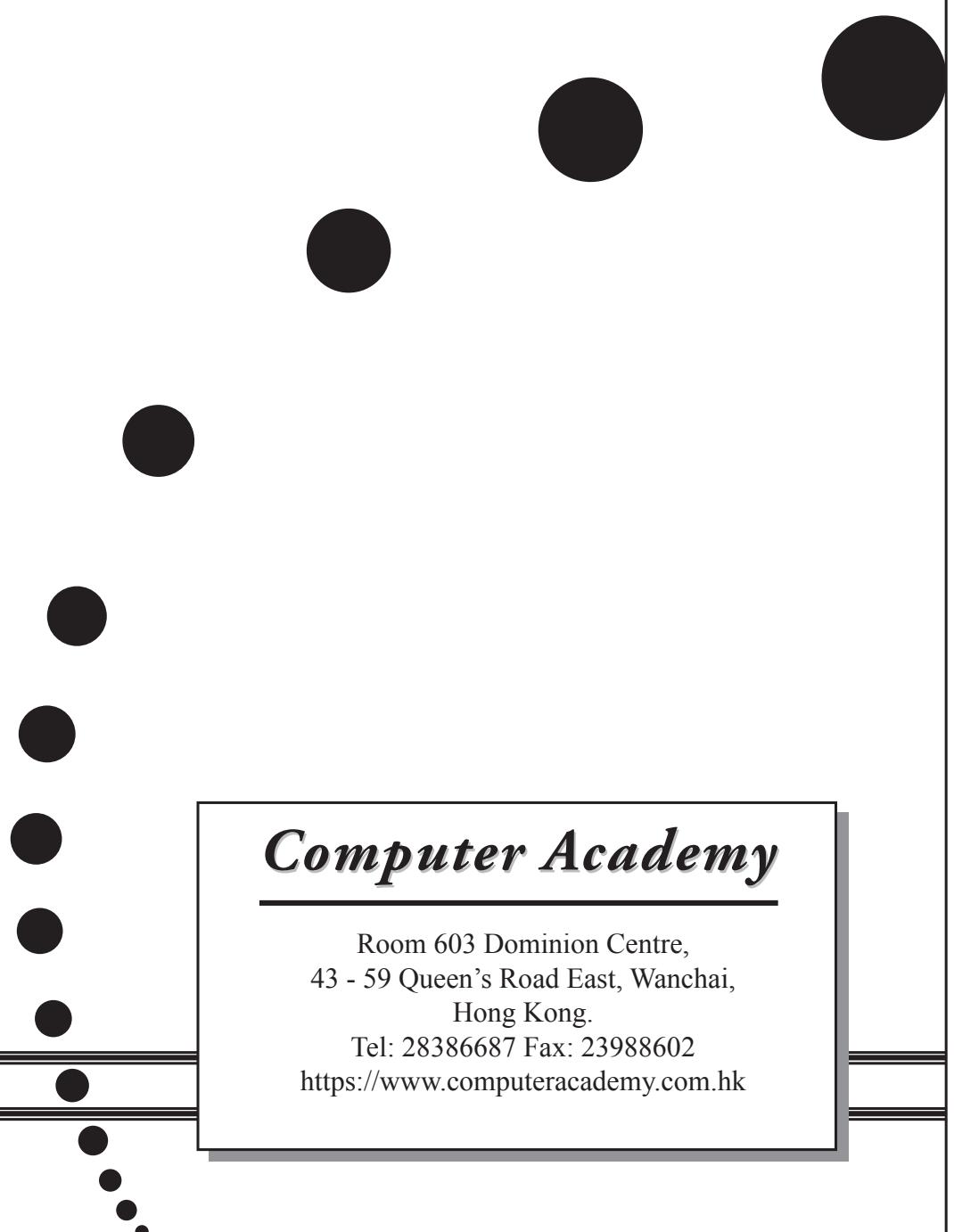


Microsoft PowerPoint



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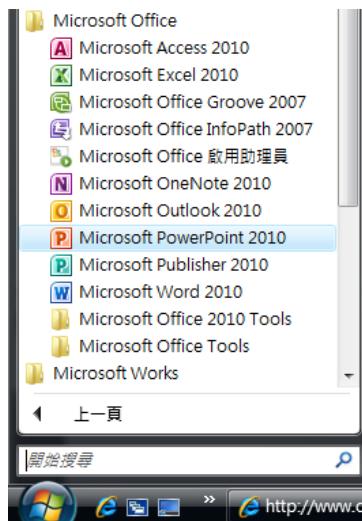
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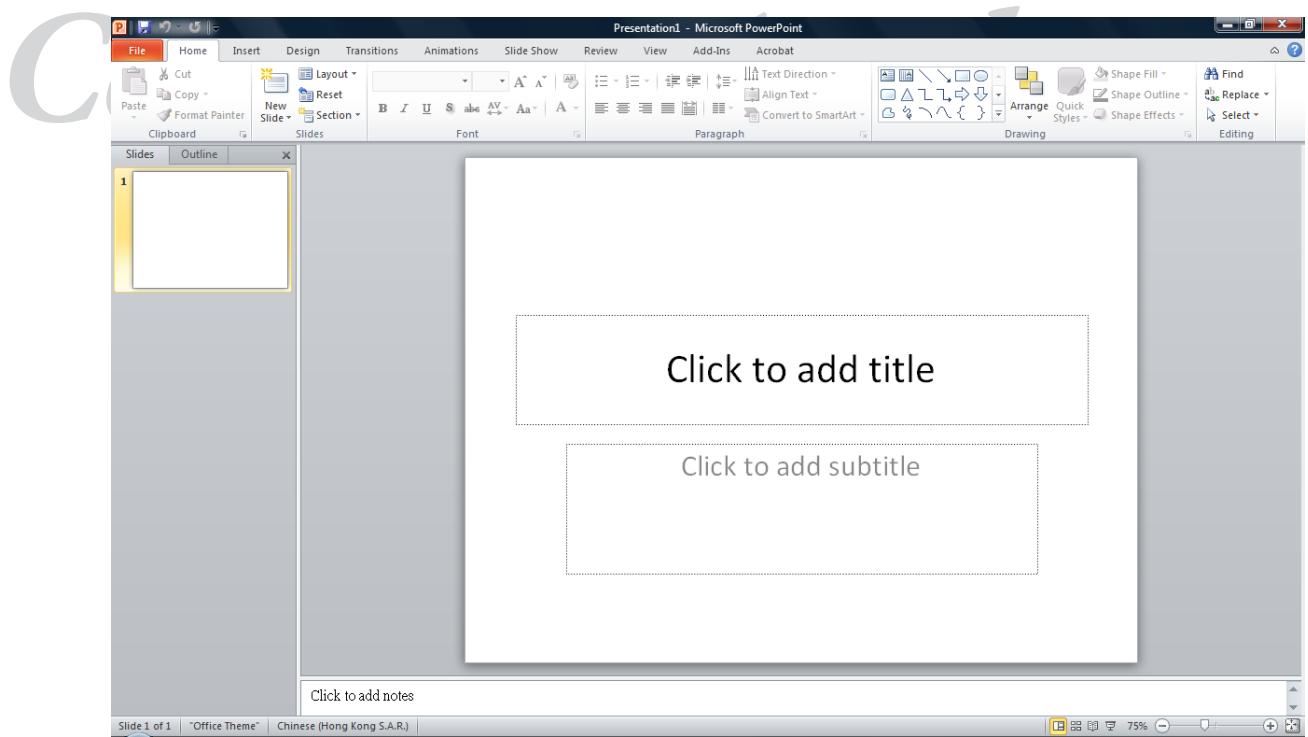
Launching PowerPoint

Launching PowerPoint

We start the PowerPoint program by click on Start then choosing Microsoft PowerPoint from Microsoft Office from All programs.



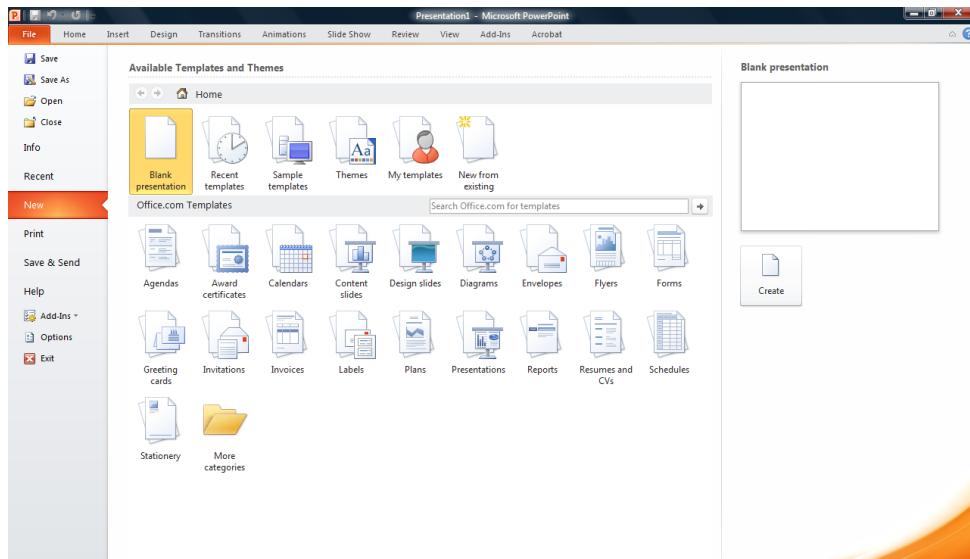
After launching the program, we will see the window like this



PowerPoint

To new a presentation

- Choose New from File tab
- Choose Blank presentation to create a new presentation



Or you can choose any pre-installed templates to start your presentation using the preset formats

Computer Academy

Quick browse of PowerPoint

Quick browse of PowerPoint

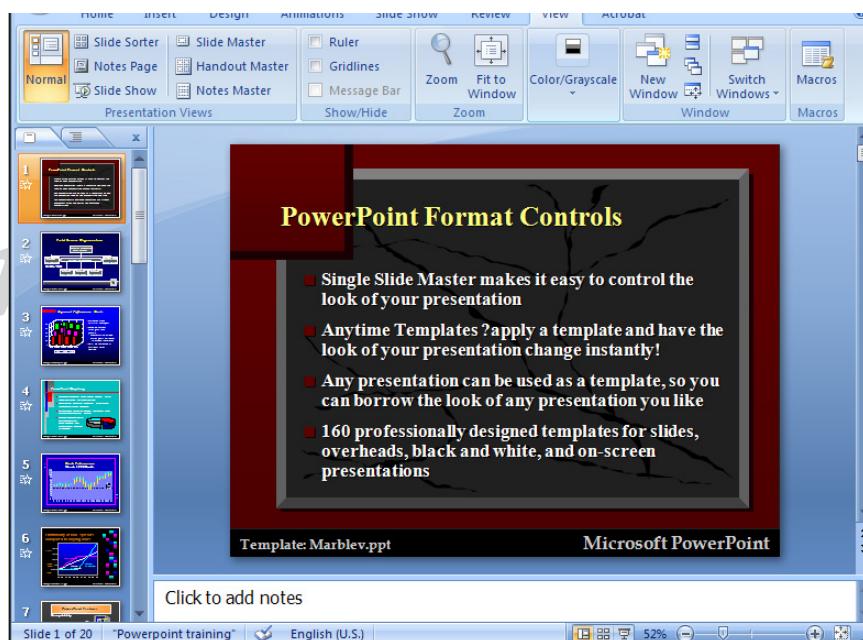
First of all, we will open an existing presentation and take a look on the various components in PowerPoint.

Open a file

- Choose Open from the File tab

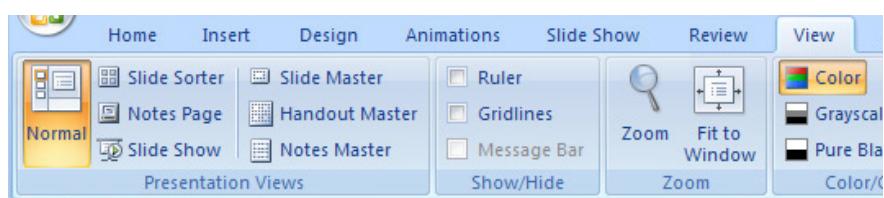


- Change the folder(directory) to PowerPoint training
- Select a file "Demo"



Presentation views

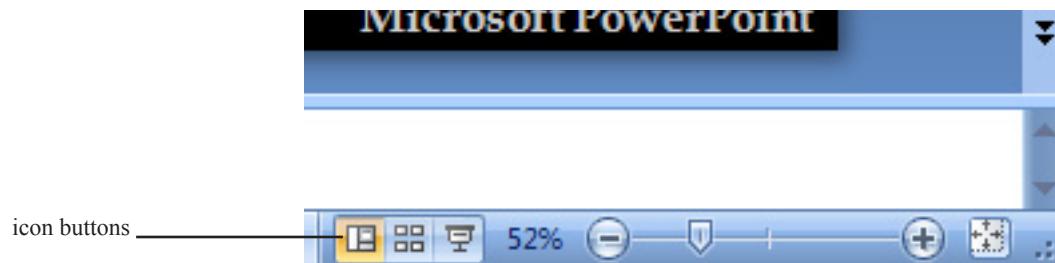
PowerPoint has four views for user to manage or create their presentations. The four views are Normal view, Slide Sorter, Slide show and Notes Page. We can find them under the View Ribbon.



PowerPoint

Switching views

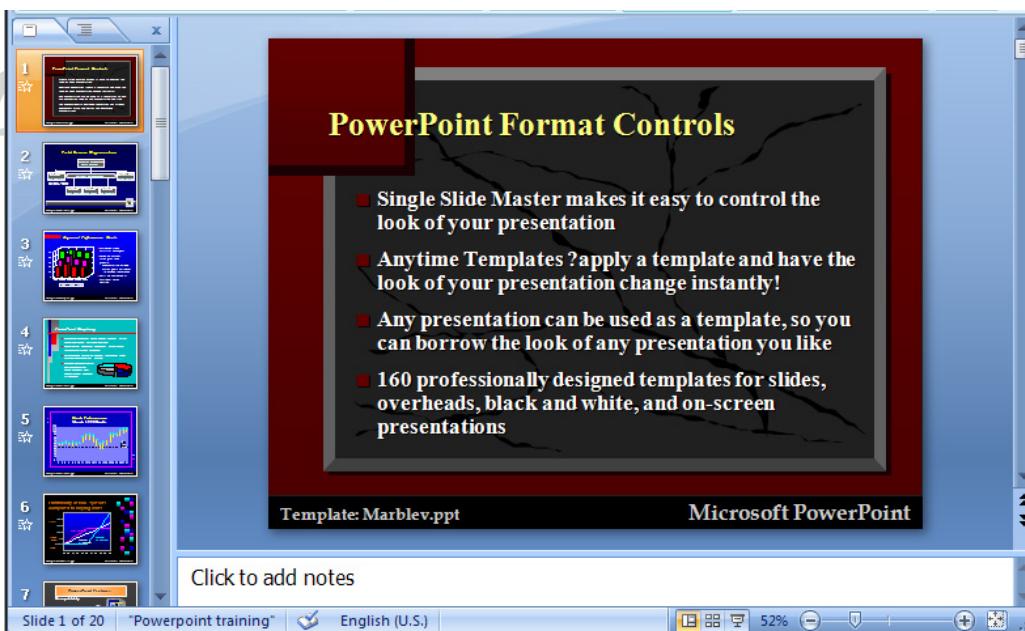
Apart from using the View Ribbon to switch form one view to the others, we can also use the icon button along the bottom part of a document window.



We switch from a view to another view by clicking the appropriate icons at the bottom of the window.

Normal view (Slide)

This view is for presentation



Normal view (Outline)

This is the view or mode we build our presentation. Usually, the ideas or points should be drafted in the outline editor in that view.

Quick browse of PowerPoint

The screenshot shows the Microsoft PowerPoint interface. On the left, the 'Outline' tab is selected in the ribbon. Below it, the outline pane displays four slides:

- 1 **PowerPoint Format Controls**
 - Single Slide Master makes it easy to control the look of your presentation
 - Anytime Templates ?apply a template and have the look of your presentation change instantly!
 - Any presentation can be used as a template, so you can borrow the look of any presentation you like
 - 160 professionally designed templates for slides, overheads, black and white, and on-screen presentations
- 2 **Field Service Organization**
 - Gathered from District Managers
 - Based on current sales plus 15% growth
 - conservative estimate
 - sales goals will be set to exceed these levels
 - Will be reviewed at National Sales Session
- 3 **Regional Performance Goals**
 - Based on current sales plus 15% growth
 - conservative estimate
 - sales goals will be set to exceed these levels
 - Will be reviewed at National Sales Session
- 4 **PowerPoint Graphing**
 - Graphing modeled after Excel, shared with Word and other MS applications
 - Charting by example approach gives users immediate visual feedback
 - 84 different styles of graphs including true 3-D and combination styles
 - Graphs automatically use presentation color scheme and update when scheme

To the right of the outline, a slide preview window shows a slide titled 'PowerPoint Format Controls' with bullet points matching the outline. At the bottom of the slide preview, it says 'Template: Marble.ppt' and 'Microsoft PowerPoint'.

Below the slide preview, a text box contains the instruction: 'Click to add notes'.

Notes view

This is the view where you prepare the note.

The screenshot shows the Microsoft PowerPoint Notes view. On the left, a large text area contains the following note:

PowerPoint Format Centre

Single Slide Master makes it easy to control the look of your presentation. Anytime Templates ?apply a template and have the look of your presentation change instantly! Any presentation can be used as a template, so you can borrow the look of any presentation you like. 160 professionally designed templates for slides, overheads, black and white, and on-screen presentations.

Template: Marble.ppt Microsoft PowerPoint 3.0

To view this collection of sample slides:

- *Click on the Slide Show button on the Tool Bar at the top of the window
- or-
- *Select Slide Show.. on the File menu

This presentation was created using only the templates included in PowerPoint 3.0. From each family, the template designed for on-screen video was chosen.

At the bottom of the note area, it says 'Page 1'.

To the right of the note area, a small thumbnail preview of a slide titled 'PowerPoint Format Controls' is visible, showing the same content as the slide in the slide preview in the previous screenshot.

PowerPoint

Slides sorter

Under the view, users can rearrange the order of the slide and can have a overview picture of the presentation.



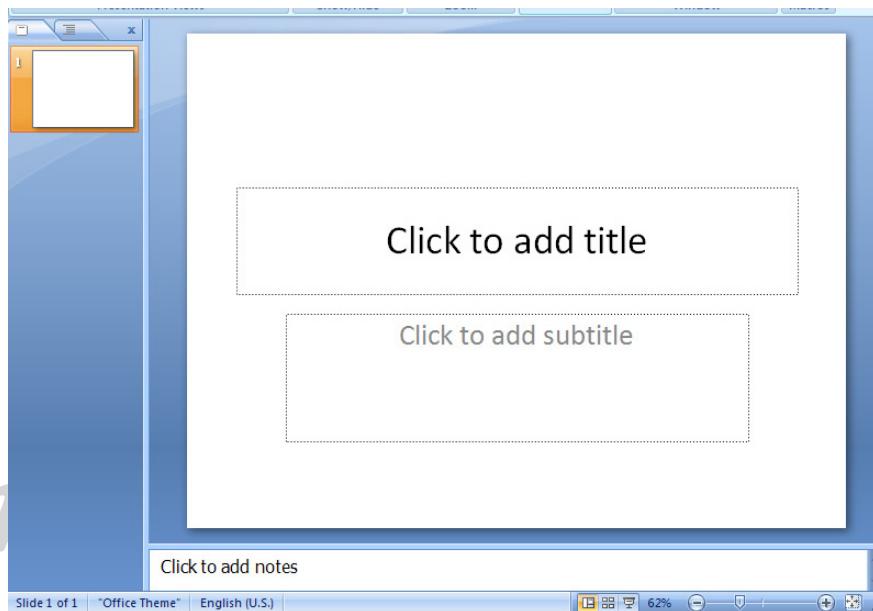
Computer Academy

Using Outline View

PowerPoint provides different views for users in preparing their presentations. Each view has its own usage and serve for a particular purpose. Outline view is a useful view by which users can create and organize their ideas. To use the outline view, you have to create a presentation first.

New a file

- Choose New from the File tab.
- Choose Blank presentation

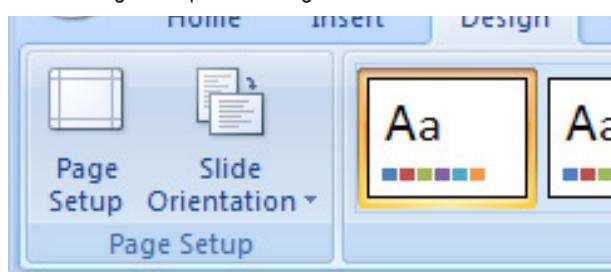


Slide setup

You can change the size of the slide and orientation.

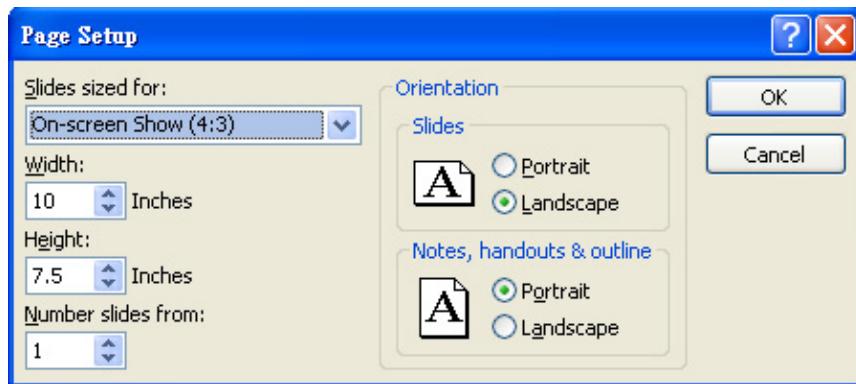
Change page setup

- Choose Page Setup from Design Ribbon



- Change the setting from Slides sized for box
- Change the slide orientation from Slides area

PowerPoint

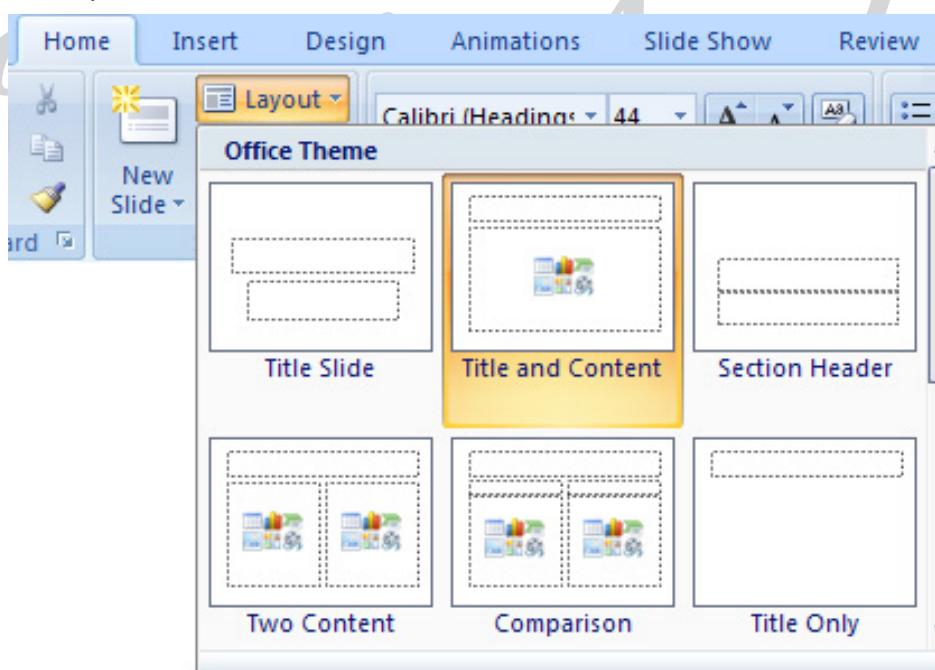


Slide layout

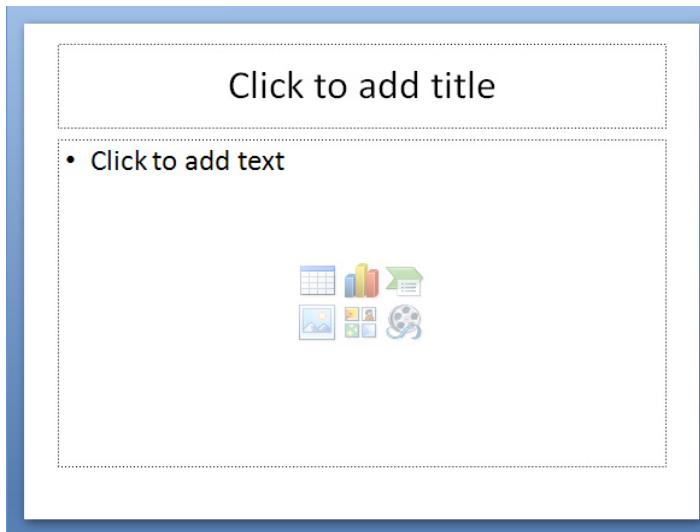
Slides are made up of many components, such as charts, organization chart, graphic tables or bulleted text etc., Under PowerPoint, all each components are arranged in pre-formatted manners with various combinations, such as text and graphic or text and chat etc., hence, we just pick up the layout we want and PowerPoint will arrange the components.

Change slide layout

- Go to Layout under Home Ribbon



- Choose the layout you prefer to, for example Title and Content



Input text

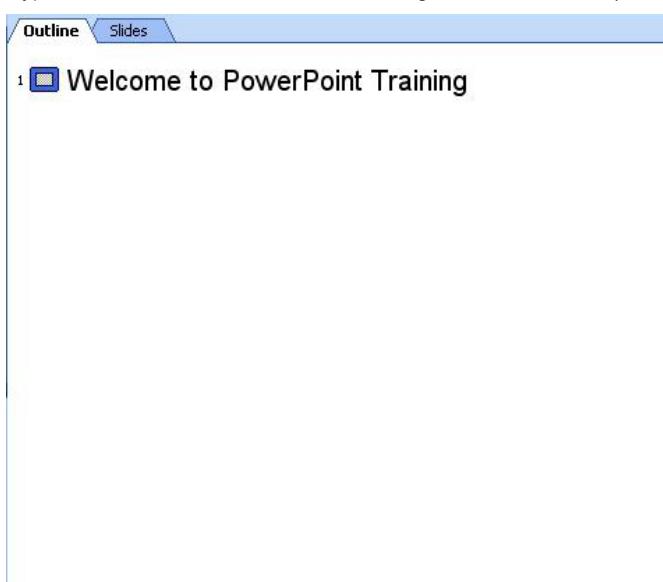
You can input any text inside the Outline editor or Slide view.

Switch to Outline editor



Typing text from Outline editor

- Type Welcome to PowerPoint 2003 training and Press Return (or Enter) key go to the next slide.



- Type Course contents and press Return key.
- Press the tab key and type following text.

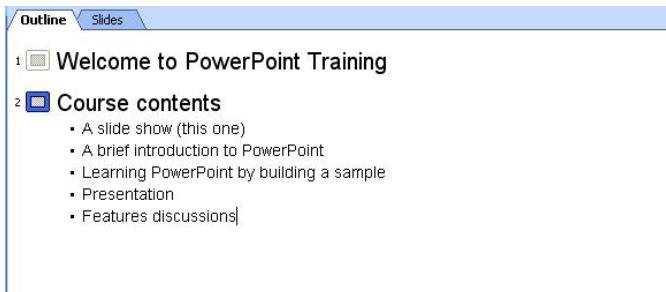
A slide show(this one) <Press Return Key>

A brief introduction to PowerPoint <Press Return Key>

PowerPoint

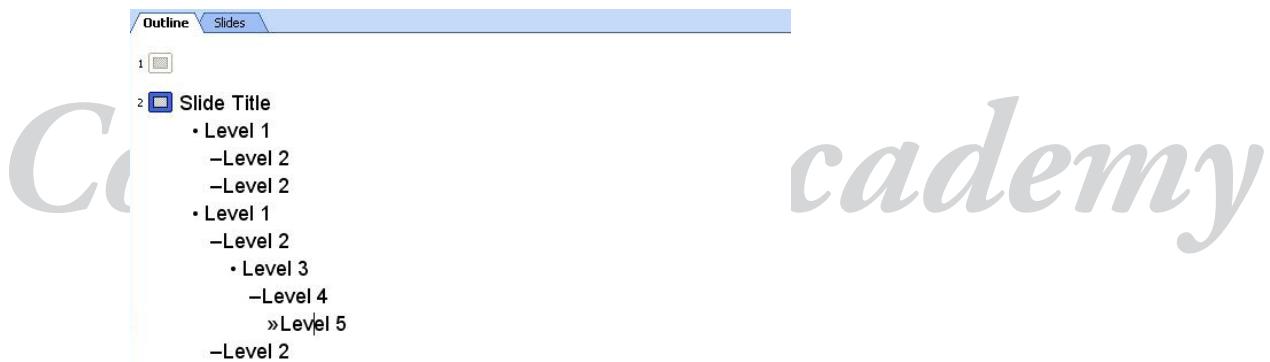
Learning PowerPoint by building a sample presentation<Press Return key>

Features discussions<Press Return Key>



Moving up/ down a level

The sentence next to the slide icon is the slide title and the subsequent text below it is the points. And we can divide the points into levels.



To move up one level

- Drag the level pointer to the left.

To move down one level

- Press the tab key or drag the level pointer to the right.

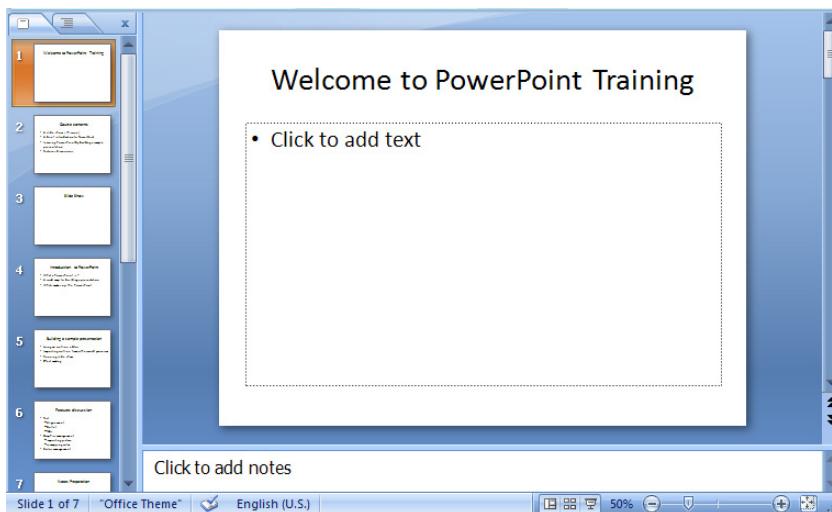
Importing text from other word processor

You can prepare the outlines or slides in Microsoft Word by assigning the right styles to the outlines. Then PowerPoint can automatically turns them into slides or different level of text. For example, if the line is assigned with the style Heading 1, then it will be the slide title. Or if the line of text in Word is assigned with style Heading 2, then this line of text will be the first level text in PowerPoint.

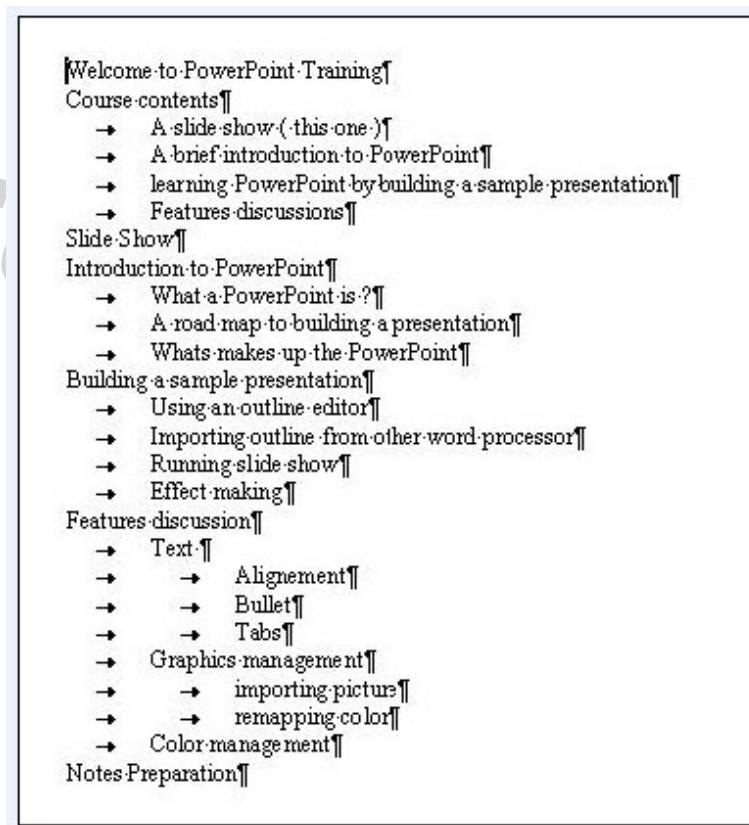
Suppose we want to import an outline from Microsoft Word.

- Choose Slides from Outline from New Slide button in the Home tab.
- Go to the folder which stored a word file
- Choose All Files from the “File of type”
- For example to select a file “Outline_text”

After a short moment, you should get the outline like the following figure.



The following picture shows you how we prepare the outline under Microsoft Word

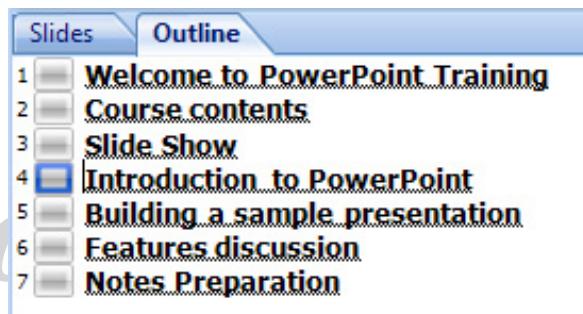
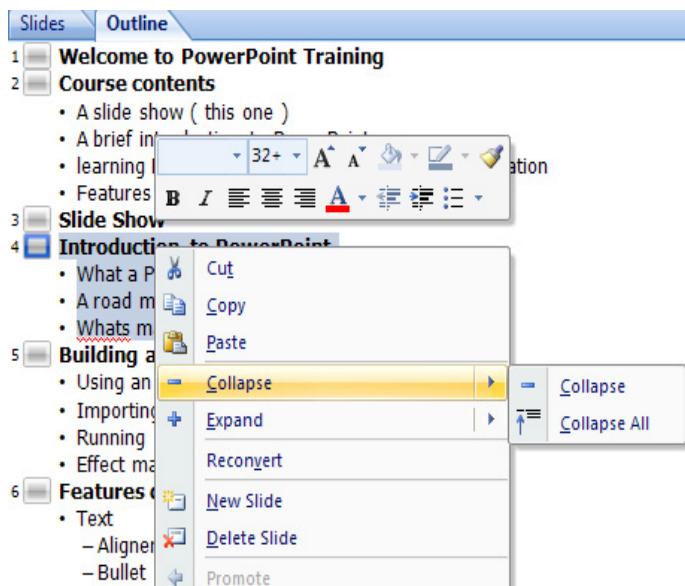


Collapse and Expand points

To concentrate on the slide titles, we can collapse the points by

- i) Right click to points and choose Collapse>Collapse or Collapse All.
- or
- ii) Press ALT+SHIFT+MINUS SIGN.

PowerPoint



Computer Academy

To delete a slide

- Click the slide icon to select the slide.

1 Welco

2 Cours

- Choose Clear from the Edit menu or press Delete key.

New a slide

To create a new slide

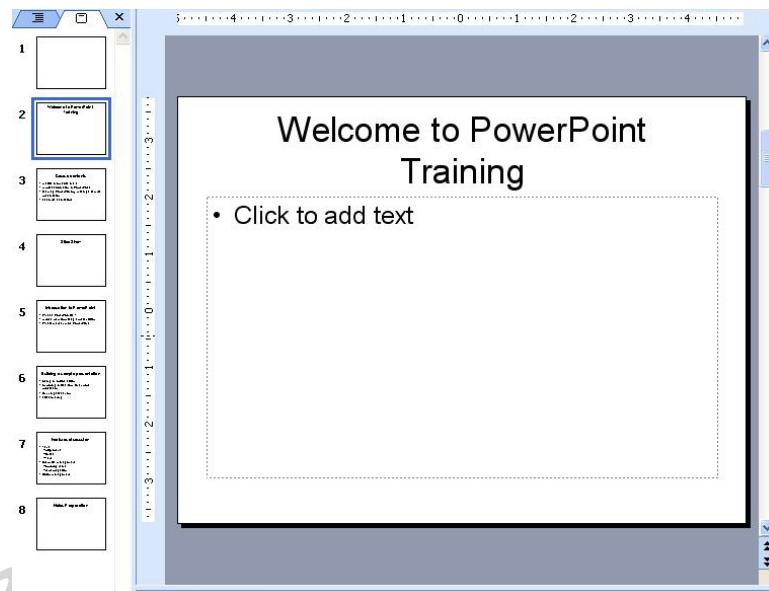
- Right click a slide and select New Slide
- Or
- Choose New Slide from the Home Ribbon

Slide View

After preparing the outline, we can switch to the Slide view to take a look of what a slide really is.

Switching to Slide View

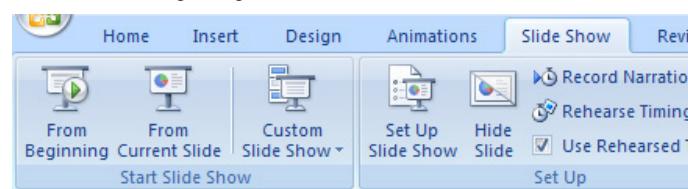
- Click the Slide tag on the left hand side at Normal view. The following shows you the view after switching to the slide view.



After preparing a presentation, we can run a slide show.

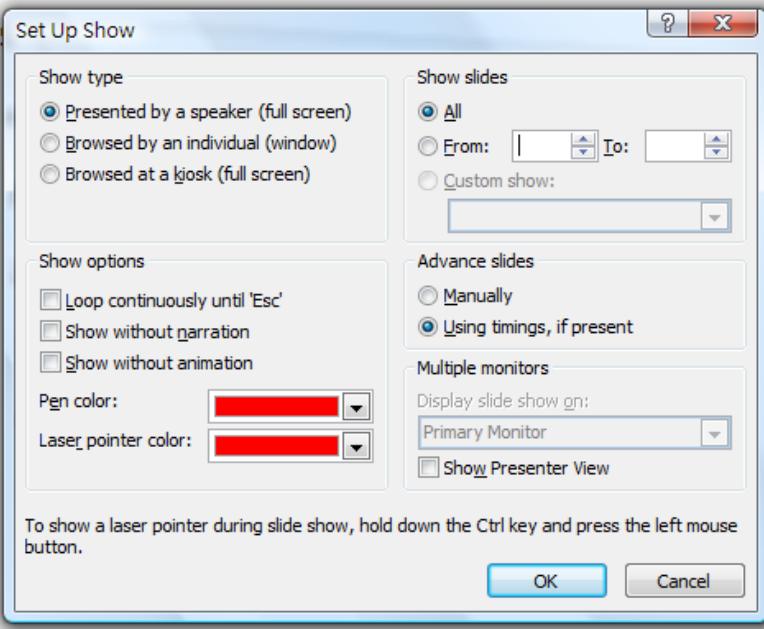
Running Presentation

- Choose From Beginning from the Slide Show Ribbon.



- Or, Choose Set Up Slide Show
- Fill in the information in the following box.

PowerPoint



- Or, Press F5 to start the show.

Also we can open run the slide show by clicking the icon on the left hand corner.



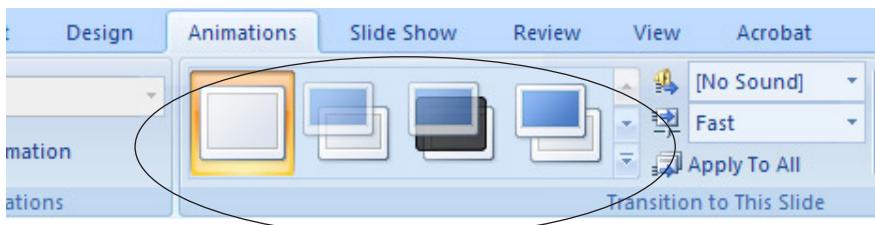
Computer Academy

We can add some predefined transition effects into our presentation to make it more interesting or professional. There are several ways we can apply the effects and depends on which view we are using.

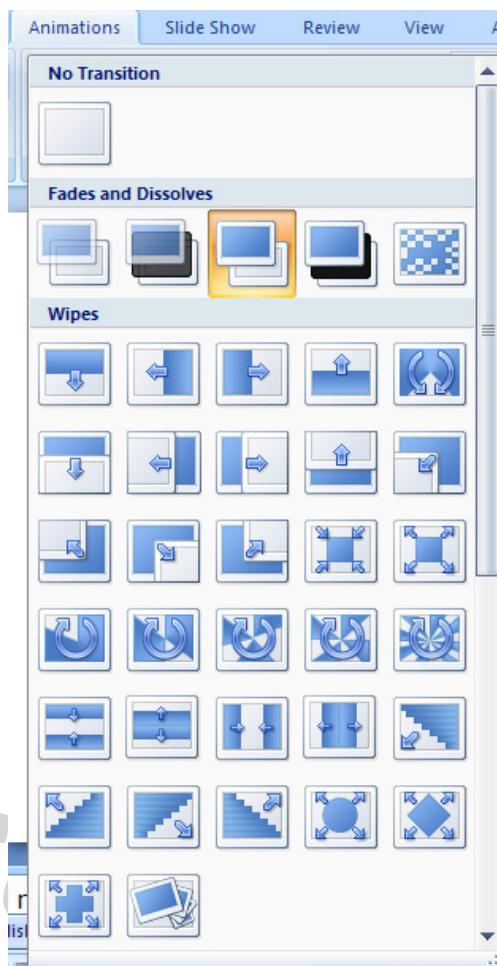
To apply transition effect in slide view

In slide view

- Scroll to the slide you want, for example slide1.
- Choose Slide Transition from Animations Ribbon.



- Choose the type of the effect from the menu.



- Scroll to the next slide and repeat the above steps.

To apply transition effect in sorter view

- Click the slide you want.



PowerPoint

Handling Text

There are several attributes associated with text that we can change in order to make our presentation more eligible and clear. And they are the font or font styles, color, text formatting (such as alignment, tab or indentation) and adding bullet point in front of our points.

Font Attributes

Like most of the other word processor, to change the word(s) or paragraph(s) font attributes. We have to select them and go to the appropriate menu to pick up the attributes.

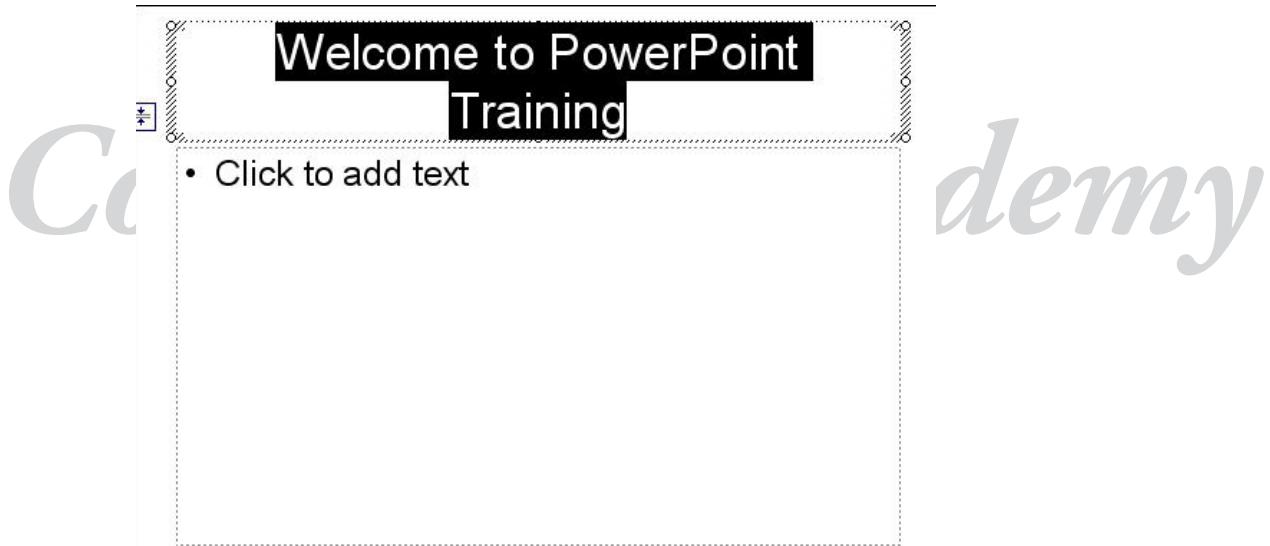
Suppose we want to change the slide title in the first line into the following text attributes

Font: Helvetica

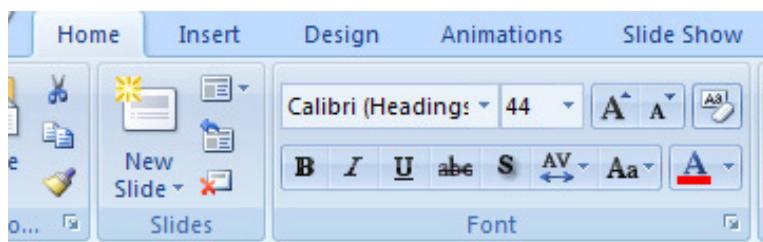
Font Size: 36 point

Color: Yellow

- Go to the first slide.
- Select the slide title as shown.

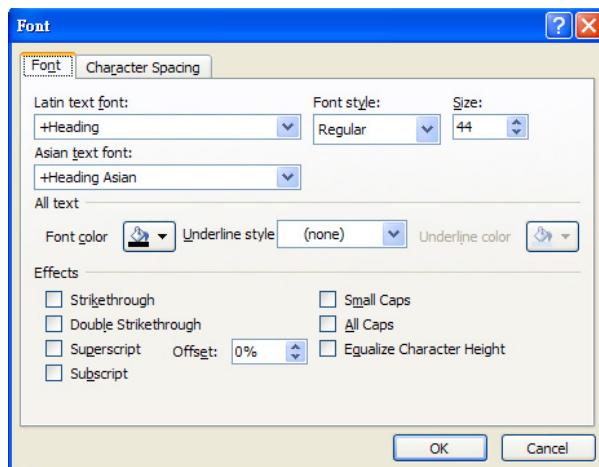


- Choose the Font attributes options from the Home Ribbon.



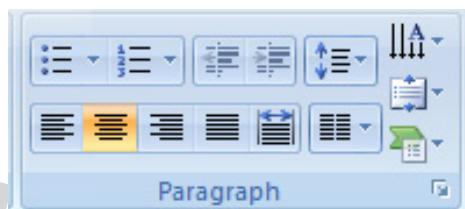
- or, we can choose Font from lower right corner .

Handling Text



Aligning Text

We can align text by choosing the appropriate type of alignment from the Home Ribbon.



Adding or Deleting Bullets

We can add bullet to the points or deleting them if we don't like it.

- Scroll to the second slide first.
- Click once inside the points as shown.

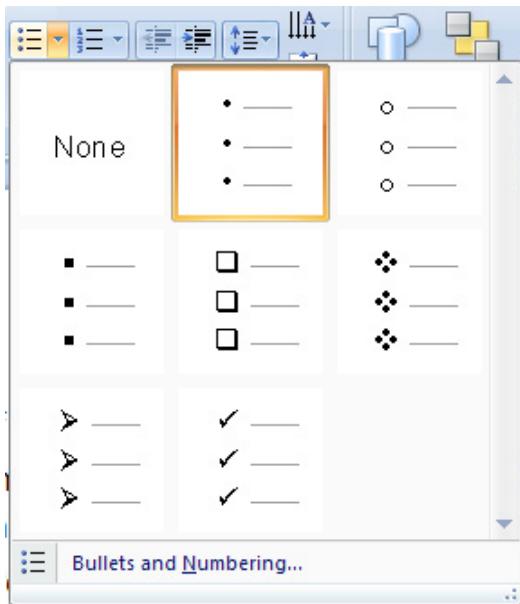
The slide has a title 'Course contents' at the top. Below it is a bulleted list:

- A slide show (this one)
- A brief introduction to PowerPoint
- learning PowerPoint by building a sample presentation
- Features discussions

- Click Bullet from the Home Ribbon.



- Check the Bullet box to add or un-check it if you don't like it.



Indenting Paragraph

We can change the left indent of a paragraph independently.

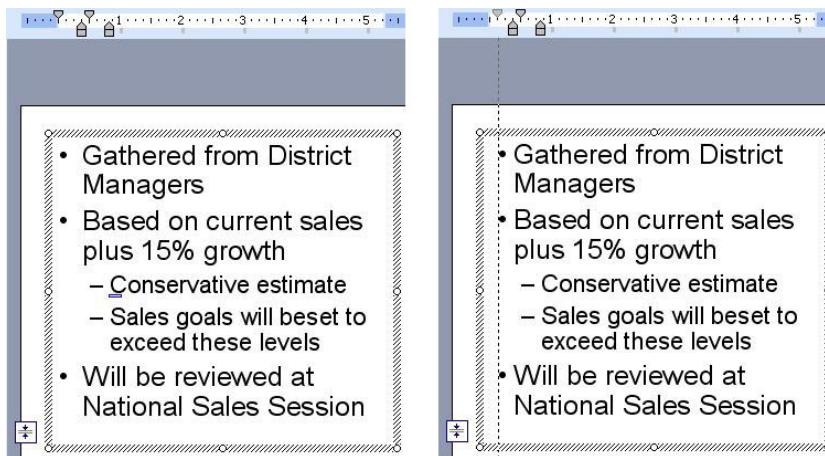
A screenshot of the slide master in PowerPoint. It shows a hierarchical bullet list with five levels. Below the slide master, a ruler is visible with two callouts pointing to its icons: 'First line indent' and 'Left line indent'. The slide master also includes labels for 'Title Area for AutoLayouts', 'Object Area for AutoLayouts', and footer areas like 'Date Area', 'Footer Area', and 'Number Area'.

First Line indent :it is used to indent the first line of a paragraph.

Left indent :it is used to indent the send line to the end of a paragraph from left hand side.

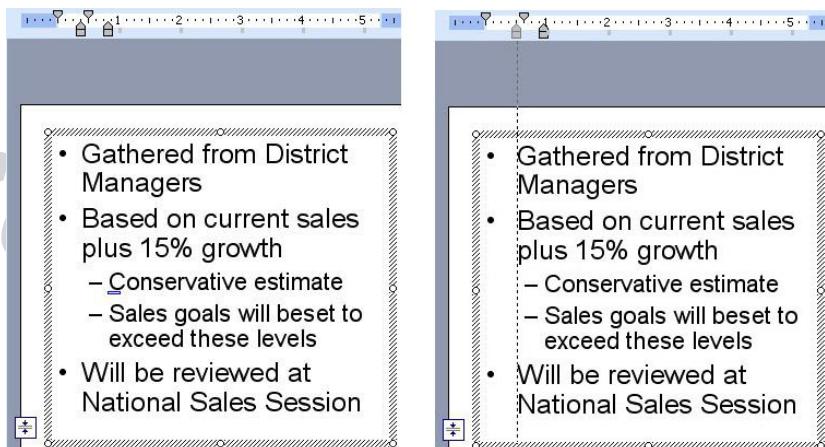
Change the First Line indent

- Select the text block from one of the slide.
- Check Ruler from the View Ribbon.
- Using the mouse to drag the First Line indent mark to a new position.



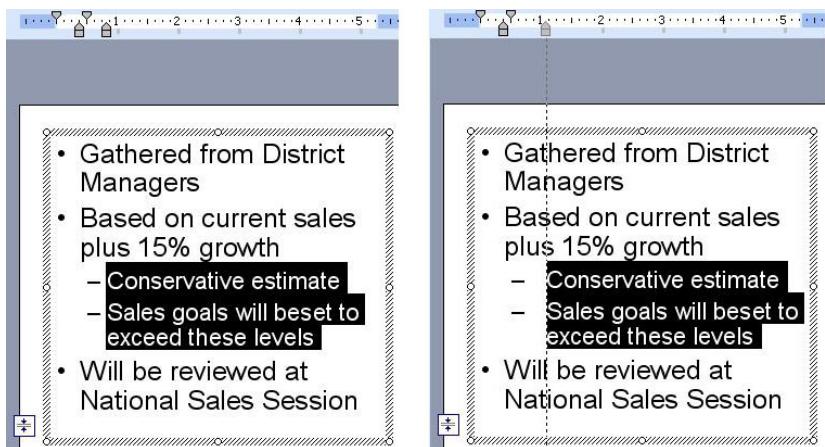
Change the left indent

- Using the mouse drag the Left Indent mark to a new position.



Change the indent to other level paragraph

- Same as the above step

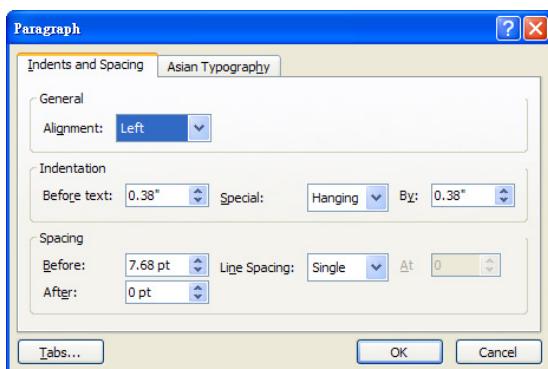
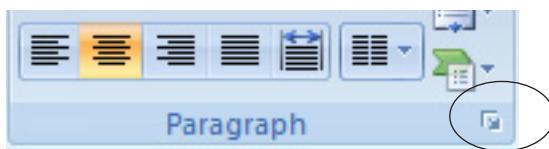


PowerPoint

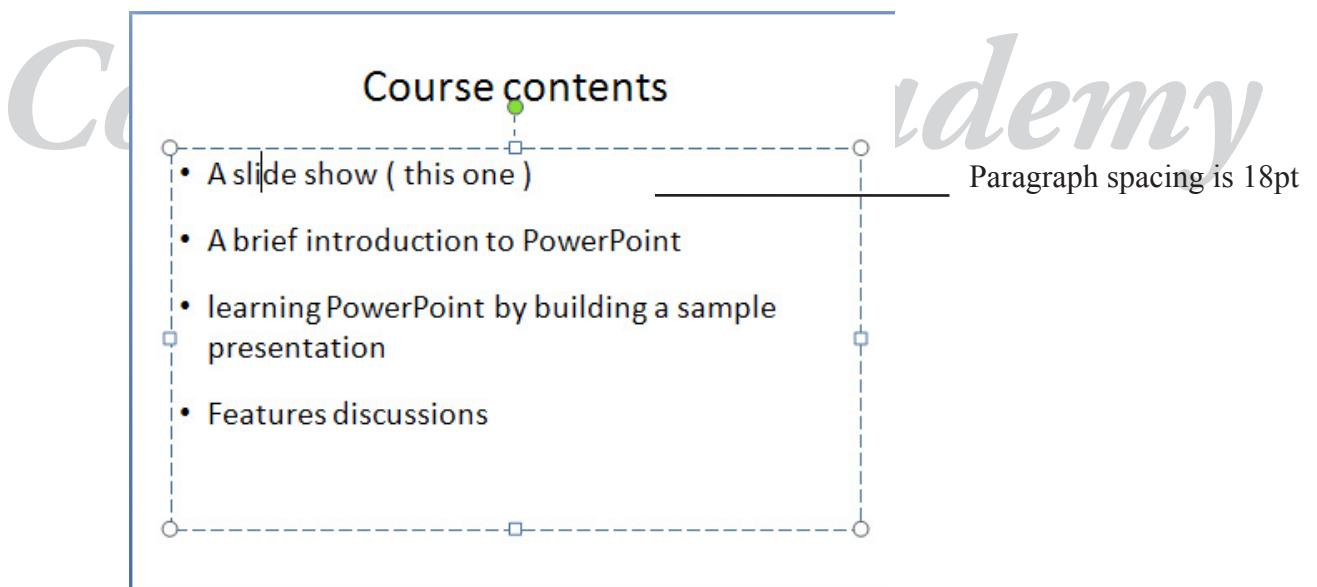
Paragraph spacing

You use the Paragraph Spacing command to adjust the spacing between two paragraphs.

- Choose Paragraph from the lower right corner



- Make your setting in the Paragraph space box.

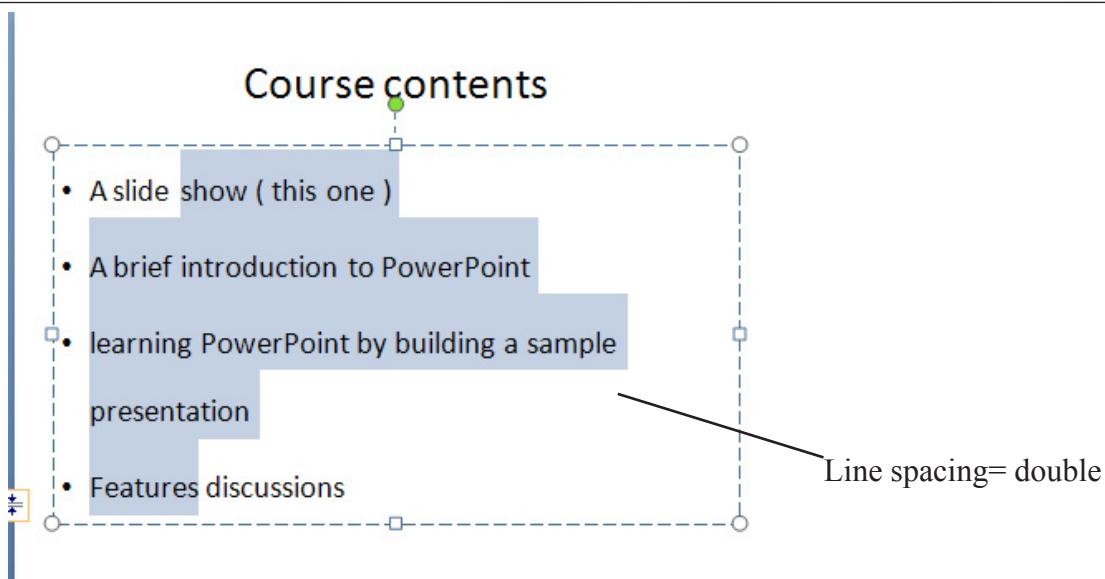


Paragraph spacing is 18pt

Line spacing

You use the Line Spacing command to adjust the spacing between lines of text.

- Choose Line Spacing from the Format menu.
- Make your setting in the Line space box.



Tab alignment

You use the Tab alignment to set your text to a desired position. To insert a tab key in PowerPoint, you should press Ctr+ tab (Windows).

Left tab

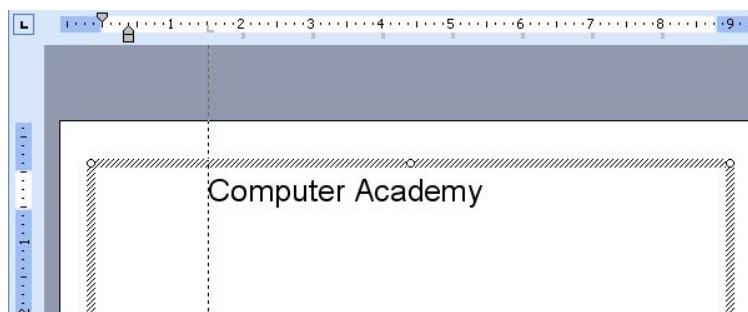
Insert a left tab

- Click the left corner to appear as follow

click this and change _____ to left tab icon



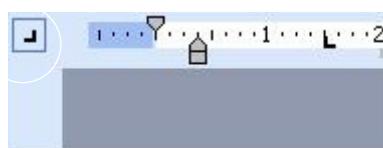
- Place the insertion point at before the word Computer Academy and insert the tab key
- Set the tab position at 1.5 in by clicking the mouse on the ruler.



Left tab

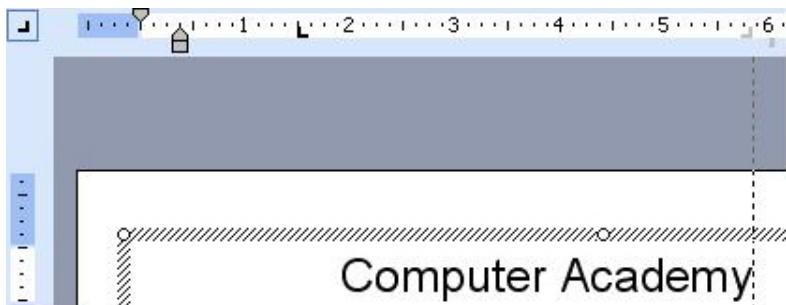
Insert a right tab

- Click the left corner to appear as follow



PowerPoint

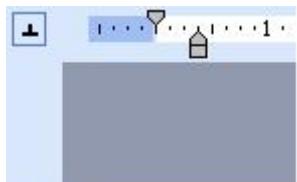
- Set the tab position at 5.75 in by clicking the mouse on the ruler.



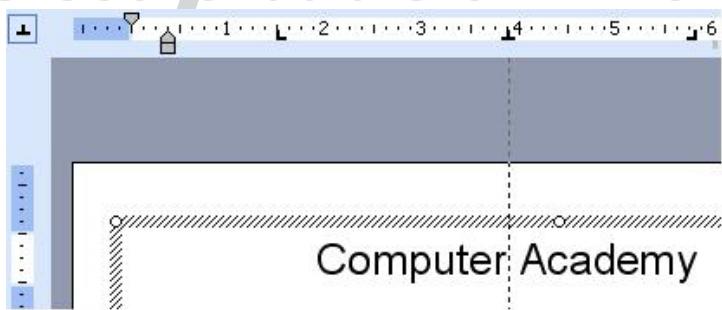
Centre tab

Insert a Centre Tab

- Click the left corner to appear as follow



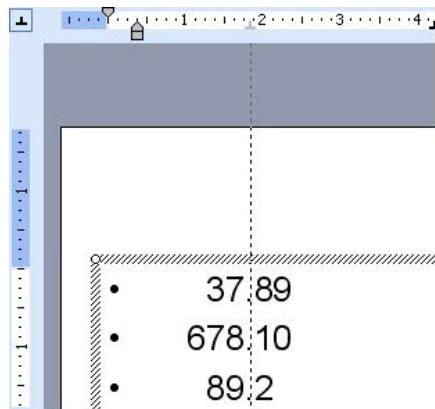
- Set the tab same as follow



Decimal tab

Insert a Decimal Tab

- Click the left corner to appear as follow
- Set the tab same as follow



Slide Master

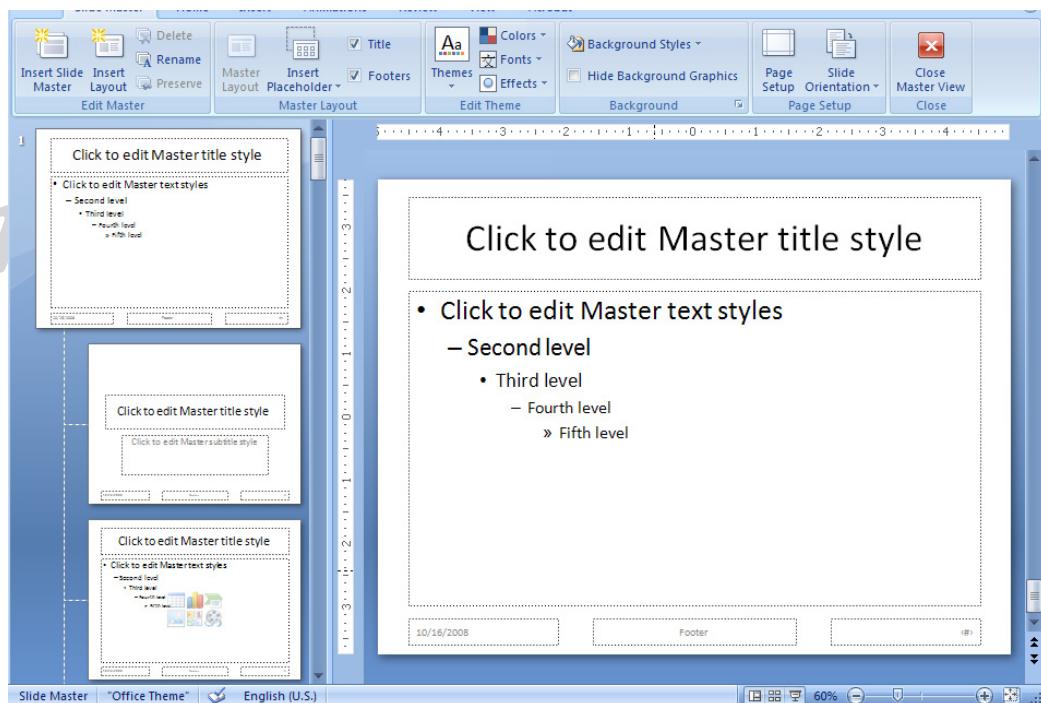
PowerPoint uses slide masters to control the format of slides. Any format attributes that you assign to a master will appear automatically on each slide.

For example, instead of changing the fonts attributes of the slide title one by one. We can format it in the slide and all the slide with that master will be changed accordingly.

- Choose Slide Master from Master from View Ribbon.



The Slide Master view comes up as shown.



- Perform all the formatting as usual.
- Choose Slide from Slide menu.

You can see that all the slide titles are changed automatically.

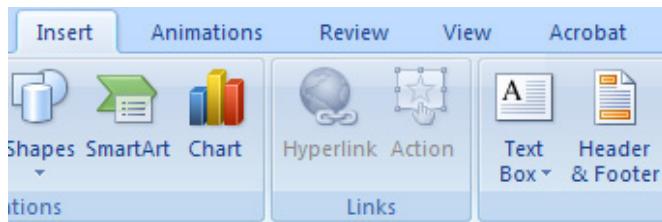
PowerPoint

Static objects

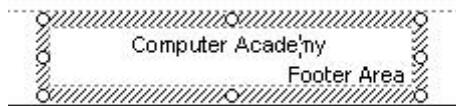
In some cases, it is a good idea to put some static objects such as the company logo, or the theme of the presentation in the slide master. So that all these static objects will be appeared in every slides without adding them slide by slide.

Suppose we are going to put a shadow text in the presentation.

- Choose Slide Master from the View Ribbon.
- Click the Text Box button from the Insert Ribbon.



- Click once on the right bottom of the master and type Computer Academy.

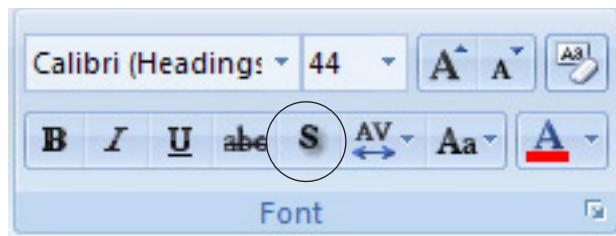


Adding shadow

- Highlight the word Computer Academy.



- Click the Shadow icon on Formatting Tool bar.



Shading the Background

PowerPoint provides several gradual fill for us to shade the background of our slides.

To apply gradient fill

Select the slide which you want to change the background shade.

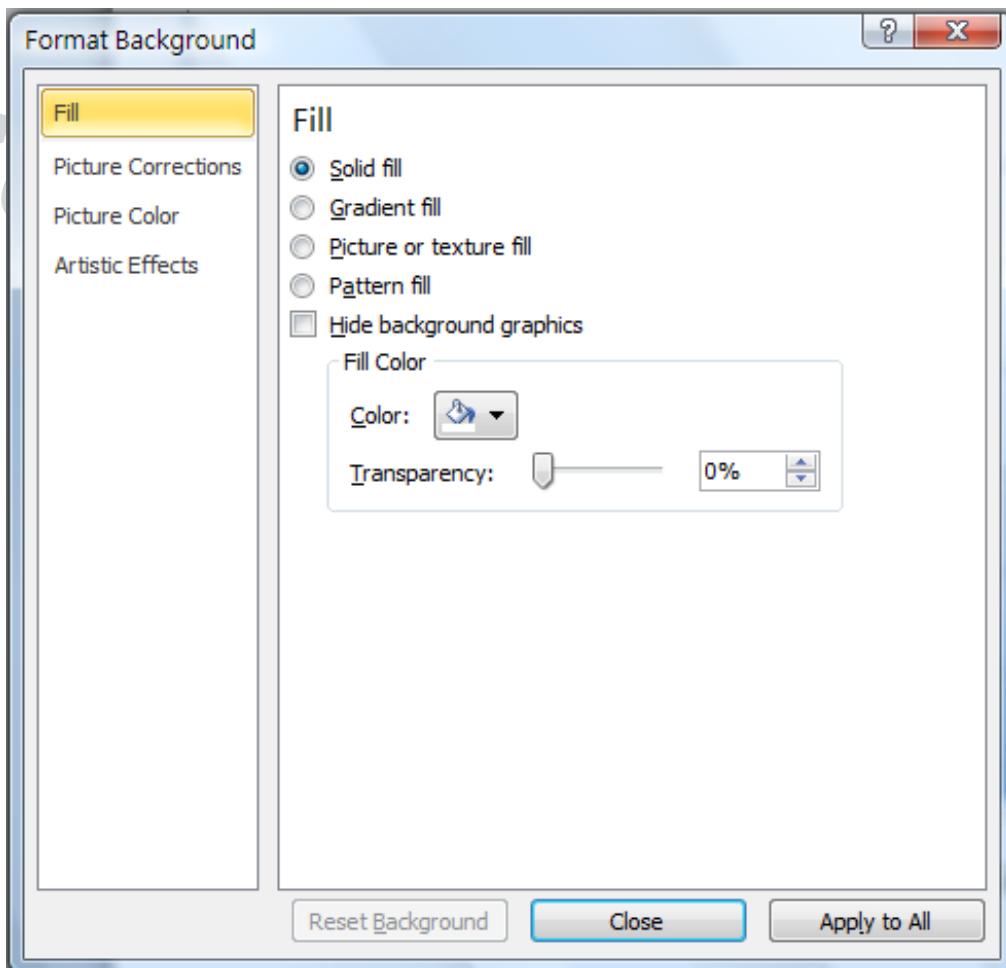
- Switch to Normal from the View Ribbon
- Go to Design Ribbon > Background > Background Style



- Select one of the sample.

Format Background

- Select Format Background from the above step



Solid fill To add color and transparency to a slide background, click this option.

Gradient fill To add a gradient (gradient: A gradual progression of colors and shades, usually from one color to another color, or from one shade to another shade of the same color.) fill to a slide background, click this option.

PowerPoint

Picture or texture fill To use a picture as fill for a slide background or to add texture to a slide background, click this option.

Apply to All To make the changes to all the slides, and not just the selected slides, click this button.

Reset Background To remove the customizations that you have made from the background and restore the default settings, click this button.

Gradient fill

Hide background objects To make your presentation handouts easier to read, hide non-placeholder objects (object: A table, chart, graphic, equation, or other form of information. Objects created in one application, for example spreadsheets, and linked or embedded in another application are OLE objects.), such as shapes, images, charts, or SmartArt graphics, by selecting this check box.

Preset colors To choose a built-in gradient fill, click Preset colors , and then click the option that you want.

Type To specify the direction to use when drawing the gradient fill, select an option from the list. The Type that you select determines the available Direction.

Direction To choose a different progression of color and shades, click Direction, and then click the option that you want. The Directions that are available depend on the gradient Type that you choose.

Angle To specify the angle that the gradient fill is rotated within the shape, enter the degree value that you want. This option is available only when you select Linear as the Type.

Gradient stops

Gradient stops consist of a position, color, and a transparency value. The transparency value applies to the gradient stop, not to the overall fill. Gradient stops are used to create non-linear gradients. For example, if you want to create a gradient that goes from red to green to blue, you need to add three gradient stops — one for each color. Or, if you want to create a gradient that shows up only in the corner of a shape, you need to use gradient stops to make the gradient non-linear.

Stop list The gradient fill is made up of several gradient stops, but you can change only one gradient stop at a time. When you click the gradient stop that you want to edit in the list, the position, color, and transparency options reflect the current settings for that gradient stop.

Add To add a gradient stop, click Add, and then set the Stop position, Color, and Transparency that you want.

Remove To delete a gradient stop, click the Stop number in the list that you want to delete, and then click Remove.

Stop position To set the location for the color and transparency change in the gradient fill, move the Stop position slider or enter a number in the box next to the slider.

Color To choose the color used for the gradient stop, click Color , and then click the color that you want. To change to a color that is not in the theme colors (theme colors: A set of colors that is used in a file. Theme colors, theme fonts, and theme effects compose a theme.), click More Colors, and then either click the color that you want on the Standard tab, or mix your own color on the Custom tab. Custom colors and colors on the Standard tab are not updated if you later change the document theme (theme: A combination of theme colors, theme fonts, and theme effects. A theme may be applied to a file as a single selection.).

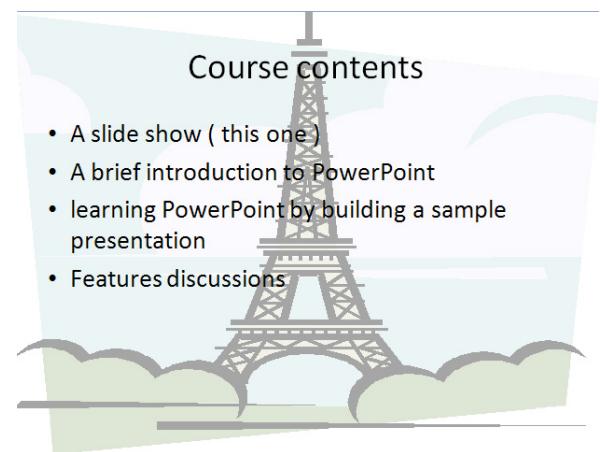
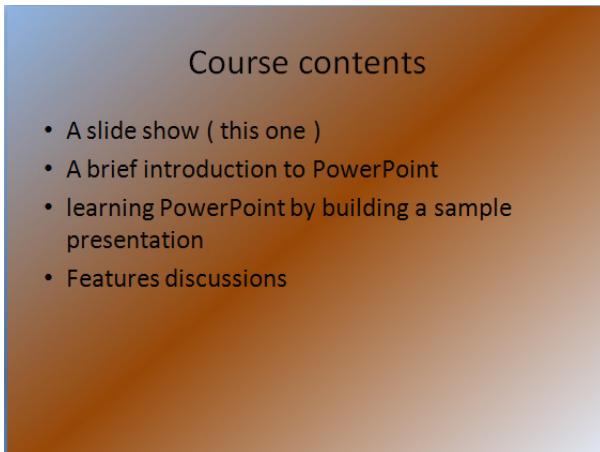
Transparency To specify how much you can see through the slide background at the specified Stop position, move the Transparency slider or enter a number in the box next to the slider. You can vary the

percentage of transparency from 0 (fully opaque, the default setting) to 100% (fully transparent).

Shade from Title To start the gradient fill from the edge of the placeholder (placeholders: Boxes with dotted or hatch-marked borders that are part of most slide layouts. These boxes hold title and body text or objects such as charts, tables, and pictures.) and expand outward, select this check box. This effect can be quite dramatic if the placeholder is not rectangular, as for example, a star shape.

Rotate with shape To rotate the gradient fill with the shape's rotation, select this check box.

Here are the slides with gradient fill and picture fill



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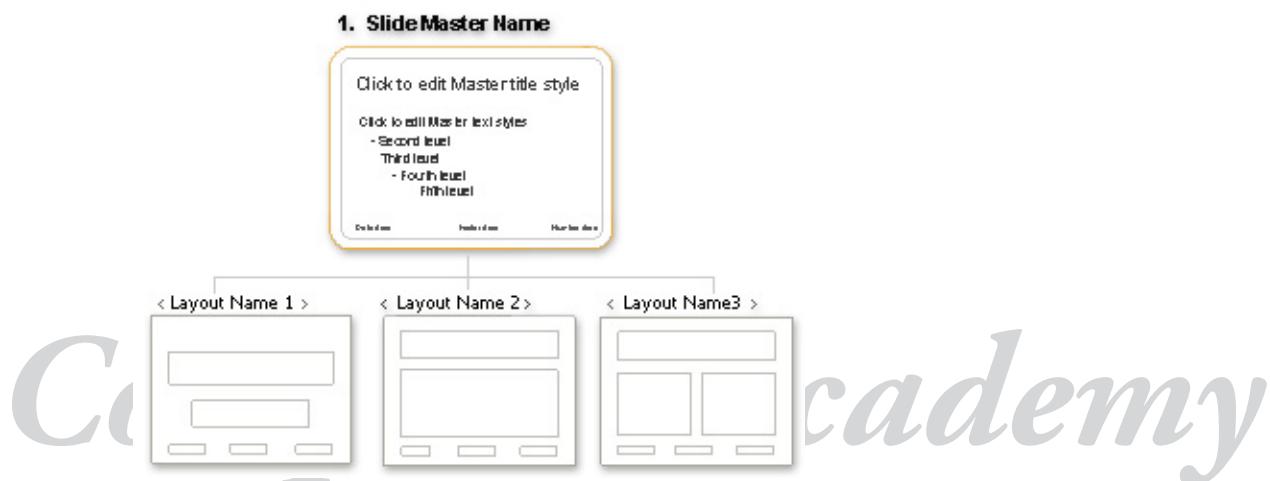
More about Slide Master

Add a slide master

A slide master is part of a template that stores information, including placements of text and objects on a slide, text and object placeholder sizes, text styles, backgrounds, color themes, effects, and animation.

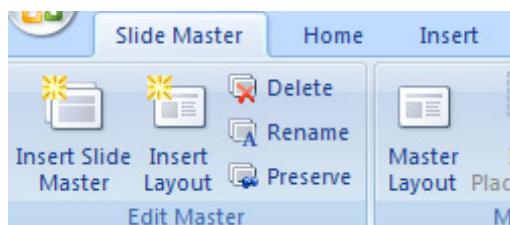
When you save one or more slide masters as a single template file (.potx), it creates a template that you can use to create new presentations. Each slide master contains one or more standard or custom sets of layouts.

The following picture shows a single slide master that contains three layouts.



Add a new slide master

- Go to Slide Master Ribbon > Slide Master > Insert Slide Master



- Or right click to the master view and select Insert Slide Master



Add a slide layout

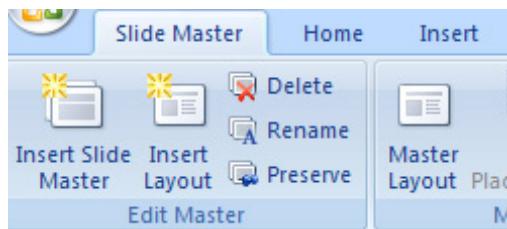
A slide master is part of a template that stores information, including placements of text and objects on a slide, text and object placeholder sizes, text styles, backgrounds, color themes, effects, and animation.

When you save one or more slide masters as a single template file (.potx), it creates a template that you can use to create new presentations. Each slide master contains one or more standard or custom sets of layouts.

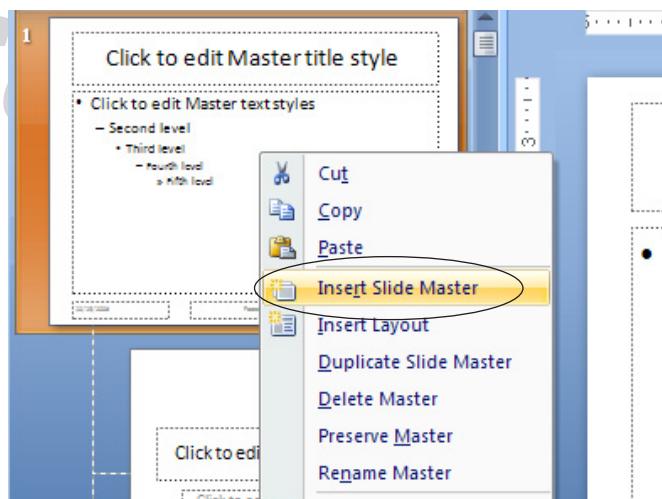
The following picture shows a single slide master that contains three layouts.

Add a new layout

- Go to Slide Master Ribbon > Slide Master > Insert Layout



- Or right click to the master view and select Insert Layout



Custom layouts

If you do not find a standard layout that suits your needs or the needs of presentation authors within your organization, you can create a custom layout.

You can create reusable custom layouts that specify the number, size, and location of placeholders, background content, and optional slide and placeholder level properties. You can also distribute custom layouts as part of a template, so you no longer have to waste valuable time cutting and pasting your layouts onto new slides or deleting content on a slide that you want to use with new and different content.

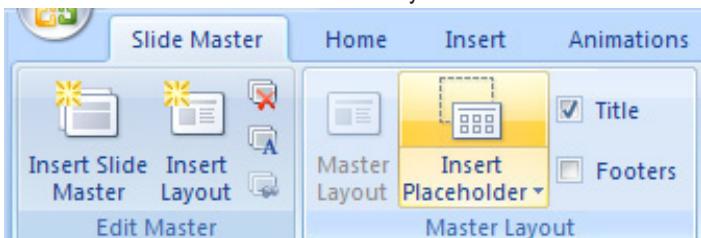
Types of text and object-based placeholders that you can add to build your custom layout include:

Content, Text, Picture, Chart, Table, Diagram, Media and Clip Art

PowerPoint

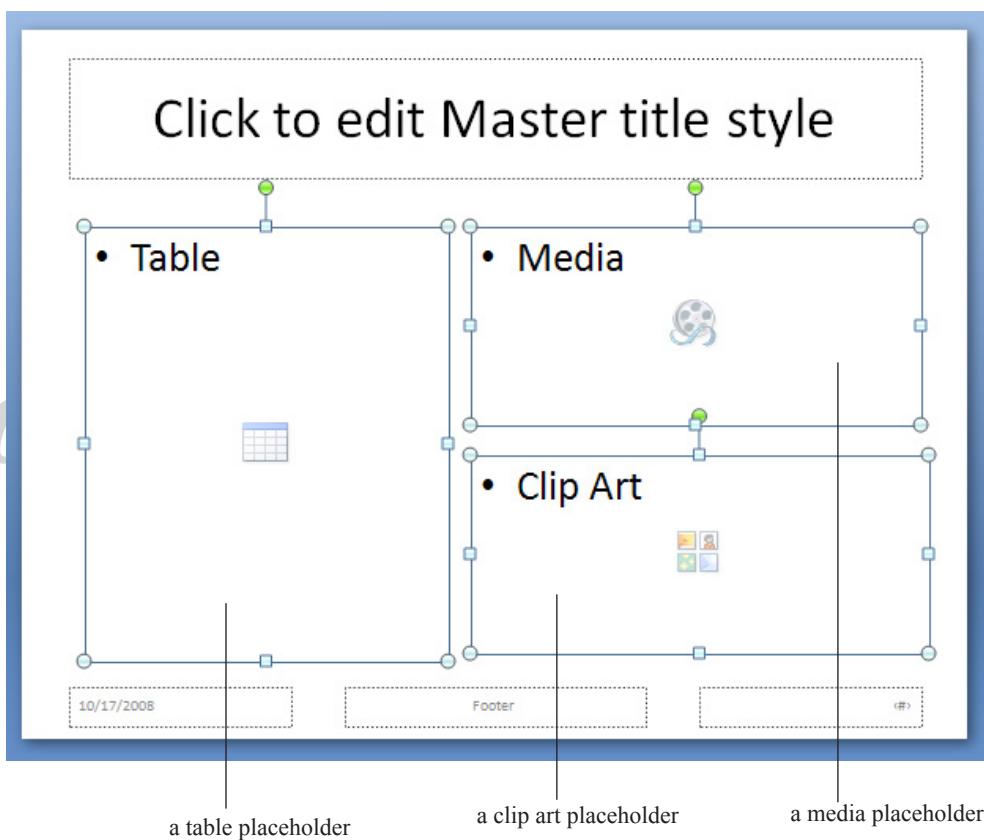
Add placeholders

- Go to Slide Master Ribbon>Master Layout>Insert Placeholders



- Click a location on the layout, and then drag to draw the placeholder.
- To add more placeholders to a layout, repeat the above steps.

The follow is an example



Rename a slide master

- Go to View Ribbon >Presentation Views>Slide Master
- Click the slide master that you want to rename
- Click Rename Button from Edit Master under Slide Master Ribbon
- type a new name, and then click Rename

Rename a slide layout

- Go to View Ribbon >Presentation Views>Slide Master
- Click the slide layout that you want to rename
- Click Rename Button from Edit Master under Slide Master Ribbon
- type a new name, and then click Rename

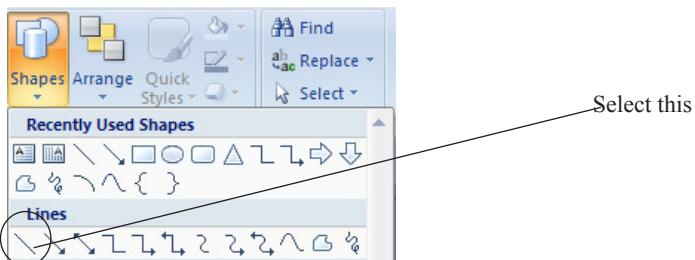
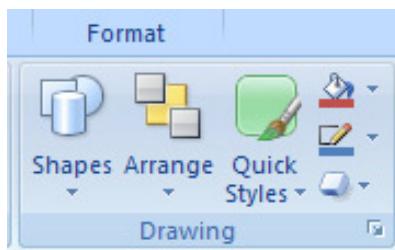
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Drawing Techniques

Drawing a line

- Go to Home Ribbon > Drawing> Shapes
- Select a Line button



- Click at the location where you want to start the line and drag your mouse
- Release your mouse

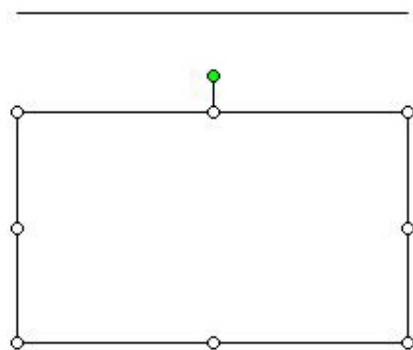
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Modifier Key

Users can draw a vertical or horizontal line more easier by holding down the “Shift Key” while dragging the mouse. Since this “modifier key” will constrain the mouse movement to vertical, horizontal or 45 degree.

Drawing a rectangular object

- Click the rectangle tool.
- Position your muse at the position which you want the rectangle start.
- Drag the mouse to extend the rectangle.
- Release your mouse.

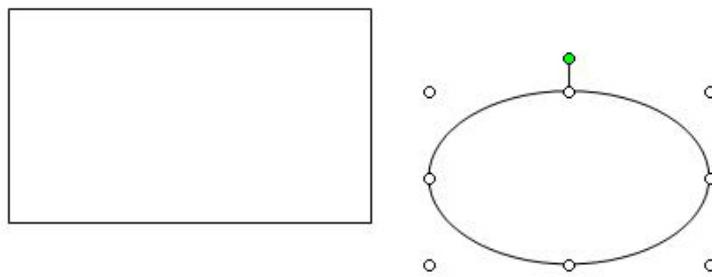


Drawing Technique

Tip: To draw a square, hold the Shift key and drag the mouse

To draw a circle

- Click the oval tool.
- Position you mouse at the position which you want the circular start.
- Drag the mouse to extend the circle.
- Release you mouse.



Tip: To draw a circle, press the Shift key and drag the mouse.

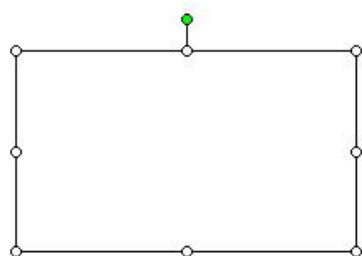
Selecting objects

Make sure the cursor is an arrow shape, and it is the right tool to select objects.

Note : if your cursor is not a pointer (arrow shape), click the Pointer tool once to change the cursor to pointer.

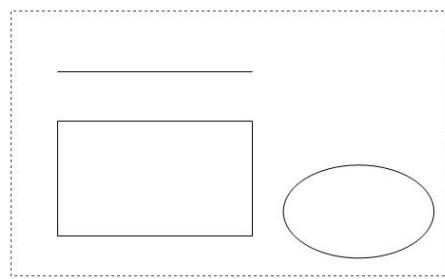
To select an object, we point and click on the object.

When the objects selected, a bounding box will be appeared as shown.



Selecting multiple object

- By dragging a rectangle to enclose those objects you want.



or

PowerPoint

- By holding the shift key and click the objects you want one by one.

Resizing an object

We can resize an object by following ways,

- Selecting the object first and then dragging the handle to resize it.
- Holding the shift key while dragging the handle. But this time only in the vertical, horizontal, or diagonal direction.
- Hold down the Ctrl key and resize. You will note that the centre of the box remains fixed, while its edges move inward or outward from the centre.
- Hold down the Ctrl key + Shift key while resizing the box. The above combination make the centre of the box unchanged and the box resized vertically, horizontally or diagonally.

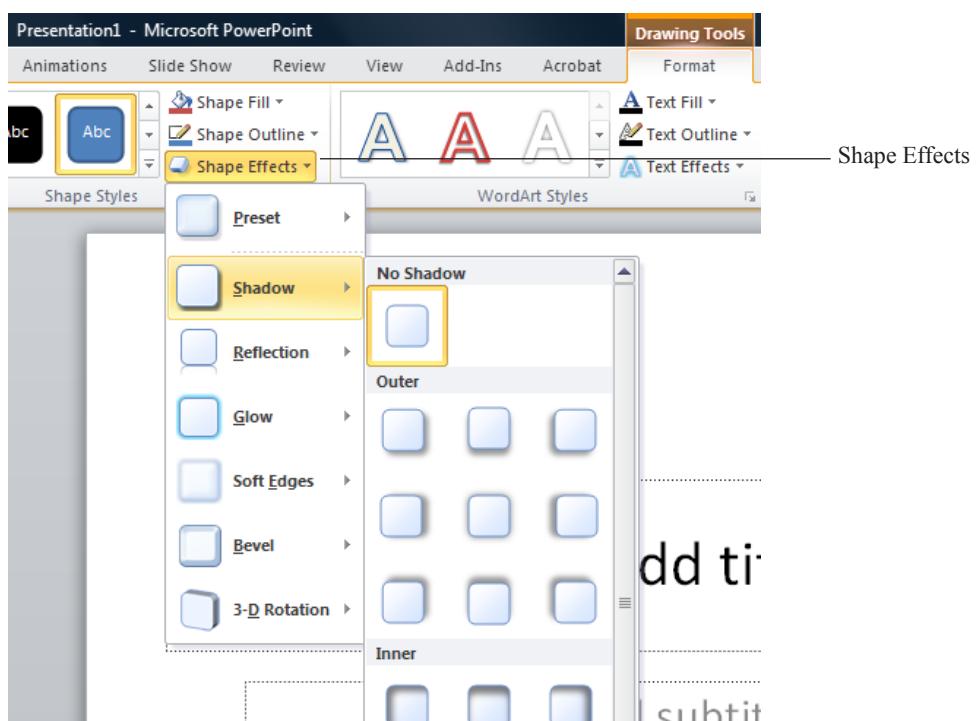
Adding a shadow

Objects can have different graphical attributes associated with. One attribute that makes an object stand is a shadow.

To add a shadow

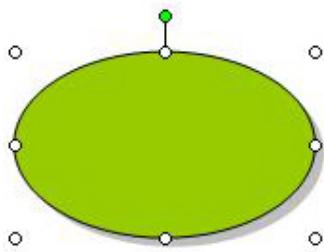


- Select the object.
- Choose Shape Effects from Format and pick up one effect from the list.



Drawing Technique

- A shadowed object.



Filling objects

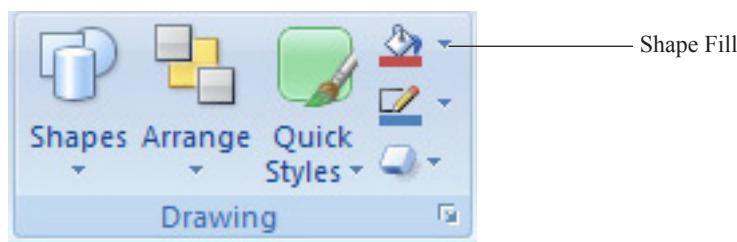
We can fill objects with different colors or apply a pattern to an object.

To colorize an object

- Select the object by click it once.



- Choose Shape Fill from the Drawing



- Select the color.



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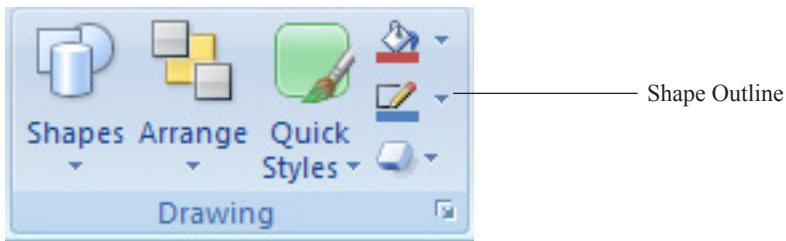
The Colors and Lines box is shown.

Filling outline

We can outline objects with different colors or even can apply a pattern to them.

To outline an object

- Select the object.
- Choose Shape Outline from the Format tab



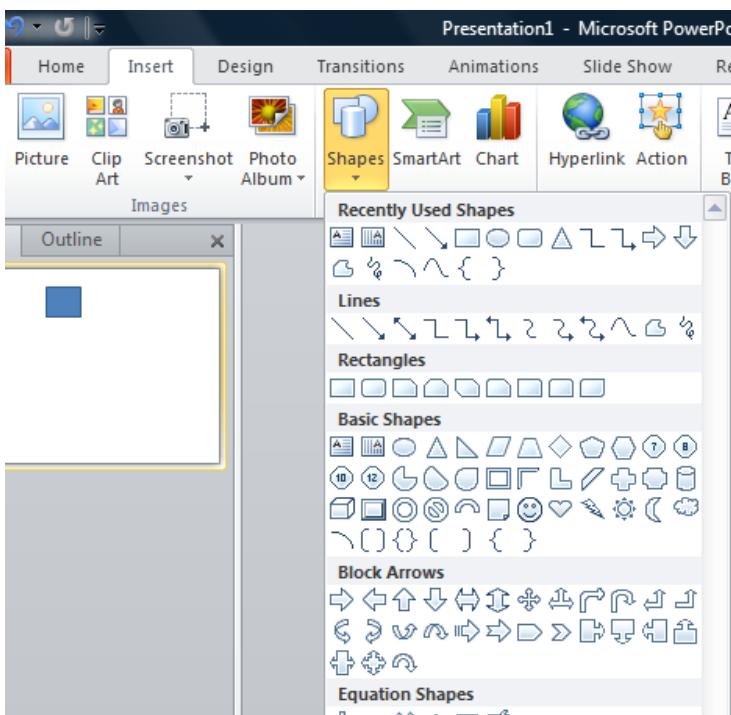
- Select the color from the box.

Inserting shapes

In PowerPoint, there are some built-in shapes which users can put it into their document.

To insert a shape

- Click the Shapes button from Insert tab
- Pick up a shape from the box as shown



- Click on the document and drag to draw the shape.

Send to Back/ Bring to Front

We can change the stacking orders of objects by using the “send to back” or “bring to front” commands.

Send to Back will send the selected objects into the back.

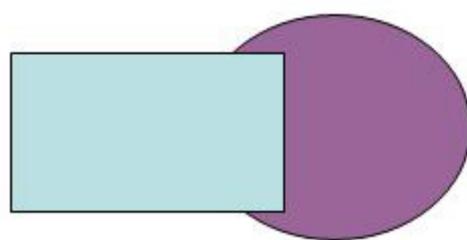
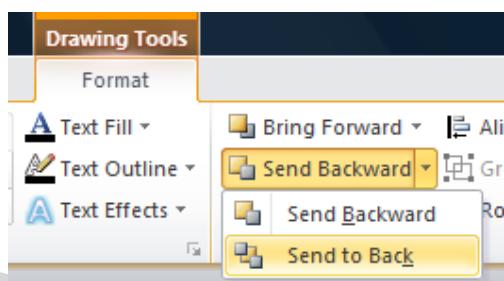
Bring to Front will bring the selected objects into the front.

Send Backward will send the selected objects backward.

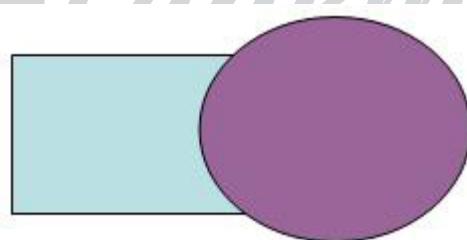
Bring Forward will send the selected objects forward.

Send to Back

- Click the rectangle
- Choose Send to Back from the Format tab.



before sending the rectangle to back



after sending the rectangle to back

Moving objects

- Select the object you want to move.
- Drag the object with your mouse.

Deleting objects

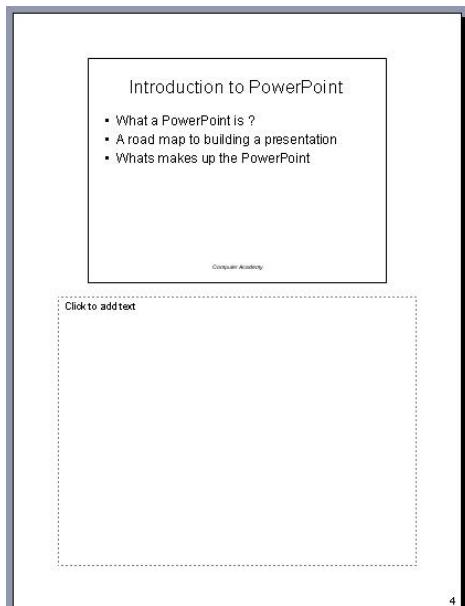
To delete an object, we select the object first and then press the Delete key.

- Choose Select All from Edit menu
- Press the Delete key

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Notes Page

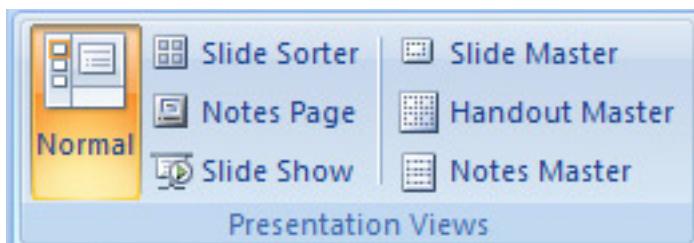
PowerPoint automatically creates a notes page for each slide in your presentation. A notes page is a full page on which you can write notes, comments, or other data. PowerPoint puts a reduction of the slide on it for you. You write notes on each page using the same tools that you use on slides.



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Preparing notes page

- Go to View Ribbon > Presentatino Views > Notes Page.



- Use the text tools to put your notes on the notes page in the way that you put text and objects on slides.
- Type your notes.
- Click on the slide changer, or drag the slide marker to get the notes page for the next slide.

Notes Master Format

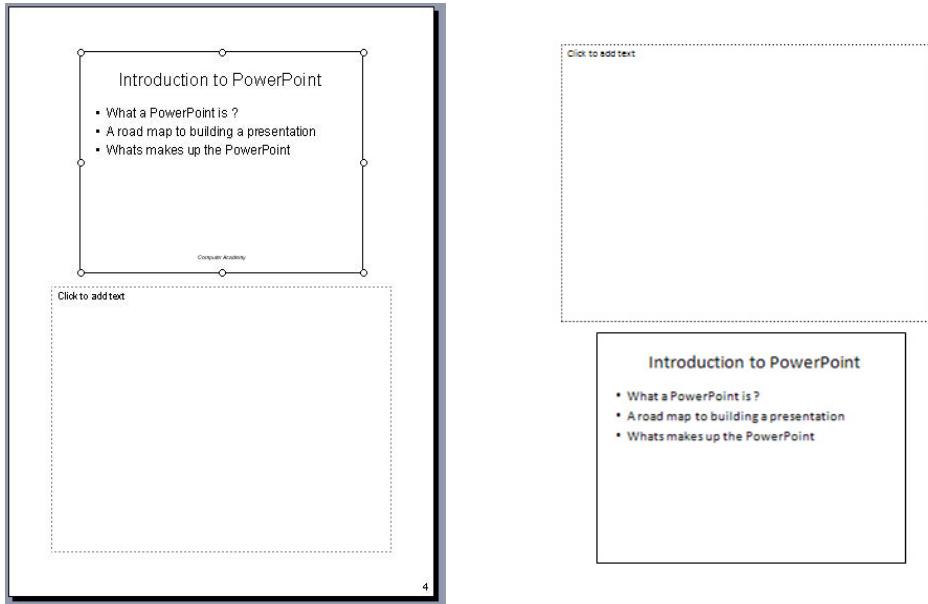
The notes master contains all the items which will be on each notes.

To format the notes master

- Go to View Ribbon > Presentatino Views > Notes Master.
- Perform the formatting or changes you want.

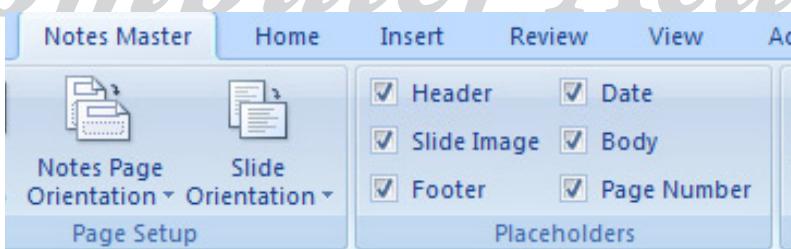
PowerPoint

For example, we swap the notes placeholder with the slide placeholder in the Note master.

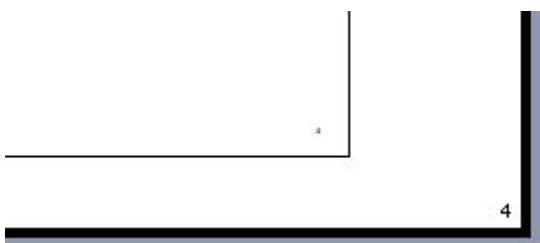


Adding date, page number and Date

- Go to Notes Master > Placeholders
- Check the Placeholders you want



For example a page number placeholder is shown as below:



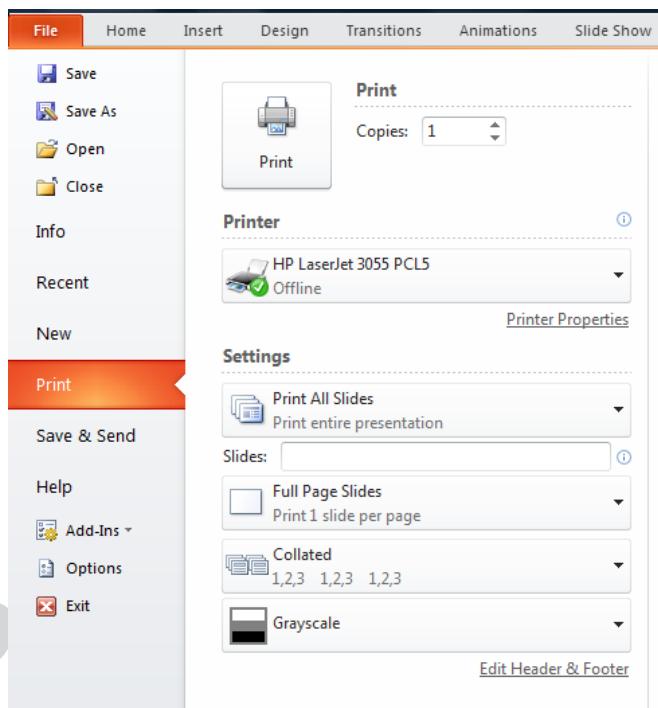
Printing a Presentation

Printing a Presentation

In PowerPoint, you can print your entire presentation slides, outline, speakers notes, and audience handouts.

Print command

- Choose Print from the File menu



- Click the Full Page Slides to open the choices from which you can specify to print slides or notes.

