# Microsoft Power Point

It is application software developed by Microsoft cooperation of USA currently most commonly visual aids for presentations. This software is used to design presentation and slides where different types of animation are applied.

**Basic Tips**

 It is best to **outline your entire presentation** before working too much on the style and layout of your presentation. When left to the end it is much less time consuming to work on the style and format of your slides. Keep in mind the content of your presentation is the most important part of it!

 **Keep your points short** and straightforward. Points should be complimentary to your oral presentation.

 PowerPoint allows you to add a lot of distracting sounds and excessive animations to your presentation. It is best to **keep all animation as simple as possible** and only use sounds if absolutely necessary.

 **Stay away from unusual fonts**. If you are presenting on an unfamiliar computer the font you have chosen may not work. Arial and Times New Roman are common fonts.

 **Think of contrast.** If you use a dark background use light-colored text and vice versa. Refrain from using backgrounds that will obscure your text color.

**Microsoft PowerPoint window:**



Insert new slide

Insert Tab



Use to insert table, picture, arts, shapes, charts, links, header, word art, symbol etc.

|  |  |
| --- | --- |
| Change the background | **Design Tabs** >>**Background** >>**Background Styles**   Click on the **Format Background** button at the bottom.   Format Background window appears.  o You can set the color, solid or gradient, transparency or choose picture/texture fill  o Click on **Close** button to apply changes only to the current slide  o Click on **Apply to All** to apply changes to all the slide |
| Change the theme | **Design Tabs** >>**Themes**   Move the cursor over the theme buttons to preview different themes on your current slide.   Click on any theme button to choose the theme, which will be applied to all the slides in your presentation.   **Colors** -- Changes the color scheme of the current theme   **Fonts** -- Changes the font of the current theme   **Effects** -- Changes the effects of the current theme |

Design Tab



Animation Tab





**Create custom animation effects for objects**

**Animation Tab** >>**Animations** >>**Custom Animation**

 **Custom Animation panel** appears on the right-hand side of the current slide.

 Select the object you wish to apply animation

 Click the **Add Effect** button and choose the animation style.

o Frequently-used effects are found in "**Entrance**" styles in the menu

 Click the **Play** button to preview the animation.

**Modify Animation effects and order of animated objects**

 Customize animation effects under **Modify** in **Custom Animation panel**.

o Start -- how to start the animation

o Direction -- direction of animation

o Speed -- speed of animation

 Change orders of animated objects:

o Select the object in the list under **Modify**

o Hold on the mouse and bring up or down to change the order of objects

**Create a slide transition**

Slide transitions are animation effects that appear between slides. While they look fancy, these transitions can be distracting if overused. It is often good to keep this kind of animation to a minimum.

**Animation Tabs** >>**Animations** >>**Transition to This Slide**

 Mover the cursor over the transition buttons to preview the effects.

 Click on the Transition effect button to apply the slide transition effect.

 Click on **Transition Sound** button to apply sound effect for transition.

 Click on **Transition Speed** button to adjust the speed.

 Click on **Apply to All** to apply the same transition effect to all the slides.

**Present the slide show**

**Manual Presentation:**

**View Tab** >>**Presentation Views** >>**Slide Show**

To move to the next slide in your presentation do one of the following:

 Click the left mouse button

 Hit the spacebar

 Use the arrow keys on the keyboard. Up and left go back, right and down go forward.

 Click on the Esc key on keyboard to go back to **Normal** view.

**Automatic Presentation:**

**Animations Tab**>>**Transition to this Slide** >>**Advance Slide**

 Click on the check box for "Automatically After."

 Set the time to automatically change to the next slide after a certain duration of time.

 This feature is useful if you are under a time constraint or if you want to present in a more movie-like style.