



Microsoft PowerPoint

MS PowerPoint is a popular presentation program and is used to create slideshows which comprise text, graphics, sounds and other animated media. Features such as word art, auto shapes etc. can also be added to the presentation. It is convenient for both school and office level work. '.ppt' is the file extension of MS PowerPoint. The Ribbons in MS Power-point 2016 are divided into following tabs.

Home Tab

The Home Tab includes the commands for formatting presentations. The Keys and Groups under the Home Tab are:

- **Clipboard Group** (Cut, Copy, Paste, Format Painter)
- **Slides Group** (New slide, Layout, Reset, Section)
- **Font Group** (Font Style & size {Max. size is 96 in dropdown selection}, Text Shadow, Bold, Underline, Italic, Strikethrough, Clear All Formatting, Character Spacing, Change case)
- **Paragraph Group** (Bulleting, Numbering, Align Text, Text direction, Convert to SmartArt)
- **Drawing Group** (Shapes, Arrange, Quick Styles, Shape Fill, Shape Outline, Shape Effects)
- **Editing Group** (Find, Replace, Select)

Insert Tab

It is used to add features such as tables, pictures, clip art, shapes, charts, word art, or headers, and footers into a presentation. The groups and buttons in this tab are:

- **Slides Group** (New Slide)
- **Tables Group** (Draw/Add Table)
- **Images Group** (Pictures, Online Pictures, Screenshot, Photo Album)
- **Illustrations Group** (Shapes, Icons, 3D models, Smart Art, Chart)
- **Add-ins Group** (Store, Add-ins)
- **Links Group** (Zoom, Link, Action)
- **Comments** (Add comment, Edit& Delete Comment)
- **Text Group** (Textbox, Header & Footer, Word Art, Date & Time, Slide number, Object)
- **Symbols Group** (Equation and Symbol)
- **Media Group** (Video, Audio, Screen Recording)

Design Tab

The Design tab holds commands related to the presence of slides like page setup and slide orientation. The group and Keys under this tab are:

- **Themes Group** (Listed Slide Themes)
- **Variants Group** (Listed Variants)
- **Customize Group** (Slide Size, Format Background)
- **Designer Group** (Design Ideas)



Transition Tab

Transitions tab is used to add transitions to a slide and to customize transition effects. The group and Keys of Transition Tab are:

- **Preview** (to view slides)
- **Transition to this slide** (Listed transition, Effect options)
- **Timing Group** (Sound in slides, Duration, Apply to all slides, Advanceslide)

Animation Tab

It is used to add animation to text in a slide and to manage the animation order. The Groups and Keys are:

- **Preview Group** (Slide's Preview)
- **Animation Group** (Listed Animation, Effect Options)
- **Advanced Animation** (Add Animation, Animation Pane, Trigger, Animation Painter)
- **Timing Group** (Start, Duration, Delay of slides, Reorder Animation)

Slideshow Tab

This tab is used to finalize the slideshow details, timings, and more. The Keys and groups under this tab are:

- **Start Slide Show Group** (From Beginning, From Current Slide, Present Online, Custom Slideshow)
- **Set up Group** (Set up slideshow, Hide slide, Rehearse timings, Record Slide Show)
- **Monitors Group**

Review Tab

Review tab is used to check spelling, to collaborate by adding comments, and to access editor tools. The groups are:

- **Proofing Group** (Spelling, Thesaurus)
- **Language Group** (Translate, Language)
- **Comments Group** (New comment, Delete Previous/next Comment)
- **Compare Group** (Compare, Accept, Reject, End Review, reviewing Pane)
- **Ink Group** (Start inking, Hide ink)
- **OneNote Group** (Linked Notes)

View Tab

View tab is used to access the various presentation views, to show and hide the ruler and grid lines, and more.

- **Presentation Views Group** (Normal, Outline view, Slide Sorter, Notes Page, Reading view)
- **Masters View Group** (Slide Master, Handout Master, Notes Master)
- **Show Group** (Ruler, Gridlines, Guides, Notes)
- **Zoom Group** (Zoom {10% to 400%}, Fit to the window)
- **Color/Gray scale Group** (color, Gray scale, Black & White)
- **Window Group** (New window, Arrange All, Cascade, Move Split)
- **Macros Group**



Other Terms

- a) **Presentation** – A Presentation is a collection of individual slides that contain information on a topic with audio, visual features. It makes an interaction between a speaker and an audience.
- b) **Design Template** - A PowerPoint template is a pattern of a slide whose format and colour scheme is used as the basis for other presentations. It can contain layouts, theme colours, theme fonts, theme effects, background styles, and even content.
- c) **Master Slide** – A slide that controls the properties such as theme, layout, background, colour, fonts, and positioning of all other slides in a presentation.
- d) **Normal View** - Normal view is used for creating, editing and viewing presentation slides. It contains all three view panes such as Slides, Outline and Notes.
- e) **Greyscale** - Gray scale is a variety of shades of grey (Black and white combination) without apparent color.
- f) **Notes Pane** - It is used to add notes and graphics that apply to the current slide in the presentation. It is also used to print the notes.
- g) **Slides Pane** – Slide Pane displays the slides thumbnails. It allows the user to view and edit the slides
- h) **Outline Pane** – Outline Pane displays the text from the slides.
- i) **Slide Show View** – It is used to display the presentation. It is the way to preview the presentation.
- j) **Slide Sorter View** – It shows all the slides in a presentation as thumbnails. It is used to reorganize, insert, delete and copy the presentation slides.
- k) **Slide Timing** – It is the time period that a slide seems on the screen.
- l) **Task Pane** – It allows to access commands like getting started, PowerPoint help, slide, new presentation etc related to a specific task.
- m) **AutoContent Wizard** - A wizard helps to create a presentation. It helps with a general structure and suggested topics based on the user's view regarding the presentation output.

Shortcut Keys

Keys	Description	Keys	Description
Alt + W, Q	Change the zoom	Alt + N, X	Insert textbox
Alt + H, F and S	Change the font size	Alt + N, W	Insert word art
Alt + H, S and H	Insert a shape	Alt + F10	Maximize window
Alt + G, H	Select a theme	Ctrl + D	Duplicate Slide
Alt + H, L	Select a slide layout	Ctrl + Shift + F	Change Font Style
Alt + N, P	Insert a picture	Shift + F3	Toggle cases
Alt + H	Home Tab	Ctrl + Shift + Z	Normal/Plain Text
Alt + N	Insert Tab	Shift + F6	Move anticlockwise among pane
Alt + S, B	Start Slideshow	Shift + F10	Display context menu
Alt + F, X	Close PowerPoint	Ctrl + F5	Restore window to previous size
Esc	End the slideshow	Alt + Q	Search
Alt + T	Transitions Tab	Alt + R	Review Tab
Alt + A	Animations Tab	Alt + G	Design Tab
F5	Slide Show	Alt + W	View Tab



File Extension

A file extension is a suffix at the end of a filename that specifies what type of file it is. It helps the operating system to understand the characteristics of the file.

Example – filename.docx is the name of the document. '.docx' is the file extension.

List of File Extension

File Extension	Meaning	File Extension	Meaning
.apk	Android Package file	.bin	Binary file
.txt	Plain text file	.py	Python file
.wks / .wps	Microsoft Works Word Processor Document file	.wsf	Windows Script file
.ods	OpenOffice Calc spreadsheet file	.exe	Executable file
.xlr	Microsoft Works spreadsheet file	.com	MS-DOS command file
.xls	Microsoft Excel File	.mp3	MP3 audio file
.xlsx	MS Excel Open XML spreadsheet file	.wma	Windows media audio file
.pptx	PowerPoint Open XML presentation	.wpl	Windows Media Player Playlist
.ppt	PowerPoint presentation	.mpg/.mpeg	MPEG Video file
.db/.dbf	Database file	.avi	Audio Video Interleave file
.sql	SQL Database file	.flv	Adobe Flash video file
.tar	Linux / Unix tarball file archive	.mp4	MPEG-4 video file
.bak	Backup file	.odt	Open office writer doc file
.tmp	Temporary file	.pdf	PDF file
.htm/.html	HTML/Hypertext Markup Language file	.js	JavaScript file
.png	Portable Network Graphic image	.php	PHP Source file code
.gif	Graphical Interchange Format image	.ps	PostScript file
.psd	Adobe Photoshop Document image	.max	3ds Max Scene File
.jpg/.jpeg	JPEG image	.jsp	Java Server Page file
.sys	Windows system file	.cfg	Configuration file