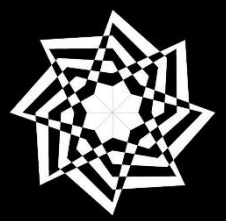


# Unit – 4

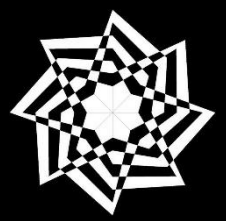
## Presentation Tool

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



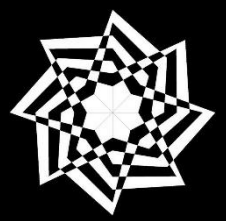
# Presentation Tool in ICT

- 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.



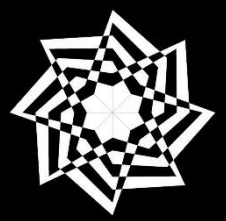
## Key Features

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



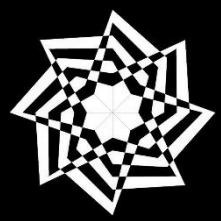
# Popular Presentation Tools

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

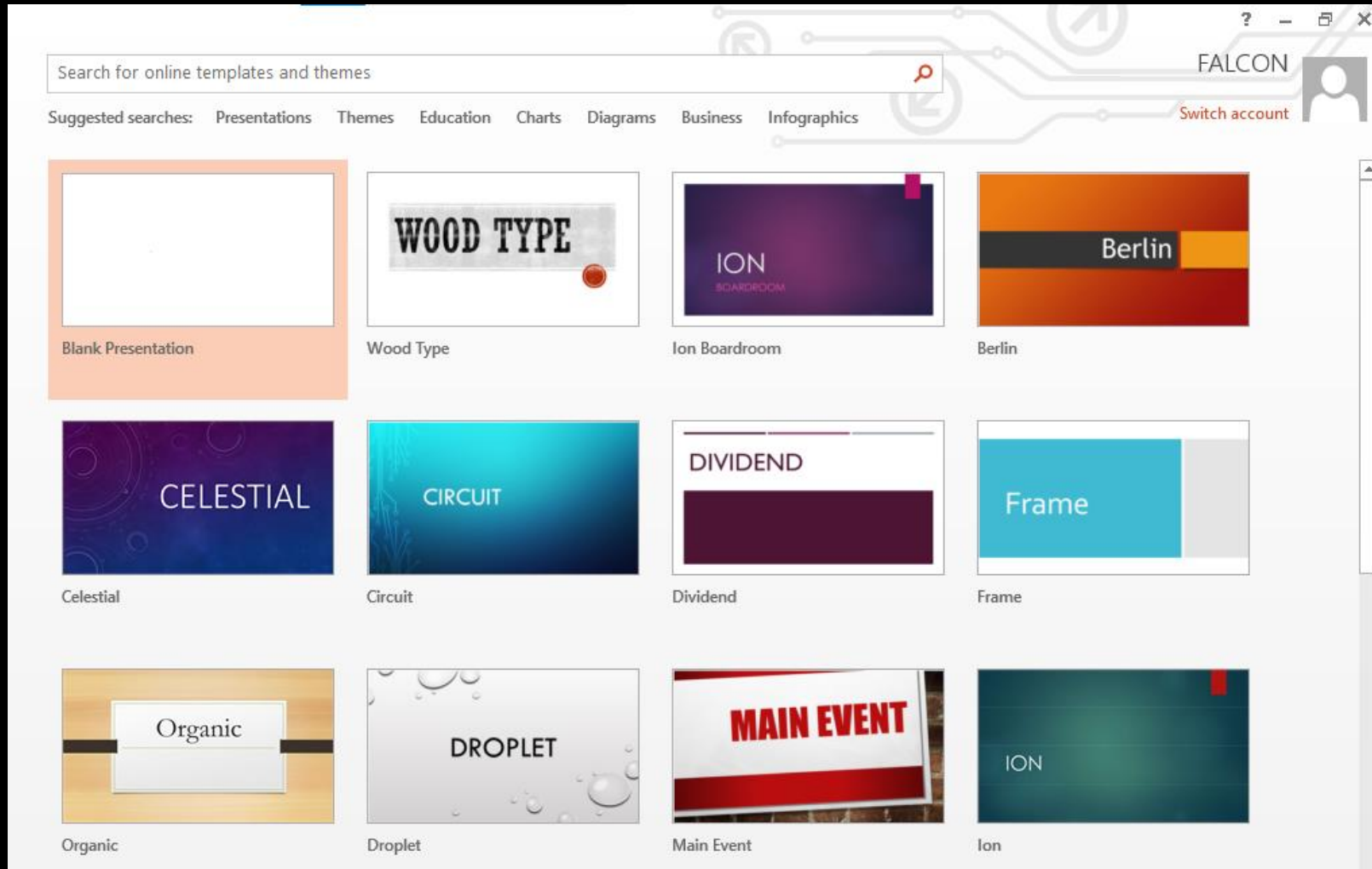


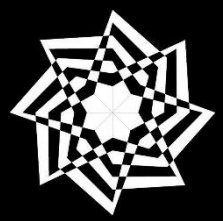
# Uses in Education and Business

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



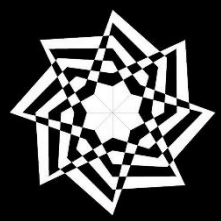
# Creating a Presentation





# Creating a Presentation in PowerPoint

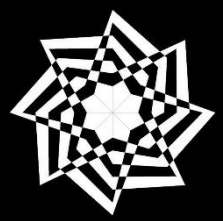
- Microsoft PowerPoint is a widely used presentation tool that helps users create professional and visually appealing slideshows.
- Open PowerPoint
  - Start the PowerPoint application and select Blank Presentation or a template.
- Choose a Design
  - Go to the Design tab and select a theme or customize 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.



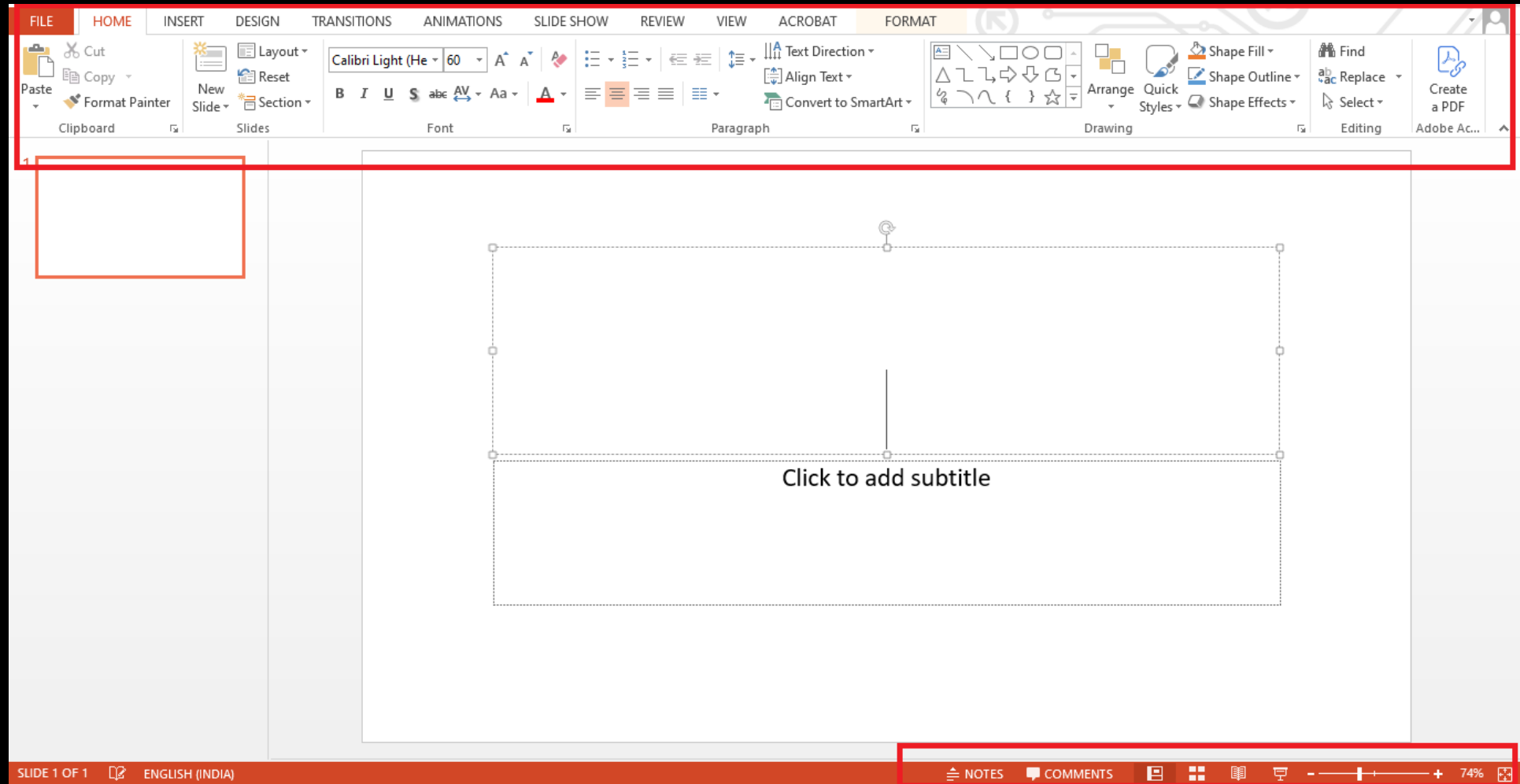
# Creating a Presentation in PowerPoint

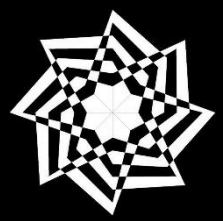
- Add Notes
  - Use the Notes section below each slide to add speaking notes for the presenter.
- Slide Show Preview
  - Click Slide Show > From Beginning to preview your presentation.
- Save & Export
  - Save the presentation as .pptx. You can also export it as PDF or video.





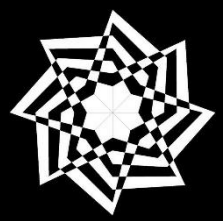
# Main Elements of PowerPoint User Interface





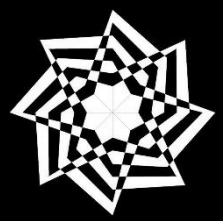
# Main Elements of PowerPoint User Interface

- 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)



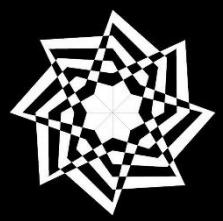
# Main Elements of PowerPoint User Interface

- 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.



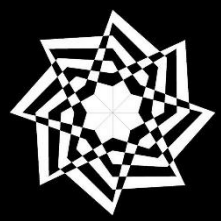
# To Create a Basic Presentation in PowerPoint

- **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.



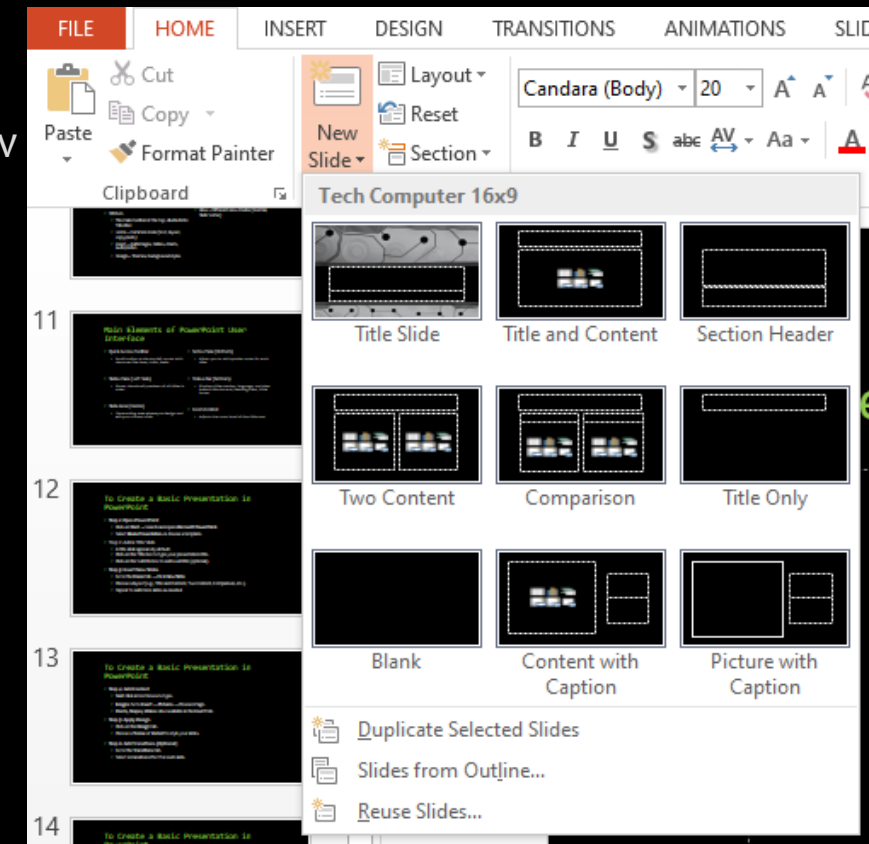
# To Create a Basic Presentation in PowerPoint

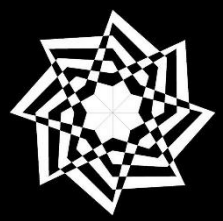
- **Step 7: Save Your Presentation**
  - Click **File** → **Save As**.
  - Choose location → Type filename → Click **Save**.
- **Step 8: Start Slide Show**
  - Click on **Slide Show** → *From Beginning* to present your slides.



# 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.

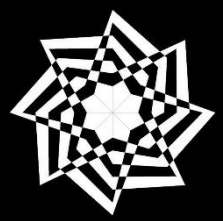




# Inserting a New Slide in PowerPoint

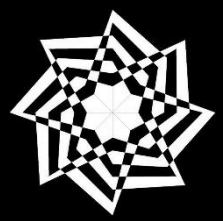
- **Method 2: Right-Click Method**
  - In the **Slides Pane** (left side), **right-click** on a slide.
  - Select "**New Slide**" from the menu.
- **Keyboard Shortcut**
  - Press **Ctrl + M**
    - ☞ This quickly inserts a new slide using the default layout.





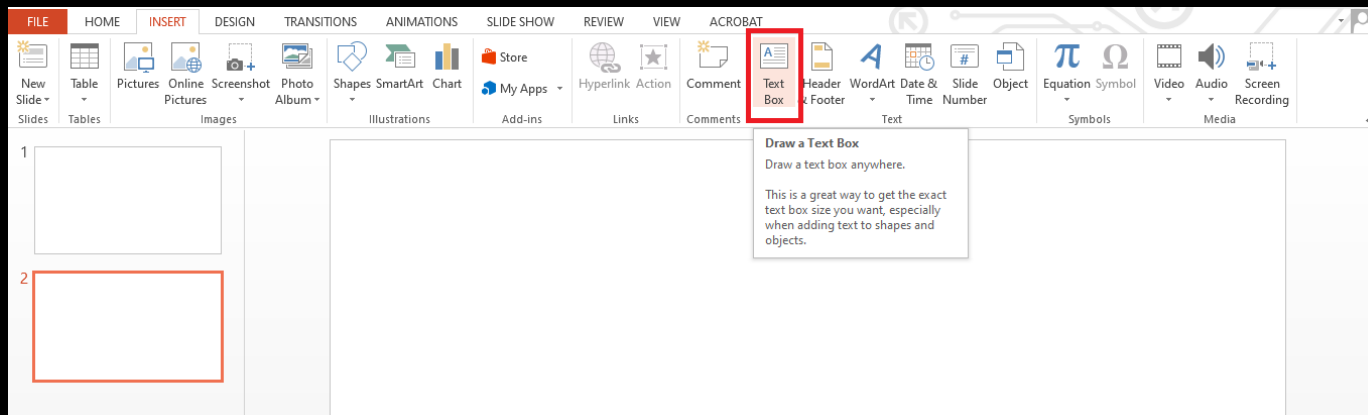
# Inserting Text in PowerPoint

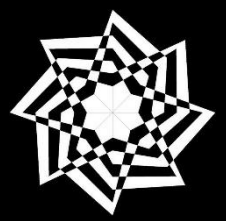
- Method 1: Using a Placeholder (Predefined Text Box)
- Click on a slide that has a Title or Content box (placeholders).
- Click inside the text box.
- Start typing your content (e.g., headings, bullet points, sentences).
- Use the Home tab to format text (font, size, color, bold, italics, etc.).



# Inserting Text in PowerPoint

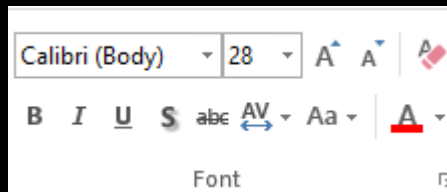
- **Method 2: Inserting a New Text Box**
- Go to the **Insert** tab on the Ribbon.
- Click on **Text Box**.
- Click anywhere on the slide where you want to place the text.
- Type your text.
- You can **move** or **resize** the text box by dragging its edges or corners.

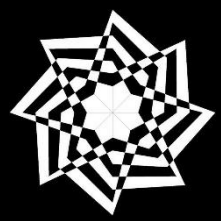





# Formatting the Text

- 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

Calibri (Body) 28 A A 


B I U **S** abc AV Aa A

Font Paragraph

Click to add title

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

- ICT

Calibri (Body) 28 A A 

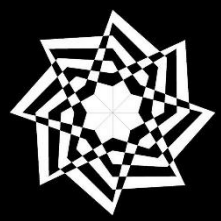
B I U **S** abc AV Aa A

Font Paragraph

Click to add title

Strikethrough  
Cross something out by drawing a line through it.

- ~~ICT~~



# Bullets and Numbering

The screenshot displays the Microsoft PowerPoint interface, specifically the 'HOME' tab. The 'Bullets and Numbering' task pane is open on the right side of the ribbon. The 'Bullets' section is highlighted with an orange box, showing three bullet point styles: a solid circle, a solid square, and a solid diamond. The 'Numbering' section shows three numbered list styles: a solid circle, a solid square, and a solid diamond. The 'None' option is also visible. The background shows a slide with a text box containing the text 'Click to' and a bullet point followed by the text 'ICT'.

HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW ACROBAT FOR

Cut Copy Format Painter board

New Slide

Layout Reset Section

Slides

Calibri (Body) 28 A A

B I U S abc AV Aa A

Font

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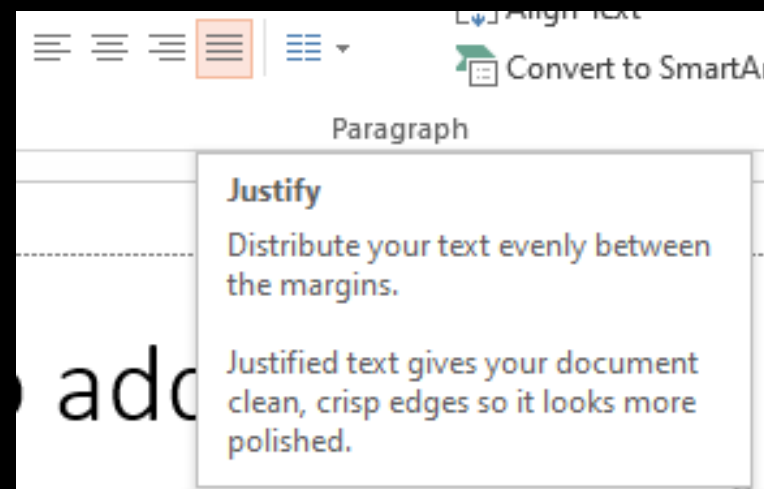
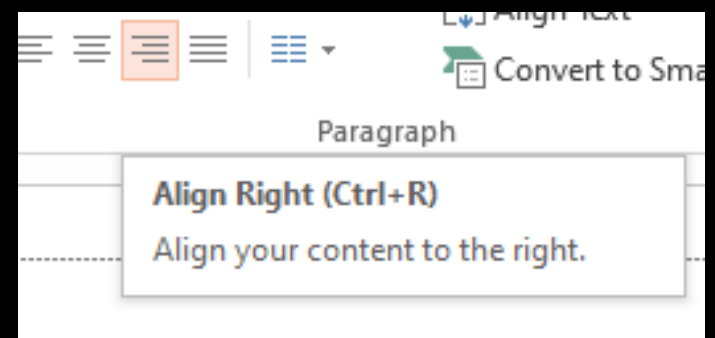
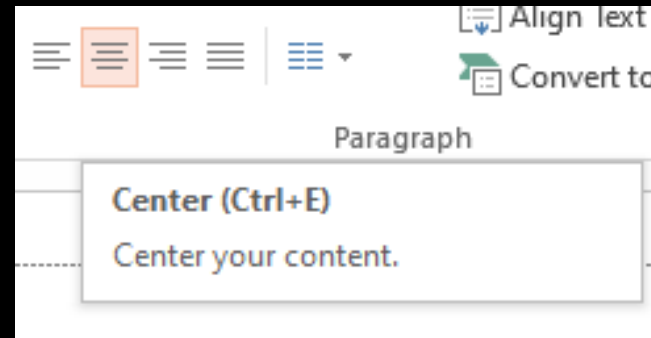
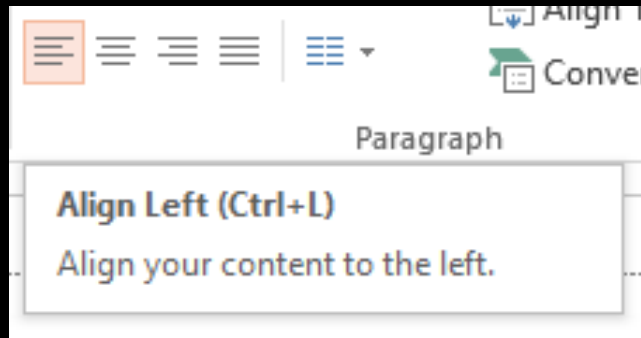
Bullets and Numbering...

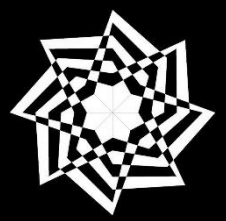
Click to

• ICT

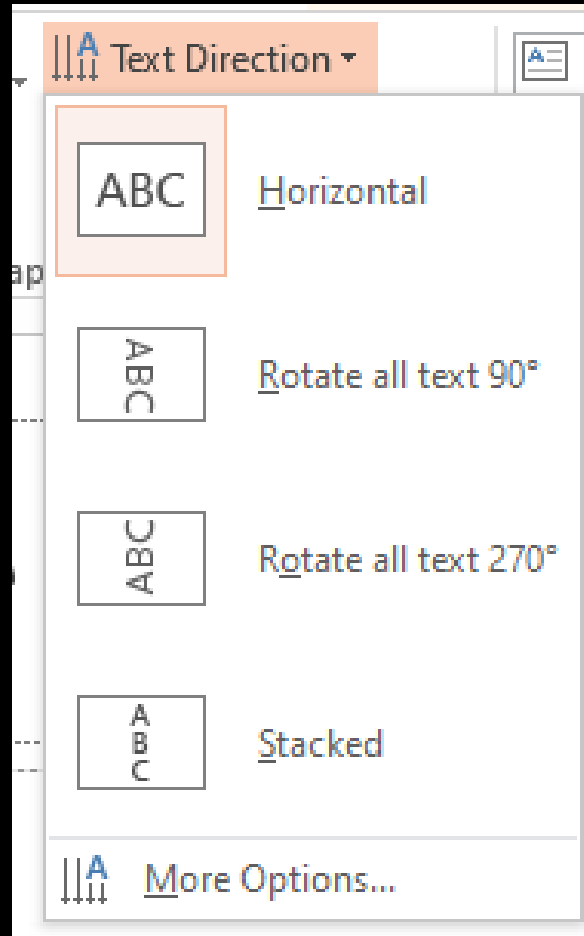


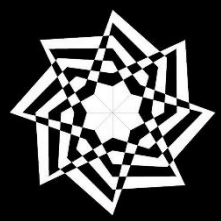
# Align – Left, Center, Right and Justify





# Text Direction

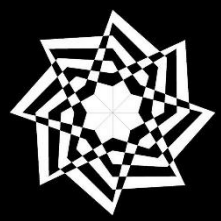




# Opening an Existing Presentation in PowerPoint

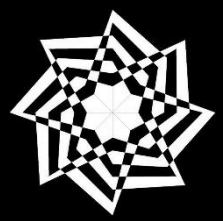
- Method 1: From PowerPoint App
- Open Microsoft PowerPoint.
- Click on "File" in the top-left corner.
- Select "Open" from the menu.
- Choose:
  - Recent – to open a recently used file.
  - Browse – to search and select a file from your computer.
- Locate your .ppt or .pptx file and click Open.





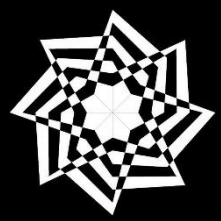
# Opening an Existing Presentation in PowerPoint

- 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.



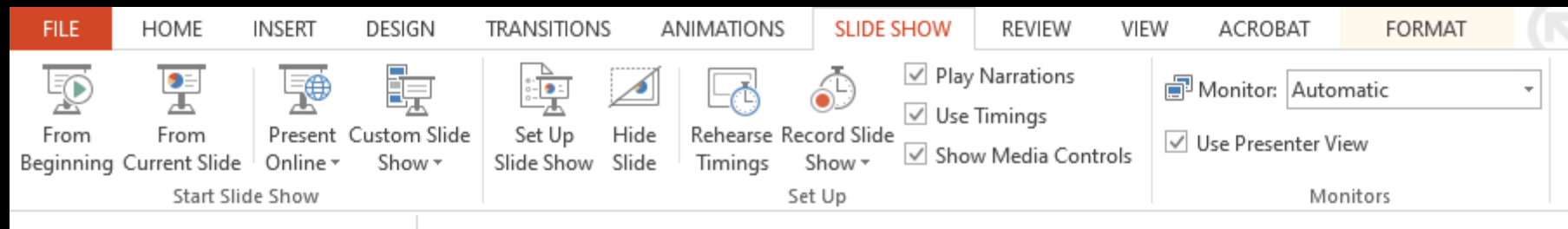
# Opening an Existing Presentation in PowerPoint

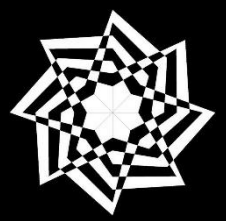
- Method 3: Right-Click Open With
- Right-click on the PowerPoint file.
- Choose Open with → Microsoft PowerPoint.



# How to Run a Slide Show in PowerPoint

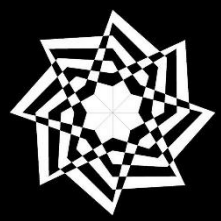
- Method 1: Using the Ribbon Menu
- Open your PowerPoint presentation.
- Click the Slide Show tab at the top.
- Choose:
  - From Beginning – Starts slide show from Slide 1.
  - From Current Slide – Starts from the slide you are currently on.





# 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

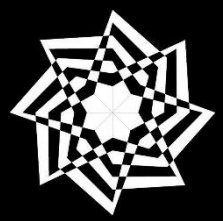
- **Method 3: Slide Show Icon**
- Look at the **bottom-right corner** of the PowerPoint window.
- Click the small **slide show icon** (looks like a screen/play button).





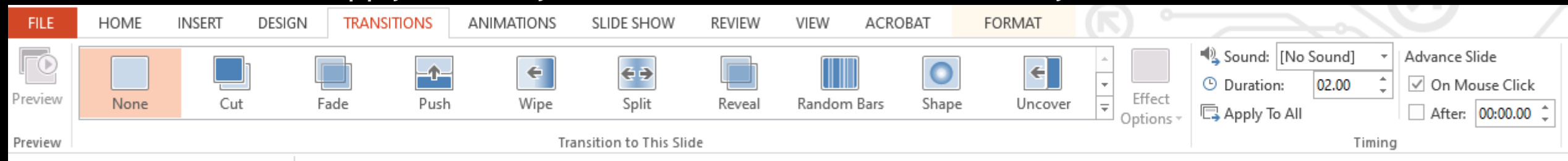
## During the Slide Show

- 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.



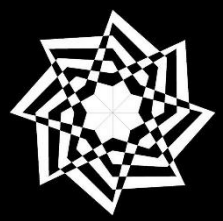
# How to Apply Slide Transitions

- 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.



## Previewing the Transition:

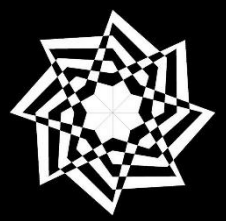
- Click **Preview** on the left side of the *Transitions* tab.
- Or press **F5** to run the slide show and see it in action.
- Use simple transitions (like Fade) for professional presentations.



# Animating Text and Objects in PowerPoint

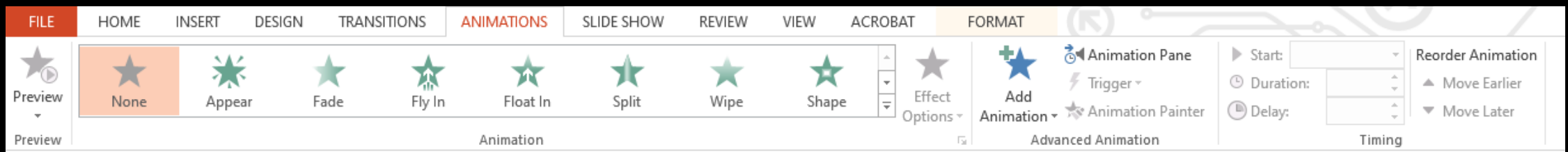
- Animations in PowerPoint add movement to **text, images, shapes, charts, or other objects**, making your presentation more dynamic and engaging.
- **How to Animate Text or Objects:**
  - **Open your PowerPoint presentation.**
  - **Select the object** (text box, image, shape, etc.) you want to animate.
  - 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.

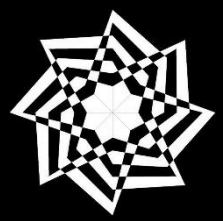




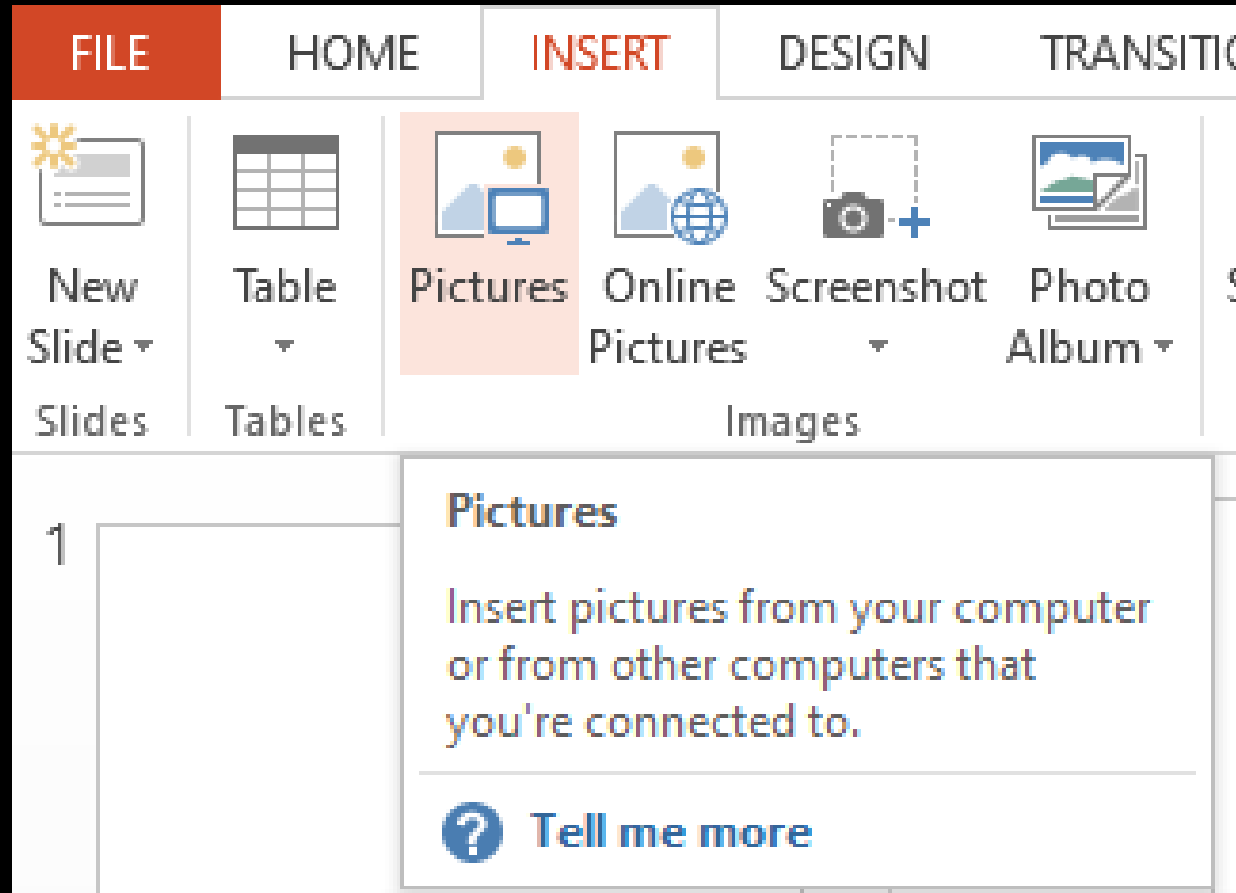
# Animating Text and Objects in PowerPoint

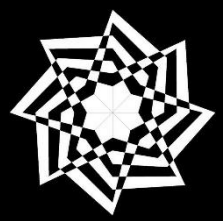
- **Customizing the Animation:**
- Use **Effect Options** to change direction or style of the animation.
- Adjust **Duration** (speed of animation).
- Use **Start options:**
  - **On Click** – Starts when clicked.
  - **With Previous** – Starts with previous animation.
  - **After Previous** – Starts 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.



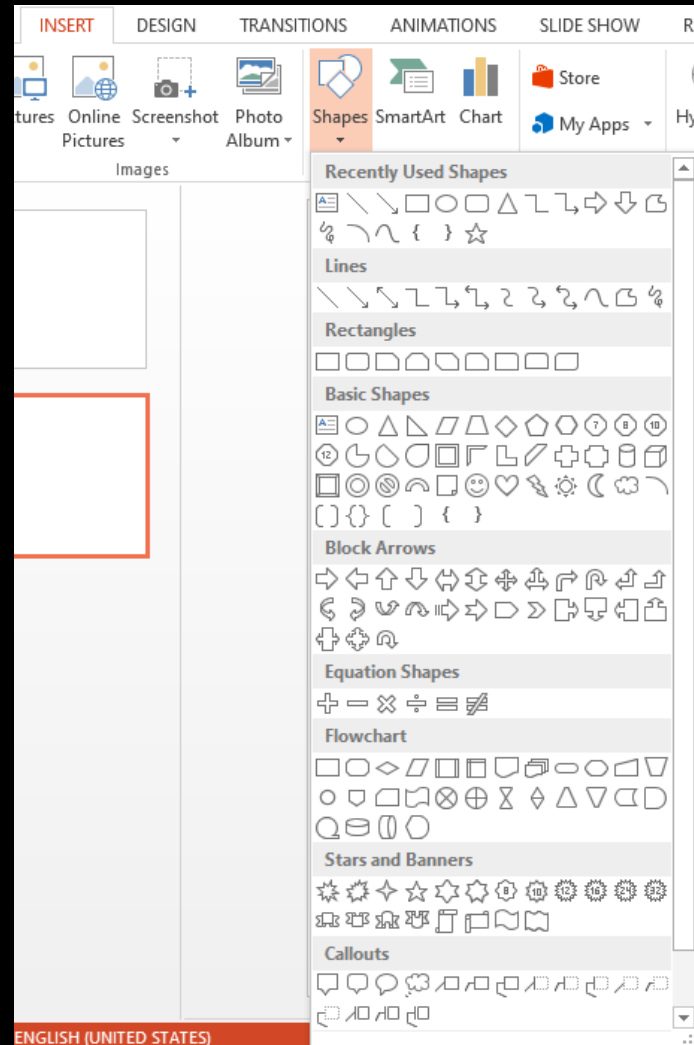


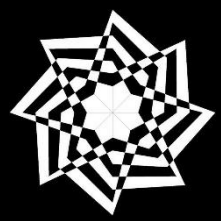
# Inserting Pictures



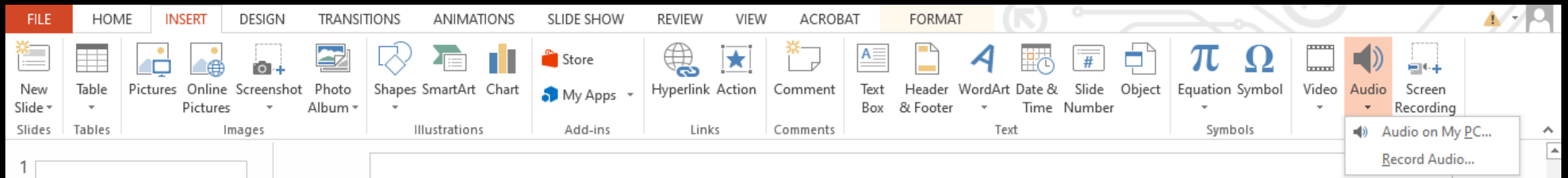
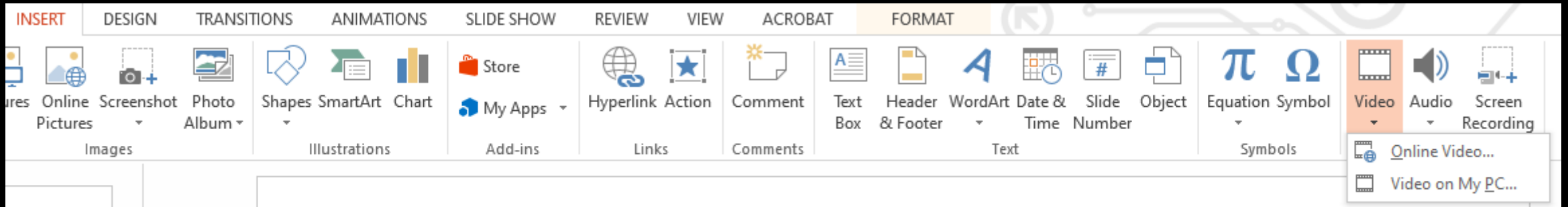


# Adding Shapes to slides





# Insert Audio and Video Clips





The screenshot shows the Microsoft PowerPoint ribbon with the 'INSERT' tab selected. The 'Table' button is highlighted, and its dropdown menu is open. The menu displays a 5x6 grid of cells, with the first row and first column highlighted in orange. Below the grid, there are three options: 'Insert Table...', 'Draw Table', and 'Excel Spreadsheet'. A red bracket on the left side of the grid indicates the dimensions of the table.



# Working with a Charts

Microsoft PowerPoint interface showing the 'INSERT' tab and the 'Insert Chart' dialog box.

The 'INSERT' tab is active, displaying options for New Slide, Table, Pictures, Online Pictures, Screenshot, Photo Album, Shapes, SmartArt, and Chart. The 'Chart' option is selected.

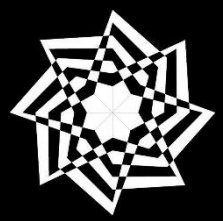
The 'Insert Chart' dialog box is open, showing the 'All Charts' section. The 'Column' chart type is selected. A preview of a 'Clustered Column' chart is displayed, showing data for four categories (Category 1, Category 2, Category 3, Category 4) across three series (Series 1, Series 2, Series 3).

The 'Clustered Column' chart preview shows the following data:

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

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

SLIDE 2 OF 2    ENGLISH (INDIA)



--- The End ---