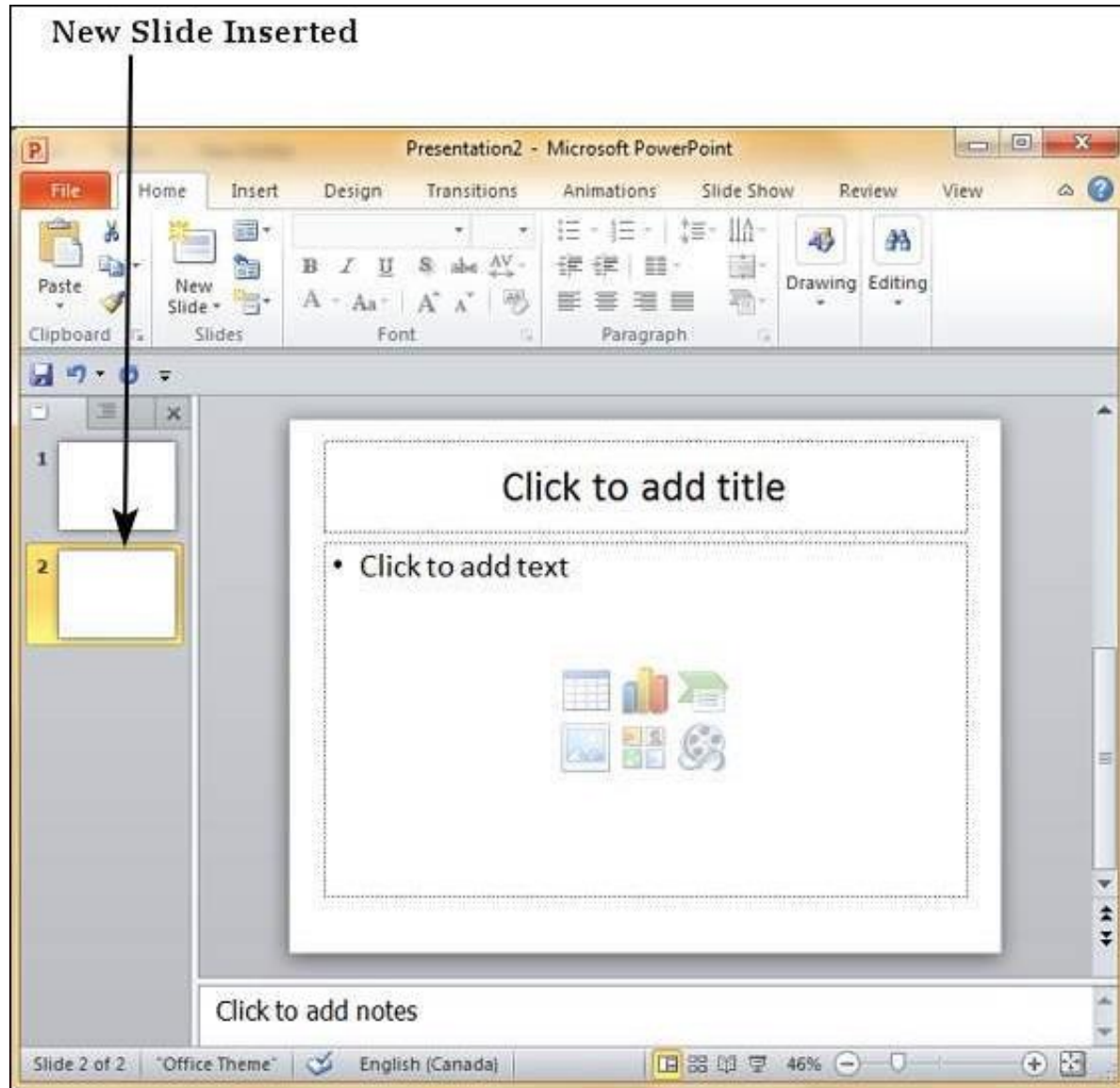
Step 2 – The new slide is inserted. You can now change the layout of this slide to suit your design requirements.
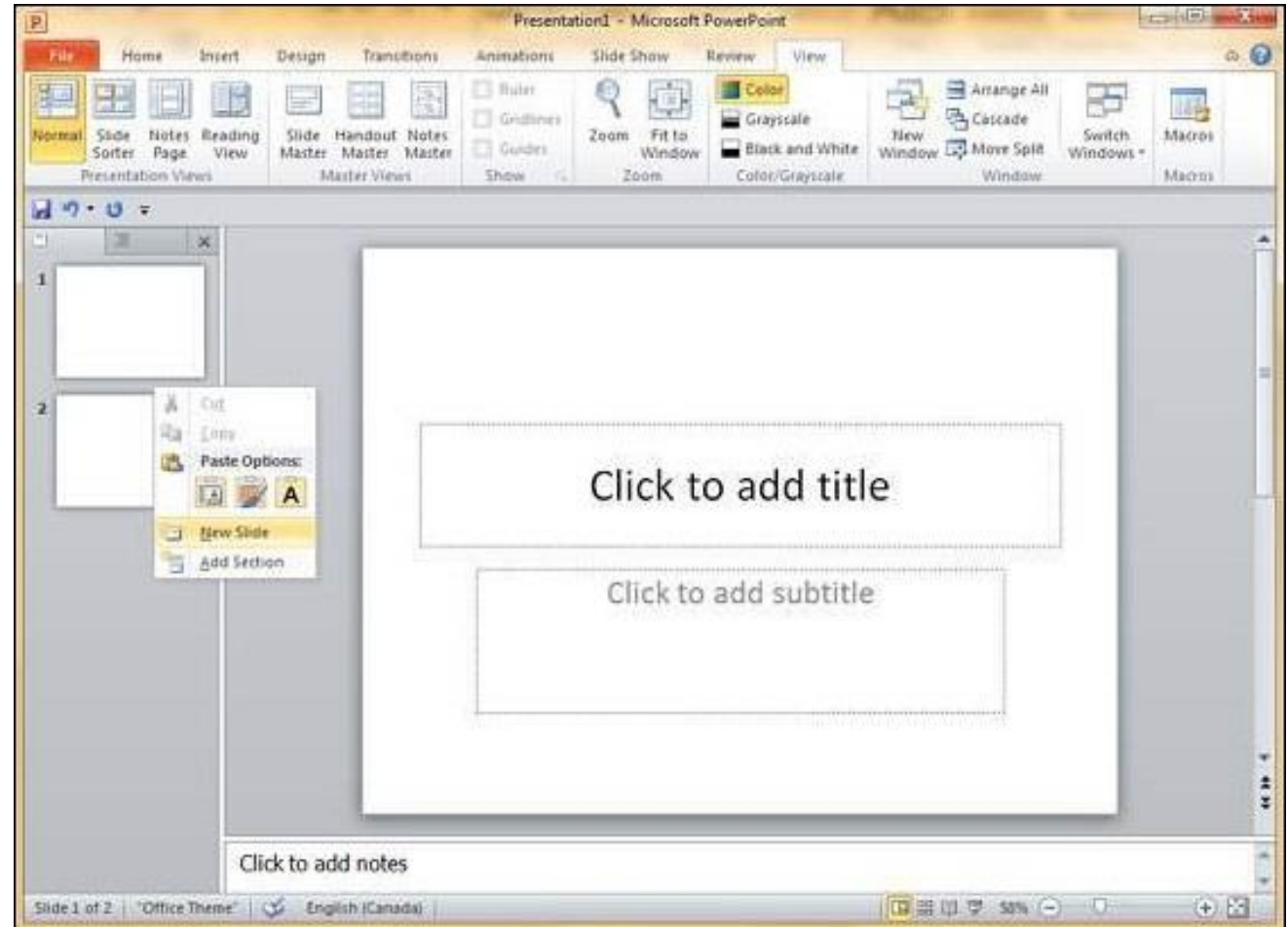
Step 3 − **To change the slide layout, right-click on the newly inserted slide and go to the Layout option where you can choose from the existing layout styles available to you.**
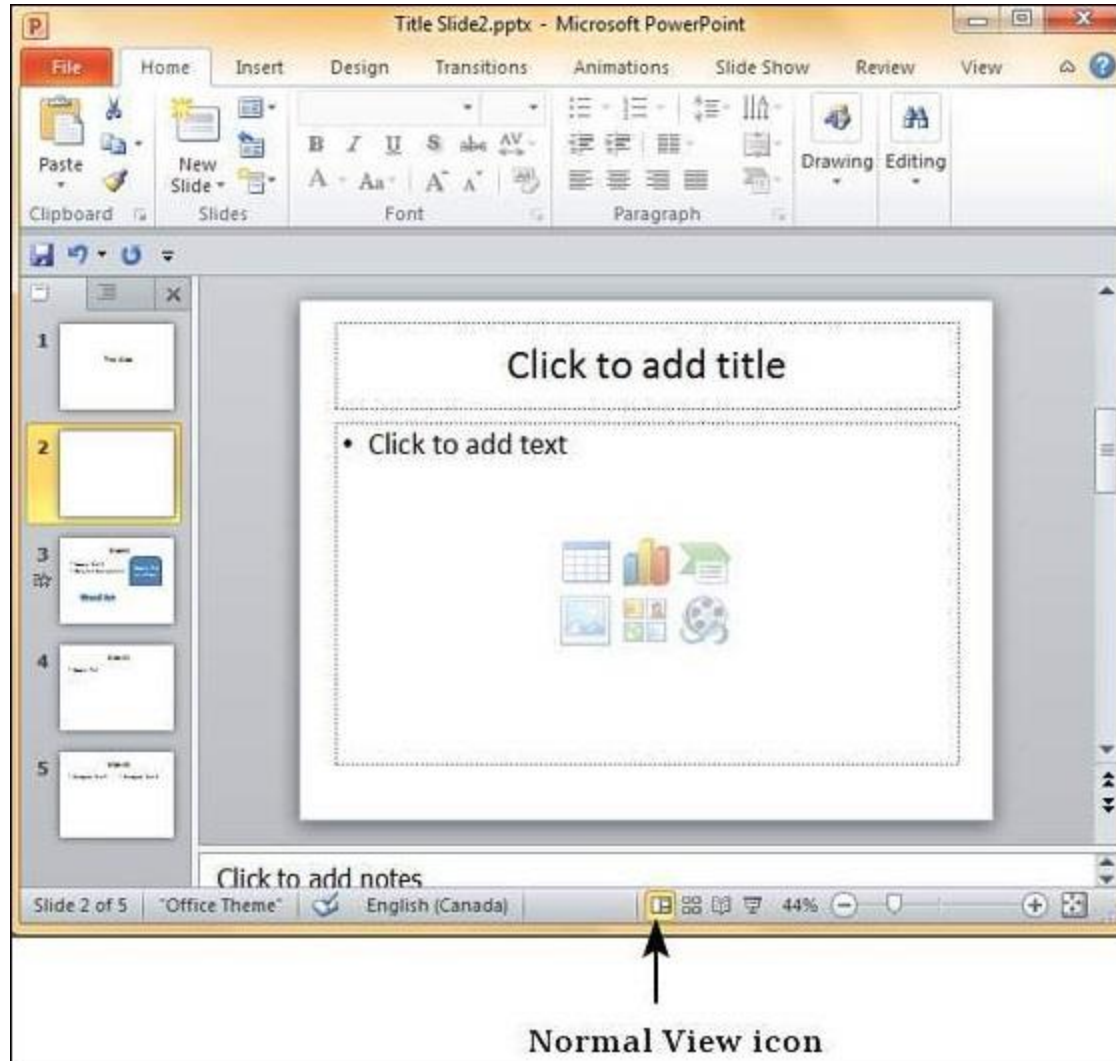
You can follow the same steps to insert a new slide in between existing slides or at the end on the slide list.

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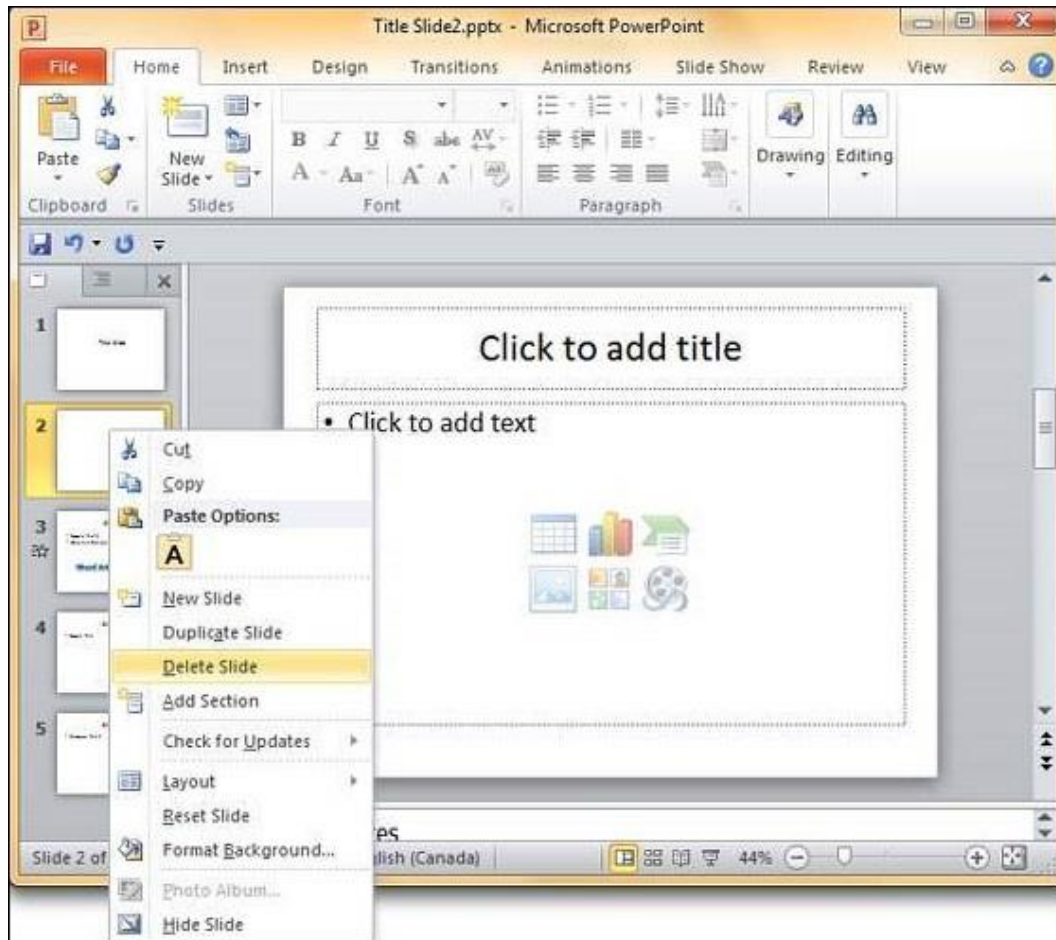
You will also notice that if you right-click in the first step without selecting any slide the menu options you get are different, although you can insert a new slide from this menu too.

Deleting from Normal View

Title Slide2.pptx - Microsoft PowerPoint

Click to add title

• Click to add text

Click to add notes

Slide 2 of 5   "Office Theme"   English (Canada)   44%

Normal View icon

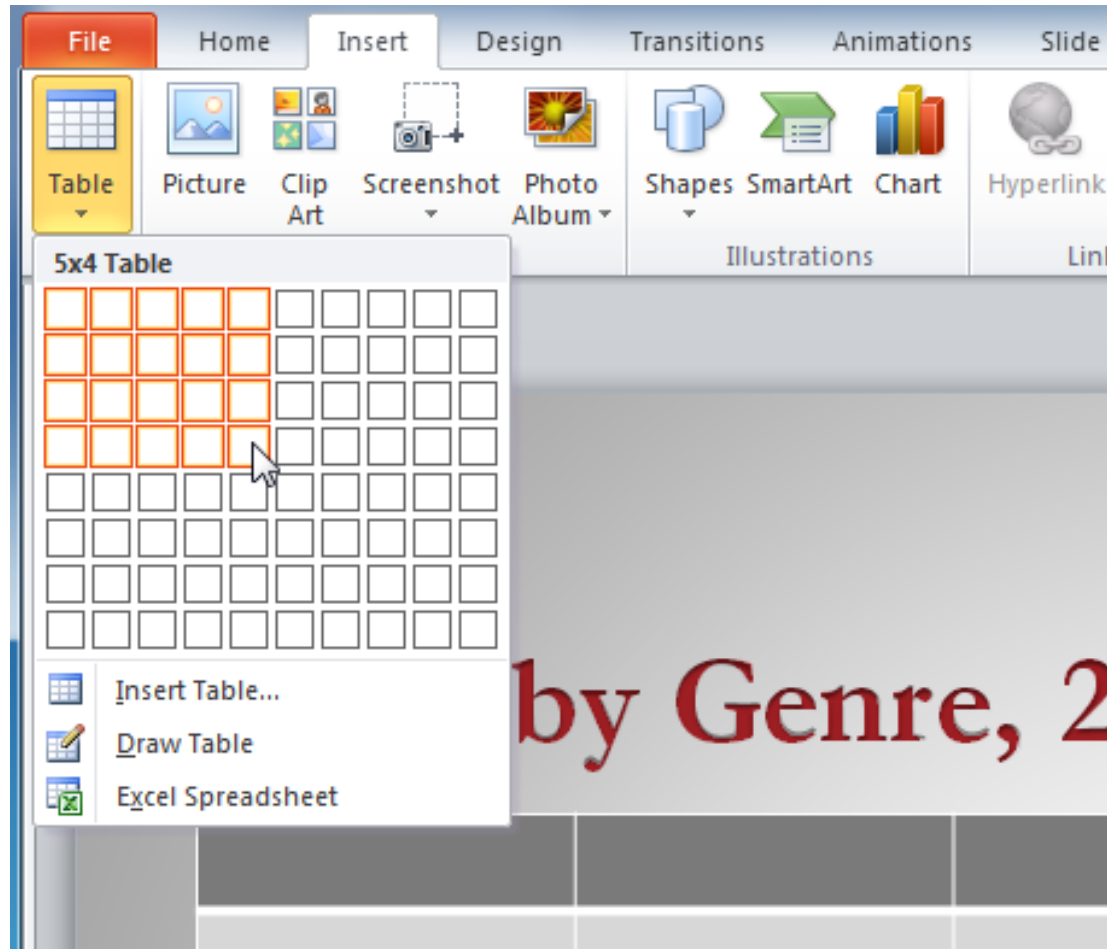**Step 1 – Go to the Normal view.**

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

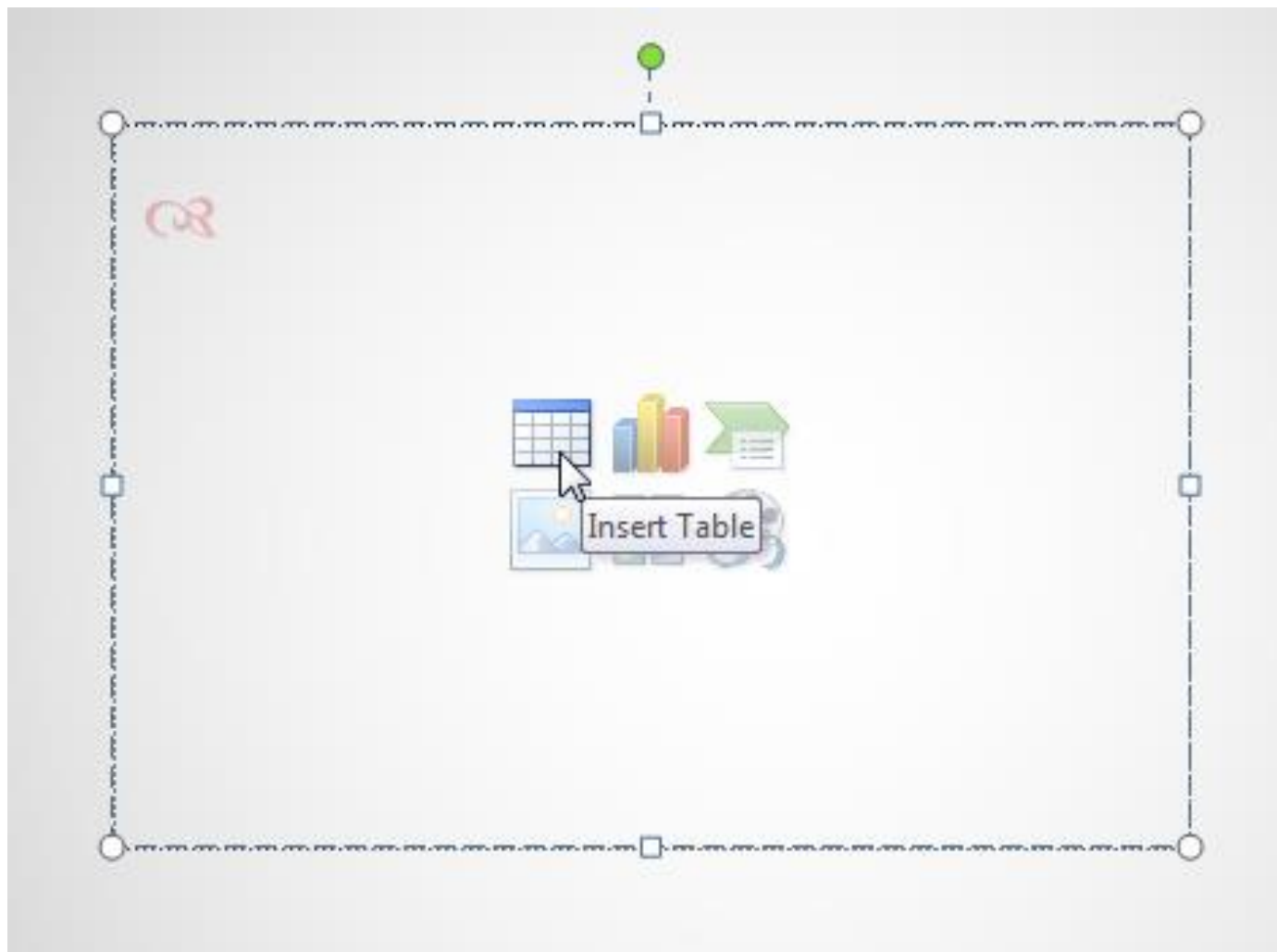Alternately, you can select the slide and press the Delete button on your key board.

## 8.4.1 Inserting Word Table or An Excel Worksheet

STEPS :

1. On the Insert tab, click the Table command. Hover your mouse over the diagram squares to select the number of columns and rows in the table.
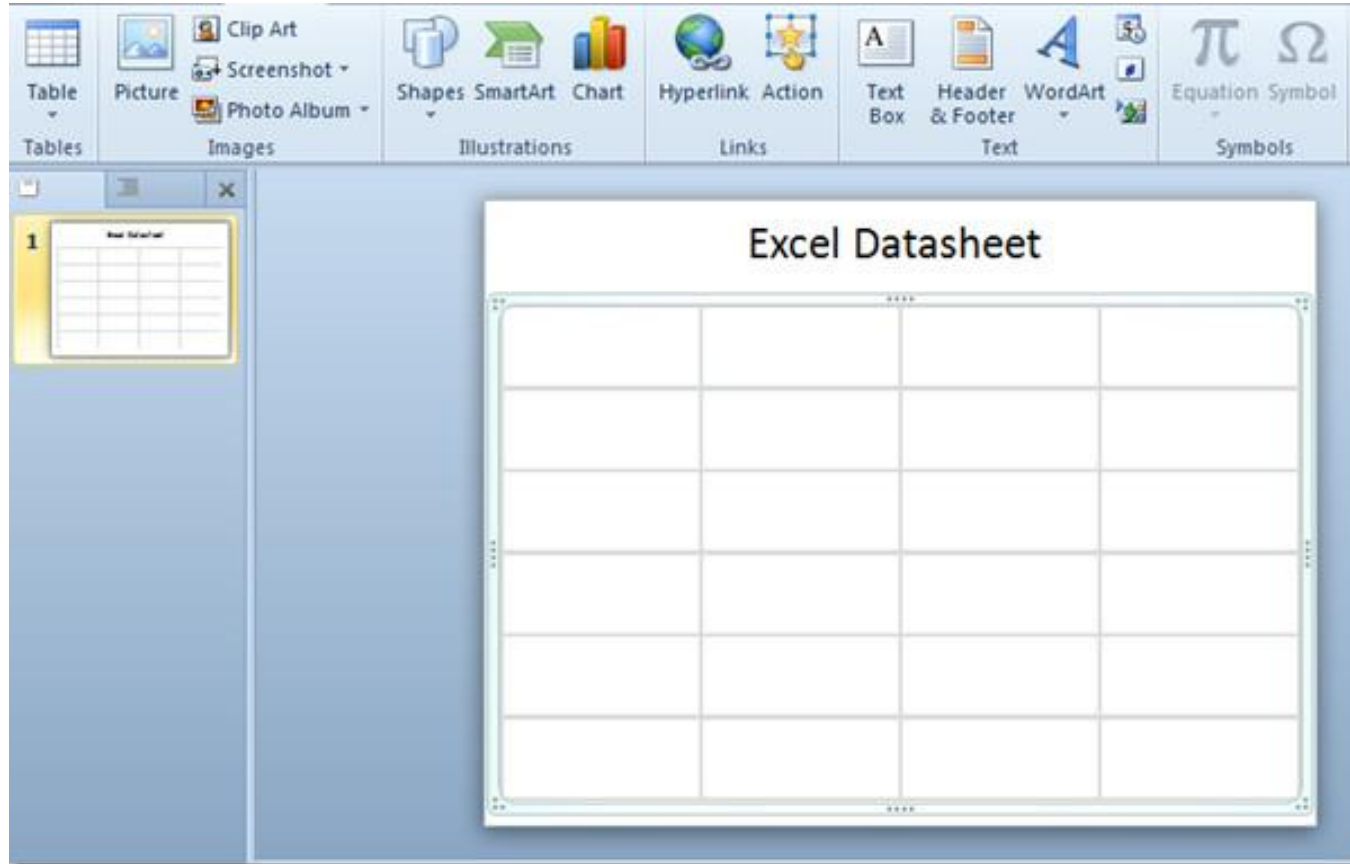
To make sure your table looks good with the slide layout, you can also insert a table using the placeholder. Click the Insert Table icon in the placeholder, then enter the desired number of rows and columns.
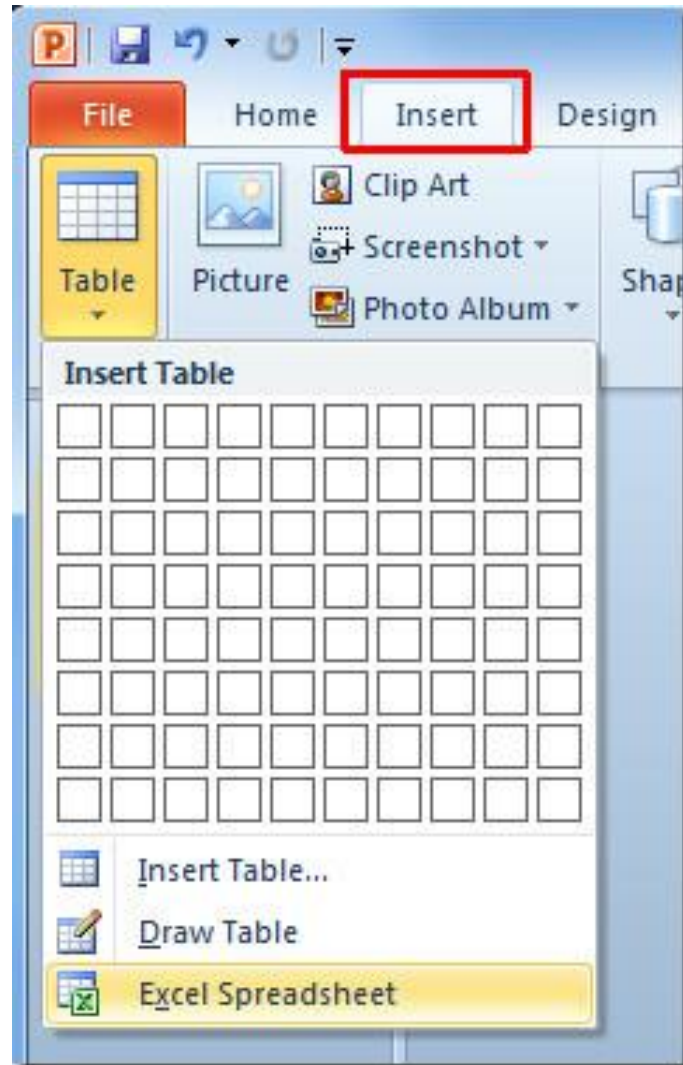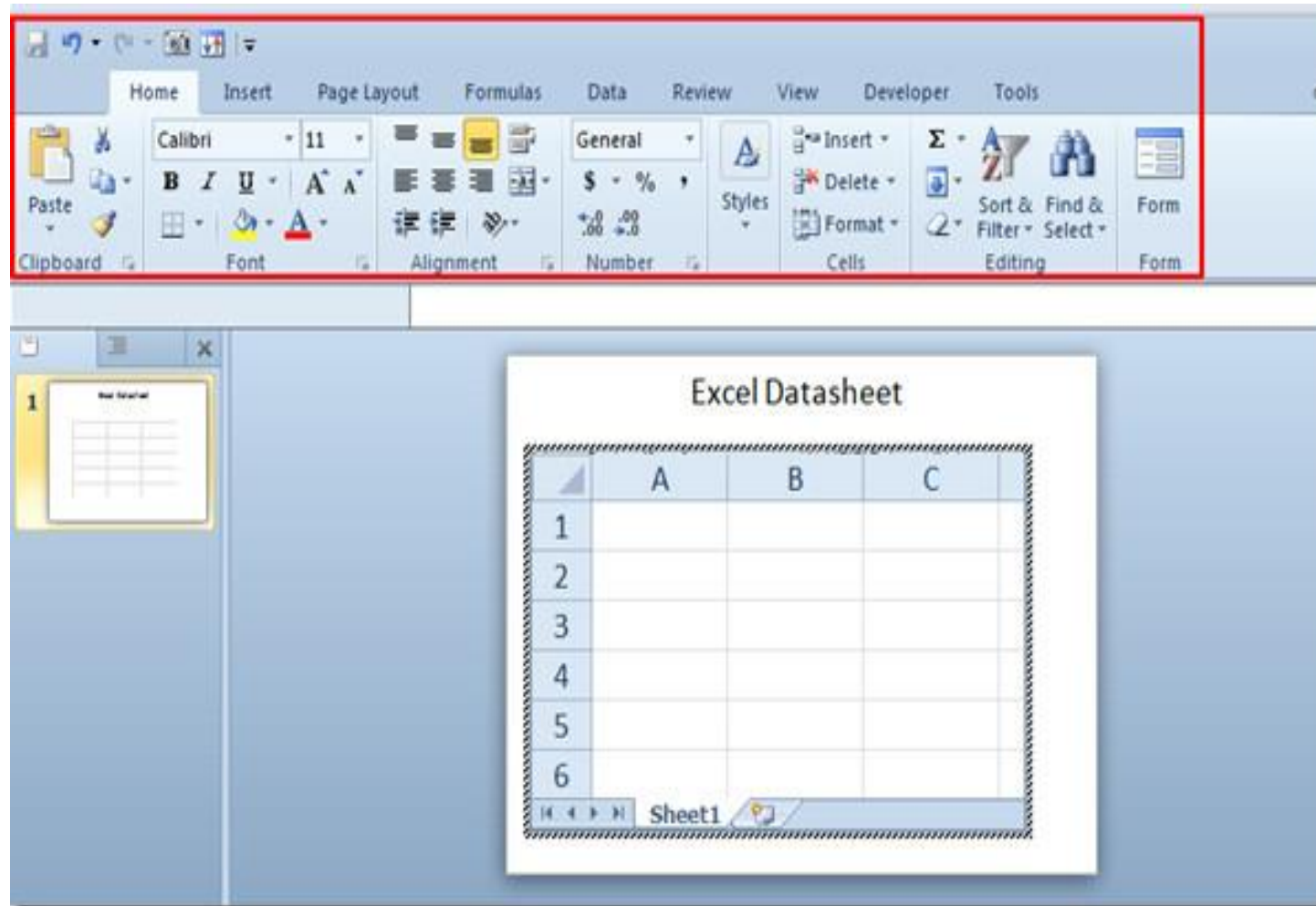
Navigate to Insert tab and from Table options, click Excel Spreadsheet.

It will show you an Excel spreadsheet in current presentation slide. Now to expand it's view, click outside of spreadsheet and resize & place it anywhere in presentation slide.

Double-click inside the spreadsheet to create it with all the features, functionality, tools included in Excel 2010. You will see all Excel window tabs and Quick Access toolbar links.

Embedding a pre-made excel spreadsheet has some benefits, such as, ability to link (sync) with the original spreadsheet.
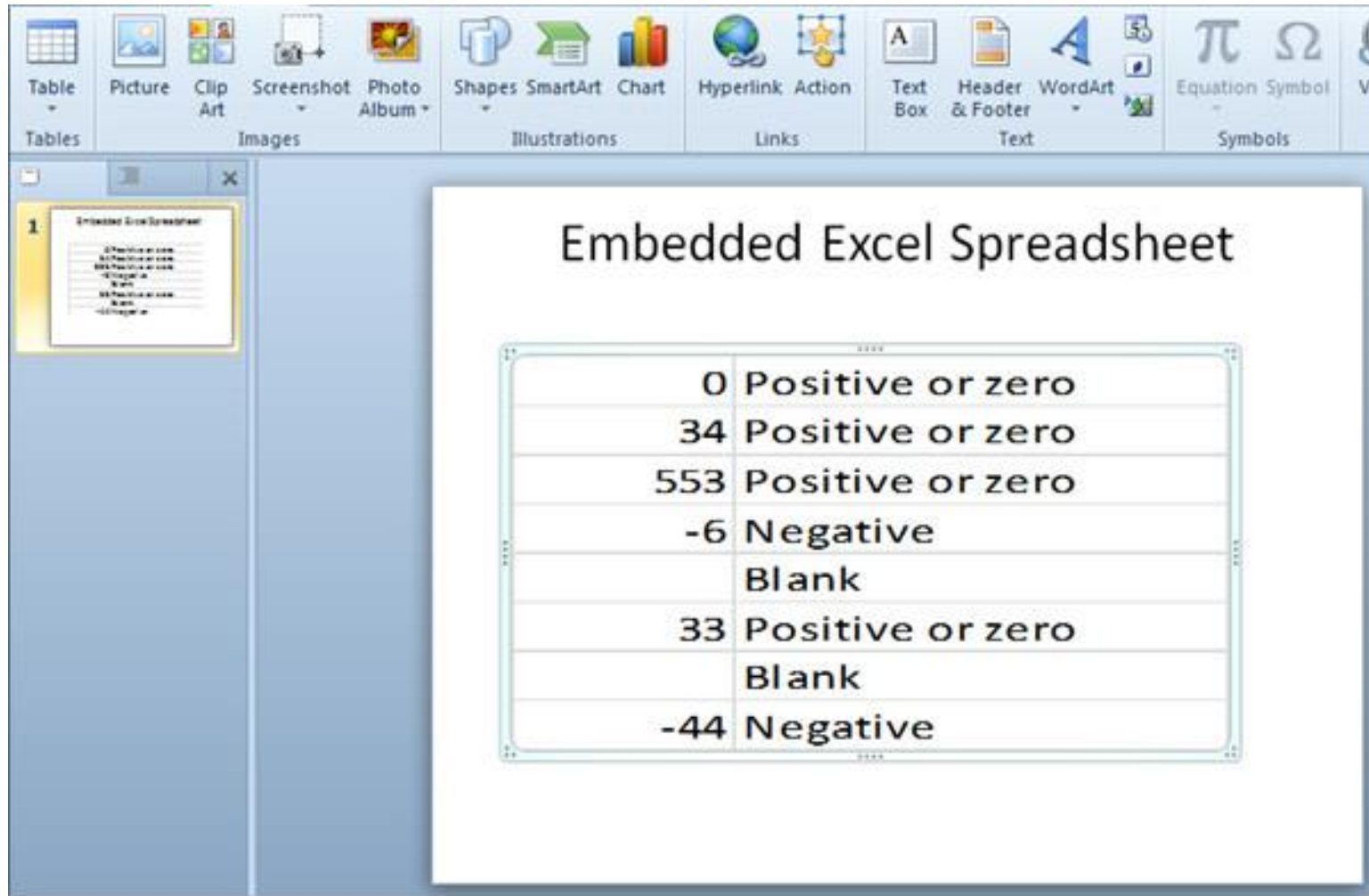
Embed Excel Spreadsheet

For embedding an existing Excel spreadsheet in PowerPoint slide.

navigate to Insert tab and click Object.
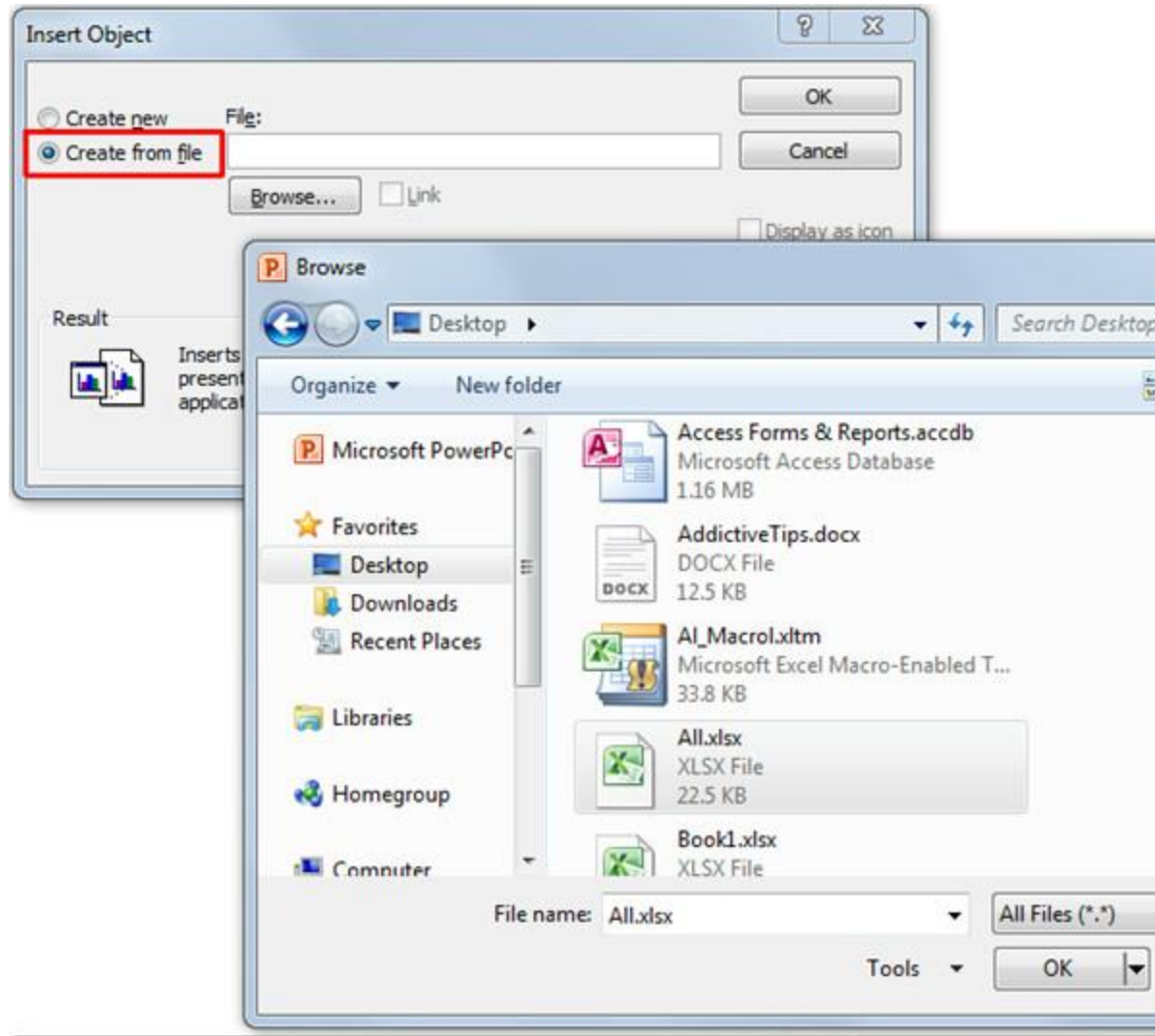
It will bring-up Insert Object dialog, now enable Create from file option and click Browse to select the Excel spreadsheet. Click OK to continue.
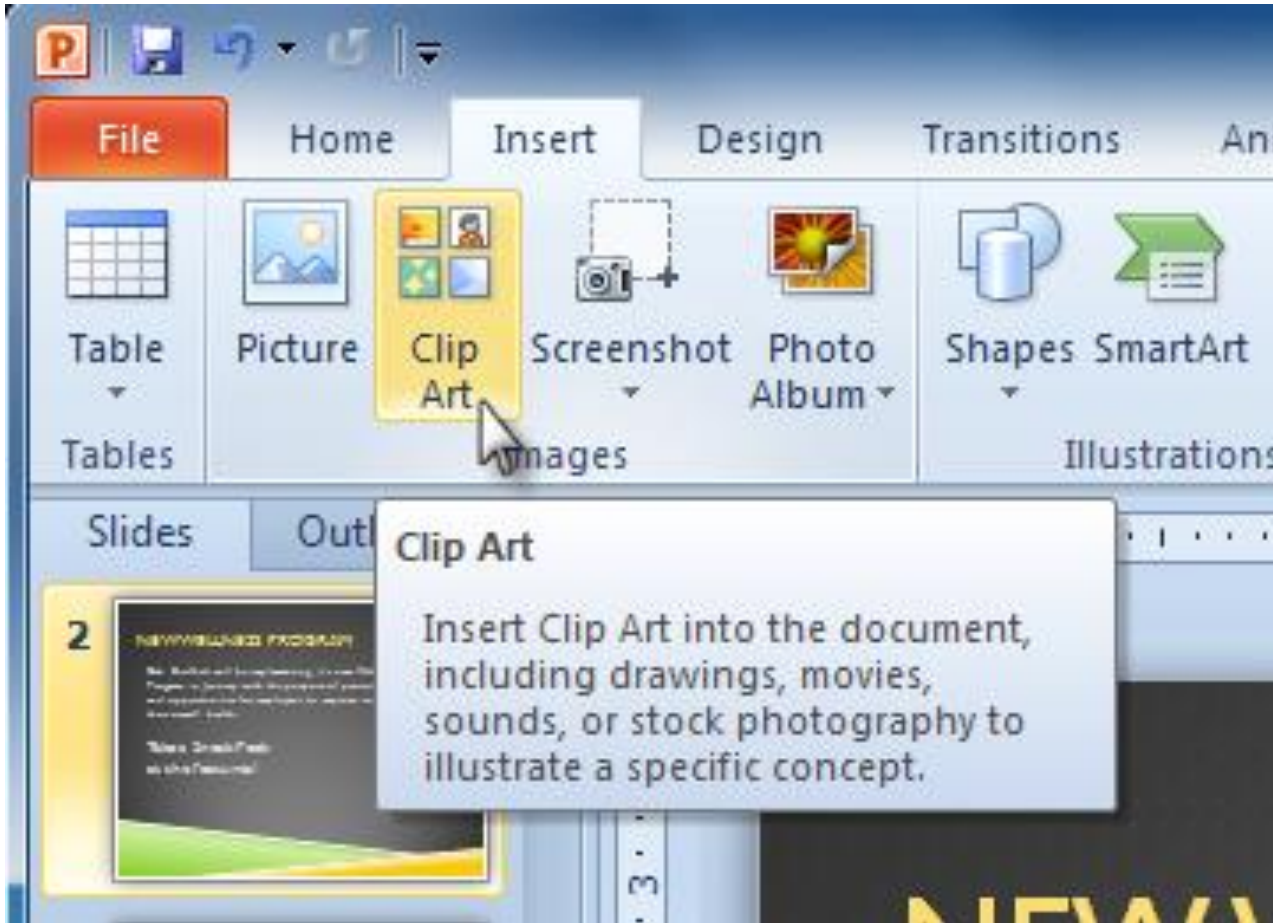
You will see the first worksheet of inserted Excel workbook in presentation slide.
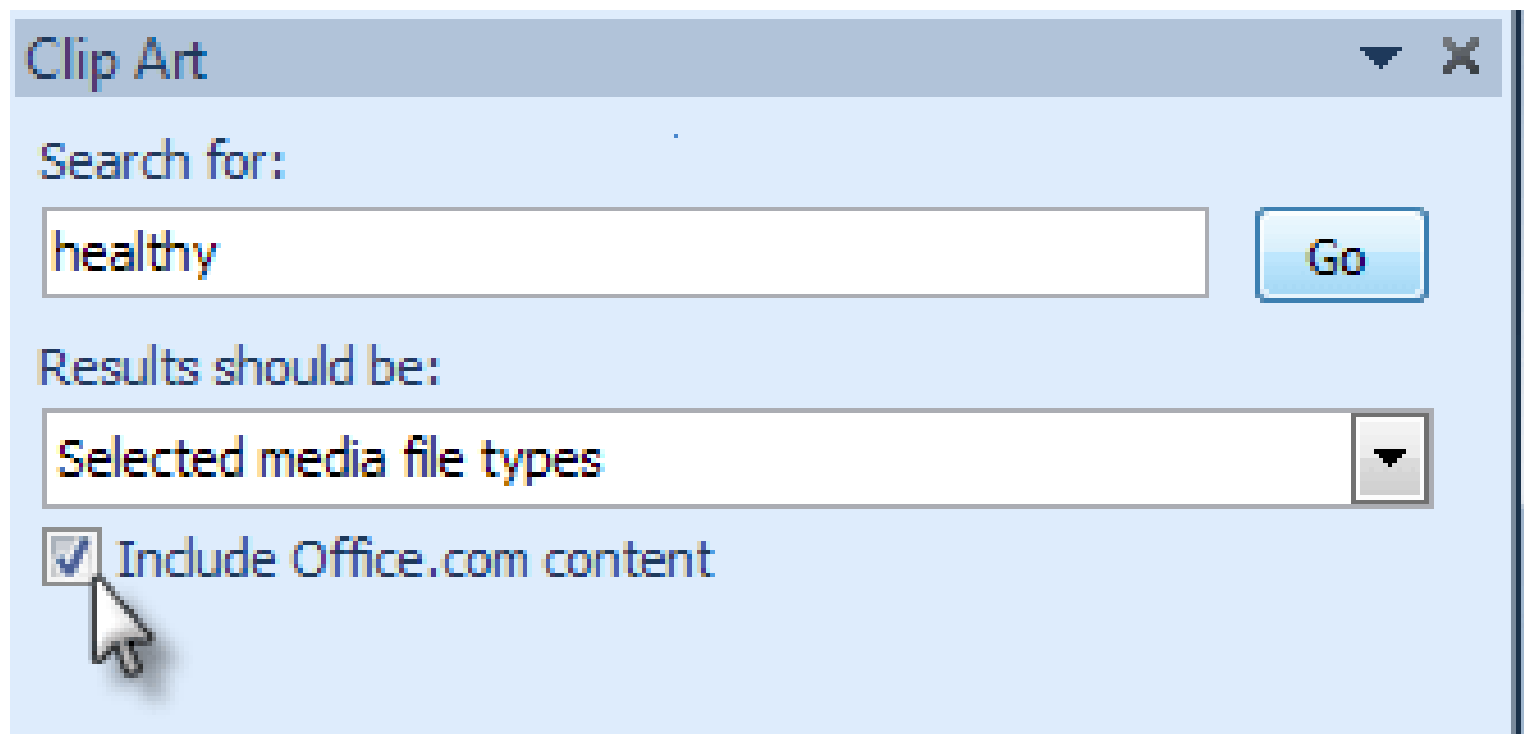
STEPS :

1. Select the Insert tab.
2. Click the Clip Art command in the Images group.

Clip Art

Search for:

healthy

Go

Results should be:

Selected media file types

☐ All media types
☑ Illustrations
☑ Photographs
☐ Videos
☐ Audio
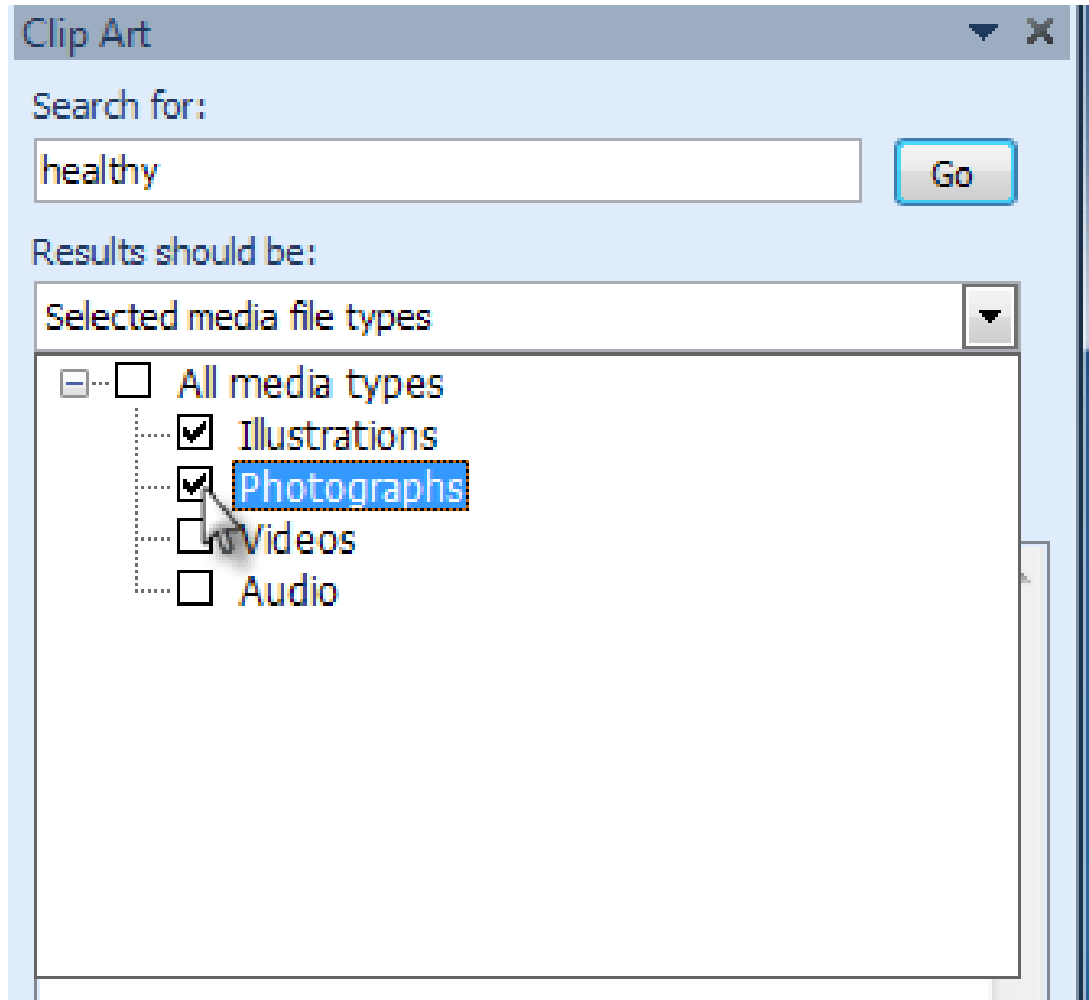
3. The clip art options appear in the task pane to the right of the document.
4. Enter keywords in the Search for: field that are related to the image you want to insert.
5. Click the drop-down arrow in the Results should be: field.
6. Deselect any types of media you do not want to see.

If you want to also search for clip art on Office.com, place a check mark next to Include Office.com content. Otherwise, it will just search for clip art on your computer.

Clip Art

Search for:

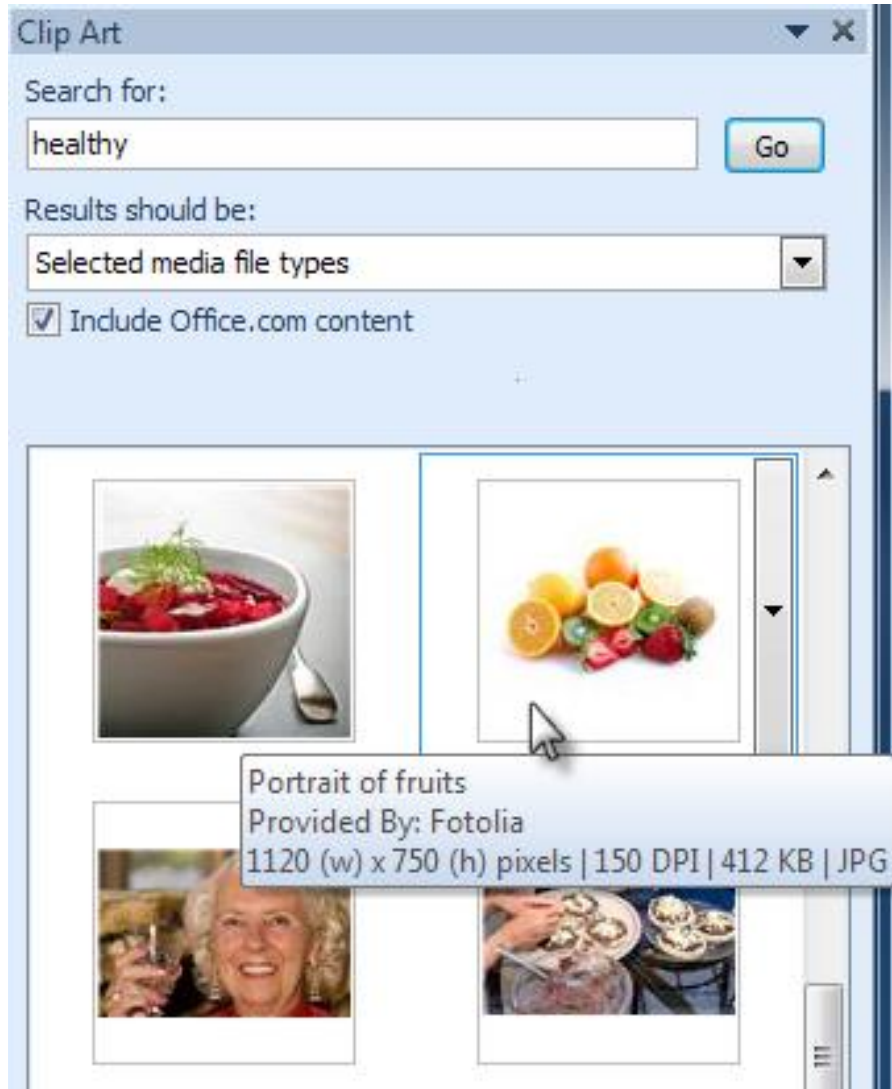healthy   Go

Results should be:

Selected media file types

☑ Include Office.com content

1. Click Go.

To insert clip art :

STEPS :

1. **Review the results from a clip art search in the Clip Art pane.**
2. **Select the desired image.**

The clip art will appear in your slide.

• Click to add text
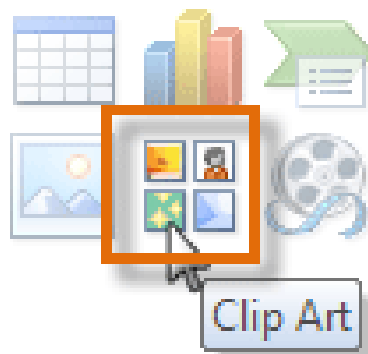
Clip Art

You can also select the Insert Clip Art from File command in a placeholder to insert clip art.
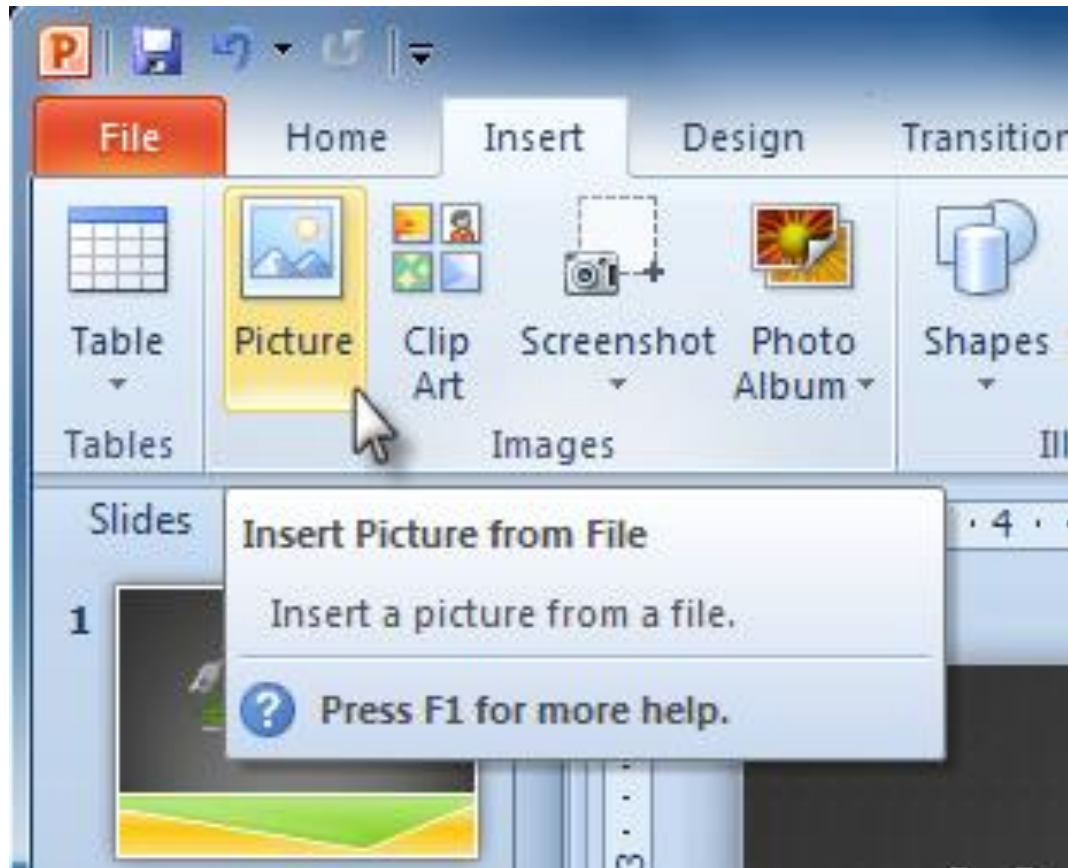
To insert an image :

STEPS :

1. Select the Insert tab.
2. Click the Picture command in the Images group. The Insert Picture dialog box appears.
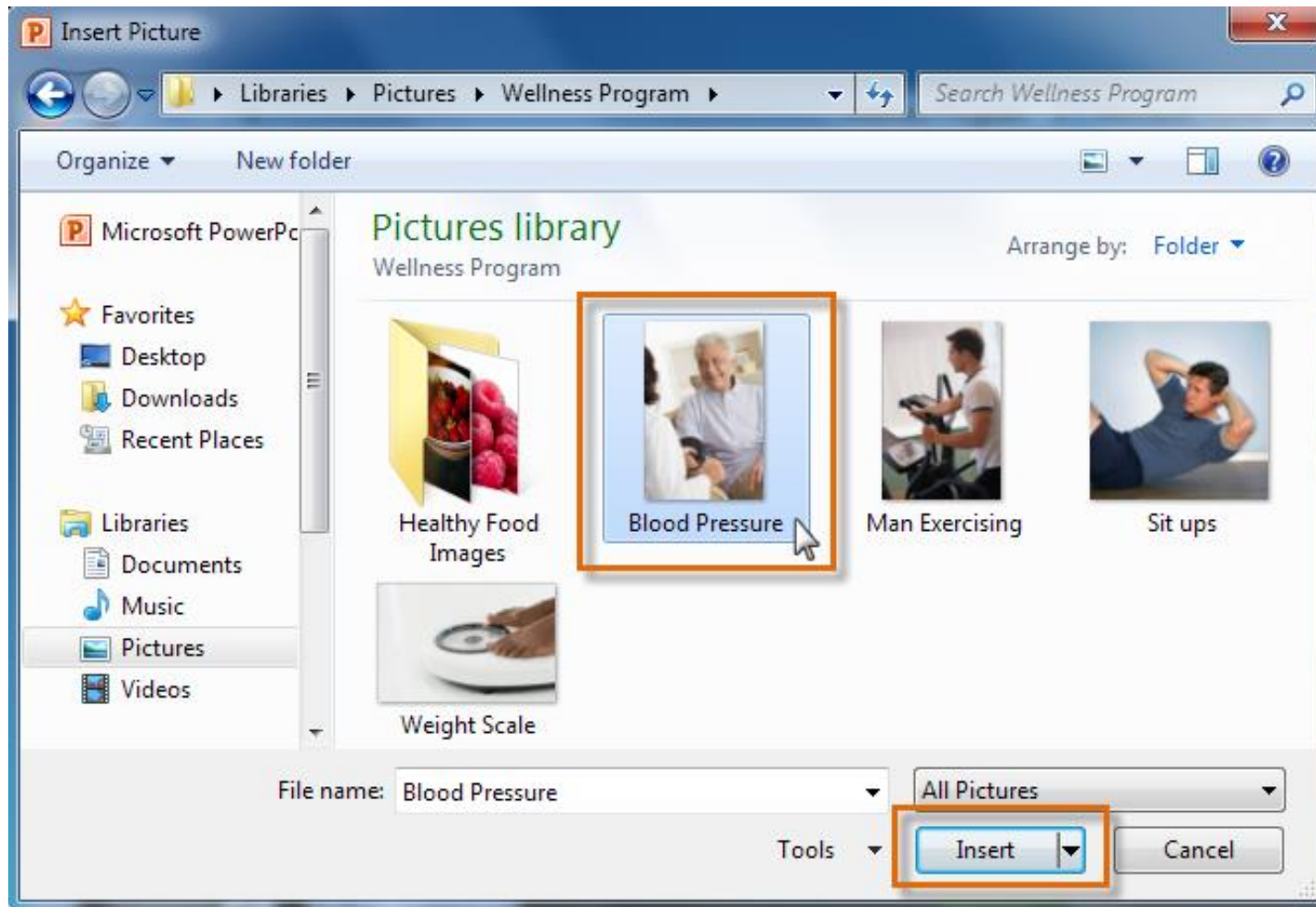
3. Select the desired image file, then click Insert.

The picture will appear in your slide.

STEPS :

1. Click the image.
2. Position your mouse over any one of the corner sizing handles. The cursor will become a pair of directional arrows
3. Click, hold, and drag your mouse until the image is the desired size.
4. Release the mouse. The image will be resized.

Sometimes you may want to align one or more objects to a specific location within the slide, such as the top or bottom. You can do this by selecting the Align to Slide option before you align the objects.

To align objects to the slide:

STEPS :

1. Click and drag your mouse to form a selection box around the objects you want to align. All of the objects will now have sizing handles to show that they are selected.
2. From the Format tab, click the Align command, and select Align to Slide.
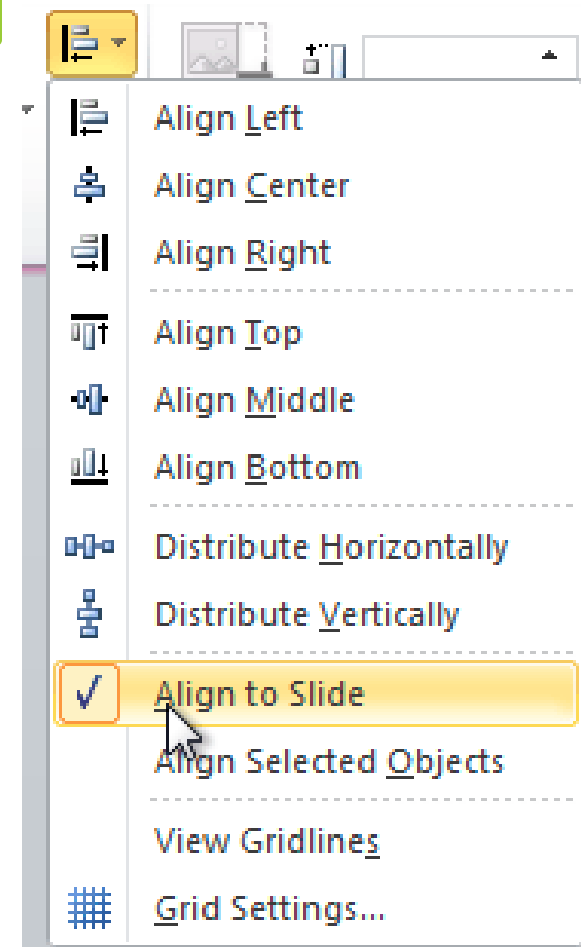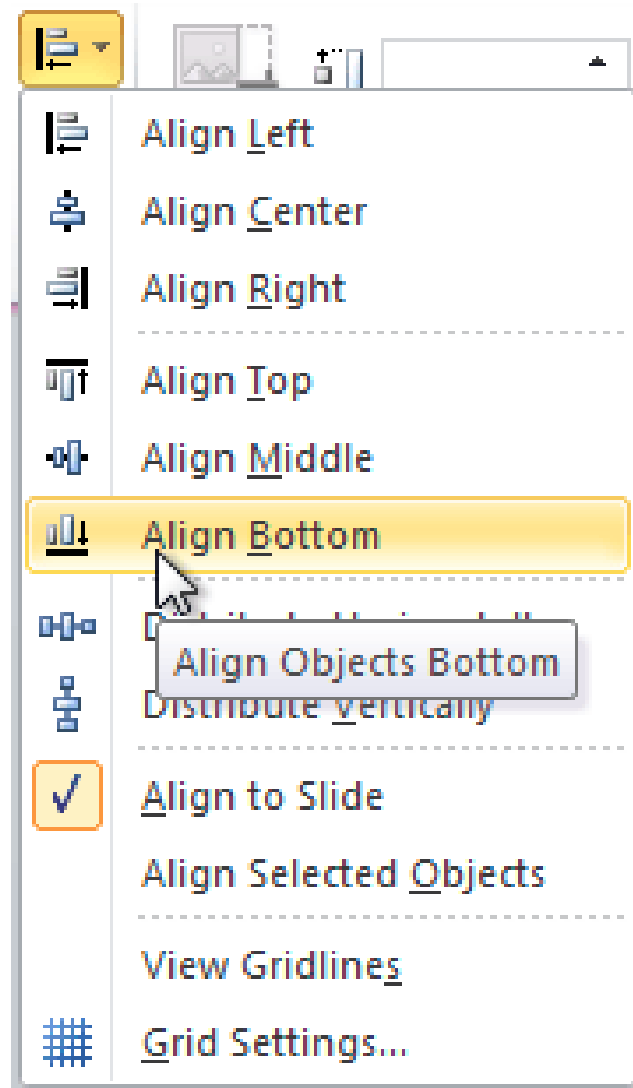
3. Click the Align command again, and select one of the six alignment options.

The objects align with the bottom of the slide

The objects will align to the slide based on the option you have selected.

8.5.1 Enhancing Text Presentation

To change horizontal text alignment:
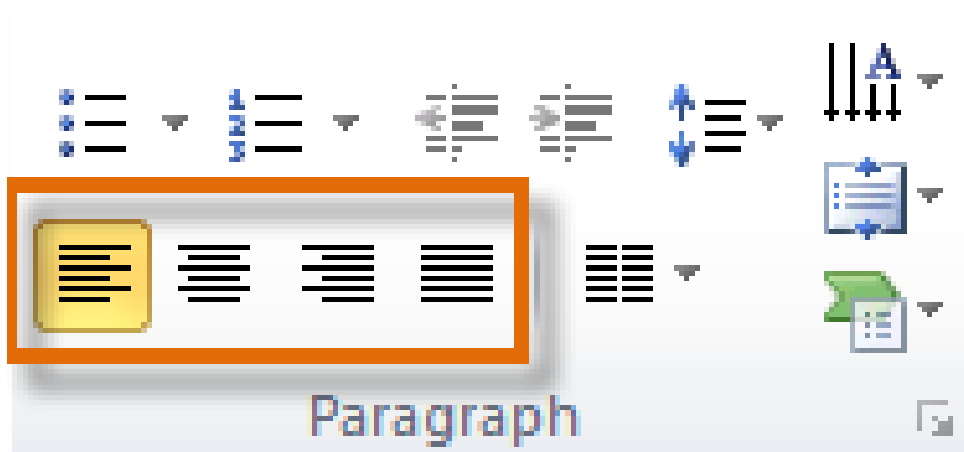
STEPS :

1. Select the text you want to modify.
2. Select one of the four alignment options in the Paragraph group.
　　Align Text Left: Aligns all of the selected text to the left margin
　　Center: Aligns text an equal distance from the left and right margins
　　Align Text Right: Aligns all of the selected text to the right margin
　　Justify: Aligns text equally on both sides to the right and left margins; used by many newspapers and magazines

Paragraph

To change vertical text alignment:
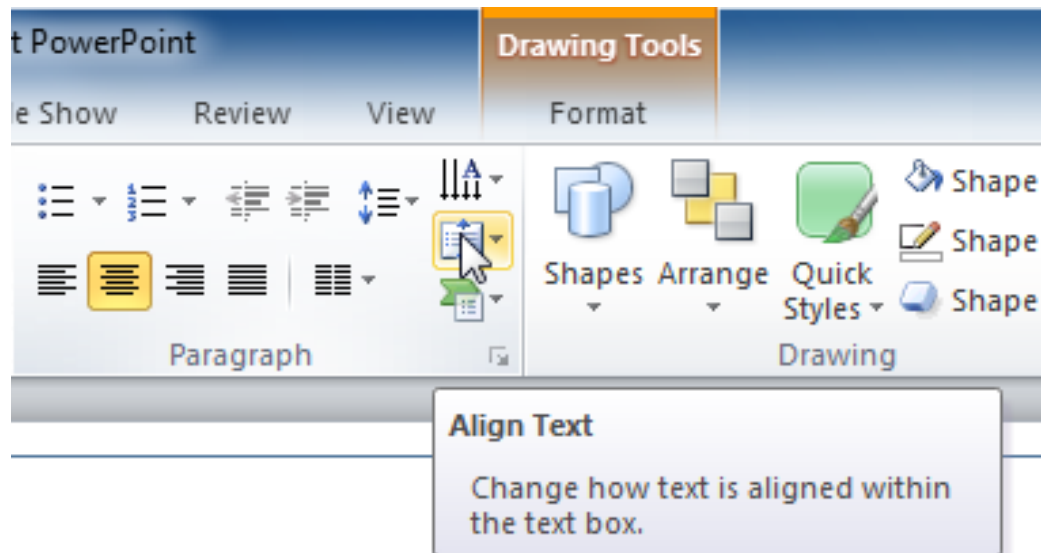
STEPS :
1. Select the text you want to modify.
2. Click the Align Text command in the Paragraph group. A menu will appear.
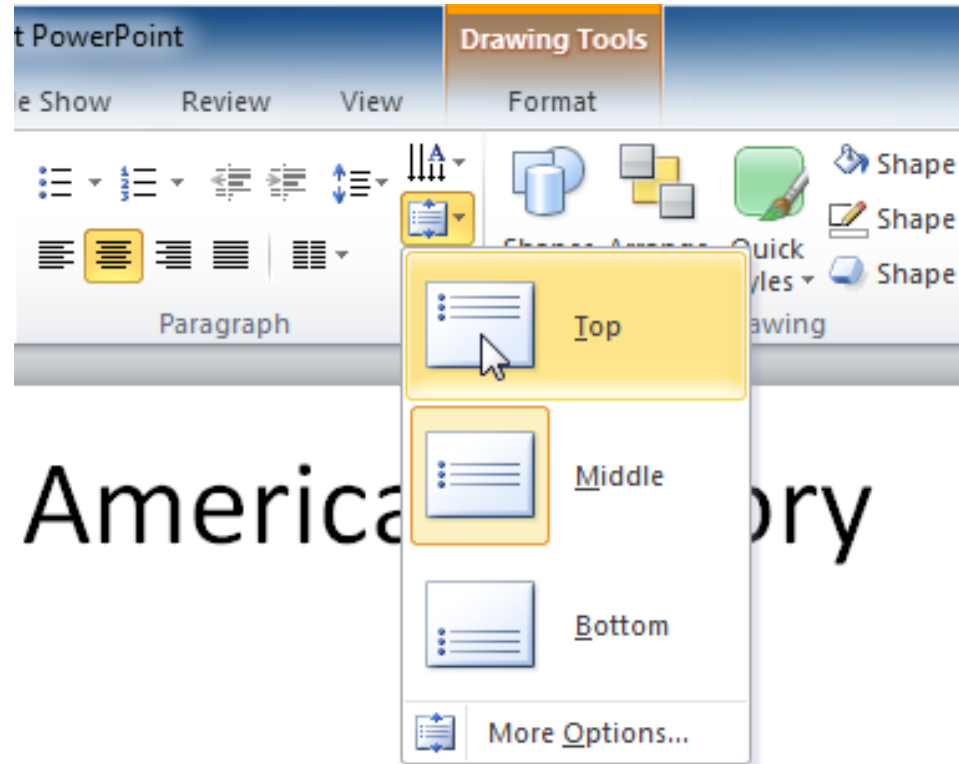
3. Choose to align the text at the Top, Middle, or Bottom of the text box.

To change text direction:
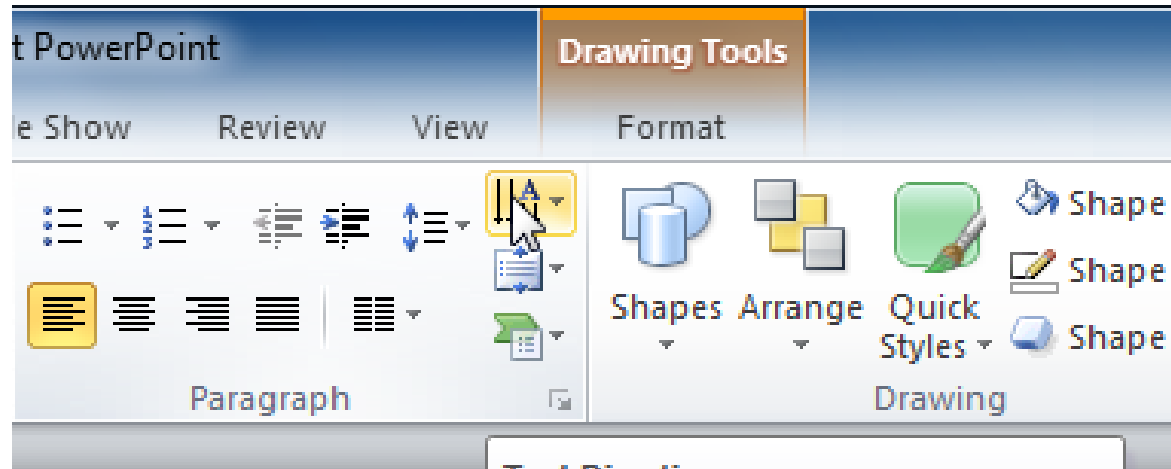
STEPS :

1. Select the text you want to modify.
2. Click the Text Direction command in the Paragraph group. A menu will appear.
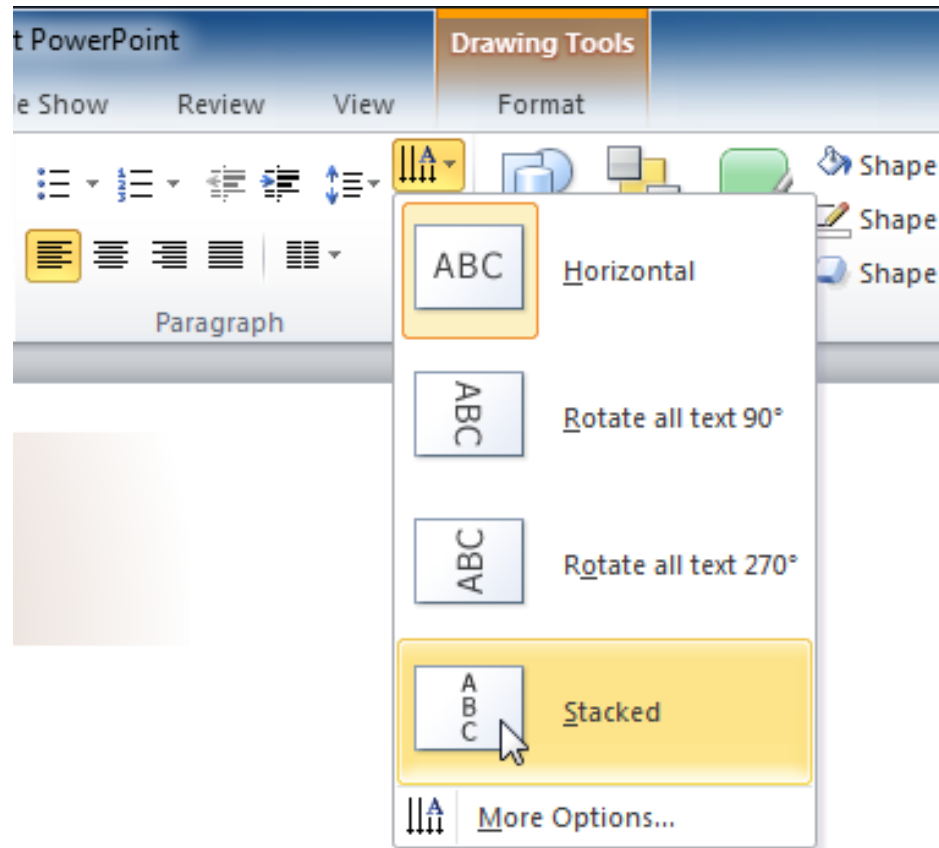
3. Choose for the direction of the text to be Horizontal, Rotated, or Stacked.

To change the shape style:

STEP :

1. Select the shape or text box. The Format tab will appear.
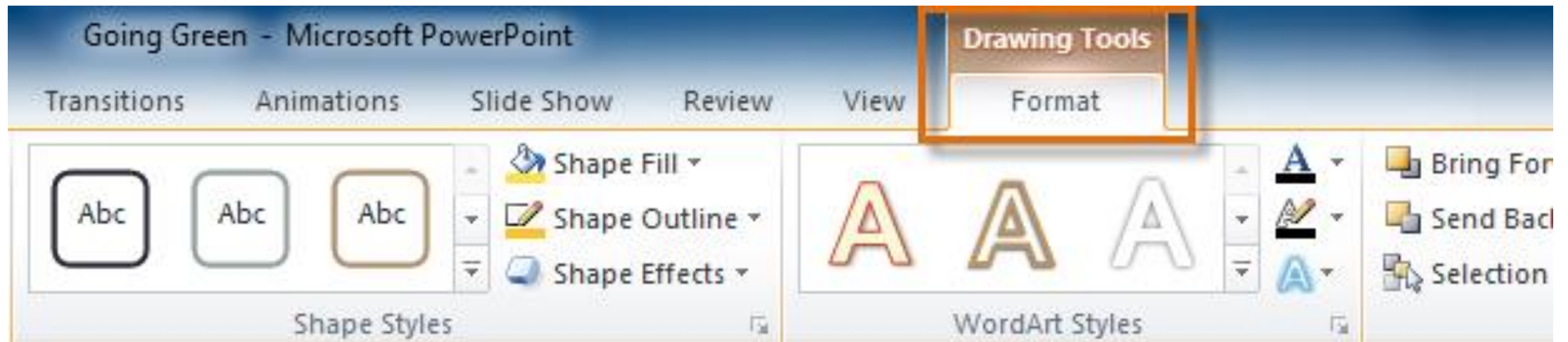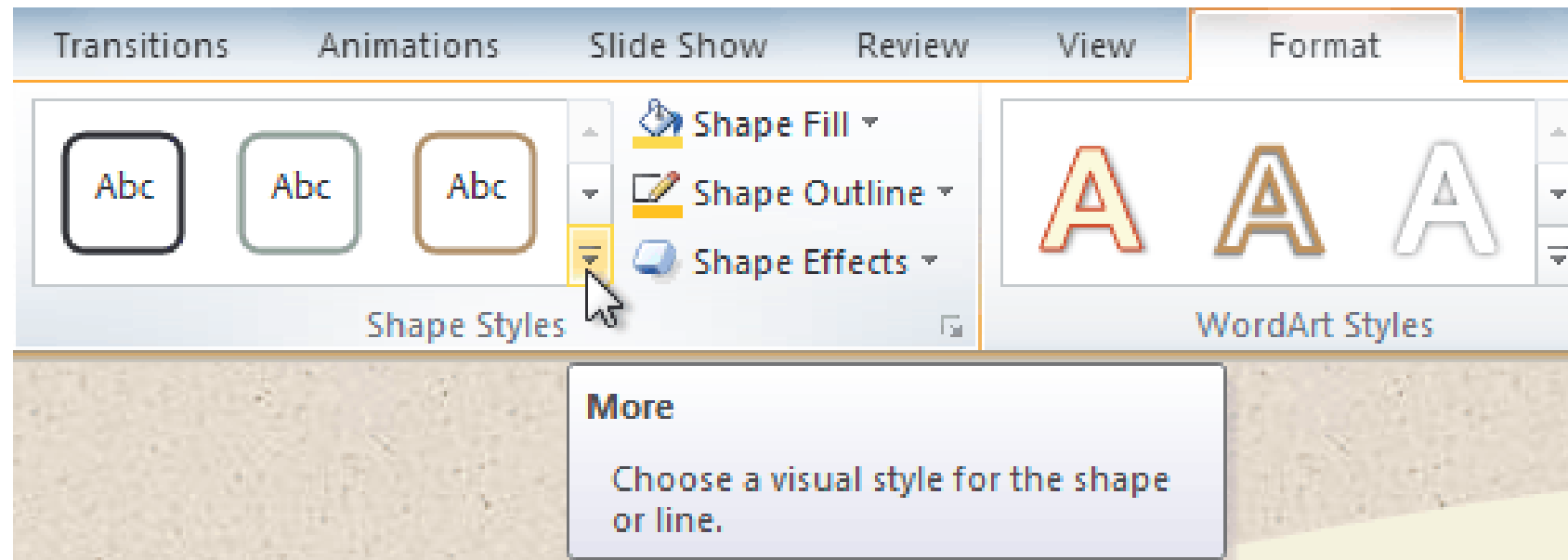
2. Click the More drop-down arrow in the Shape Styles group to display more style options.

3. Move your cursor over the styles to see a live preview of the style in the slide.
4. Select the desired style

To change the shape fill color:
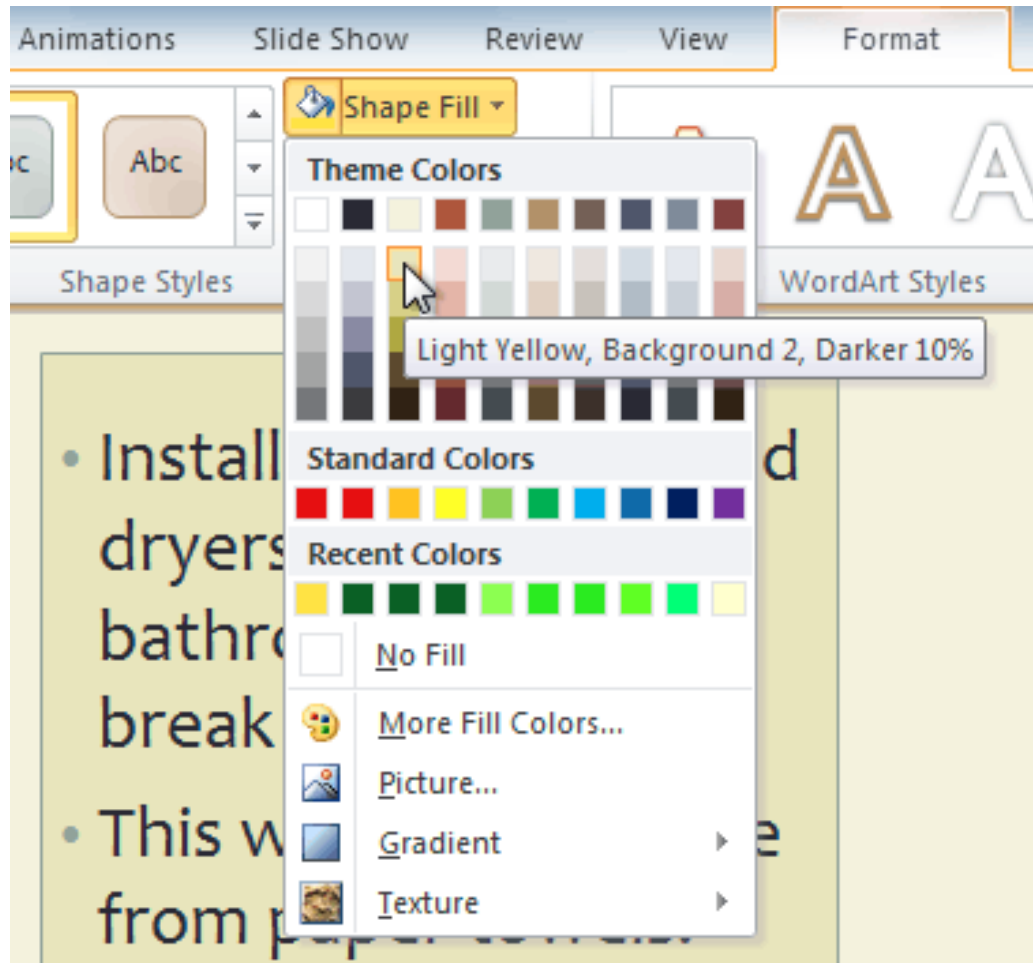
STEPS :

1. Select the shape or text box.
The Format tab appears.
2. Select the Format tab.
3. Click the Shape Fill command to display a drop-down list.
4. Select the desired color from the list, choose No Fill, or choose More Fill Colors to choose a custom color.

To insert audio from a file on your computer:
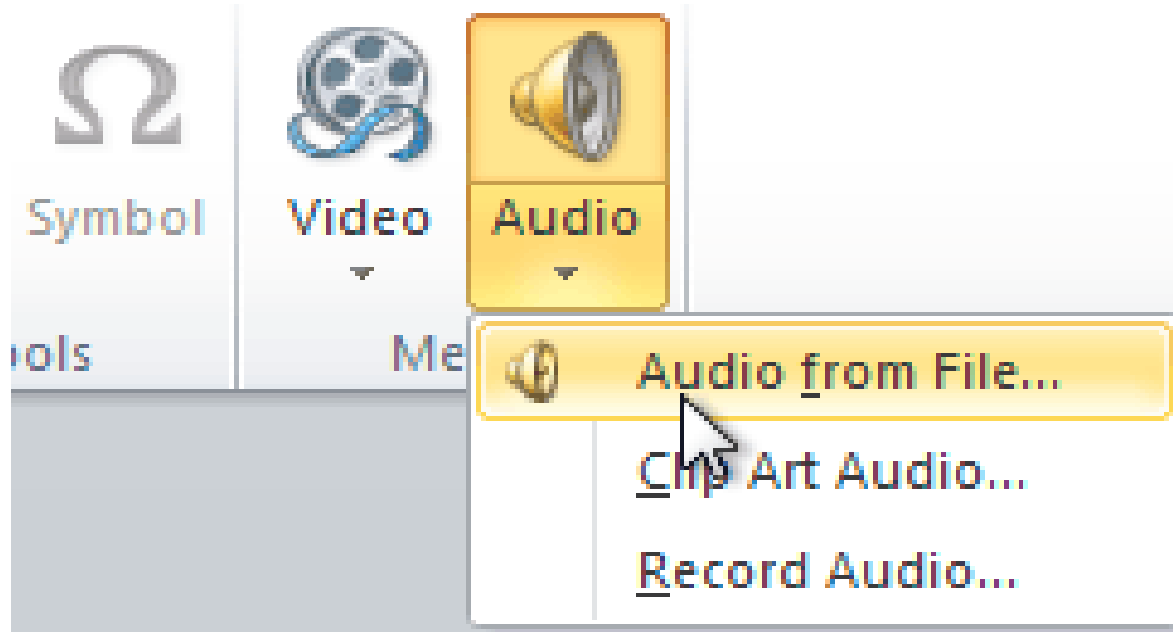
STEP :

1. From the Insert tab, click the Audio drop-down arrow and select Audio from File.
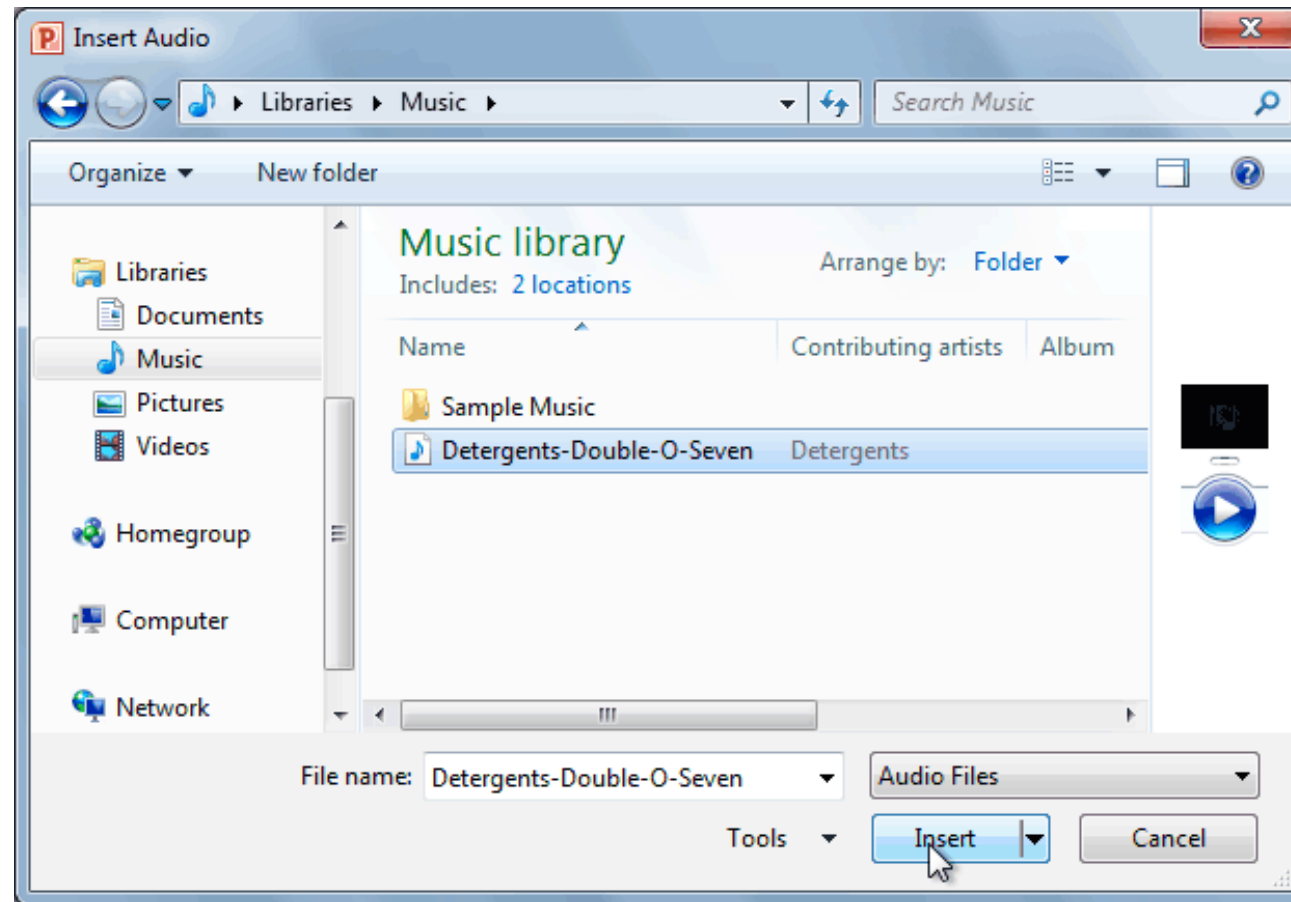
2. Locate and select the desired audio file, then click Insert.

The audio file will be added to the slide like shown in the picture.

To insert a video from a file on your computer:
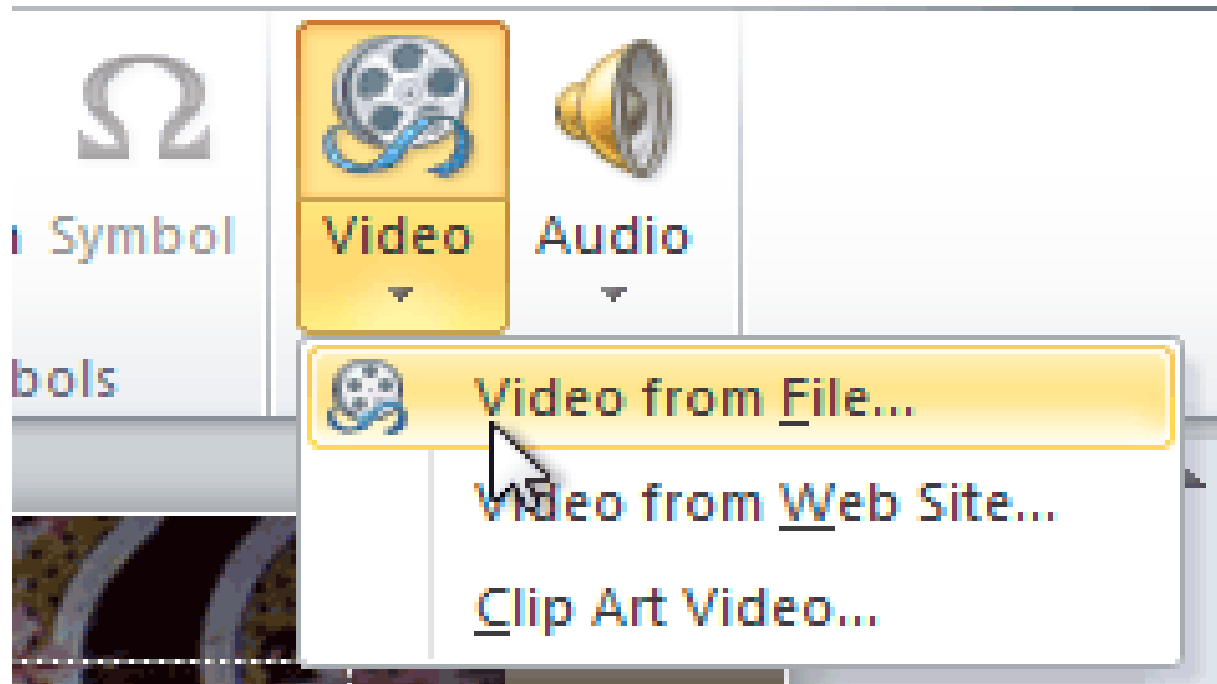
STEPS :

1. From the Insert tab, click the Video drop-down arrow and select Video from File.
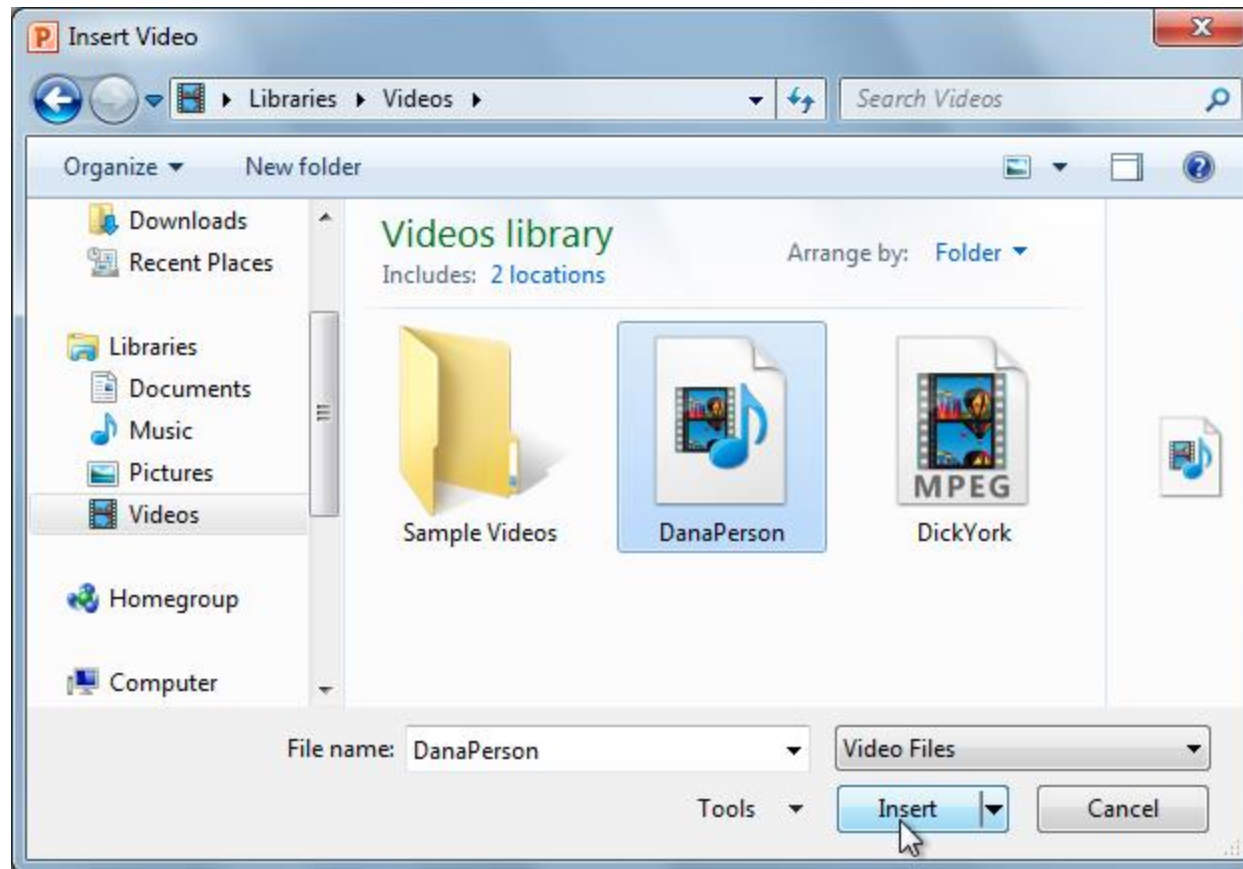
2. Locate and select the desired video file, then click Insert.
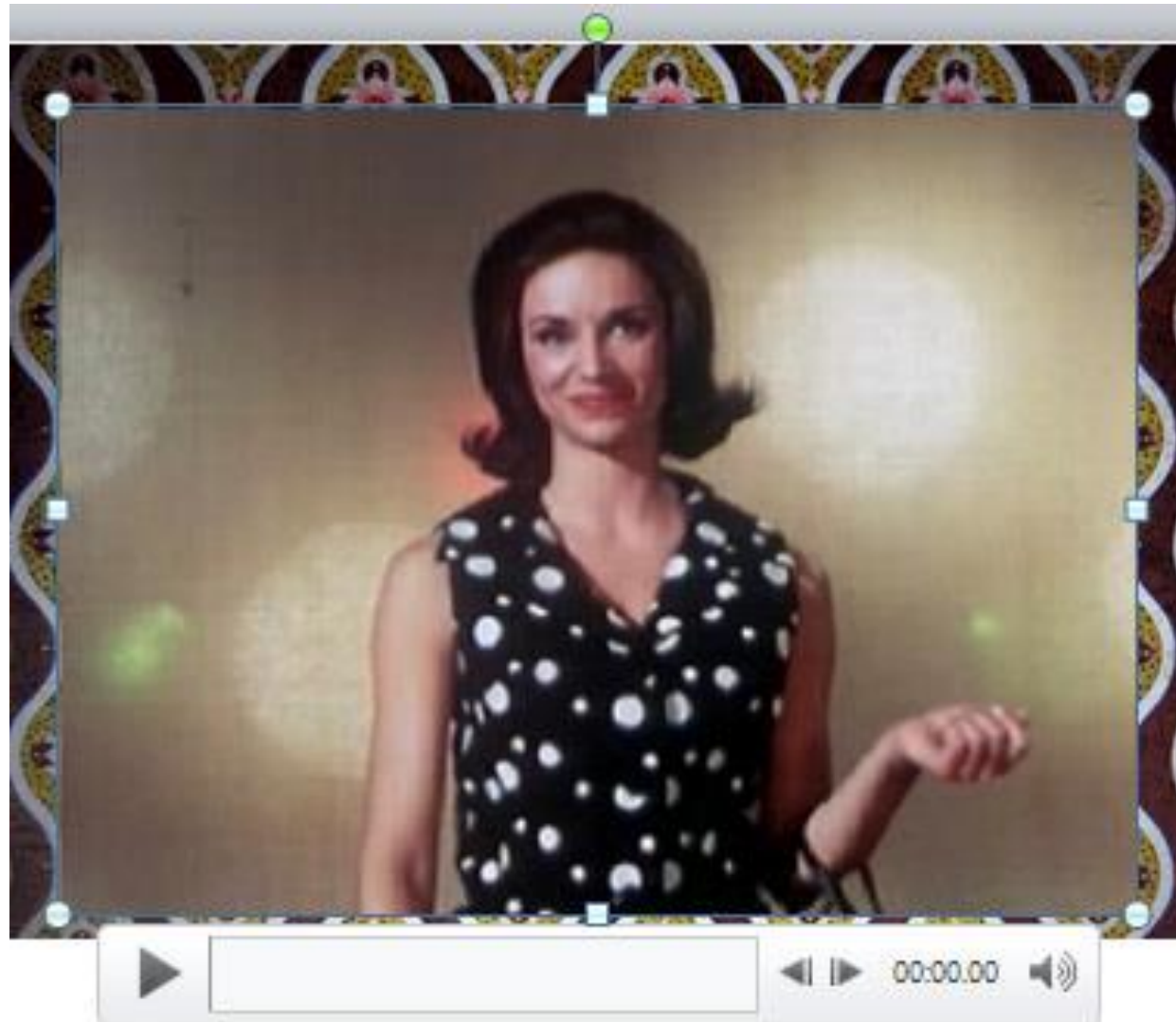
The video will be added to the slide.

8.5.4 Adding Headers and Footers
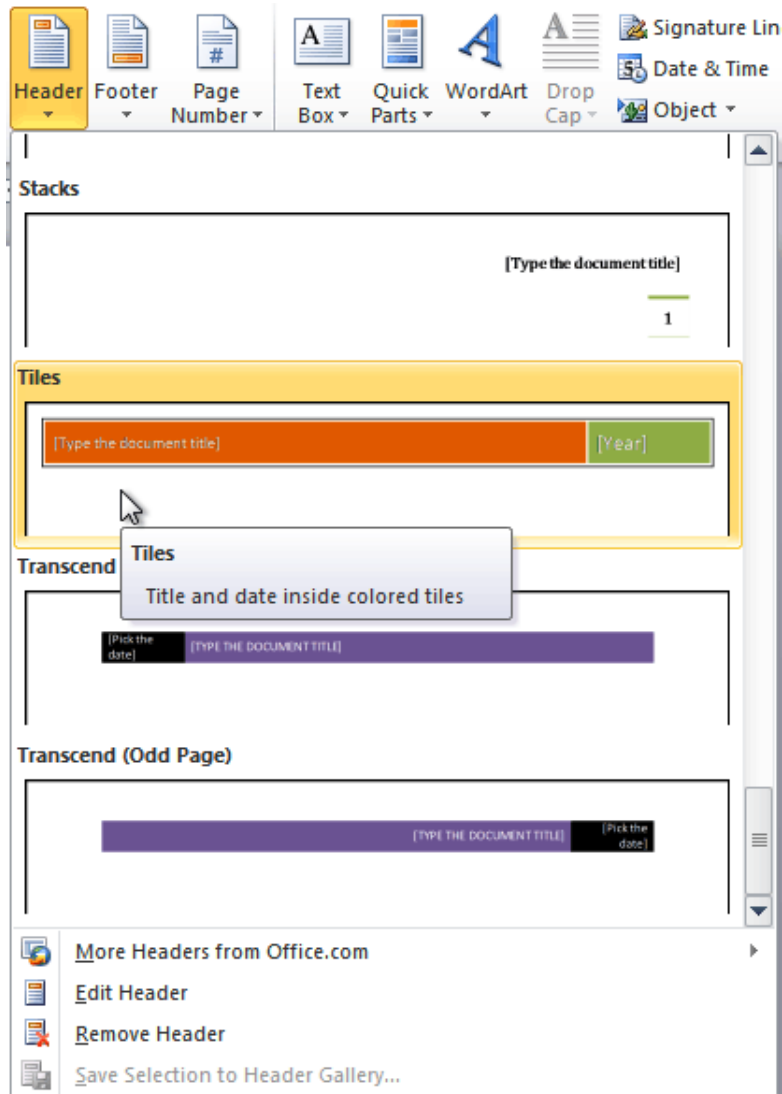
STEPS :

1. Select the Insert tab.
2. Click either the Header or Footer command. A drop-down menu will appear.
3. From the drop-down menu, select Blank to insert a blank header or footer, or choose one of the built-in options.
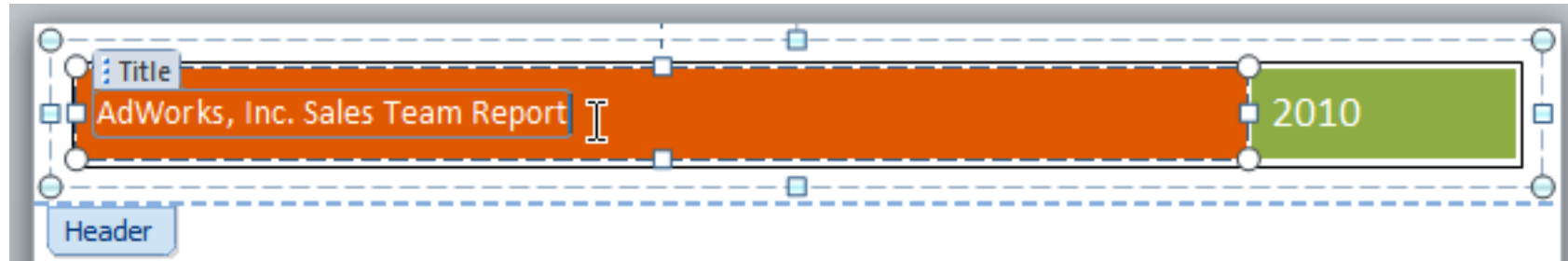
4. The Design tab will appear on the Ribbon, and the header or footer will appear in the document.
5. Type the desired information into the header or footer.
6. When you're finished, click Close Header and Footer in the Design tab, or hit the Esc key.

After you close the header or footer, it will still be visible, but it will be locked. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked.

Viewing A Presentation

Quick Access to Presentation Views
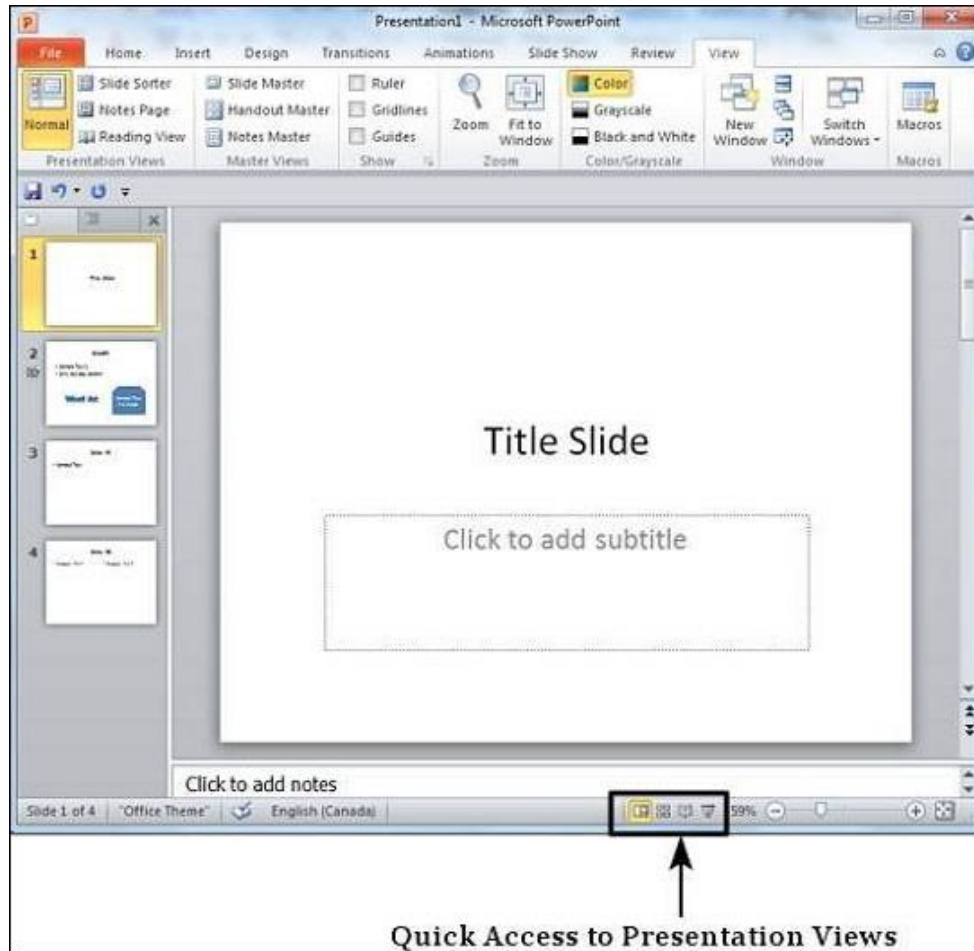
PowerPoint supports multiple views to allow users to gain the maximum from the features available in the program. Each view supports a different set of functions and is designed accordingly.

PowerPoint views can be accessed from two locations.

Views can be accessed quickly from the bottom bar just to the left of the zoom settings.

Views can also be accessed from the Presentation Views section in the View ribbon.

Here is a short description of the various views and their features.

Normal View

Normal View icon
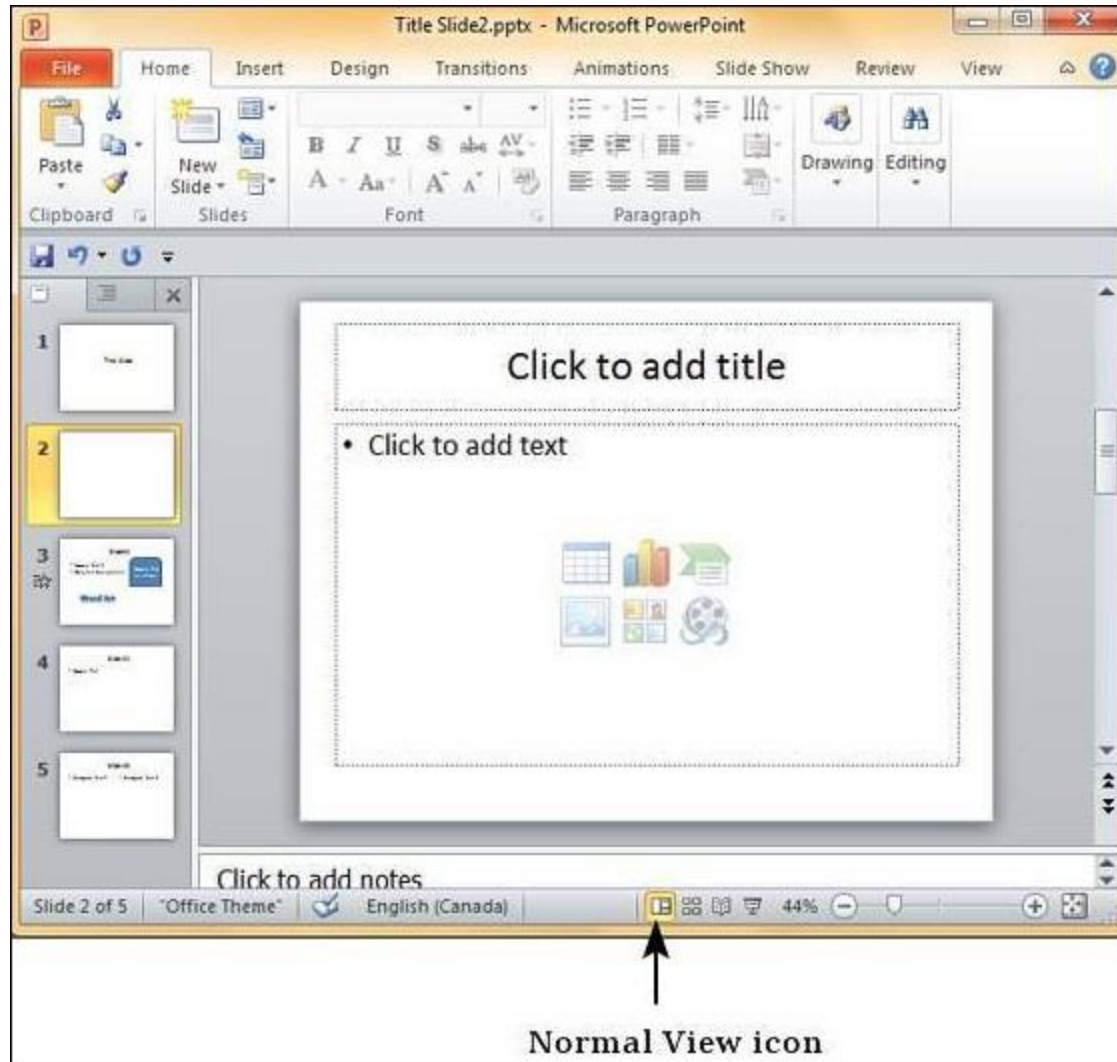
This is the default view in PowerPoint and this is primarily used to create and edit slides. You can create/ delete/ edit/ rearrange slides, add/ remove/ modify content and manipulate sections from this view.

Slide Sorter View

Slide Sorter View icon
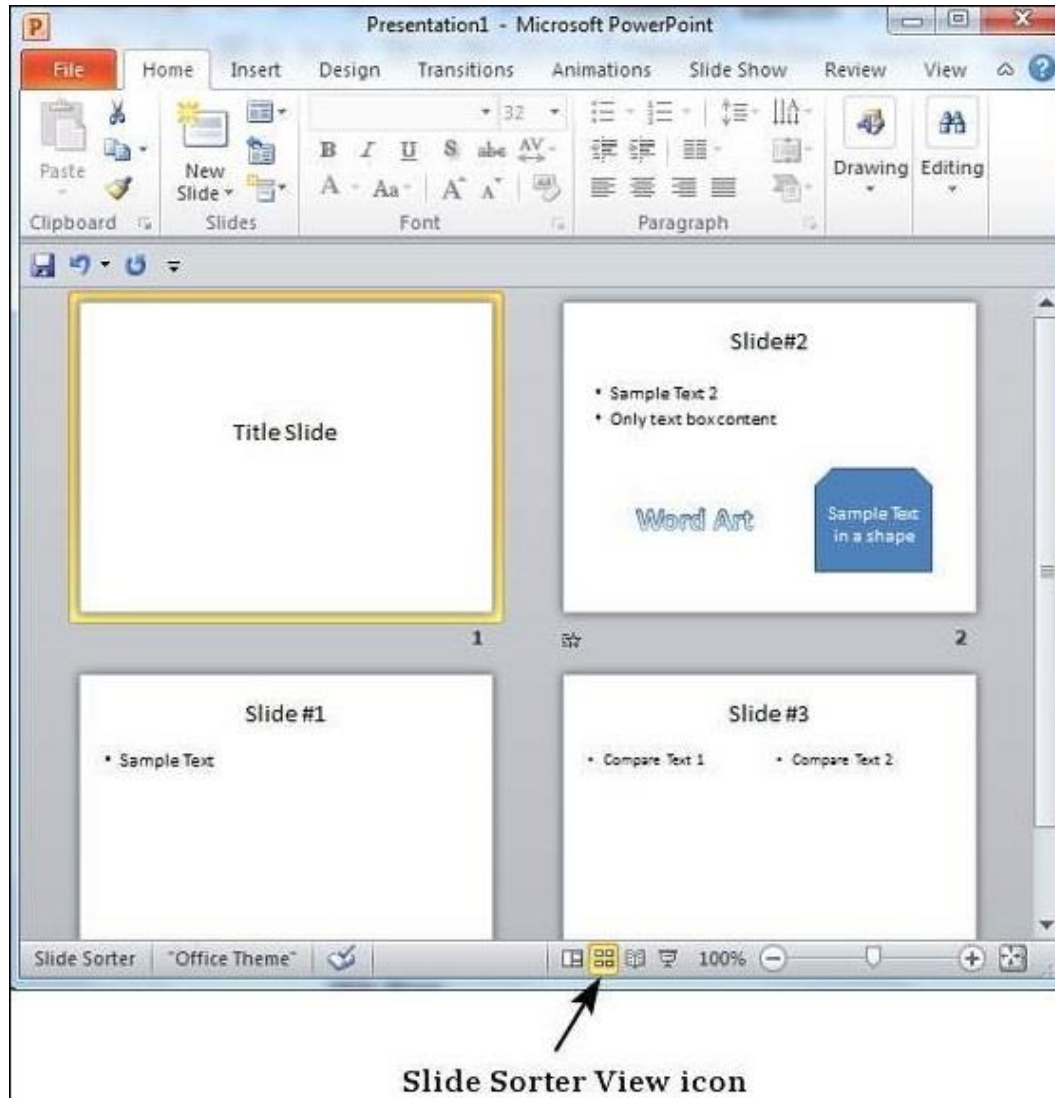
This view is primarily used to sort slides and rearrange them. This view is also ideal to add or remove sections as it presents the slides in a more compact manner making it easier to rearrange them.
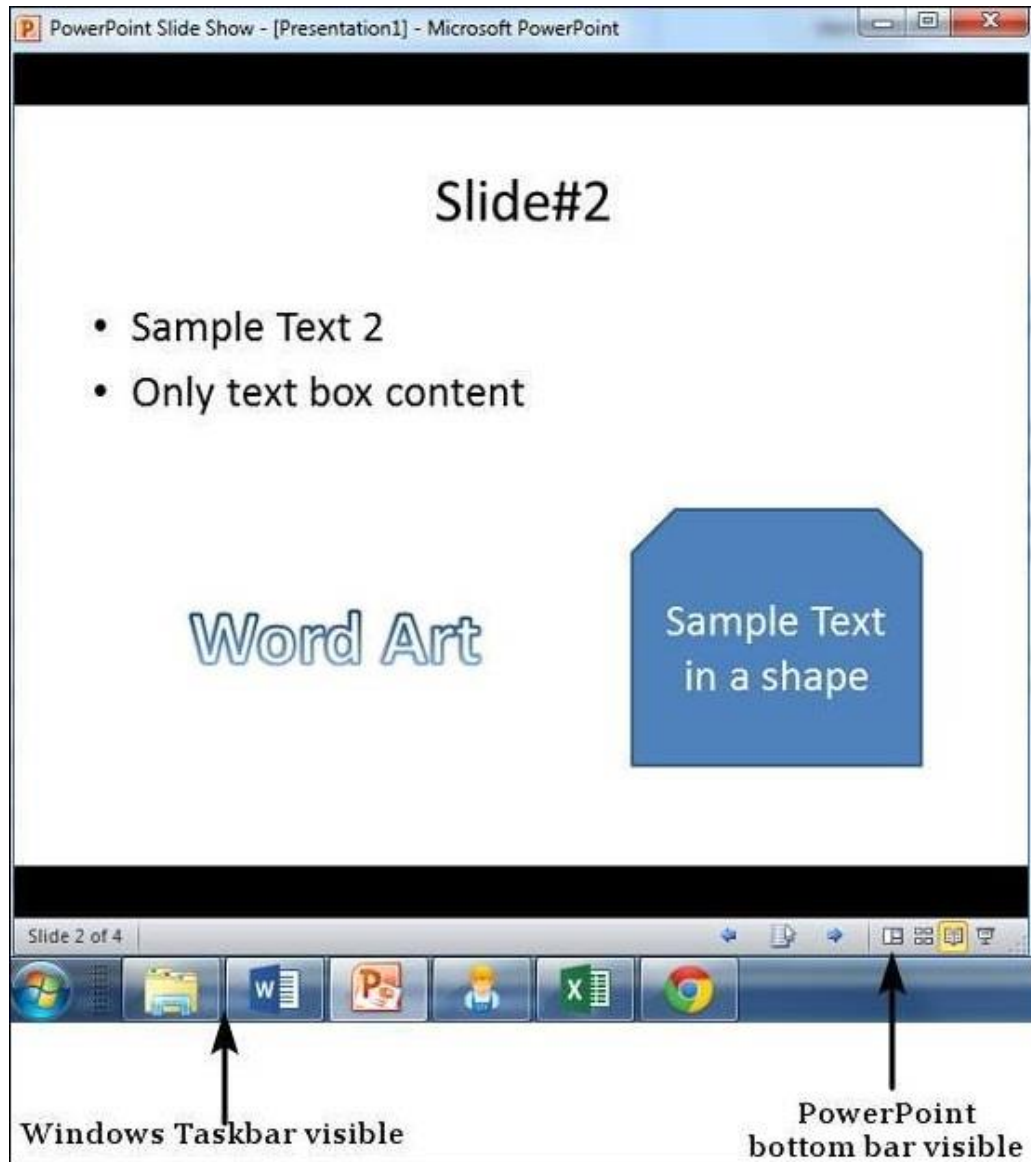
This view is new to PowerPoint 2010 and it was created mainly to review the slideshow without losing access to rest of the Windows applications. Typically, when you run the slideshow, the presentation takes up the entire screen so other applications cannot be accessed from the taskbar. In the reading view the taskbar is still available while viewing the slideshow which is convenient. You cannot make any modifications when on this view.

8.6.2 Choosing a Set Up for Presentation

To start a slide show:
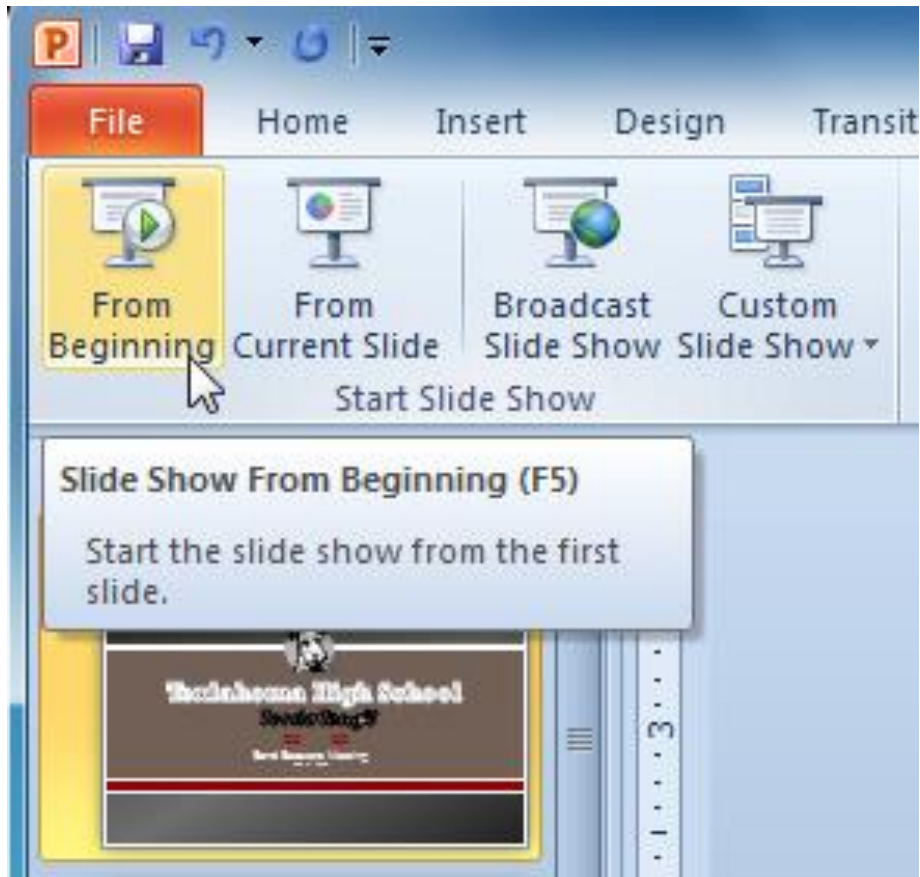
STEPS :

1. Select the Slide Show tab.
2. Click the From Beginning command in the Start Slide Show group to start the slide show with the first slide.

You can also start the slide show from the slide you prefer by selecting the slide and clicking on From Current Slide from the Start Slide Show group. This option is convenient if you only want to view or present certain slides.

Another option for starting the slide show is to select Slide Show view at the bottom of the window.

PowerPoint has various options for setting up and playing a slide show. For example, you can set up an unattended presentation that can be displayed at a kiosk and make your slide show repeat with continuous looping.

STEPS :

1. **Select the Slide Show tab.**
2. **Click the Set Up Show command.**
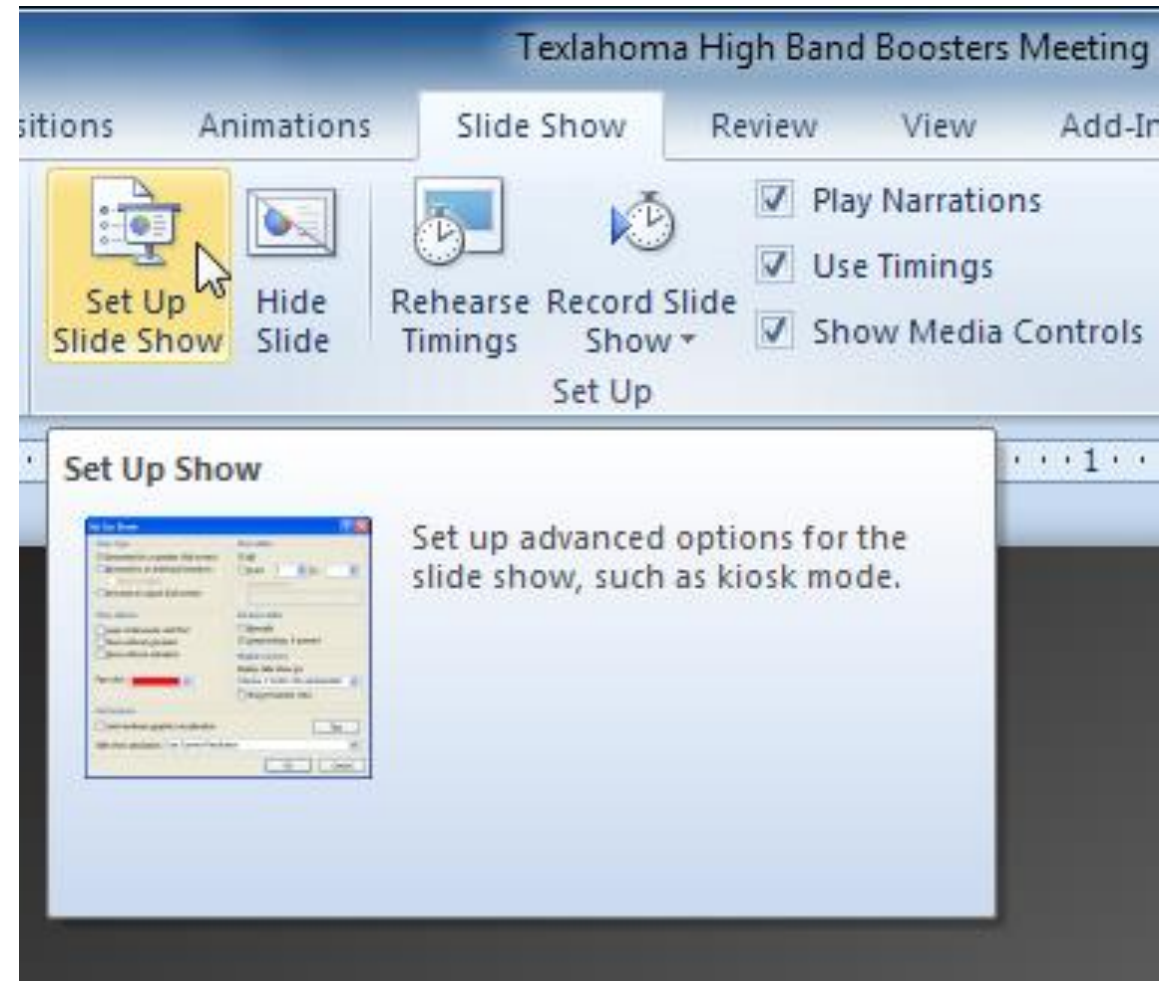
3. The Set Up Show dialog box will appear. Click the buttons in the interactive below to learn about the various options available for setting up and playing a slide show.
4. Click OK to apply the settings to the slide show.

8.6.3 Printing Slides And Handouts

To view the Print pane:

1. **Click the File tab to go to Backstage view. Select Print. The Print pane appears, with the print settings on the left and the Preview on the right.**
2. **Click the buttons in the interactive below to learn about the various printing settings and options found in the Print pane.**
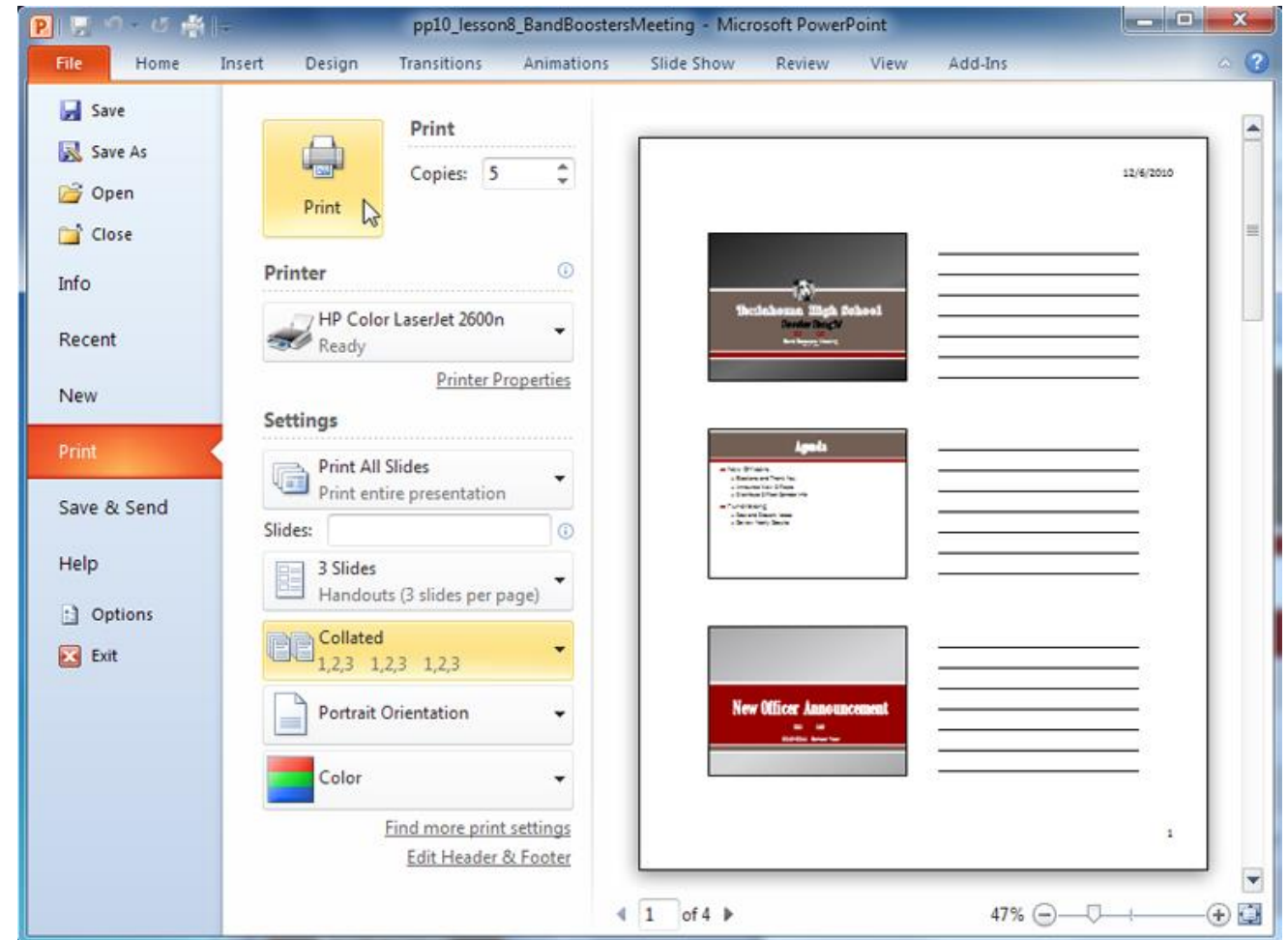
To print:

STEPS :

1. Go to the Print pane.
2. Determine and choose how you want the slides to appear on the page.
3. If you only want to print certain slides, you can type a range of slides. Otherwise, select Print All Slides.
4. Select the number of copies.
5. Select a printer from the drop-down list.
6. Click the Print button.
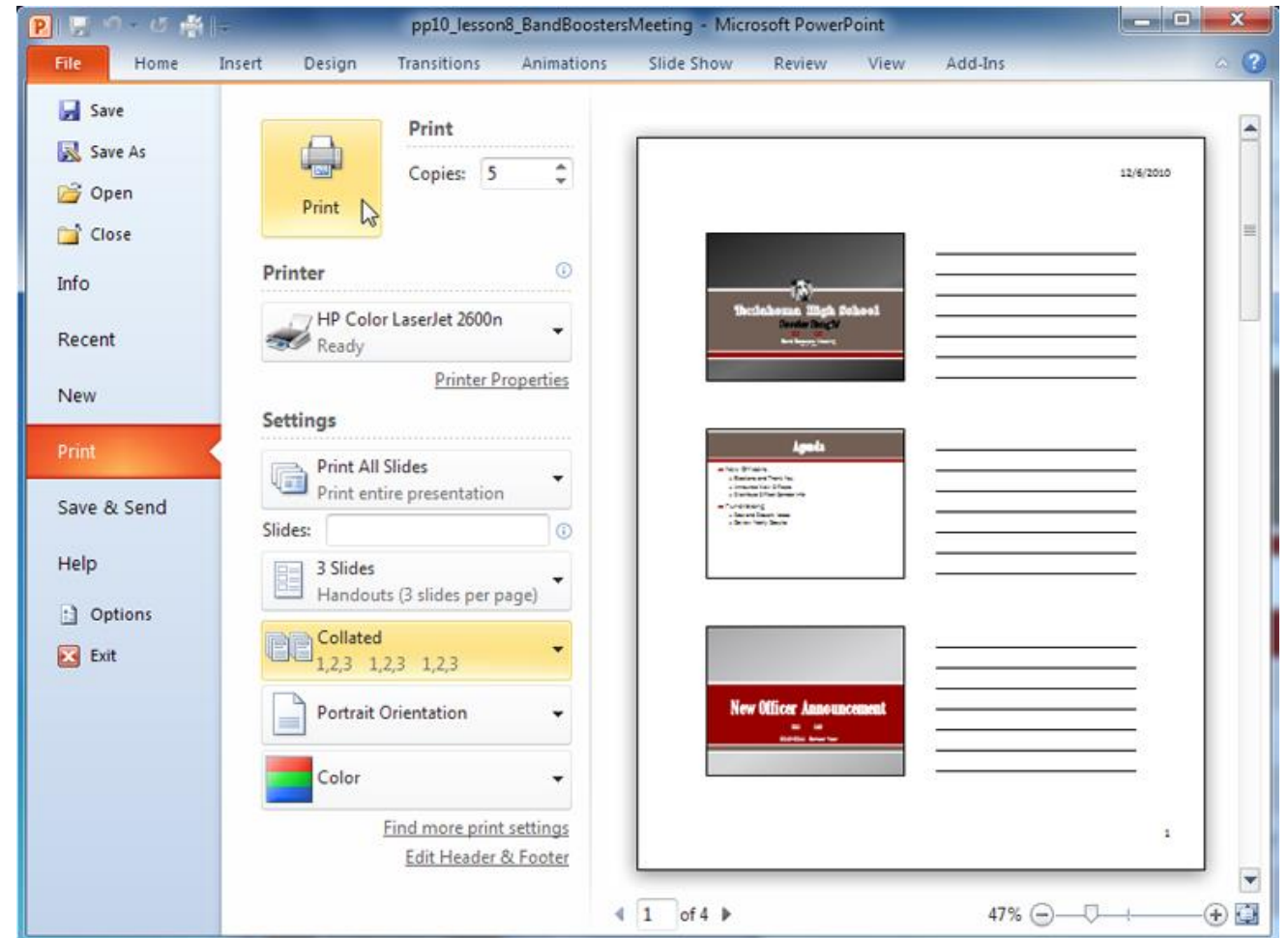
Print Handouts

In PowerPoint 2010, you can have multiple layouts in which you can print presentation handouts. Based on horizontal and vertical layouts there are multiple formats such as 1 slide per page, 2 slides, 3,4, up to 9 slides that can be adjusted automatically on one page to get their hard-copy.

To print presentation handouts :

STEPS :

1. On File menu click Print. From main window
2. Under Settings, from section Handouts, select number of slides per page, as shown below.
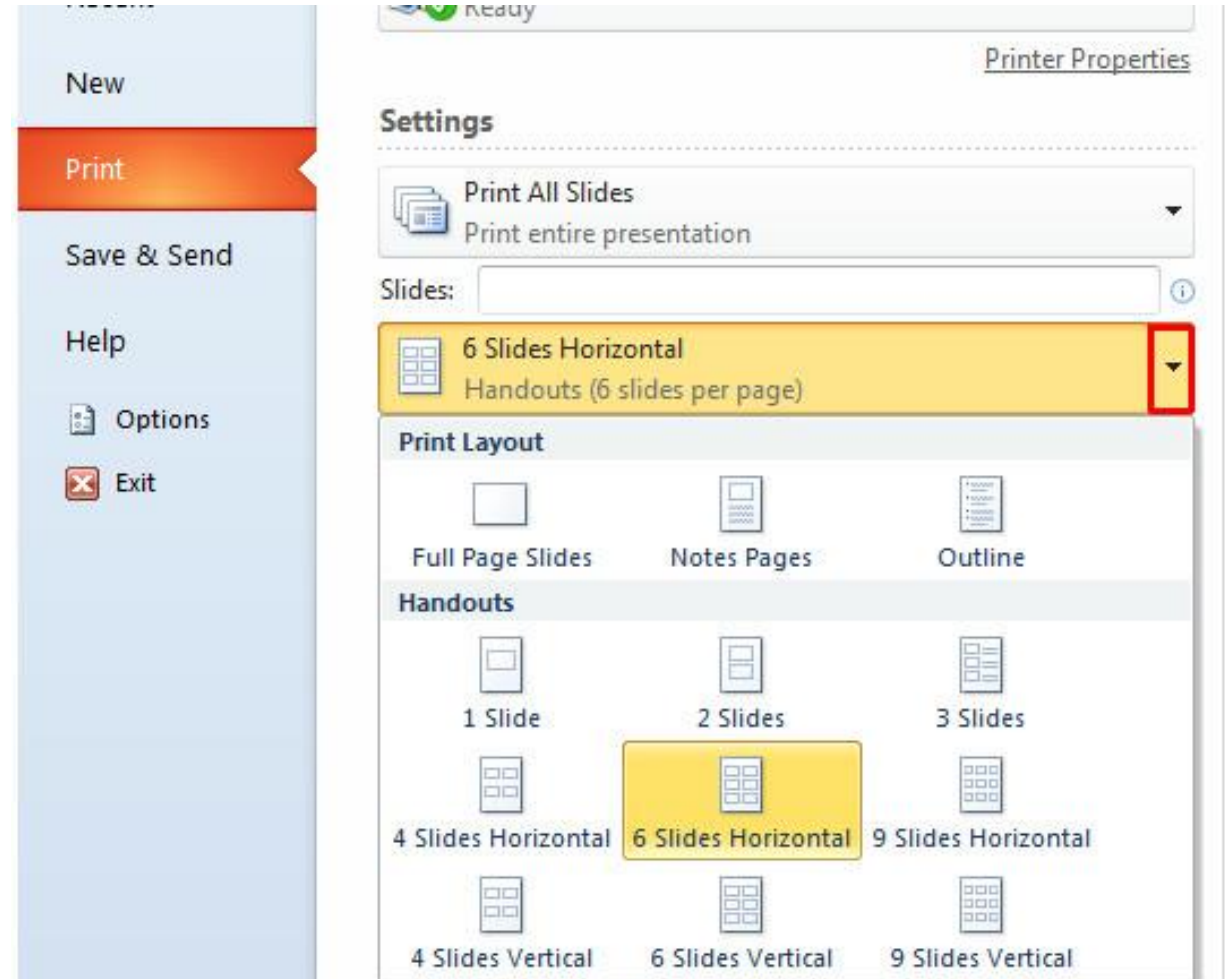
3. It will show the preview of the slides at the right side of the window. Now click Print to get a nice presentation handout hard-copy.

8.7 Slide Show

8.7.1 Running a Slide Show

Most PowerPoint presentations are created to be run as a slideshow. Given all the advanced features available in PowerPoint 2010, it is no surprise that there are many features related to running the slideshow that have been included in this program too. Most of these features are really to help you create a good slideshow without having to go through the entire presentation over and over again after every minor change. Features related to running the slideshow are grouped under the Slideshow ribbon.

| Section	Menu Item	Description
Start Slideshow	From Beginning	Starts slideshow from beginning
	From Current Slide	Starts slideshow from the current slide
	Broadcast Slideshow	Allows users to broadcast the slideshows using Microsoft's PowerPoint Broadcast Service
	Custom Slideshow	Builds a custom slideshow by picking the slides you want to run
Set Up	Set Up Slideshow	Helps set up the slideshow including browser/ full screen display, show options with or without narration/ animation, pen and laser color during the slideshow and the slides to be presented during the show
	Hide Slide	Helps mark/ unmark the slide as hidden, so it is skipped or shown during the slideshow respectively
	Rehearse Timing	Allows users to rehearse the timing on each slide and the entire slideshow
	Record Slideshow	Records the slideshow including narration and animation
	Slideshow Checkboxes	Helps set or avoid the use of narrative audio and rehearsed timings during the show. Display media controls in the slideshow view
Monitors	Resolution	Defines resolution in slideshow view
	Show Presentation on	Picks the monitor to display the presentation one - in case of multiple monitors
	Use Presenter View	Run presentation in Presenter view rather than just slideshow view

To apply a transition:

1. Select the slide you want to modify.
2. Click the Transitions tab.
3. Locate the Transition to This Slide group. By default, None is applied to each slide.
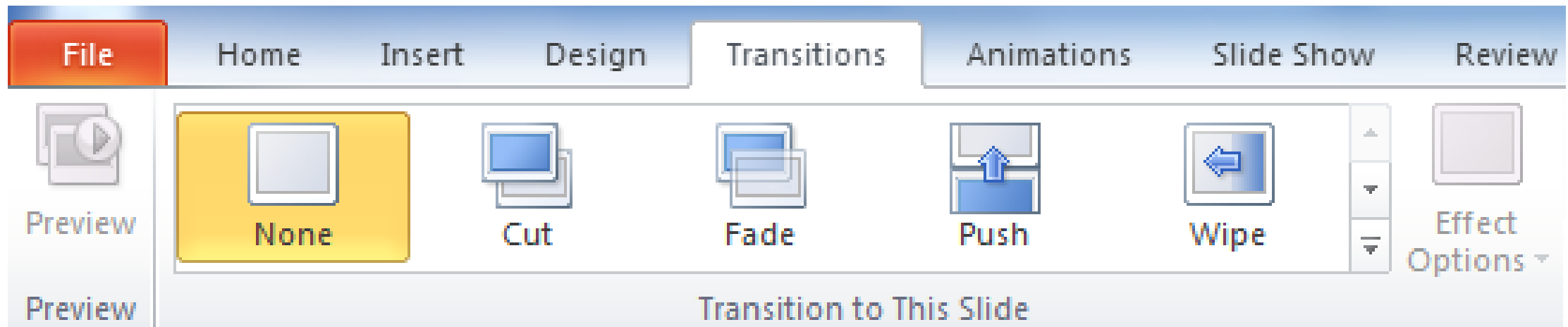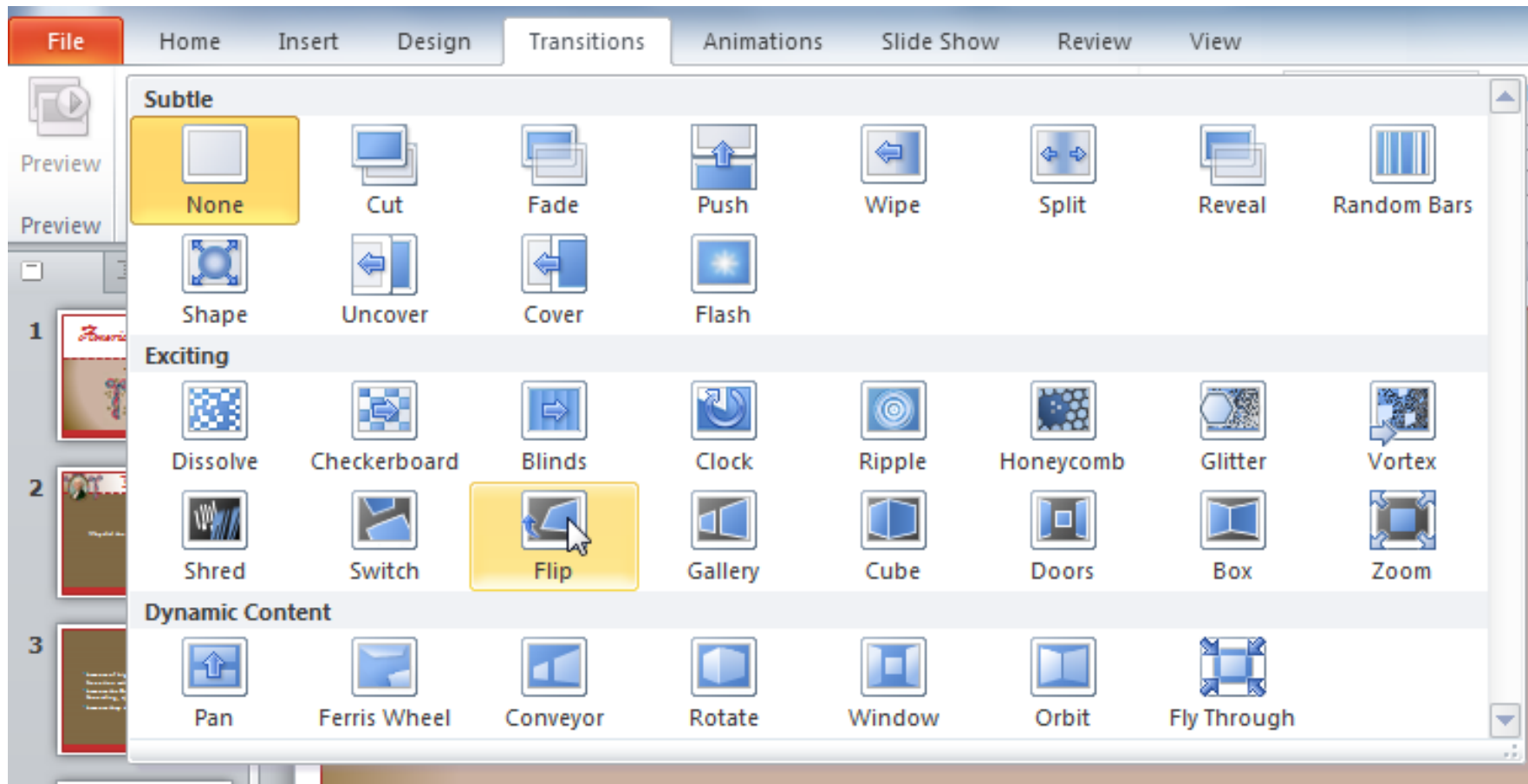
3. Click the More drop-down arrow to display all of the transitions.
4. Click a transition to apply it to the selected slide. This will automatically preview the transition as well.

Modifying transitions

To modify the duration:

STEPS:

1. Select the slide that includes the transition you want to modify.
2. In the Duration field in the Timing group, enter the amount of time you want the transition to take. In this example, we will specify the length as 2 seconds, or 02.00.
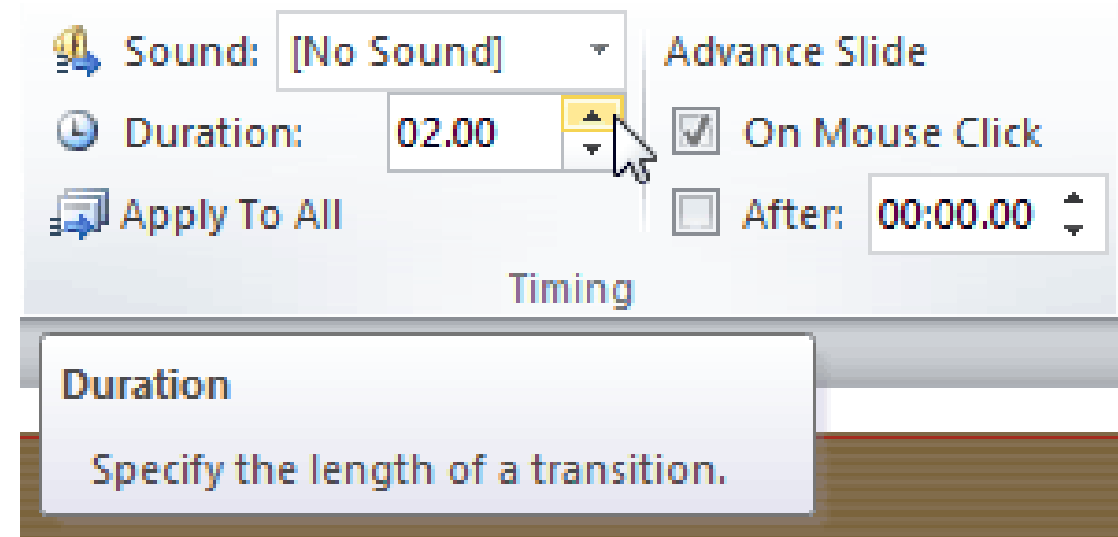
In Slide Show view, you would typically advance to the next slide by clicking your mouse or pressing Enter on your keyboard.

To advance slides automatically:

STEPS :

1. Go to Advance Slides settings in the Timing group
2. Select the slide you want to modify.
**3.** Locate the Timing group on the Transitions tab.
4. Under Advance Slide, uncheck the box next to On Mouse Click.
5. In the After field, enter the amount of time you want to display the slide. In this example, we'll advance the slide automatically after 1 minute 30 seconds, or 01:30:00.
6 Select another slide, and repeat the process until all the desired slides have the appropriate timing.
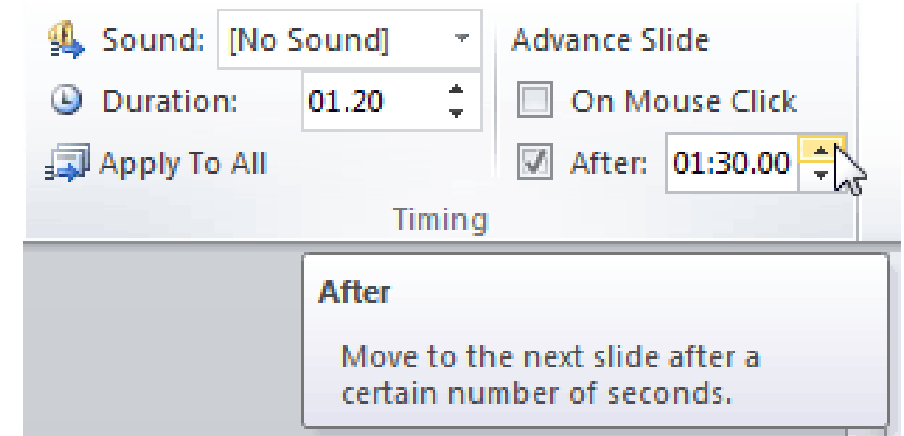
Sometimes you want to run a PowerPoint presentation on repeat – looping a slideshow so it can play in the background during an event, perhaps at a trade show booth. Is it possible to automatically loop a slideshow in PowerPoint? Yes! In PowerPoint, it's easy.

STEPS:

1. Open your PowerPoint file.
2. First, make sure your slides are set to advance automatically: Go to the Transitions tab on the Ribbon.
3. On the far right side, under Advance Slide, check the box next to After and set a time amount.
4. Then select Apply To All. You can also manually set timings on various slides if you want them to display for a longer or shorter amount of time.
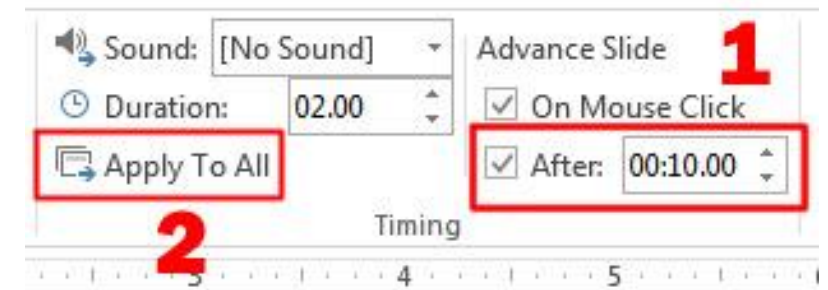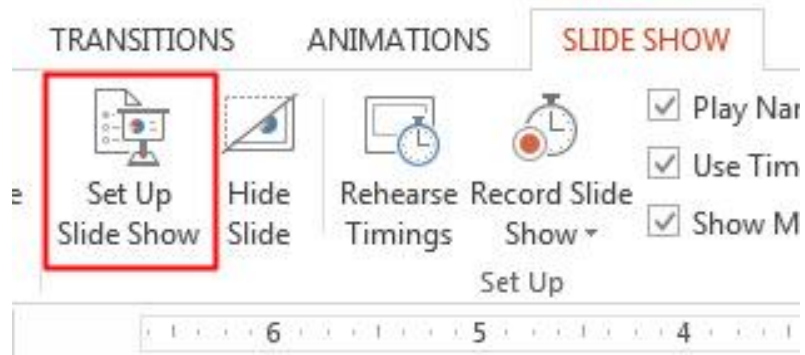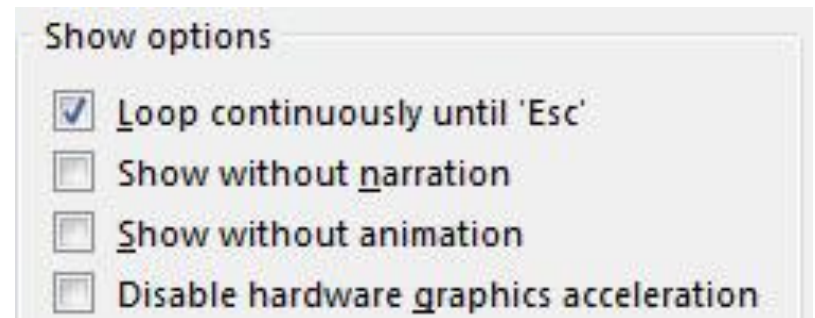
5. Go to Slideshow on the Ribbon.
6. In the Set Up group, select Set Up Slide Show.

7. In the Set Up Show dialog box, under Show options, check the first option Loop continuously until 'Esc'.
8. On the right side, under Advance slides, make sure to select Using timings, if present.
9. In this dialog box, you can also choose whether you want to remove an animations or narration, or if you want to only show select slides.
10. Click OK.

Test your slideshow by hitting F5 on your keyboard or going to Slideshow on the Ribbon and then selecting From Beginning.

Make any timing adjustments, save the changes, and you're finished! The looping setting will be remembered next time you open the file; all you have to do is start the slideshow again.

SUMMARY

In this Chapter you learned

- ❑ Opening and Saving Presentation

- ❑ Creating a Presentation

- ❑ Preparation of Slides, such as Inserting Tables ,Adding Clips Arts etc.

- ❑ Providing Aesthetics

- ❑ Presentation of Slides

- ❑ Running a Slide Show
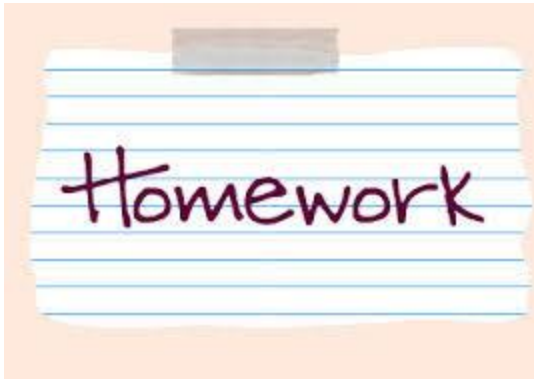
Q 1. Why Power Point is used?

Q 2. Which PowerPoint feature allows the user to create a simple presentation quickly ?

Q 3. Slide sorter can be accessed from which menu ?

Q 4. Special effects used to introduce slides in a presentation are known ?

Q 5. What would I choose to create a pre-formatted style ?

Homework

Q 1. Explain Animation tab?

Q 2. How to make a professional ppt?

Q 3. Make an art for flower using shapes and others options ?

Q 4. How to set time on the slide explain?

Q 5. How to apply transitions write steps?