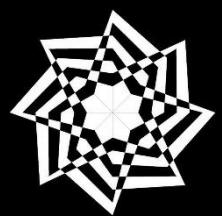


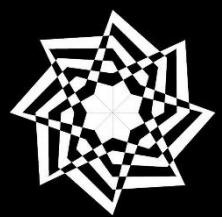
Unit - 4 Presentation Tool

Telegram User - @sdbhosale
Whatsapp - 9503103805
{Sachin Laxmi Dinesh Bhosale}



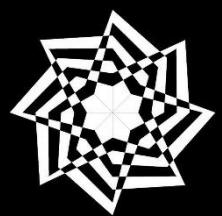
Presentation Tool in ICT

- Presentation tools in ICT (Information and Communication Technology) are software applications used to display information visually and effectively, often in the form of slideshows.
- These tools help in organizing content such as text, images, audio, video, animations, and graphs for delivering lectures, business meetings, seminars, or classroom teaching.



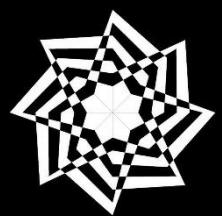
Key Features

- Slide creation and formatting
- Insertion of multimedia (images, video, audio)
- Transitions and animations
- Charts, graphs, and diagrams
- Templates and themes
- Collaboration and sharing options



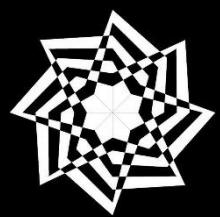
Popular Presentation Tools

- Microsoft PowerPoint
- Google Slides
- Prezi
- Canva
- Apple Keynote



Uses in Education and Business

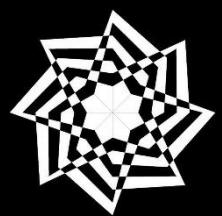
- Enhances understanding through visuals
- Supports interactive and engaging learning
- Aids in structured delivery of ideas and information
- Facilitates group collaboration and feedback



Creating a Presentation

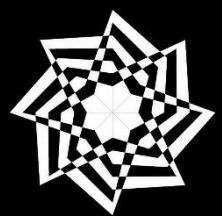
The screenshot shows the Microsoft PowerPoint online template gallery interface. At the top, there is a search bar labeled "Search for online templates and themes" with a magnifying glass icon. Below the search bar, a navigation bar lists "Suggested searches: Presentations, Themes, Education, Charts, Diagrams, Business, Infographics". On the right side of the header, there is a user profile icon labeled "FALCON" and a "Switch account" link. The main area displays a grid of 16 presentation templates arranged in four rows and four columns. Each template is represented by a small thumbnail image with its name below it.

Row	Column 1	Column 2	Column 3	Column 4
1	Blank Presentation	Wood Type	ION BOARDROOM	Berlin
2	Celestial	Circuit	DIVIDEND	Frame
3	Organic	Droplet	MAIN EVENT	ION



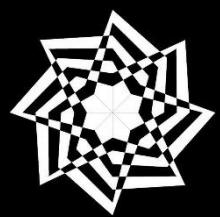
Creating a Presentation in PowerPoint

- Microsoft PowerPoint is a widely used presentation tool that helps users create professional and visually appealing slideshows.
- Open PowerPoint
 - Start the PowerPoint application and select Blank Presentation or a template.
- Choose a Design
 - Go to the Design tab and select a theme or customize background, fonts, and colors.
- Add Slides
 - Click New Slide under the Home tab. Choose different layouts like Title Slide, Content Slide, etc.
- Insert Content
 - Add text, images, videos, tables, charts, or SmartArt using the Insert tab.
- Apply Transitions & Animations
 - Use the Transitions tab for slide movement effects and the Animations tab for content animation.



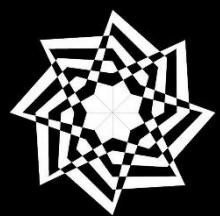
Creating a Presentation in PowerPoint

- Add Notes
 - Use the Notes section below each slide to add speaking notes for the presenter.
- Slide Show Preview
 - Click Slide Show > From Beginning to preview your presentation.
- Save & Export
 - Save the presentation as .pptx. You can also export it as PDF or video.



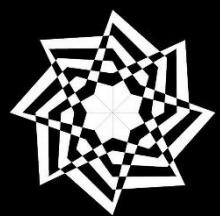
Main Elements of PowerPoint User Interface

The screenshot displays the Microsoft PowerPoint application window. The ribbon at the top is highlighted with a red border and shows the "HOME" tab selected. The "Slides" section of the ribbon indicates there is one slide in the deck. The main workspace contains a slide with a title placeholder "Title" and a subtitle placeholder "Click to add subtitle". The title placeholder has a red border. The ribbon includes sections for FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, VIEW, ACROBAT, and FORMAT. The HOME tab's ribbon group contains tools for Clipboard, Slides, Font, Paragraph, Drawing, Editing, and Adobe Acrobat. The slide itself has a red border around its content area.



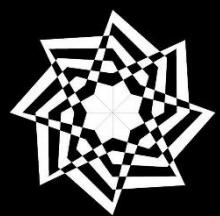
Main Elements of PowerPoint User Interface

- Title Bar
 - Displays the name of the file and the PowerPoint application.
- Ribbon
 - The main toolbar at the top, divided into Tabs like:
 - Home – Common tools (text, layout, copy-paste)
 - Insert – Add images, tables, charts, audio/video
 - Design – Themes, background styles
 - Transitions – Slide movement effects
 - Animations – Object animations
 - Slide Show – Start presentation
 - Review – Spell check, comments
 - View – Different view modes (Normal, Slide Sorter)



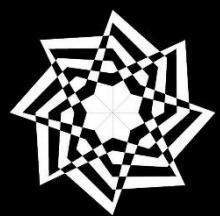
Main Elements of PowerPoint User Interface

- Quick Access Toolbar
 - Small toolbar at the top-left corner with shortcuts like Save, Undo, Redo.
- Slides Pane (Left Side)
 - Shows thumbnail previews of all slides in order.
- Slide Area (Center)
 - The working area where you design and edit your current slide.
- Notes Pane (Bottom)
 - Allows you to add speaker notes for each slide.
- Status Bar (Bottom)
 - Displays slide number, language, and view buttons like Normal, Reading View, Slide Sorter.
- Zoom Control
 - Adjusts the zoom level of the slide area.



To Create a Basic Presentation in PowerPoint

- **Step 1: Open PowerPoint**
 - Click on **Start** → Search and open **Microsoft PowerPoint**.
 - Select **Blank Presentation** or choose a template.
- **Step 2: Add a Title Slide**
 - A title slide appears by default.
 - Click on the Title box to type your presentation title.
 - Click on the Subtitle box to add a subtitle (optional).
- **Step 3: Insert New Slides**
 - Go to the **Home** tab → Click **New Slide**.
 - Choose a layout (e.g., Title and Content, Two Content, Comparison, etc.).
 - Repeat to add more slides as needed.



To Create a Basic Presentation in PowerPoint

- **Step 4: Add Content**

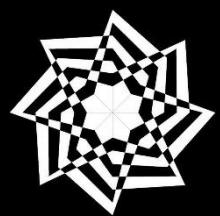
- **Text:** Click in text boxes to type.
- **Images:** Go to **Insert** → **Pictures** → Choose image.
- **Charts, Shapes, Videos:** Also available in the **Insert** tab.

- **Step 5: Apply Design**

- Click on the **Design** tab.
- Choose a **Theme** or **Variant** to style your slides.

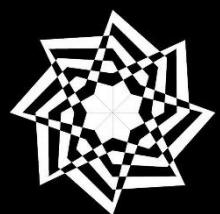
- **Step 6: Add Transitions (Optional)**

- Go to the **Transitions** tab.
- Select a transition effect for each slide.



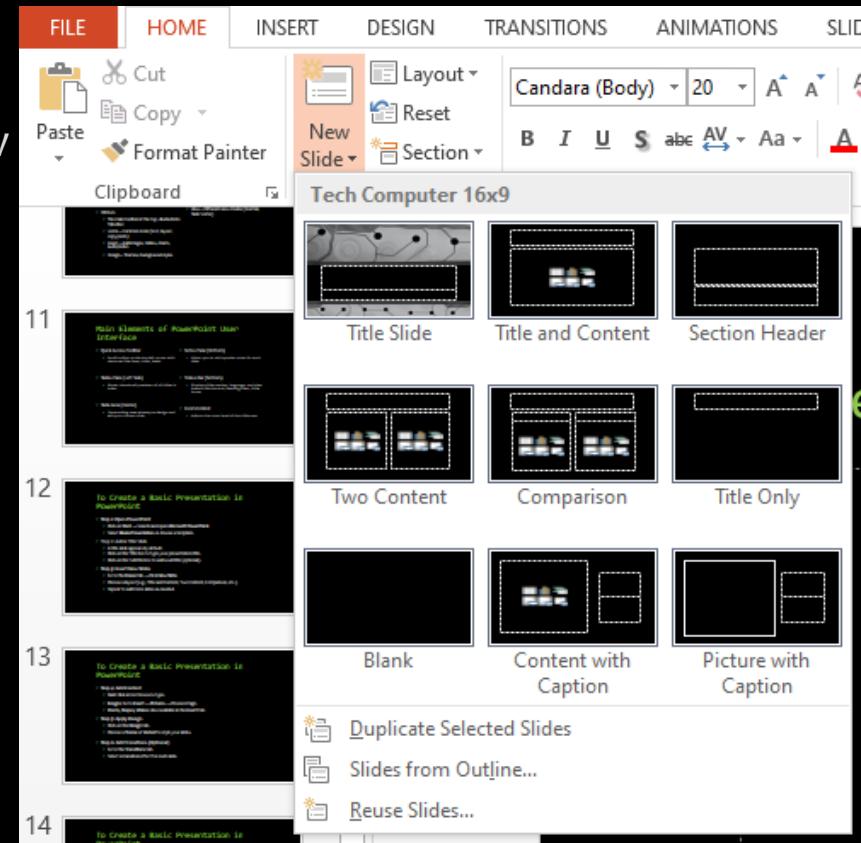
To Create a Basic Presentation in PowerPoint

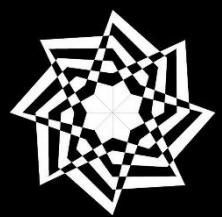
- **Step 7: Save Your Presentation**
 - Click **File** → **Save As**.
 - Choose location → Type filename → Click **Save**.
- **Step 8: Start Slide Show**
 - Click on **Slide Show** → *From Beginning* to present your slides.



Inserting a New Slide in PowerPoint

- Method 1: Using the Ribbon Menu
 - Go to the "Home" tab on the top ribbon.
 - Click on the "New Slide" button.
 - A new slide will be added after the current slide.
 - To choose a specific layout, click the down arrow below "New layout like":
 - Title and Content
 - Two Content
 - Comparison
 - Picture with Caption
 - Blank, etc.





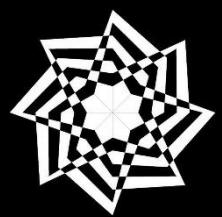
Inserting a New Slide in PowerPoint

- **Method 2: Right-Click Method**

- In the **Slides Pane** (left side), **right-click** on a slide.
 - Select "**New Slide**" from the menu.

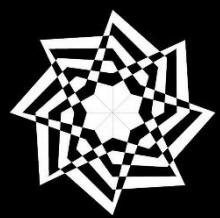
- **Keyboard Shortcut**

- Press **Ctrl + M**
☞ This quickly inserts a new slide using the default layout.



Inserting Text in PowerPoint

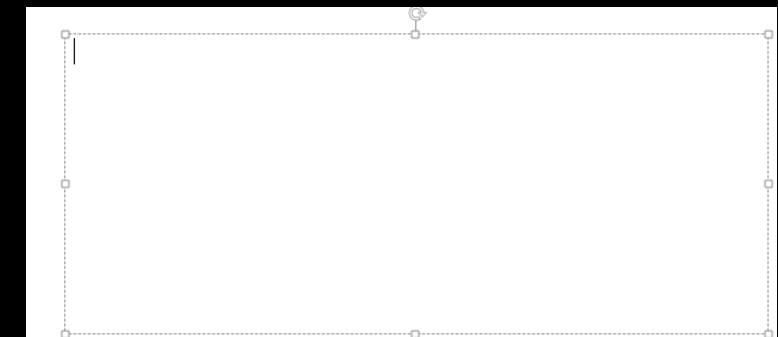
- Method 1: Using a Placeholder (Predefined Text Box)
- Click on a slide that has a Title or Content box (placeholders).
- Click inside the text box.
- Start typing your content (e.g., headings, bullet points, sentences).
- Use the Home tab to format text (font, size, color, bold, italics, etc.).

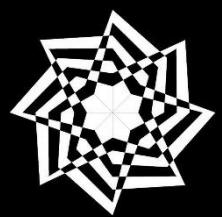


Inserting Text in PowerPoint

- **Method 2: Inserting a New Text Box**
- Go to the **Insert** tab on the Ribbon.
- Click on **Text Box**.
- Click anywhere on the slide where you want to place the text.
- Type your text.
- You can **move** or **resize** the text box by dragging its edges or corners.

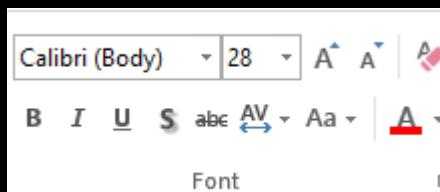
The screenshot shows the Microsoft PowerPoint ribbon with the 'INSERT' tab selected. Below the ribbon, there are several icons for inserting different types of content like tables, images, and charts. The 'Text Box' icon, which looks like a white box with a black 'A', is highlighted with a red box. A tooltip window titled 'Draw a Text Box' appears, instructing the user to 'Draw a text box anywhere.' and explaining that it's a great way to get the exact text box size wanted, especially when adding text to shapes and objects.

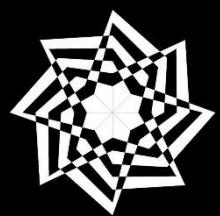




Formatting the Text

- Use the Home tab to:
 - Change font style/size
 - Apply bold, italics, underline
 - Set alignment (left, center, right)
 - Add bullets or numbering





Text Shadow and Strikethrough

Font

Paragraph

Text Shadow
Add a shadow behind the selected text to help it stand out on the slide.

Click to add title

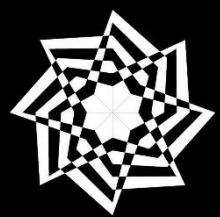
ICT

Font

Strikethrough
Cross something out by drawing a line through it.

Click to add

ICT



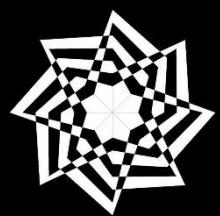
Bullets and Numbering

Screenshot of the Microsoft PowerPoint ribbon interface showing the Home tab selected. The ribbon tabs include HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, VIEW, ACROBAT, and FORM.

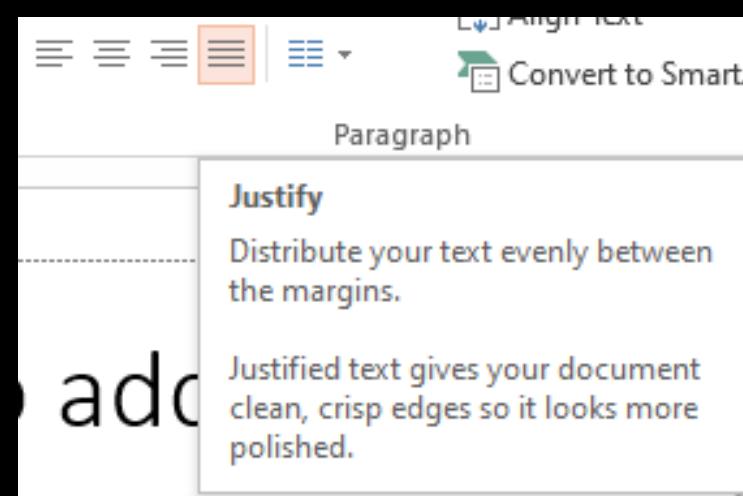
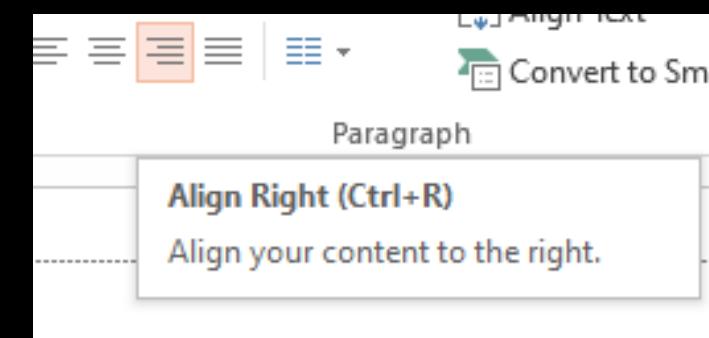
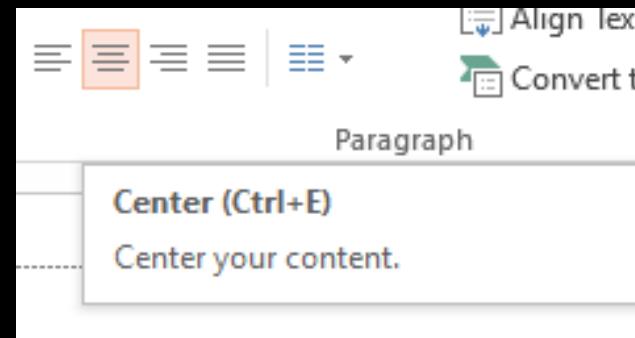
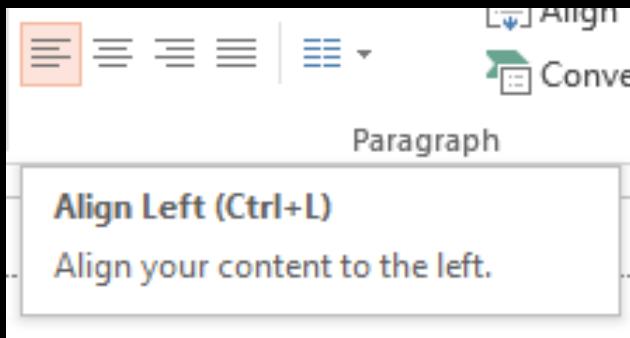
The Font section of the ribbon shows Calibri (Body) at size 28. The Paragraph section shows Text Direction set to Left-to-Right. The ribbon also includes Cut, Copy, Paste, Format Painter, New Slide, and Section buttons.

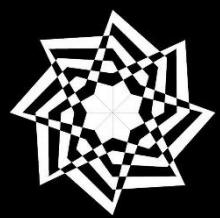
A context menu is open over a text box containing the text "Click to". The menu is titled "Bullets and Numbering..." and displays various bullet and numbering options. The "None" option is highlighted with a red box.

The slide content area shows a text box with "Click to" and another text box below it containing "ICT". A red box highlights the bottom text box.

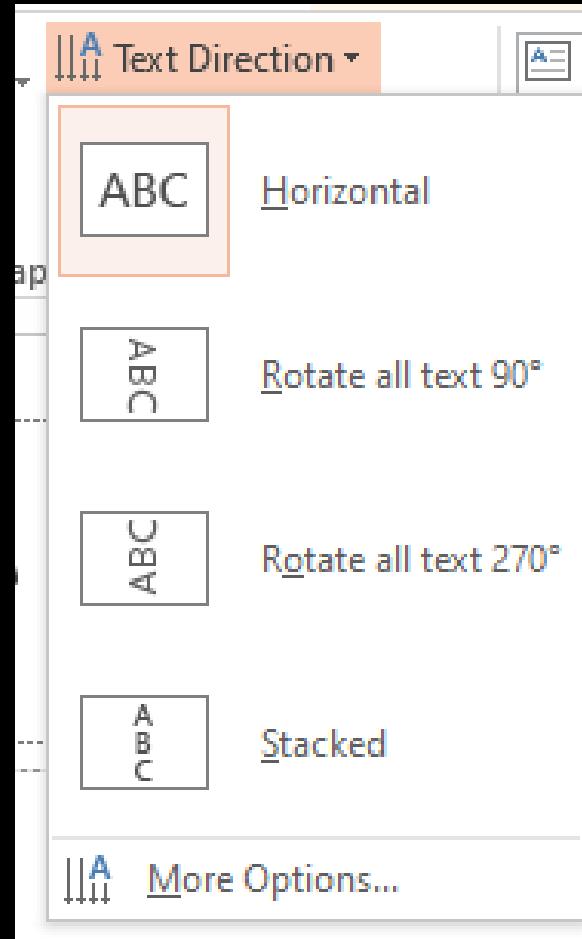


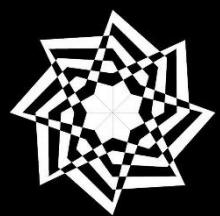
Align - Left, Center, Right and Justify





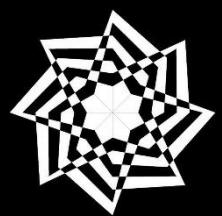
Text Direction





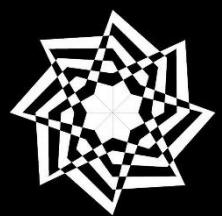
Opening an Existing Presentation in PowerPoint

- Method 1: From PowerPoint App
- Open Microsoft PowerPoint.
- Click on "File" in the top-left corner.
- Select "Open" from the menu.
- Choose:
 - Recent – to open a recently used file.
 - Browse – to search and select a file from your computer.
- Locate your .ppt or .pptx file and click Open.



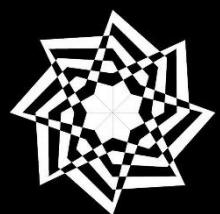
Opening an Existing Presentation in PowerPoint

- Method 2: From File Explorer (Windows)
- Go to the folder where your presentation is saved.
- Double-click the PowerPoint file (.ppt or .pptx).
- It will open directly in PowerPoint.



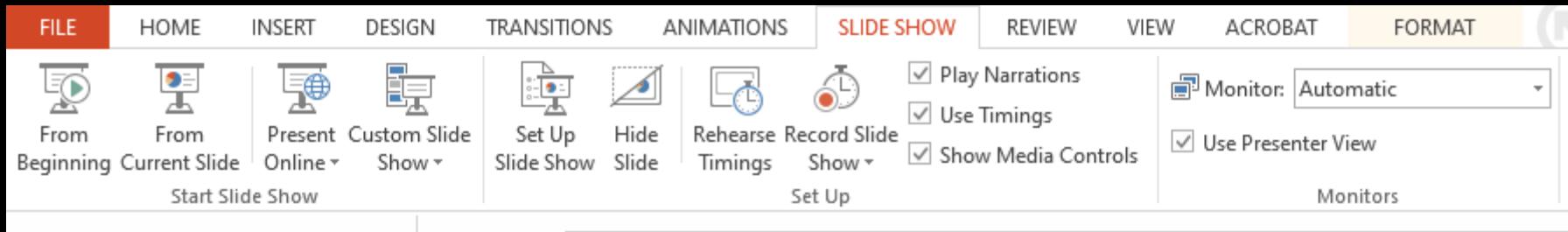
Opening an Existing Presentation in PowerPoint

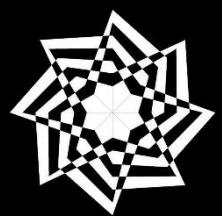
- Method 3: Right-Click Open With
- Right-click on the PowerPoint file.
- Choose Open with → Microsoft PowerPoint.



How to Run a Slide Show in PowerPoint

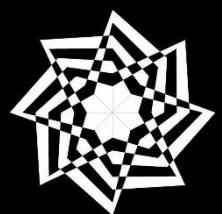
- Method 1: Using the Ribbon Menu
- Open your PowerPoint presentation.
- Click the Slide Show tab at the top.
- Choose:
 - From Beginning – Starts slide show from Slide 1.
 - From Current Slide – Starts from the slide you are currently on.





How to Run a Slide Show in PowerPoint

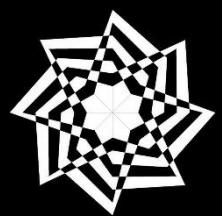
- **Method 2: Keyboard Shortcuts**
- Press **F5** → Start slide show from the beginning
- Press **Shift + F5** → Start from the current slide



How to Run a Slide Show in PowerPoint

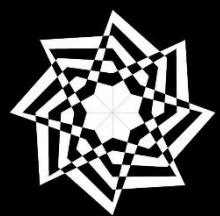
- **Method 3: Slide Show Icon**
- Look at the **bottom-right corner** of the PowerPoint window.
- Click the small **slide show icon** (looks like a screen/play button).





During the Slide Show

- Press **Spacebar / Right Arrow (→)** to go to the next slide or press Enter Key to go to the next slide.
- Press **Left Arrow (←)** to go back.
- Press **Esc** to exit the slide show.



How to Apply Slide Transitions

- Open your PowerPoint presentation.
- Select the Slide you want to apply the transition to (from the left pane).
- Go to the “Transitions” tab on the ribbon.
- Choose a transition effect (e.g., Fade, Push, Wipe, Split, etc.).
- Click Effect Options (if available) to customize direction or style of the transition.
- Under Timing, you can:
 - Set Duration (speed of the transition)
 - Enable “On Mouse Click” or “After [seconds]” for automatic slide change
- Click “Apply to All” if you want the same transition on every slide.

FILE HOME INSERT DESIGN **TRANSITIONS** ANIMATIONS SLIDE SHOW REVIEW VIEW ACROBAT FORMAT

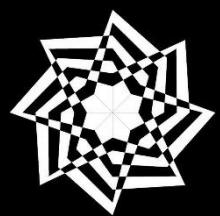
Preview None Cut Fade Push Wipe Split Reveal Random Bars Shape Uncover Effect Options

Sound: [No Sound] Advance Slide
Duration: 02.00 On Mouse Click
Apply To All After: 00:00.00

Timing

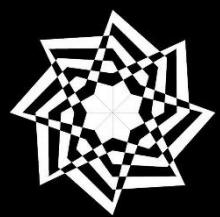
Previewing the Transition:

- Click **Preview** on the left side of the *Transitions* tab.
- Or press **F5** to run the slide show and see it in action.
- Use simple transitions (like Fade) for professional presentations.



Animating Text and Objects in PowerPoint

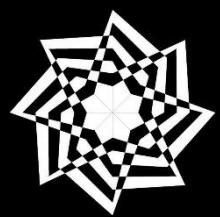
- Animations in PowerPoint add movement to **text, images, shapes, charts, or other objects**, making your presentation more dynamic and engaging.
- **How to Animate Text or Objects:**
 - Open your PowerPoint presentation.
 - Select the object (text box, image, shape, etc.) you want to animate.
 - Go to the “Animations” tab on the ribbon.
 - Click the “Add Animation” button to view available effects.
- **Types of Animation Effects:**
 - **Entrance** (e.g., Appear, Fly In, Fade In) – When the object enters the slide.
 - **Emphasis** (e.g., Spin, Pulse) – Adds motion to an object already on the slide.
 - **Exit** (e.g., Disappear, Fly Out, Fade Out) – When the object leaves the slide.
 - **Motion Paths** – Moves the object along a defined path.



Animating Text and Objects in PowerPoint

- **Customizing the Animation:**
- Use **Effect Options** to change direction or style of the animation.
- Adjust **Duration** (speed of animation).
- Use **Start options:**
 - **On Click** – Starts when clicked.
 - **With Previous** – Starts with previous animation.
 - **After Previous** – Starts automatically after previous one.
- **Animation Pane:**
 - Click **Animation Pane** in the **Animations** tab to open a side panel.
 - This helps you **reorder**, **edit**, and **control timing** of multiple animations.

The screenshot shows the Microsoft PowerPoint ribbon with the "ANIMATIONS" tab selected. The "Animation" ribbon group contains icons for "None", "Appear", "Fade", "Fly In", "Float In", "Split", "Wipe", and "Shape". Below these are "Effect Options", "Animation Pane", "Add Animation", and "Animation Painter". The "Advanced Animation" ribbon group includes "Start", "Duration", and "Delay" controls. The "Timing" ribbon group shows "Reorder Animation", "Move Earlier", and "Move Later".



Inserting Pictures

The screenshot shows the Microsoft PowerPoint ribbon with the 'INSERT' tab selected. Below the ribbon, there are several icons: 'New Slide' (yellow star icon), 'Table' (grid icon), 'Pictures' (monitor icon with a yellow dot), 'Online Pictures' (monitor icon with a globe), 'Screenshot' (camera icon with a plus sign), 'Photo Album' (camera icon with a photo strip), and 'Images' (cloud icon). The 'Pictures' icon is highlighted with a pink background. A callout bubble titled 'Pictures' contains the text: 'Insert pictures from your computer or from other computers that you're connected to.' At the bottom of the callout is a blue button labeled 'Tell me more' with a question mark icon.

FILE HOME INSERT DESIGN TRANSITION

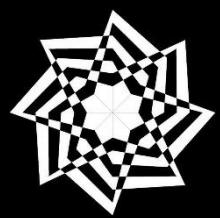
New Table Pictures Online Screenshot Photo
Slide Pictures Album

Slides Tables Images

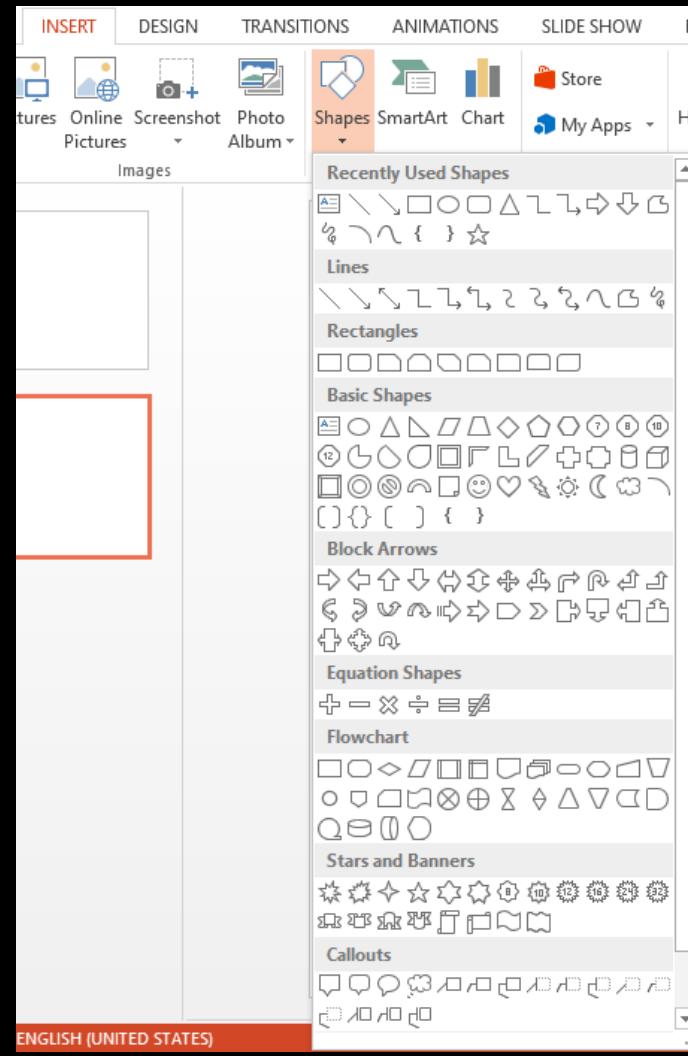
Pictures

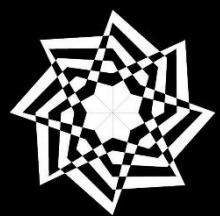
Insert pictures from your computer or from other computers that you're connected to.

Tell me more

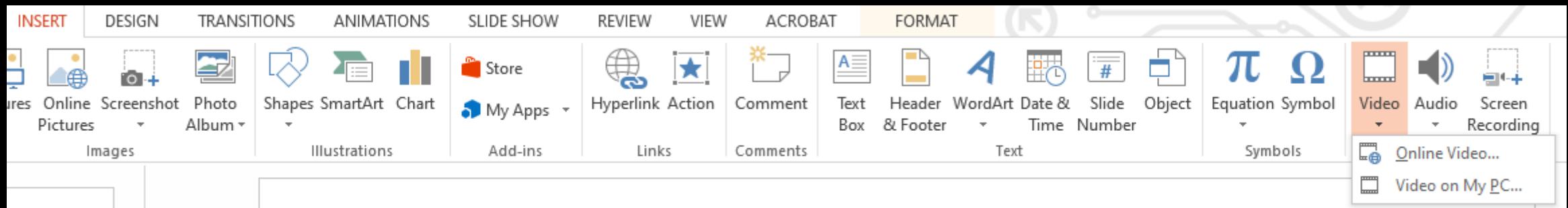


Adding Shapes to slides

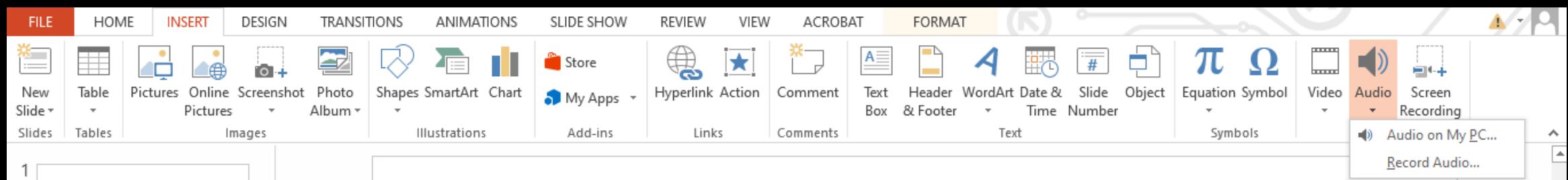




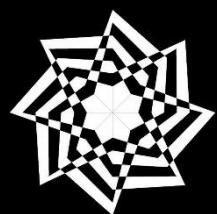
Insert Audio and Video Clips



Word ribbon showing the Insert tab selected. The Video icon in the Media group is highlighted with a red box. A dropdown menu for Video is open, showing options: Online Video... and Video on My PC...

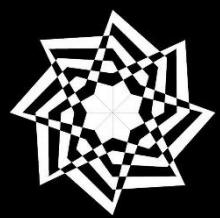


PowerPoint ribbon showing the Insert tab selected. The Video icon in the Media group is highlighted with a red box. A dropdown menu for Video is open, showing options: Audio on My PC... and Record Audio...



Working with a Table

The screenshot shows the Microsoft Word ribbon with the 'Insert' tab selected. The 'Tables' group is active, displaying various icons for inserting tables, pictures, shapes, and charts. A context menu is open over a 5x6 table placeholder on the slide, listing options: 'Insert Table...', 'Draw Table', and 'Excel Spreadsheet'. The slide itself is titled '5x6 Table'.



Working with a Charts

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW ACROBAT

New Slide Slides Table Tables Pictures Online Pictures Screenshot Photo Album Shapes SmartArt Chart My Apps Store Hyperlink Action Comment Text Box Header & Footer WordArt Date & Time Slide Number Object Equation

Slides Tables Images Illustrations

1

2

Insert Chart

All Charts

- Recent
- Templates
- Column
- Line
- Pie
- Bar
- Area
- X Y (Scatter)
- Stock
- Surface
- Radar
- Combo

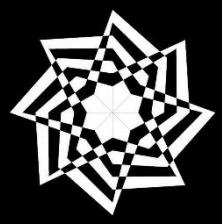
Clustered Column

Chart Title

Category	Series 1	Series 2	Series 3
Category 1	5	2	3
Category 2	3	6	1
Category 3	4	1	3
Category 4	2	1	3
Category 5	5	3	4

OK Cancel

SLIDE 2 OF 2 ENGLISH (INDIA)



- - - The End - - -