

Handout: Computer Operator (MS PowerPoint)

MICROSOFT POWERPOINT

Microsoft Powerpoint

Microsoft PowerPoint is a presentation graphic software used for creating presentation on certain topic with the animation of object and text

Starting MS PowerPoint

- Start > All Programs > Microsoft Office > Microsoft Office PowerPoint 2007 (shortcut 'powerpnt')

Creating Presentation

1. Slide Layout

- Home Tab > Layout
- Select desired layout
- Type text, insert objects / pictures as desired

2. Background

- Design Tab > Background Style
- Select Desired Background Style
Or
- Design Tab > Background Style > Format Background
- Select desired effect from desired option (gradient, texture, pattern or picture)
- Close or Apply to all

3. Animation to object

- Animation Tab > Custom animation
- Select desired object on slide
- Click 'add effect'
- Go to desired option (Entrance, Exit, Emphasis, Motion Path)
- Select desired animation
- To make the animation automatic select 'After Previous' in 'Start' box
- Set desired speed of animation

[do this for each object on slide]

To view the animation

- Click 'Play' to view the animation of all objects
- Click 'Slide Show' to view the animation in full screen

4. Animation to slide

- Animation Tab > Transition To This Slide
- Select desired transition effect from 'more'
- Set the speed as desired
- Set desired sound

- To make the slide appear automatically click 'automatically after' and set the time [to apply same transition effect to all slides click 'apply to all slides']

5. Inserting new slide

- Insert > New Slide (Ctrl + M) OR
- Click 'New Slide' button
- [Repeat steps 1-4 for each new slide]

To View The Presentation

- Click on 'Slide Show' inside Custom animation OR
- Click 'F5' Key On keyboard

Note : we can see preview also on animation tab

Custom Show

To show only desired slides in presentation

- Slide Show > Custom Slide Show > Custom Show
- Click 'New'
- Give name for the show
- Select the slides desired and click 'Add' to add in the show
- Click 'Ok'
- Click 'Show' to show the presentation or close the box

Inserting Slides from another file

- Home > New Slide > Reuse slides
- Click 'Browse' > 'Browse File'
- Open the powerpoint file
- Select desired slide to insert on the presentation
[to insert slide with its formatting check the option 'keep source formatting' below]

Inserting Movie and Sound clip

- Insert > Movie/Sound
- Select 'Movie/Sound from file' or '... from clip organizer'
- Open or select desired movie/sound clip

Inserting Slide Number

- Insert > Slide Number
- Check the option 'Slide Number'
- Click 'Apply' or 'Apply to All'

Hiding unwanted slide from presentation

- Select the slide
- Slide Show > Hide Slide [or right click the slide > hide slide]

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SOME TERMINOLOGIES

Transition: Special effect used to introduce a slide during a slide show

Animation: Special visual effect added to a text or an object

Slide Master: The slide that holds the formatted placeholders for the titles, main text and any background items we want to appear on all slides in presentation

AutoContent Wizard: Preset template to create presentation with sample text

Placeholder: Boxes with dotted line to hold text or an object

Custom Show: To show only desired slides in presentation

Rehearse Timing: To rehearse and set the timing for each slide before presenting

Record Narration: To record voice from microphone in presentation

Replace Font: To change one font to another

Package for CD/Pack and Go (2003): To collect all the media (objects) used in presentation in a single folder or CD.

Slide Layout: Arrangement of title, subtitle, graphics and other elements in slide.

Design Template: Design templates are readymade designs of PowerPoint including font and size, type of bullets, placeholder size and position etc.

Different Text Direction:

Horizontal

Rotate All Text 90°

Rotate All Text 270°

Stacked

Different Views

Normal: Default View, allows building and editing presentation slide by slide

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

Slide Master: Used to create master slide, handouts or note page so that same formatting can be applied to all slide, handouts and notes.

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

Slide Number: To insert slide number in slide

Slides from file (2003)/Reuse slide (2007): To insert slides from another presentation in the current presentation

Slides from Outline: To insert plain text file (.txt) in PowerPoint presentation

Movie and Sound: To insert movie file (.wmv) or sound file (.wav, .wma, .mid) in slide

Placeholder: Placeholders are boxes with dotted border displayed that are part of slide layout which contain title, body text and other objects.

Photo Album: PowerPoint photo album is a presentation that can be created to display personal or business photograph.

Set up show

It is used to specify how the presentation is to be presented.

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 frequented by people which can be setup to run powerpoint presentation automatically]

Action Buttons: Action buttons are ready made buttons that can be inserted on the slide and can be linked (using hyperlink) to another slide.