PowerPoint: Overview

- A presentation graphic software used for creating presentation on certain topic with the animation of object and text
- **Executable file**: powerpnt.exe
- **Presentation file extension:** .ppt (2003), .pptx (2007),
- **Template file extension:** .pot (2003), .potx(2007)
- **Slide Show extension:** .pps(2003), .ppsx(2007)
- **Slide**: An Electronic Page
- **Note Pane**: Lies below the slide to enter speaker's note
- **Placeholder:** Placeholders are boxes with dotted border displayed that are part of slide layout which contain title, body text and other objects]

PowerPoint

- **Slide Pane vs Outline Pane**
  - **Slide Pane:** Displays slide thumbnails at left side and displays one slide at a time in working area
  - **Outline Pane**: Displays your presentation as an outline made up of the titles and main text from each slide
- **Ways to starting PowerPoint presentation:**
  - Blank Presentation
  - From Design Template
  - From Autocontent Wizard
  - From Existing Presentation

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PowerPoint

- **Design Template**
  - Readymade designs of PowerPoint including font and size, type of bullets, placeholder size and position etc
- **Autocontent Wizard (2003)**
  - Preset template used tocreate presentation with sample text
  - **Steps in autocontent wizard**:
    - *Presentation Type>> Presentation Style >> Presentation Options*
- **Basic steps in creating presentation**
  - Slide Layout, Slide Design, Custom Animation, Slide Transition

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- **Slide Design elements in 2003**
  - **Design Template**
  - **Color scheme**: A defined palette of eight colours which you can apply to pre-defined parts (eg the background) of a slide (or notes/handouts)
  - **Animation Scheme**: A predefined slide transition and a collection of animation effects applied to slide objects.
- **Slide Layout**
  - Arrangement of title, subtitle, graphics and other elements in slide

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- **Different Layouts:**
  - Text Layouts, Content Layouts, Text and Content Layouts, Other Layouts (2003)
  - Title, Title and Content, Section Header, Two content, Content with Caption, Comparison, Picture with Caption, Title Only, Blank (2007)
- **Slide Design**
  - Background effect to slide
  - **Fill Effects:** Gradient, Pattern, Texture, Picture
  - **Texture**: background as smooth or rough, soft or hard
  - **Gradient:** background that appears as a grainy, non-smooth surface

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- **Custom Animation:** Set of animation effects that can be applied to objects on slide
  - **Animation options**
    - **Start**: On click, With previous, After previous
    - **Direction**: left, right, top, bottom and other
    - **Speed**: Very slow, slow, medium, fast, very fast
- **Transition**
  - Special effect used to introduce a slide during a slide show
  - **Transition options**: Sound, Speed, Apply to All (to apply same transition to all slides)
  - **Advance Slide options**: On (mouse) click, Automatically after

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PowerPoint

- **Inserting New slide**
  - Insert/Add new slide: Ctrl + M
  - Duplicate slide
  - Reuse slide (2007)/Slides from file (2003)
  - Slide from outline
- **Font Effects**
  - Strikethrough, double strikethrough, superscript, subscript, Small caps, All caps, *Equalize Character Height (2007)*
  - *Emboss, Shadow, Superscript, Subscript (2003)*
  - **Text Direction**: Horizontal, Rotate Text 90°, Rotate Text 270°, Stacked

PowerPoint

- **Find Option**: Match Case, Find Whole Words Only
- **Select Option** : Select All, Select Object, Selection Pane
- **Photo Album**
  - To create presentation with photos
  - Picture Layout: Fit to Slide, 1 picture/ With Title, 2 picture/ With Title, 4 pictures/ With Title
- **Action Button:** Readymade buttons that can be inserted on the slide and can be linked (using hyperlink) to another slide.
- **Header/Footer:**
  - **Slide tab**: Date/time, Slide Number, Footer [can be hidden in Title Slide]
  - **Notes and Handouts tab**: Date/time, Header/Footer, Page No.

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- **Slide Show Options**
  - **Hide Slide**: Hide slide in presentation at the time of slide show
  - **Rehearse Timing**: rehearse and set the timing for each slide before presenting
  - **Narration**: To record audio in presentation
- **Show Options**
  - Show without animation
  - Show without narration
  - **Loop Continuously Until 'Esc'**: Repeats slide show until 'esc' key is pressed
- **Custom Slide Show :** Presentation within presentation, used to show only desired slides in presentation

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- **Show type**:
  - **Presented by a speaker (full screen)**: used to present the presentation in front of audience
  - **Browsed by an individual (window)**: To enable audience to view presentation from hard drive, cd on computer or in internet.
  - **Browsed at a kiosk (full screen)**: To deliver self-running presentation that runs at kiosk.

  [kiosk is a computer and monitor, typically located in the area public area which can be setup to run PowerPoint presentation automatically]

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- **View Options**
  - **Presentation view**:
    - **Normal**: Default View, allows building and editing presentation slide by slide contains two panes: slides and outline
    - **Slide Show**: To run presentation to view
    - **Slide Sorter**: Displays multiple slides in presentation, makes easier to change the order
    - **Notes Page**: To add notes about the slide, not displayed in slide show

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- **Master View**
  - **Slide Master**: Used to create master slide, so that same formatting can be applied to all slide.
  - **Handout Master**: To change the design and handout of printed handout
  - **Notes Master**: Change the design and layout of note page which is seen when it is printed

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- **Some Notes**
  - ◦ **Show/ Hide**: Ruler, Gridlines, Guides
  - ◦ **Movie and Sound:** To insert movie file (.wmv) or sound file (.wav, .wma, .mid) in slide
  - ◦ **Replace Font:** To change one font to another
  - ◦ **Trigger**: An object that cause animation to occur when clicked
  - ◦ **Print Option**: Slide, Handouts, Note page, Outline View
  - ◦ **Show/ Hide**: Ruler, Gridlines, Guides
  - ◦ **Zoom :** 10%- 400%

PowerPoint

- **Some Notes**
  - ◦ **Handouts**: printed form of slides for audience
  - ◦ **No. of slides in handouts**: 1,2,3,4,6,9 [default: 6]
  - ◦ **Package for CD**: To collect all the media (objects) used in presentation in a single folder or CD
  - ◦ **Serif and Sans Serif font**: Serif fonts have extra stroke or decorative design on the end of letters. Sans Serif doesn't have any such stroke.
    - • **Serif font→** Times New Roman, Garamond, **Arial,** Georgia
    - • **Sans Serif font→** Verdana, *Comis Sans MS*, Arial, Calibri, Corbel

PowerPoint: Shortcuts

- F5: Slide Show
- Shift + F5: Slide Show from current slide
- Ctrl + D: Duplicate Object on slide
- Ctrl + Shift + D: Duplicate slide
- Ctrl + M: Insert new slide
- Ctrl + Q: Exit PowerPoint
- Ctrl + Tab: Switch between opened presentations

During Slide Show
- Tab: navigate from one hyperlink to another during slide show
- P: Previous slide
- N: Next slide
- Home: First slide
- End: Last slide
- B or . (period) : Black screen
- W or , (comma) : White screen
- Ctrl + P: Pen
- Ctrl + M: Hide ink
- E: Erase ink
- Ctrl + S: All Slides dialog box

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