

MICROSOFT POWERPOINT (MS. POWERPOINT)

Microsoft PowerPoint is a graphic presentation software package. It can be used for designing presentation quickly. Presentation can be used in certain situation to convey information more effectively.

EXAMPLES OF SUCH SITUATIONS

Marketing or internal company presentations

- To deliver company results to shareholders meeting.
- To report sales figures
- To launch sales figures
- In the induction of new employees into a company
- Advertising in the media, trade fairs or exhibitions.

When PowerPoint is started, the PowerPoint dialogue box appears and gives you four options from which you must choose one in order to proceed with any other PowerPoint features or functions.

1. Auto content wizard

Start the auto content wizard, it allows you to select the type of presentation that you would like to create and then prompt you for a title for your presentation as well as information about the topic that you have chosen. PowerPoint then provides a basic outline to guide you in organizing your content into a professional presentation.

2. Template

This option gives you a list of presentations and other templates, which have predefined, slide colours and text styles.

3. Blank presentation

This option brings up the new slide dialog box which has 24 blank slides layouts the slides are pre-defined. After choosing a layout the user fills in the rest of the content.

4. Opening an existing presentation

Use this option to be able to choose an existing Power point presentation i.e. one that has already been saved in the computer.

Creating a presentation using auto content wizard.

Purpose

To create a new presentation that contains suggested content and designed by working with the auto content wizard. The auto content wizard contains a sample presentation for a variety of topics e.g. company meetings, status or team meetings, certificates, flyers and calendars of events e.g.

Procedure 1

On the start up dialog box that appears when you open power point select the option auto content wizard.

Procedure 2

- a. Click file menu
- b. Click new
- c. Click presentation tab

d. double click auto content wizard and then follow the instruction.

When you finish with wizard PowerPoint creates a presentation you can add your own words.

Creating a blank presentation

Purpose

One can create a presentation in order to convey certain ideas in an organized manner e.g. than he or she can open or start with blank presentation.

Procedure 2

- a. Select the new from the file menu
- b. Click ok
- c. From the new slide layout box that appears
- d. Select a slide layout from 24 ready made slide layouts displayed
- e. Click ok.

Creating a blank presentation

Purpose

One can create a presentation in order to convey certain ideas in an organized manner e.g. the launching of the product. If the presenter has a general idea about what is to be said than he or she can open or start with blank presentation.

Procedure 2

- a. click file menu
- b. click new
- c. Click presentation tab.
- d. Double click auto content wizard and then follow the instruction

When you finish with the wizard Power Point creates a presentation you can add your own words.

Creating a blank presentation.

Purpose

One can create a presentation in order to convey certain ideas in an organized manner e.g. the launching of the product. If the presenter has a general idea about what is to be said than he or she can open or start with blank presentation.

Procedure 1

Select the option blank presentation in the startup dialog box shown above then click ok

Procedure 2

- a. Select new from the file menu
- b. click ok
- c. From the new slide layout box that appears
- d. Select a slide layout from 24 ready made slide layouts displayed.
- e. click ok

Animating slide text and objects

Animation effects usually are added to slides to add interest to the presentation. It is also used to assist the presenter to control the flow of information and focus on important points.

Slide texts – refers to any text appear on the slide

Slide objects – refers to all other objects like clip arts, pictures, charts e.t.c. That are included in the slides.

Animating slides text and objects means adding special visual effects or even sound to the text or an object on a slide e.g. you can have the text appear one word or letter at a time from top of the screen.

Inserting a chart.

A chart lets you graphically display data that is contained in a table or spread sheet. Chart help in summarizing information easier to comprehend.

Procedure

- a. Click on new slide button
- b. From the dialog box, choose the chart layout and click ok.
- c. A new blank slide appears type the title for the slide and then double click the chart placeholder.
- d. You can also insert a chart by choosing insert from inset menu
- e. PowerPoint launches Microsoft graphic which is the presentation which is used to create and edit charts.
- f. Using the data sheet enter the data for the charts and then close the data sheet.

Insert clipart pictures

When you incorporate the appropriate clip art image you presentation which is used to create and edit charts.

A data sheet and chart windows will appear and they contain default data. These will have to be replaced with your own data.

Inserting clip art pictures

When you incorporate the appropriate clipart image your presentation will look much better and so easy to understand. Clipart images are contained in Microsoft clipart gallery.

Procedure

- a. There are two auto layouts in power point that insert clip art place holders in your slides. Choose one of the layouts.
- b. Double click on the clip art place holder.
- c. In the categories list box, select the category of clip art pictures .e.g cartoons
- d. click the insert button for the clip art to be inserted in the slide.

Inserting a Microsoft word table

Procedure

- a. Click on a new slide button and select the table layout
- b. Double click on the table place holder
- c. Type the number of rows and columns required.
- d. Type in your information in the grid that appears.
- e. After you finish typing in the information click inside the grid to return to your presentation.

Inserting drawing objects

Procedure

- a. Select the drawing tool from the drawing toolbar. The can be on a blank slide on it own or it can be included as part of another slide.
- b. Drag the pointer to slide in order to draw the objects desired.
- c. When you finish drawing an object it is automatically selected.

Organization charts

An organization chart is constructed along similar lines to a family tree. In most organization it is constructed to show lines of authority and all the workers and their titles. It may also be used to illustrate processes or procedures in an organization or to draw flow charts. e.t.c. Power point uses a program Microsoft organization chart objects in your presentation slides.

How to create an organization chart

Procedure

- a. Click the new slide button
- b. From the auto layout gallery, select the organization chart layout by clicking on it.
- c. Click ok
- d. Double click the placeholder in order to insert the organization chart.
- e. The information is usually typed in a chart box.

To add a chart box to an organization chart

- a. Click a chart box type on the organization chart toolbar
- b. To add lower level, use co-worker buttons. To add an assistant, click on the assistant button.
- c. Select the chart box you want to delete the chart box select it and then press the delete key.