

## UNIT-IV

**Power Point:** Creating and viewing a presentation, managing Slide Shows, navigating through a presentation, using hyperlinks, advanced navigation with action setting and action buttons, organizing formats with Master Slides, applying and modifying designs, adding graphics, multimedia and special effects.

## UNIT-V

### 4. M.S. Power Point ..... 198-269

4.1 Introduction .....	198
4.2 Starting Microsoft PowerPoint .....	199
4.2.1 Microsoft Office Button .....	200
4.2.2 Ribbon .....	201
4.2.3 Quick Access Toolbar .....	201
4.2.4 Navigation .....	203
4.2.5 Slide Views .....	203
4.2.6 Zoom in and out: .....	203
4.3 Customizing PowerPoint .....	204
4.3.1 Popular .....	205
4.3.2 Proofing .....	205
4.3.3 Save .....	205
4.4.4 Advanced .....	206
4.4.5 Customize .....	206
4.4 New Presentations .....	207
4.5 Save a Presentation .....	207
4.6 Slide Basic .....	210
4.6.1 Adding Slides .....	211
4.6.2 Themes .....	212
4.6.3 Changing the layout of an Existing Slide .....	214
4.6.4 Different views of Slide .....	216
4.7 Editing Slides .....	217
4.7.1 Entering Text .....	219
4.7.2 Selecting Text .....	219
4.7.3 Copy and Paste .....	220
4.7.4 Cut and Paste .....	220
4.7.5 Undo and Redo .....	221
4.7.6 Spell Check .....	221
4.7.7 Change Font Typeface and Size .....	221
4.7.8 Font Styles and Effects .....	222
4.7.9 Changing Text Color .....	222
4.8 WordArt .....	223
4.9 Paragraph Settings .....	223
4.9.1 Change Paragraph Alignment .....	223
4.9.2 Indent Paragraphs .....	226
4.10 Bulleted and Numbered Lists .....	228
4.10.1 Formatting List .....	229
4.10.2 Remove bulleted or numbered lists from text: .....	234
4.11 Adding Picture .....	234
4.12 Adding Clip Art .....	235
4.13 Adding a Shape .....	236
4.14 Editing Pictures and Clip Art .....	237
4.14.1 Compress a picture: .....	237
4.14.2 Picture tools .....	238
4.15 Adding SmartArt .....	239
4.16 Adding a Photo Album .....	240
4.17 Adding Video .....	240
4.17.1 To preview the movie: .....	241
4.17.2 To change the movie volume: .....	241
4.17.3 To change when the movie starts: .....	242
4.17.4 Other options .....	242
4.18 Adding Audio .....	242
4.19 Tables in Power Point .....	245
4.19.1 Table styles and options .....	246
4.19.2 Modify the Table Structure .....	246
4.19.3 Table shading: .....	247
4.19.4 Apply a border: .....	247
4.19.5 Table Effects : .....	247
4.19.6 Changing the cell size: .....	248
4.19.7 Changing Text Alignment .....	248
4.19.8 Inserting a Table from Word or Excel .....	248
4.20 Charts .....	249
4.20.1 Creating a Chart .....	249
4.20.2 Editing Chart .....	250
4.20.3 Modify Chart .....	250
4.20.4 Modify the labels and titles: .....	251
4.20.5 Chart Tools .....	252
4.20.6 Paste a Chart from Excel .....	252
4.21 Slide Transitions / Animation .....	253
4.21.1 Slide Transition .....	253
4.21.2 Slide Animation .....	254
4.21.3 Custom Animation .....	256
4.21.4 Modify animation : .....	258
4.21.5 Apply a different animation effect: .....	258
4.22 Hyperlinks and Action Buttons .....	259
4.22.1 Inserting a hyperlink .....	260
4.22.2 Inserting action buttons .....	261
4.23 Slide Show .....	261
4.23.1 Set Up Slide Show .....	261
4.23.2 Record Narration .....	262
4.23.3 Rehearse Timings .....	263
4.23.4 Create Speaker Notes .....	263
4.23.5 Viewing Presentation .....	264
4.23.6 Print a Presentation .....	264
4.23.7 Package a Presentation .....	266
4.24 Points to Remember .....	267
4.25 Presentation Tips .....	267



## Unit 4 MS Power Point

### 4.1 Introduction

PowerPoint is a presentation software program that is part of the Microsoft Office package.

PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic. This program is widely used in business and classrooms and is an effective tool when used for training purposes.

PowerPoint is one of the simplest computer programs to learn. It is the most popular program used worldwide for presentations. Anyone can create stunning presentations that look like they were designed by a professional.

PowerPoint presentations can be made into photo albums, complete with music or narrations, to distribute on CDs or DVDs. If you are in the sales field, it involves just a few simple clicks to add an illustrative or an organizational chart of your company's structure. Make your presentation into a web page for emailing purposes or as a promotion displayed on your company's website.

It is easy to customize presentations with your company logo and to dazzle your audience by using one of the many design templates that come with the programs. Many more free add-ins and templates are available online from Microsoft and a host of other websites. In addition to an on screen slide show, PowerPoint has printing options that allow the presenter to provide handouts and outlines for the audience as well as notes pages for the speaker to refer to during the presentation.

All in all, PowerPoint is a "one-stop-shop" to create successful presentations for the business world, the classroom or just for your own personal use.

PowerPoint presentations consist of a number of individual pages or "slides". The "slide" analogy is a reference to the slide projector. A better analogy would be the "foils" (or transparencies/plastic sheets) that are shown with an overhead projector, although they are in decline now. Slides may contain text, graphics, sound, movies, and other objects, which may be

### MS POWER POINT

199

arranged freely. The presentation can be printed, displayed live on a computer, or navigated through at the command of the presenter. For larger audiences the computer display is often projected using a video projector. Slides can also form the basis of webcasts.

Power Point provides three types of movements:

1. Entrance, emphasis, and exit of elements on a slide itself are controlled by what PowerPoint calls Custom Animations.
2. Transitions, on the other hand, are movements between slides. These can be animated in a variety of ways.
3. Custom animation can be used to create small story boards by animating pictures to enter, exit or move.

PowerPoint provides numerous features that offer flexibility and the ability to create a professional presentation. One of the features provides the ability to create a presentation that includes music which plays throughout the entire presentation or sound effects for particular slides. In addition to the ability to add sound files, the presentation can be designed to run, like a movie, on its own. PowerPoint allows the user to record the slide show with narration and a laser pointer. The user may customize slide shows to show the slides in a different order than originally designed and to have slides appear multiple times. Microsoft also offers the ability to broadcast the presentation to specific users via a link and Windows Live.

#### Presentations

A presentation is a collection of data and information that is to be delivered to a specific audience. A PowerPoint presentation is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.

### 4.2 Starting Microsoft PowerPoint

To use Microsoft PowerPoint, you must first open it:

- One way you can open Microsoft PowerPoint by clicking Start -> (All) Programs -> Microsoft Office -> PowerPoint.
- You can also open Microsoft PowerPoint using a shortcut if present on desktop.

When we open Microsoft PowerPoint, a new presentation is created, and a blank slide will appear in the PowerPoint window. The slide has placeholders for you to add a title and subtitle.

The tabbed Ribbon menu system is how you access the various PowerPoint commands (described later). Above the Ribbon in the upper-left corner is the Microsoft Office Button. From here, you can access important options such as New, Save, Save As, and Print. By default, the Quick Access Toolbar is pinned next to the Microsoft Office Button and includes commands like Undo and Redo.

**200**

### OFFICE MANAGEMENT TOOLS-CODE: 106

On the left side of the window, you will see a task pane with slides and outline tabs, which appears by default. On the bottom-right of the screen, you will find View commands (Normal, Slide Sorter, and Slide Show), as well as the zoom tool.

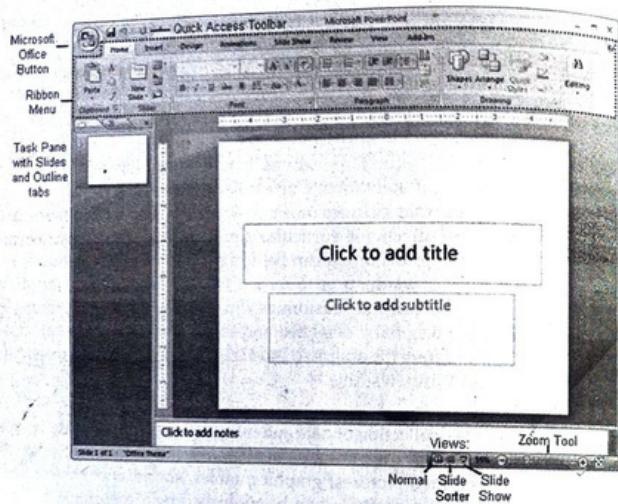


Fig. 1 : MS Power-Point

#### 4.2.1 Microsoft Office Button

The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of PowerPoint. This button allows you to create a new presentation, Open an existing presentation, save and save as, print, send, or close.



Fig. 2 : Microsoft office button

### MS POWER POINT

**201**

#### 4.2.2 Ribbon

The ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Design, Animations, Slide Show, Review and View. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your PowerPoint slides.



Fig. 3 : Power point Ribbon

Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.

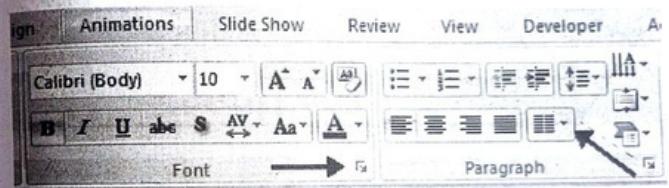


Fig. 4. : More options arrow

**Home:** Clipboard, Slides, Font, Paragraph, Drawing, and Editing

**Insert:** Tables, Illustrations, Links, Text, and Media Clips

**Design:** Page Setup, Themes, Background

**Animations:** Preview, Animations, Transition to this Slide

**Slide Show:** Start Slide Show, Set Up, Monitors

**Review:** Proofing, Comments, Protect

**View:** Presentation Views, Show/Hide, Zoom, Window, Macros

#### 4.2.3 Quick Access Toolbar

The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click Show Below the Ribbon.

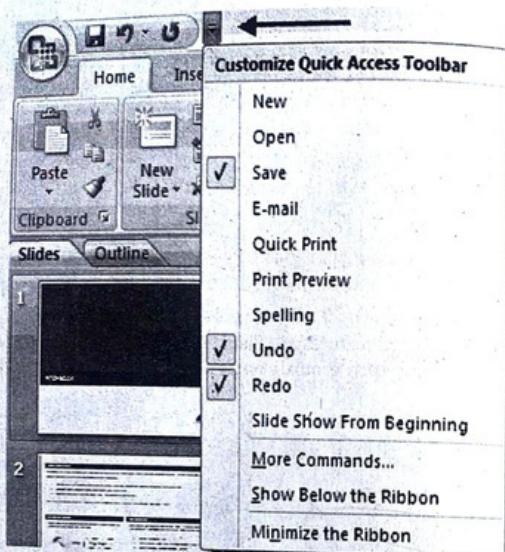


Fig. 5 : Customize Quick Access toolbar

You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.

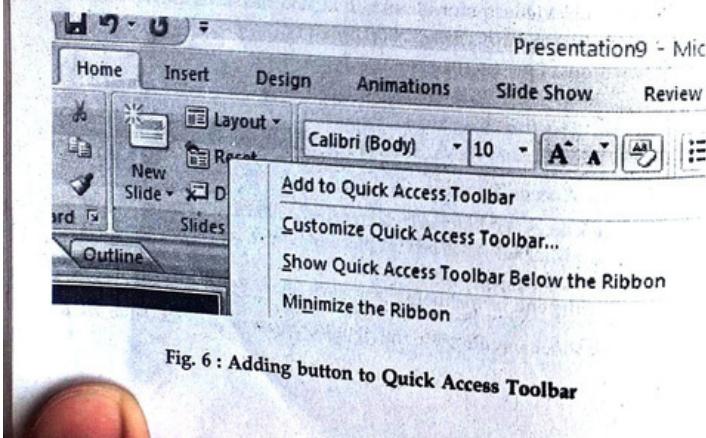


Fig. 6 : Adding button to Quick Access Toolbar

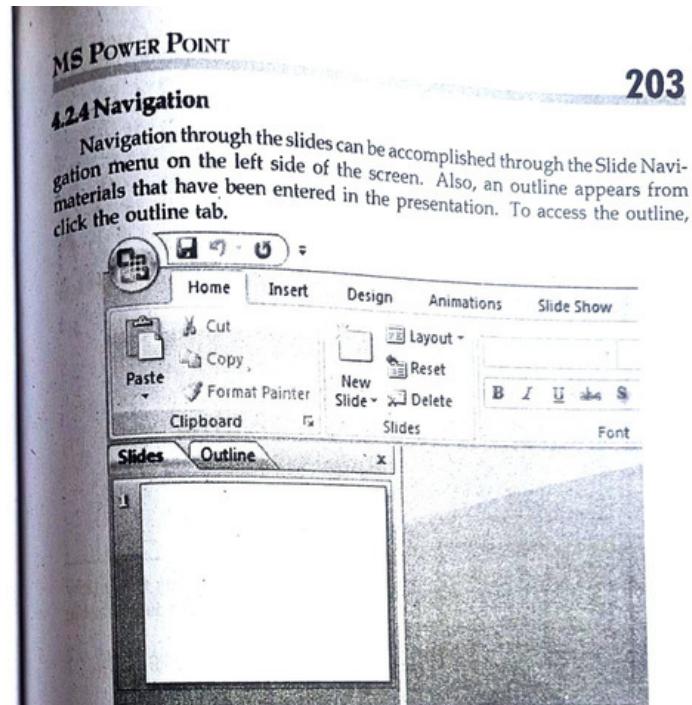


Fig. 7 : Slide Navigation

#### 4.2.5 Slide Views

Presentations can be viewed in a variety of manners. On the View tab, the Presentation Views group allows you to view the slides as Normal, Slide Sorter, Notes Page, Slide Show, Slide Master, Handout Master, and Notes Master.

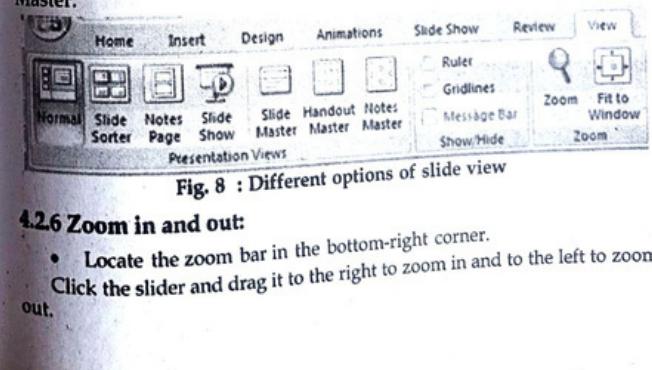


Fig. 8 : Different options of slide view

#### 4.2.6 Zoom in and out:

- Locate the zoom bar in the bottom-right corner.
- Click the slider and drag it to the right to zoom in and to the left to zoom out.

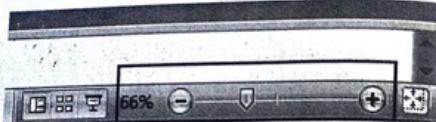


Fig. 9 : Zoom Tab

To change views:

- Locate the View options in the bottom-right corner. The View options are Normal, Slide Sorter, and Slide Show.
- Click an option to select it.

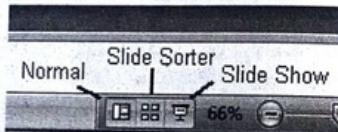


Fig. 10 : Slide view

#### 4.3 Customizing Power Point

PowerPoint 2007 offers a wide range of customizable options that allow you to make PowerPoint work the best for you. To access these customizable options:

- Click the Office Button
- Click PowerPoint Options include picture of OB menu.



Fig. 11 : Office Button

#### 4.3.1 Popular

With the help of this features you are allowed to personalize your work environment with the mini toolbar, color schemes, personalize your user name and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.

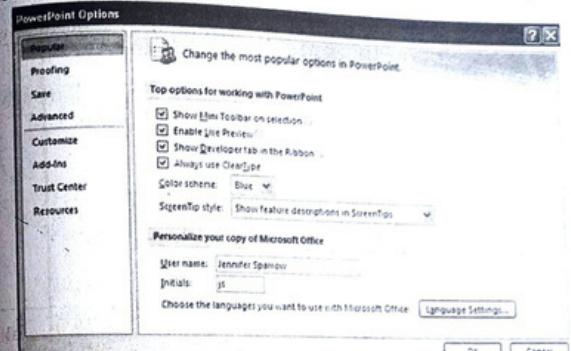


Fig. 12 : Power Point options

#### 4.3.2 Proofing

This feature allows you personalize how word corrects your text. You can customize auto correction settings and have word ignore certain words or errors in a document through the Custom Dictionaries.

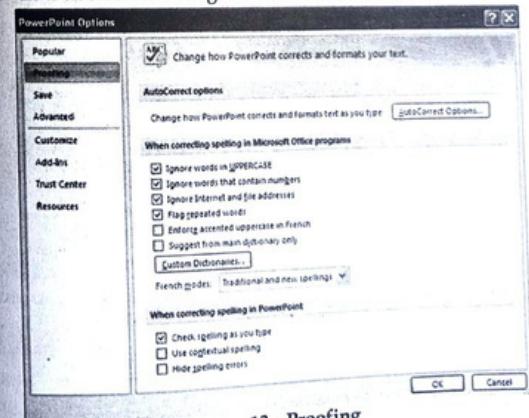


Fig. 13 : Proofing

#### 4.3.3 Save

This feature allows you to personalize how your workbook is saved. You can specify how often you want auto save to run and where you want the workbooks saved.

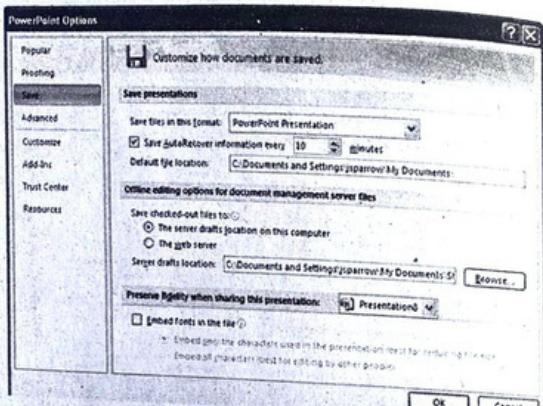


Fig. 14 : Save Options

#### 4.4.4 Advanced

This feature allows you to specify options for editing, copying, pasting, printing, displaying, slide shows, and other general settings.

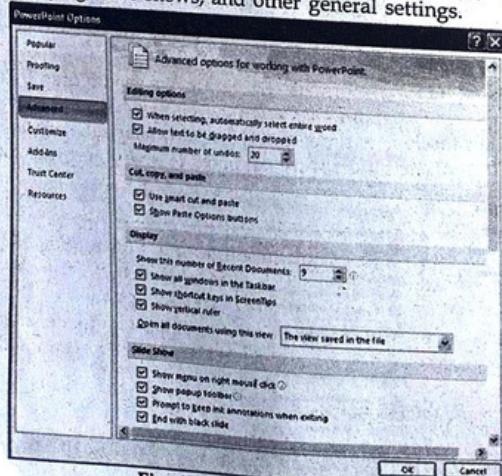


Fig. 15 : Advance options

#### 4.4.5 Customize

Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.

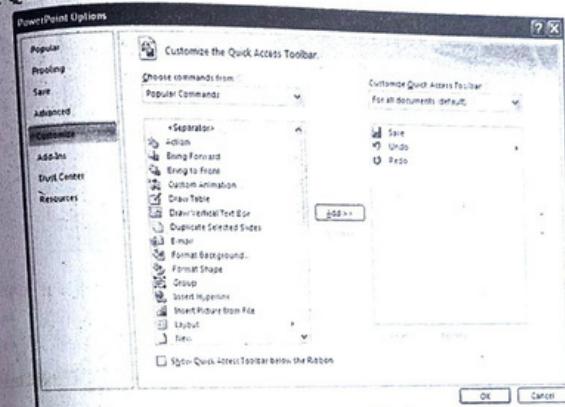


Fig. 16 : Customizing Toolbar

PowerPoint includes all of the features you need to produce professional-looking presentations. When you create a PowerPoint presentation, it is made up of a series of slides. The slides contain the information you want to communicate with your audience. This information can include text, pictures, charts, video, sound, and more.

Before you begin adding information to slides, we should need to know the basics of working with slides. We will now discuss how to start a new presentation, how to insert new slides, how to modify a layout, how to move and copy slides, how placeholders work, and how to save your presentation.

#### 4.4 New Presentations

When you open PowerPoint from the Start menu or from an icon on your desktop, a new presentation with one slide appears by default. You can also create a new presentation while PowerPoint is already open.

You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline. To create a new presentation from a blank slide:

- Click the Microsoft Office Button
- Click New
- Click Blank Presentation

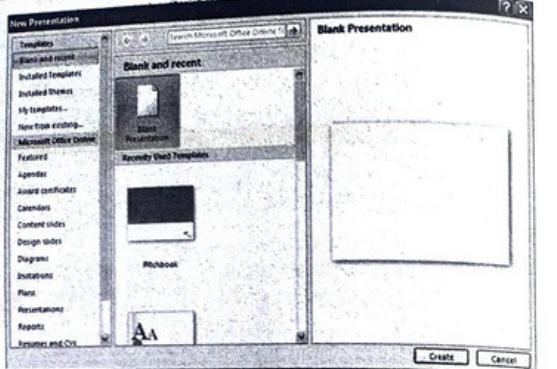


Fig. 17 : New Presentation

To create a new presentation from a template:

- Click the Microsoft Office Button
- Click New
- Click Installed Templates or Browse through Microsoft Office Online Templates

Click the template you choose

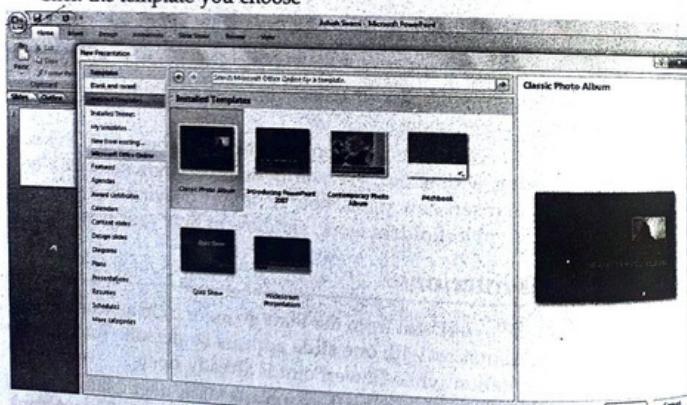


Fig. 18 : Template options

To create a new presentation from an existing presentation:

- Click the Microsoft Office Button
- Click New
- Click New from Existing

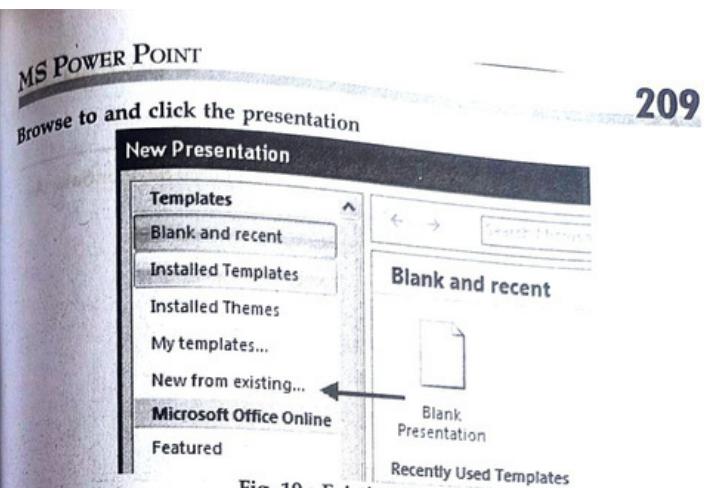


Fig. 19 : Existing Template

To create a new presentation from a Word outline:

- Click the slide where you would like the outline to begin
- Click New Slide on the Home tab
- Click Slides from Outline

Browse and click the Word Document that contains the outline

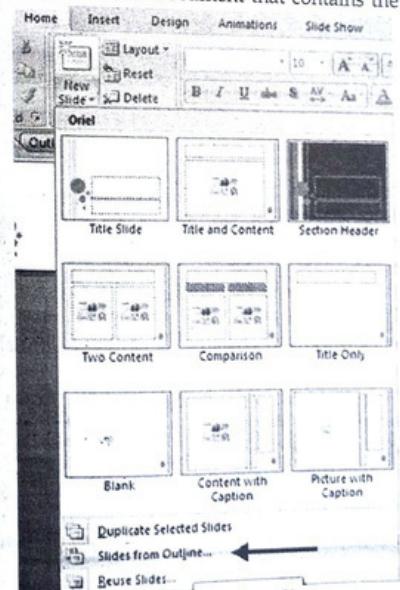


Fig. 20 : Word outline

210

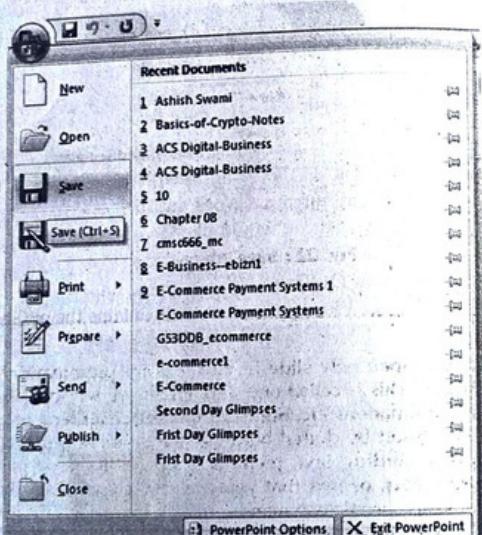
## OFFICE MANAGEMENT TOOLS-CODE: 106

### 4.5 Save a Presentation

When you save a presentation, you have two choices: **Save** or **Save As**.

To save a document:

- Click the Microsoft Office Button
- Click Save.



**Fig. 21 : Save options**

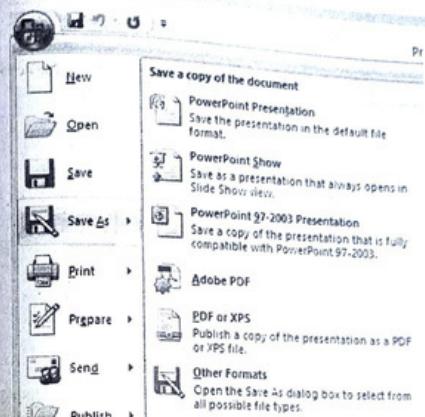
You may need to use the **Save As** feature when you need to save a presentation under a different name or to save it for earlier versions of PowerPoint. Remember that older versions of PowerPoint will not be able to open PowerPoint 2007 presentation unless you save it as a PowerPoint 97-2003 Format. To use the **Save As** feature:

- Click the Microsoft Office Button
- Click Save As
- Type in the name for the Presentation

In the Save as Type box, choose **Excel 97-2003 Presentation**

211

## MS POWER POINT

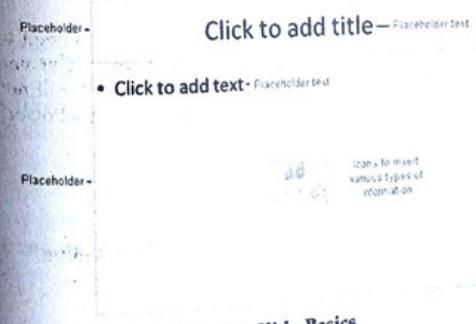


**Fig. 22 : Save As options**

### 4.6 Slide Basic

#### About the slides

When we will open new slide in Power point presentation following screen will appear. This is called one slide where we will put our pictures, videos, movies, animations etc. Slides contain placeholders, or areas on a slide that are enclosed by dotted borders. Placeholders can contain many different items, including text, pictures, and charts. Some placeholders have **placeholder text**, or text that you can replace, and thumbnail-sized icons that represent specific commands such as Insert Picture, Insert Chart, and Insert Clip Art. Hover over each icon to see the type of information you can insert.



**Fig. 23 : Slide Basics**

#### 4.6.1 Adding Slides

There are several choices when you want to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides.

To create a new slide from Office Themes:

- Select the slide immediately BEFORE where you want the new slide
- Click the New Slide button on the Home tab

Click the slide choice that fits your material

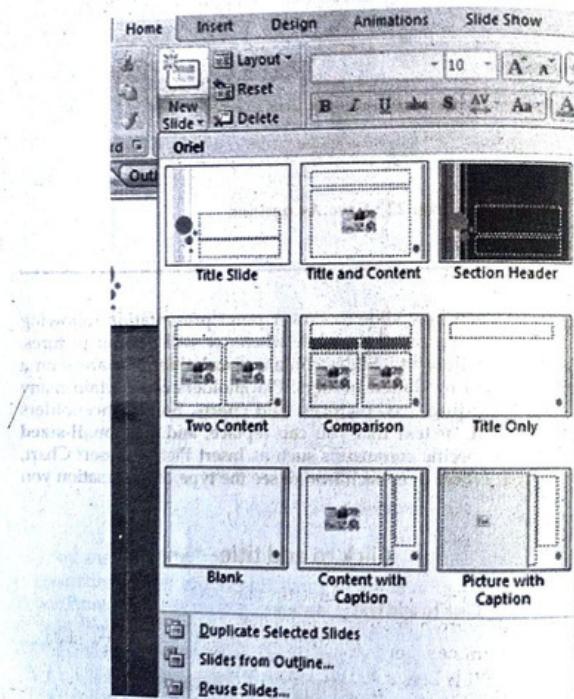


Fig. 24 : Slide formats

- To create a slide as a duplicate of a slide in the presentation:
- Select the slide to duplicate
  - Click the New Slide button on the Home tab
  - Click Duplicate Selected Slides

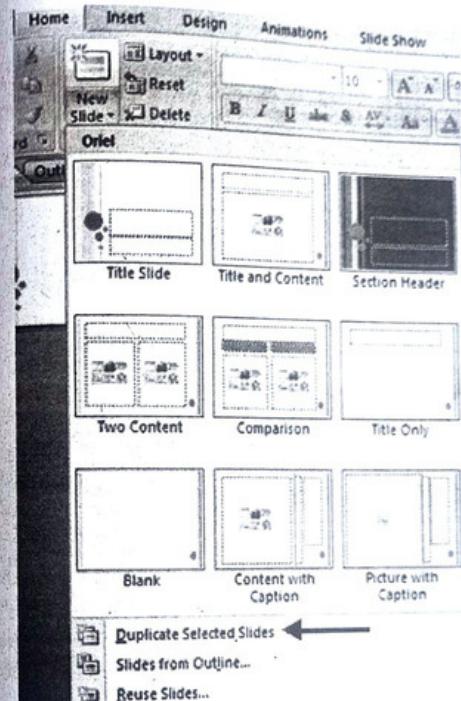


Fig. 25 : Slide Insertion options

To create a new slide from another presentation:

- Select the slide immediately BEFORE where you want the new slide
  - Click the New Slide button on the Home tab
  - Click Reuse Slides
  - Click Browse
  - Click Browse File
- Locate the slide show and click on the slide to import

214

### OFFICE MANAGEMENT TOOLS-CODE 106

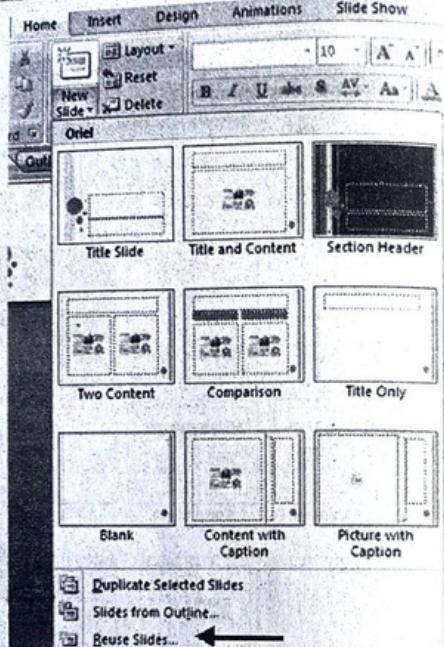


Fig. 26 : Slide Insertio options

#### 4.6.2 Themes

Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation. To add a theme to a presentation:

- Click the Design tab
- Choose one of the displayed Themes or click the Galleries button

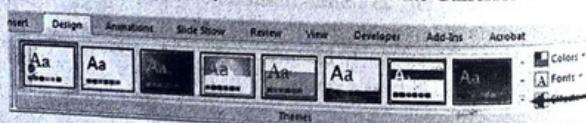


Fig. 27 : Themes

To apply new colors to a theme:

- Click the Colors drop down arrow
- Choose a color set or click Create New Theme Colors

215

### MS POWER POINT



Fig. 28 : Colour Panel

To change the background style of a theme  
Click the Background Styles button on the Design tab

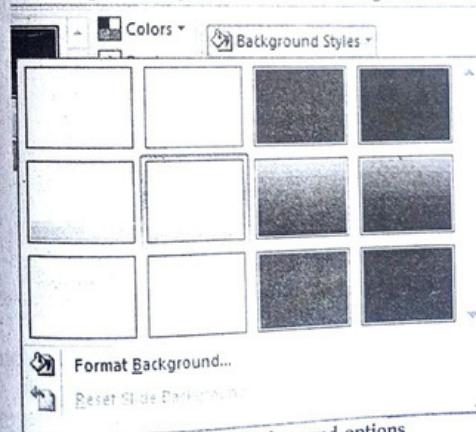


Fig. 29 : Slide Background options

#### 4.6.3 Changing the layout of an Existing Slide

**About slide layouts:** The placeholders are arranged in different layouts that you can select when you insert a new slide or that can be applied to existing slides. In the example above, the layout is called Title and Content and includes title and content placeholders.

A slide layout arranges your slide content. Layouts contain different types of placeholders you can use, depending on what information you want to include in your presentation. Each layout has a descriptive name, but the image of the layout shows you how the placeholders are arranged on the slide.

You can change the layout of slide inserted in the presentation by applying following steps.

- Select the slide you wish to change.

Click the Layout command in the Slides group on the Home tab. A menu appears with your options.

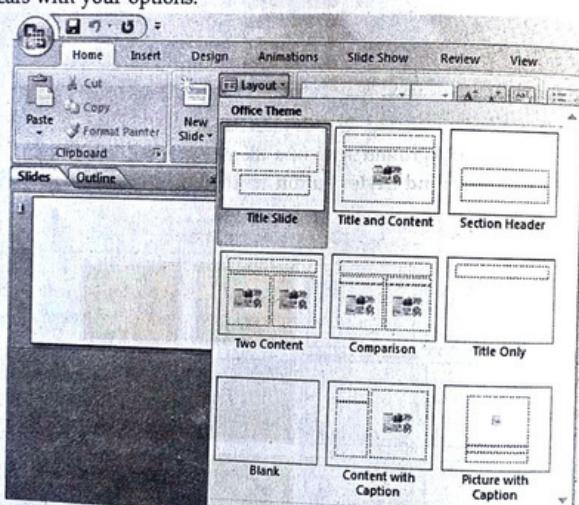


Fig. 30 : Slide layout

With the help of this layout option we can change the layout of any slide added in the presentation.

To delete a slide:

- Select the slide you wish to delete.

Click the Delete command in the Slides group on the Home tab.



Fig. 31 : Delete options

You can also delete a slide by pressing the Delete key on your keyboard. To move a slide:

- Select the slide you wish to move on the Slides tab in the left task pane.
- Click and drag the slide to a new location. The insertion point will appear.
- Release the mouse button. The slide will appear in the new location.

#### 4.6.4 Different views of Slide

In the bottom-right corner of the PowerPoint window are three view commands. From here, you can change the view to Normal, Slide Sorter, or Slide Show view by just clicking a command.

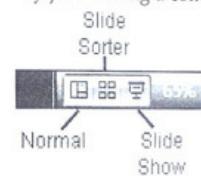


Fig. 32 : View slide options

**4.6.4.1 Normal** is the default view and where you will create and edit your slides in the center slide pane, and all of the slides will appear on the Slides tab in the left task pane.

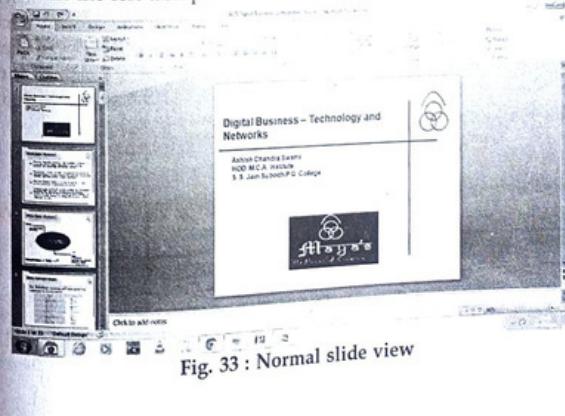


Fig. 33 : Normal slide view

**4.6.4.2 Slide Sorter** is a view of your slides in thumbnail form. The slides are presented horizontally, which allows you to see more slides at the same time. This is a good view to use to confirm that you have all the necessary slides and that none have been deleted.

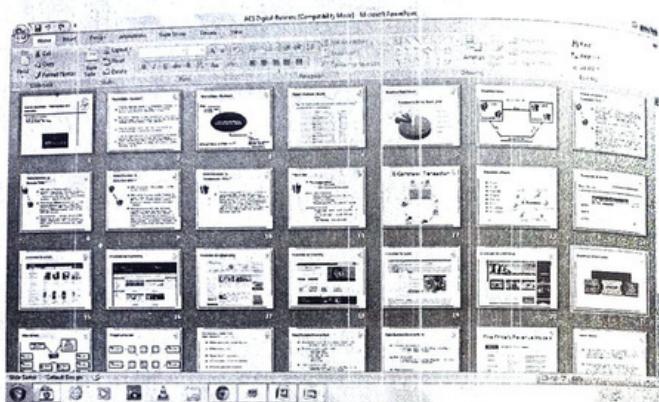


Fig. 34 : Slide sorter view

**4.6.4.3 Slide Show** view fills the computer screen with your presentation so you can see how the presentation will appear to an audience. For this we just have to click on the slide show button and our slide show will start.

**4.6.4.4 Notes Page view** : The fourth view is Notes Page view. It is not one of the view commands included at the bottom of Normal view; however, it can be accessed from the View tab. Notes Page view provides a space for presentation notes, which are often called speaker notes. The notes can be added to the presentation from this view. You can enter your speaker notes directly into the text placeholder in Notes Page view, or while in Normal view you can enter your notes in the area below the slide.

To change to Notes Page view:

- Select the View tab.
- Locate the four view commands on the left side of the Presentation Views group.

Click Notes Page view



Fig. 35 : Notes Page View

## 4.7 Editing Slides

### 4.7.1 Entering Text

To enter text:

- Select the slide where you want the text
- Click in a Textbox to add text

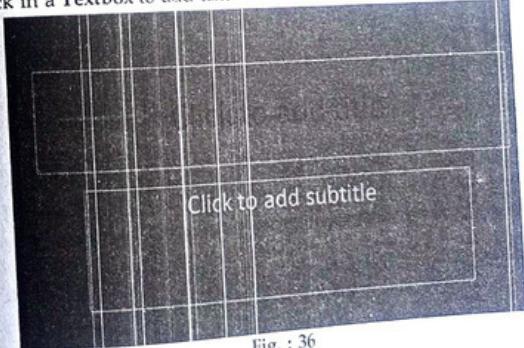


Fig. 36

To add a text box:

- Select the slide where you want to place the text box
- On the Insert tab, click Text Box
- Click on the slide and drag the cursor to expand the text box

Type in the text

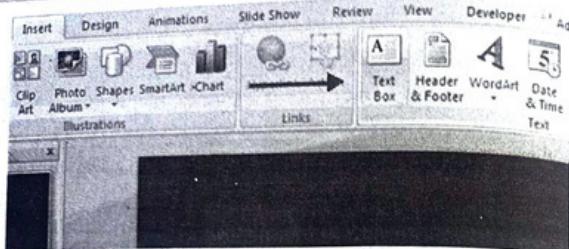


Fig. 37 : Text box

#### 4.7.2 Selecting Text

To select the text:

Highlight the text

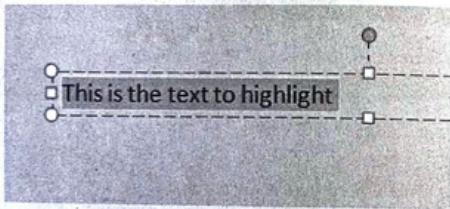


Fig. 38 : Selecting Text

#### 4.7.3 Copy and Paste

To copy and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the Home Tab, click **Copy**
- Select the item(s) where you would like to copy the data

On the **Clipboard Group** of the Home Tab, click **Paste**



Fig. 39 : Copy and Paste options

#### 4.7.4 Cut and Paste

To cut and paste data:

- Select the item(s) that you wish to copy
  - On the **Clipboard Group** of the Home Tab, click **Cut**
  - Select the items(s) where you would like to copy the data
- On the **Clipboard Group** of the Home Tab, click **Paste**



Fig. 40 : Cut and Paste

#### 4.7.5 Undo and Redo

To undo or redo your most recent actions:

- On the **Quick Access Toolbar**
- Click **Undo or Redo**

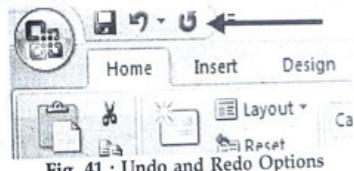


Fig. 41 : Undo and Redo Options

#### 4.7.6 Spell Check

To check the spelling in a presentation.

- Click the **Review** tab
- Click the **Spelling** button

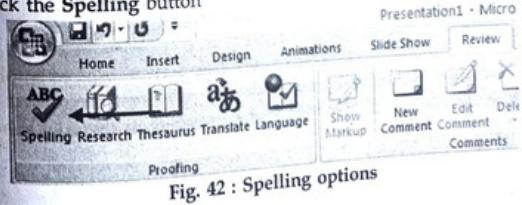


Fig. 42 : Spelling options

#### 4.7.7 Change Font Typeface and Size

To change the font typeface:

- Click the arrow next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.

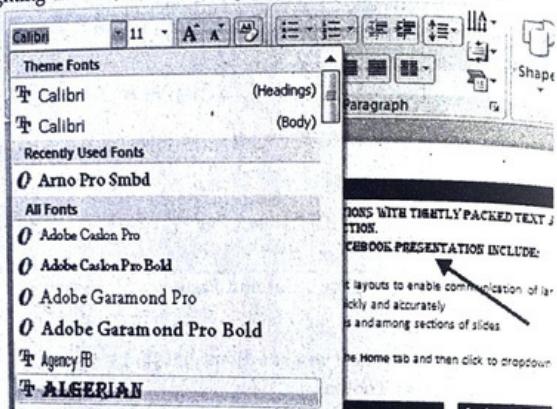


Fig. 43 : Font Editing options

To change the font size:

- Click the arrow next to the font size and choose the appropriate size, or click the increase or decrease font size buttons.

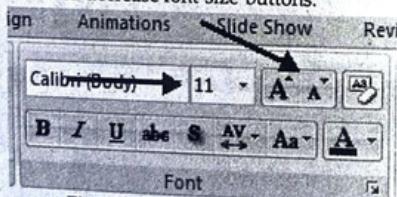


Fig. 44 : Font Editing options

#### 4.7.8 Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

- Select the text and click the Font Styles included on the Font group of the Home tab or
- Select the text and right click to display the font tools

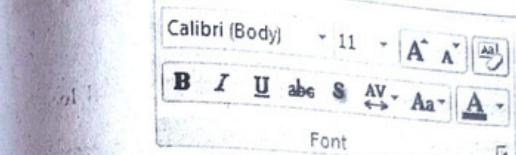


Fig. 45 : Font Editing Options

#### 4.7.9 Changing Text Color

To change the text color:

- Select the text and click the Colors button included on the Font Group of the Ribbon, or
  - Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.

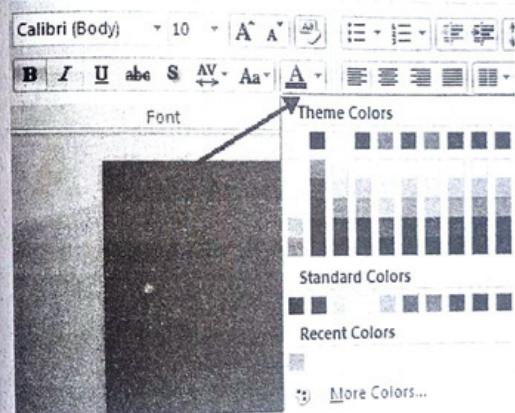


Fig. 46 : Colour options

#### 4.8 WordArt

There are many features and commands you can use in PowerPoint to create visually appealing slides. Two of these features are WordArt and shapes.

**WordArt** allows you to create stylized text with textures, shadows, outlines, and more. It can be applied to text on any slide. Additionally, in PowerPoint you can insert a variety of shapes such as lines, arrows, callouts, stars, and basic shapes, including rectangles and circles.

**224**

### OFFICE MANAGEMENT TOOLS-CODE 106

WordArt are styles that can be applied to text to create a visual effect. To apply Word Art:

- Select the text
- Click the Insert tab
- Click the WordArt button

Choose the WordArt

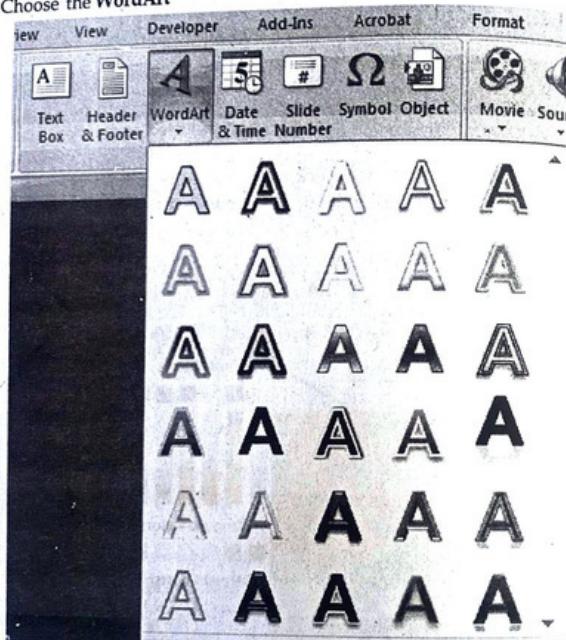


Fig. 47 : Word Art Options

To modify the styles of WordArt

- Select the WordArt
- Click the Format tab for the Drawing Tools
- Click the WordArt Fill button, the WordArt Outline button, or the Text Effects button

**225**

### MS POWER POINT



Fig. 48 : Formatting options of Word Art

To change the fill color of a WordArt style:

- Select the text you wish to modify.
- Click the Text Fill command in the WordArt Styles group.

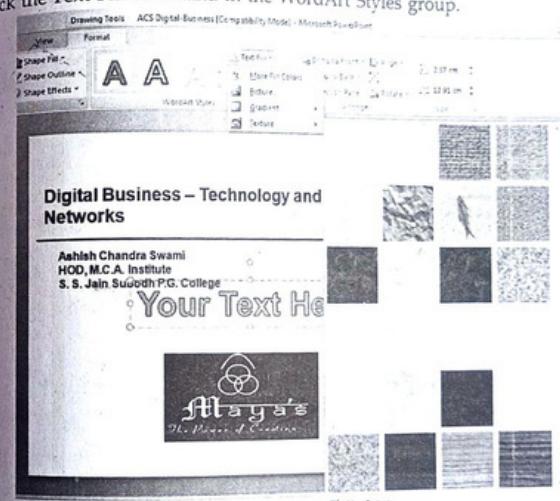


Fig. 49 : Textures

- Move your cursor over a color option to see a live preview on the slide.
  - Click a color to select it.
- OR select from the following:
- **No Fill:** This option will leave the WordArt text without a fill color.
  - **More Fill Colors:** This opens a dialog box of color choices you can use as a fill color.
  - **Picture:** This opens the Insert Picture dialog box. From here, you can select a picture from your computer to use as the fill background.
  - **Gradient:** This displays a sub menu of various gradient options that change how the fill color appears.

**226**

### OFFICE MANAGEMENT TOOLS-CODE: 106

- **Textures:** This displays a sub menu of various textures you can apply to WordArt text.
- To apply a text effect to a WordArt style:
- Select the text you wish to modify. The Format tab will appear.
- Select the Format tab.
- Click the Text Effects command. A menu of options will appear.
- Select a menu option. The options are: Shadows, Reflection, Glow, Bevel, and Transform. This will display a sub menu.

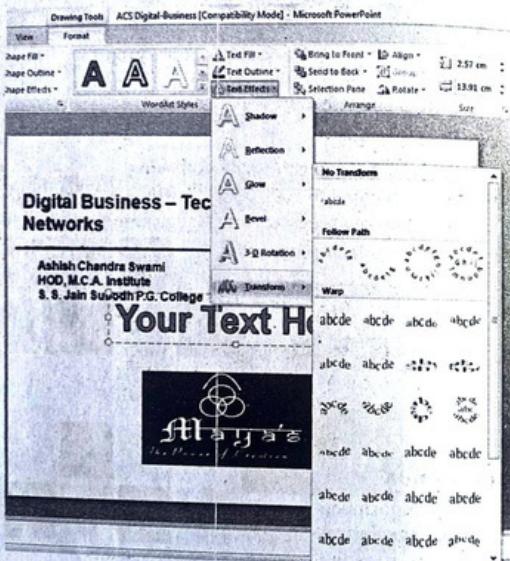


Fig. 50 : Text Effects

- Click an option from the sub menu to select it.
- You can use WordArt to create stylized text that is eye-catching and professional;

### 4.9 Paragraph Settings

#### 4.9.1 Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:  
Click the Home Tab

### MS POWER POINT

**227**

- Choose the appropriate button for alignment on the Paragraph Group.
- **Align Left:** the text is aligned with your left margin
  - **Center:** The text is centered within your margins
  - **Align Right:** Aligns text with the right margin
  - **Justify:** Aligns text to both the left and right margins.

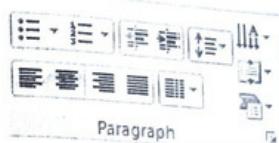


Fig. 51 : Alignment

#### 4.9.2 Indent Paragraphs

To indent paragraphs, you can do the following:

- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.

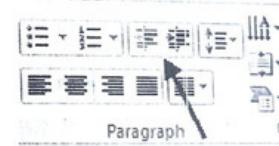


Fig. 52 : Indentation

#### 4.9.3 Text Direction

To change the text direction:

- Select the text
- Click the Text Direction button on the Home tab
- Click the selection

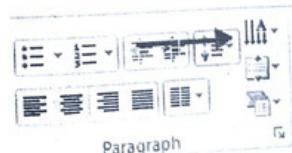


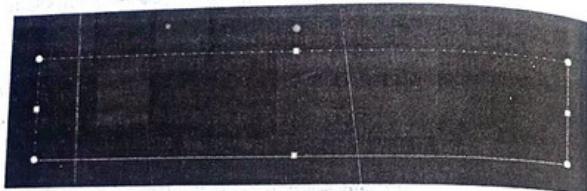
Fig. 53 : Text Direction

**Resize a Textbox**

To resize a textbox:

- Click on the textbox

Click the corner of the box and drag the cursor to the desired size



**Fig . 54 : Resizing text box**

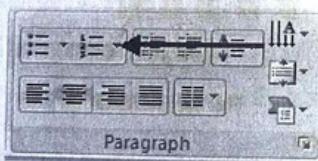
#### **4.10 Bulleted and Numbered Lists**

Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To add a list to existing text:

- Select the text you wish to make a list

Click the **Bulleted or Numbered Lists** button



**Fig . 55: Bullets Numbering**

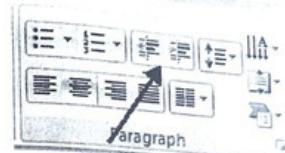
**To create a new list:**

- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

**Nested Lists**

A nested list is list with several levels of indented text. To create a nested list:

- Create your list following the directions above
- Click the **Increase or Decrease Indent** button



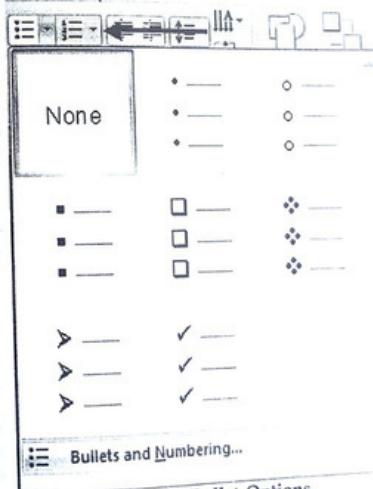
**Fig . 56 : Nested Indentation**

#### **4.10.1 Formatting List**

The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.

- Select the entire list to change all the bullets or numbers, or
- Place the cursor on one line within the list to change a single bullet.

Click the arrow next to the bulleted or numbered list and choose a bullet or numbering style.



**Fig . 57 : Bullet Options**

##### **4.10.1.1 To change the bullet color:**

- Select an existing bulleted list (if text has been entered).
- Click the drop-down arrow next to the **Bullets** command on the Home tab. A menu will appear.

Select **Bullets and Numbering** from the menu. A dialog box will appear.

230

OFFICE MANAGEMENT TOOLS-CODE: 106

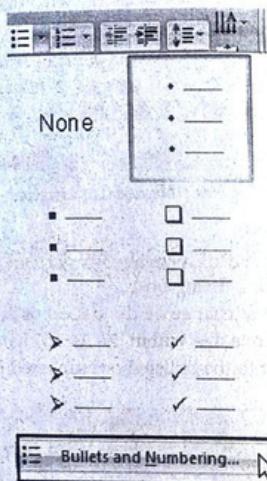


Fig. 58 : Options of Bullets and Numbering  
Click the Color menu on the Bulleted tab.

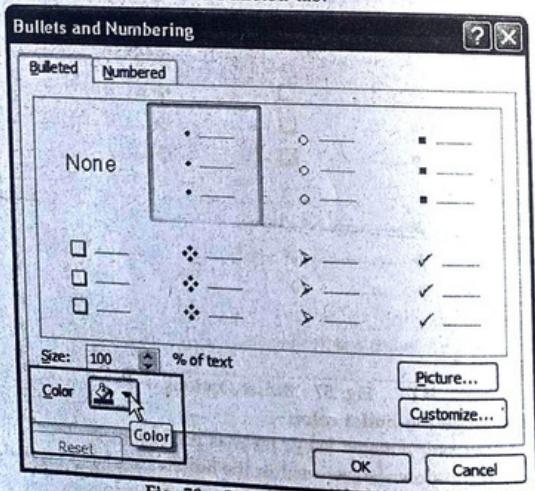


Fig. 59 : Colouring of Bullets

- Select a color. The bullet options in the menu will change color.
- Click OK to apply the bullet color to the list in the slide.

MS POWER POINT

231

4.10.1.2 To change the bullet size:

- Select an existing bulleted list (if text has been entered).
- Click the drop-down arrow next to the Bullets command on the Home tab. A menu will appear.
- Select Bullets and Numbering from the menu. A dialog box will appear. Set the bullet size using the Size field on the Bulleted tab.

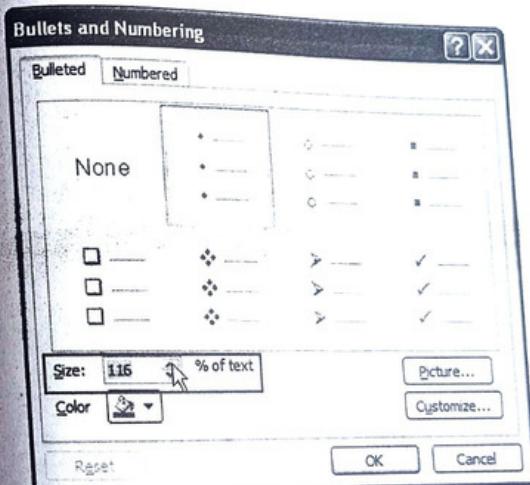


Fig. 60 : Size of Bullet

- Click OK to apply the bullet size to the list in the slide.

4.10.1.3 Use a picture as a bullet:

- Select an existing bulleted list (if text has been entered).
- Click the drop-down arrow next to the Bullets command on the Home tab. A menu will appear.
- Select Bullets and Numbering from the menu. A dialog box will appear. Click Picture on the Bulleted tab. The Picture Bullet dialog box will open.

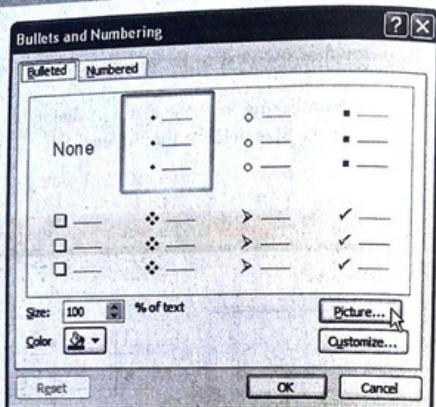


Fig. 61 : Using Picture in Bulets

Click a picture to select it.

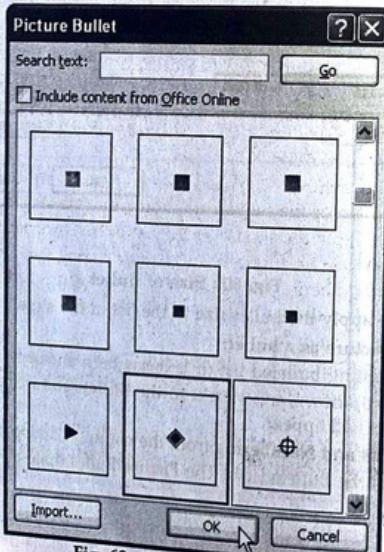


Fig. 62 : Selecting Pictures

- Click OK to apply the picture to the list in the slide.
- Click Import to import your own picture and use it as a bullet.

#### 4.10.1.4 Use a symbol as a bullet:

- Select an existing bulleted list (if text has been entered).
- Click the drop-down arrow next to the Bullets command on the Home tab. A menu will appear.
- Select Bullets and Numbering from the menu. A dialog box will appear.
- Click Customize on the Bulleted tab. The Symbol dialog box will appear. Click the Font: drop-down menu and select a font category.

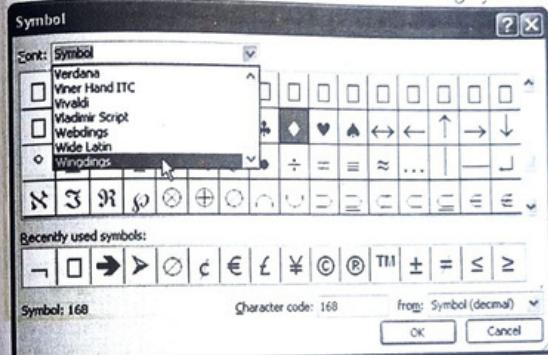


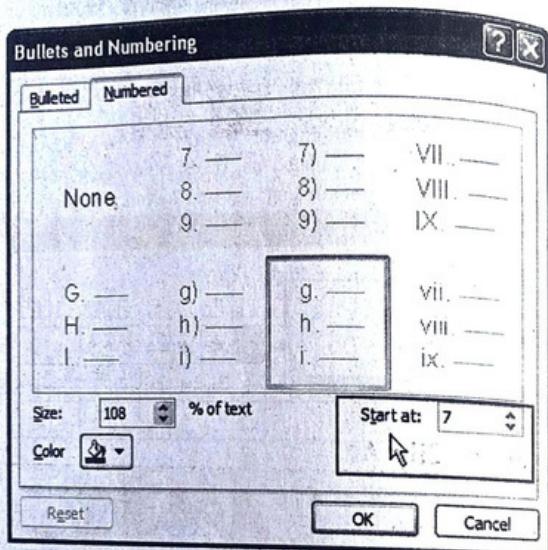
Fig. 63 : Selecting symbol

- Click a symbol to select it.
  - Click OK. The symbol will now appear as the selected bullet option in the Bulleted section of the Bullets and Numbering dialog box.
  - Click OK to apply the symbol to the list in the document.
- Same options can be applied with the numbering list, we can change the color, size etc of numbering list. You can try these options yourself by following same steps we have studied above for bulleted lists.

#### 4.10.1.5 Set the number to begin the list:

One important thing is to set the starting number of list. We can start numbering from wherever we want for this you have to follow the following steps.

- Select an existing numbered list (if text has been entered).
  - Click the drop-down arrow next to the Numbering command on the Home tab. A menu will appear.
  - Select Bullets and Numbering from the menu. A dialog box will appear.
- Enter the number to start the list in the Start at: field on the Numbered tab.



**Fig. 64 : Starting options of Bullets Numbering**

- Click OK to apply to the list on the slide.

**4.10.2 Remove bulleted or numbered lists from text:**

  - Select an existing bulleted or numbered list.
  - Click the Bullets command or the Numbering command, depending on the type of list. Click these commands to toggle the feature on and off.

## 4.11 Adding Picture

To add a picture:

- Click the Insert Tab
  - Click the Picture Button
  - Browse to the picture from your files
  - Click the name of the picture
  - Click insert

To move the graphic, click it and drag it to where you want it.

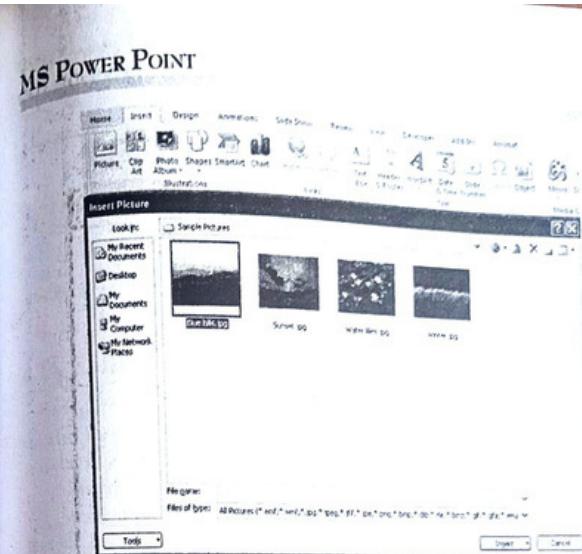


Fig. 65 : Selecting Picture

## 4.12 Adding Clip Art

### To add Clip Art:

- Click the Insert Tab
  - Click the Clip Art Button
  - Search for the clip art using the search Clip Art dialog box
  - Click the clip art

To move the graphic, click it and drag it to where you want it

To move the graphic, click it and drag it to where you want it



Fig. 66 : Clip Art

#### 4.13 Adding a Shape

To add Shapes:

- Click the Insert Tab
  - Click the Shapes Button
- Click the shape you choose

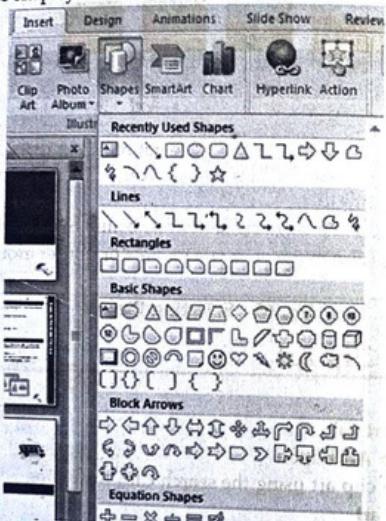


Fig. 67 : Shapes

- Click the Slide

Drag the cursor to expand the Shape

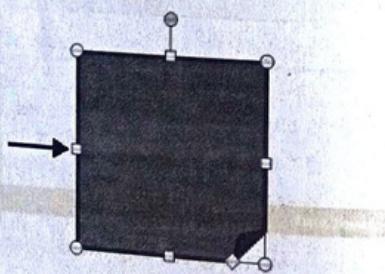


Fig. 68 : Resizing shape

To format the shapes:

- Click the Shape
- Click the Format tab



Fig. 69 : Format tab

#### 4.14 Editing Pictures and Clip Art

When you add a graphic to the presentation, an additional Tab appears on the Ribbon. The Format Tab allows you to format the pictures and graphics. This tab has four groups:

**Adjust:** Controls the picture brightness, contrast, and colors

**Picture Style:** Allows you to place a frame or border around the picture and add effects

**Arrange:** Controls the alignment and rotation of the picture

**Size:** Cropping and size of graphic



Fig. 70 : Format Tool Bar

##### 4.14.1 Compress a picture:

- Select the picture.

- Select the Format tab.

Click the Compress Pictures command in the Adjust group. A dialog box appears.

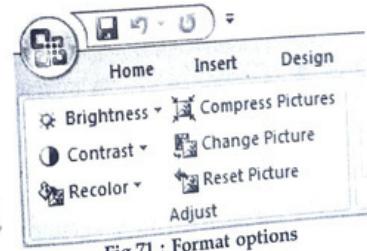


Fig. 71 : Format options

**238**

### OFFICE MANAGEMENT TOOLS-CODE: 106

Click the Options button to access the Compression Setting dialog box.

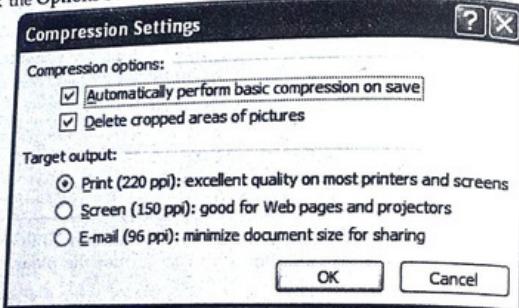


Fig.72 : Compression Options

- Choose the target output.
- Change any of the default picture settings you wish.
- Click OK in the Compression Settings dialog box.
- Click OK in the Compress Pictures dialog box.

#### 4.14.2 Picture tools

There are many other things you can do to modify a picture. From the Format tab, some of the other useful commands include:

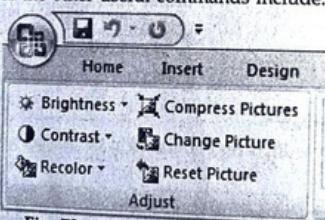


Fig.73 : Picture Editing options

- Change Picture command: Select a new picture from your computer.
- Reset Picture command: Revert to original picture.
- Brightness command: Adjust the brightness of the picture.
- Contrast command: Adjust the contrast of the picture.
- Recolor command: Modify the color in a variety of ways, including black and white, sepia, pink, and purple.

**239**

### MS POWER POINT

#### 4.15 Adding SmartArt

SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes. To add SmartArt:

- Click the Insert Tab
- Click the SmartArt Button
- Click the SmartArt you choose

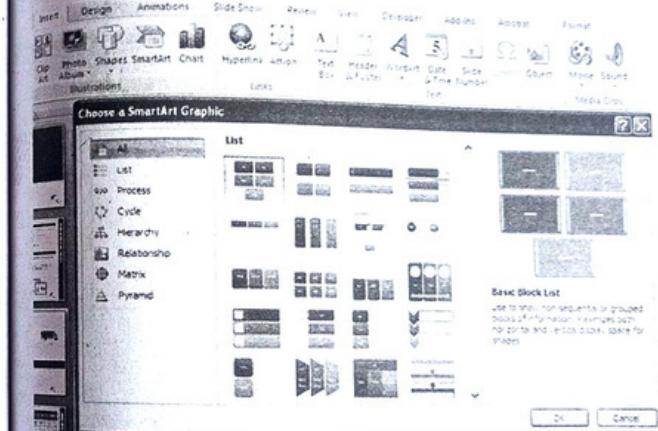


Fig. 74 : Smart Graphics

- Click the SmartArt
- Drag it to the desired location in the slide
- To format the SmartArt:
- Click the SmartArt
- Click either the Design or the Format tab
- Click the SmartArt to add text and pictures.

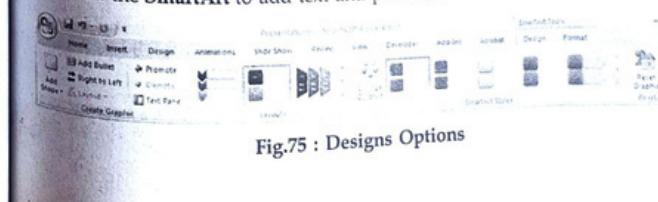


Fig.75 : Designs Options

#### 4.16 Adding a Photo Album

The photo album feature is new in PowerPoint 2007 and allows you to easily create a photo album to share pictures. To create a photo album:

- Click the Photo Album button on the Insert tab
- Click New Photo Album
- Click File/Disk to add pictures to the photo album

Move the pictures up and down in the order of the album but clicking the up/down arrows

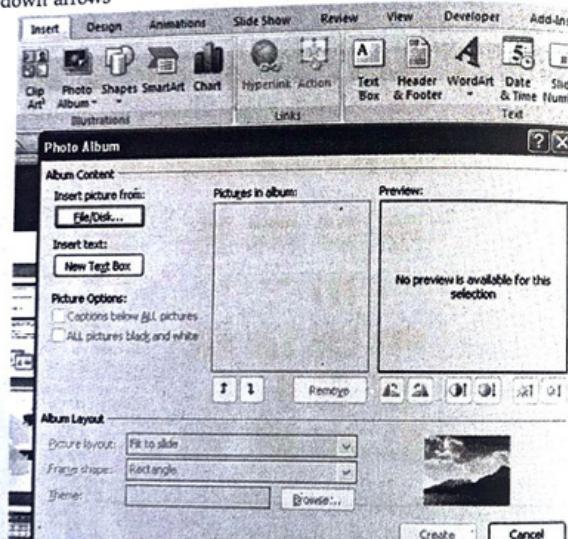


Fig. 76 : Photo Album

#### 4.17 Adding Video

In a presentation you may also insert a movie in required. You can insert a movie from a file on your computer or from the Microsoft Office clip organizer. In addition, PowerPoint gives you many options to define how the movie will operate in the presentation.

Video clips can be added to the presentation. To add a video clip:

- Click the Movie button on the Insert tab
- Choose Movie from File or Movie from Clip Organizer

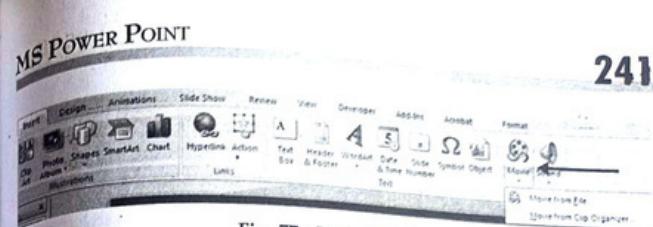


Fig. 77 : Video Options

As soon as you select and insert movie in the presentation it will automatically prompt a window where you have to select the option whether to start movie automatically or when clicked option. As shown in figure below

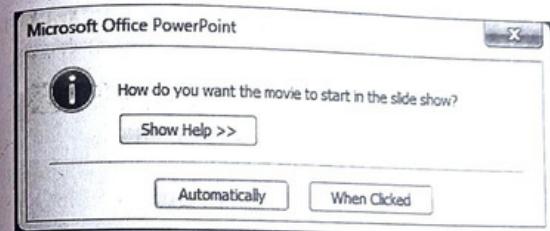


Fig. 78 : Movie Options



Fig. 79 : Movie Options

##### 4.17.1 To preview the movie:

- Select the movie on the slide.
- Select the Options tab.
- Click the Preview command in the Play group.
- Press the Preview command again to stop the movie before it finishes playing.

##### 4.17.2 To change the movie volume:

- Select the movie on the slide.
- Select the Options tab.

**242**

### OFFICE MANAGEMENT TOOLS-CODE: 106

- Click the **Slide Show Volume** command in the Movie Options group.
- Select Low, Medium, High, or Mute to change the movie volume.

#### 4.17.3 To change when the movie starts:

- Select the movie on the slide.
- Select the **Options** tab.
- Select the drop-down menu next to **Play Movie**: in the Movie Options group to change whether the movie plays **Automatically** or **When Clicked**.

#### 4.17.4 Other options

Click a box to select and deselect movie options on the Movie Tools Options tab. These options include:

- Hide During Show
- Play Full Screen
- Loop Until Stopped
- Rewind Movie After Playing

To edit the video options:

- Click the movie icon
- Click the **Format** tab



Fig. 80 : Format Tab

#### 4.18 Adding Audio

PowerPoint allows you to **add sound** to your presentation in several different ways. You can do this using a sound file **on your computer**, choose from hundreds of sounds available through the **clip organizer**, or play tracks from an **audio CD**. Do you want the music to play through the entire presentation, or would you prefer the music only to play on one slide? PowerPoint not only allows you to use sound, but it also allows you to customize sound options so you can play the sounds you want, the way that you want.

Audio clips can be added to the presentation. To add an audio clip:

- Click the **Audio** button on the **Insert** tab
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Track**, or **Record Sound**

**243**

### MS POWER POINT

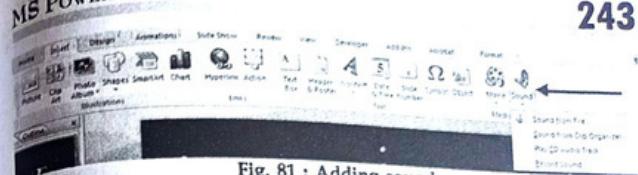


Fig. 81 : Adding sound

To edit the audio options:

- Click the **audio icon**
- Click the **Format** tab



Fig. 82 : Edit Audio

To play tracks from a CD:

- Select the **Insert** tab.
  - Click the drop-down arrow on the **Sound** command.
- Select **Play CD Audio Track** from the menu. The **Insert CD Audio** dialog box will appear.

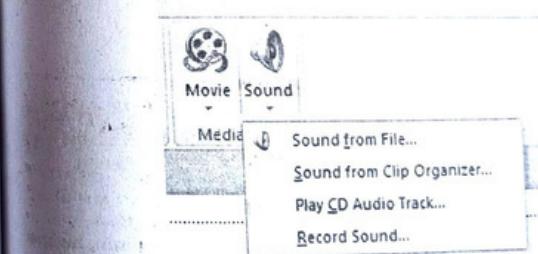


Fig. 83 : Sound Options

Enter the **Start at track:** and **End at track:** information in the **Clip selection** section.

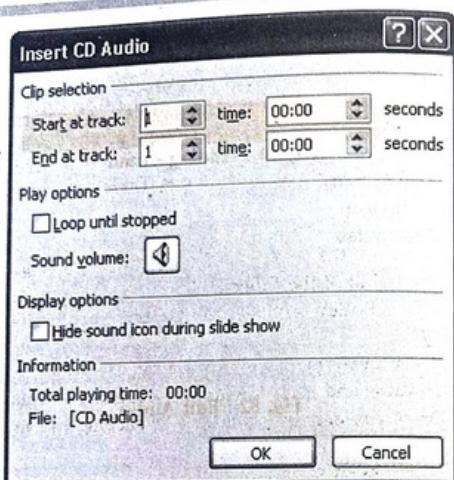


Fig. 84 : Sound Options

- Choose whether you want to **Loop the tracks until stopped** and adjust the volume in the **Play Options** section.
- Choose to display or hide the sound icon during the slide show in the **Display Options** section.
- Click **OK**. A CD sound icon and a dialog box will appear.
- Select **Automatically** or **When Clicked**.

#### CD Audio Tools Options tab

Once you have inserted tracks from a CD, a CD Audio Tools Options tab appears. Many of the commands are similar to the commands available when you insert other sounds; however, some of the options are different.

#### Functions in the Play and Setup groups include:

- Preview:** Listen to the sound that will play.
- Slide Show Volume:** Change the volume to low, medium, high, or mute.
- Edit the Track and Time fields:** Change the tracks that play and the time in the track that playback starts or stops.
- Change How to Play Track:** Click the drop-down menu next to Play Track to change whether the CD tracks play automatically or when clicked.
- Hide During Show:** Hide or display the sound icon during the slide show.
- Loop Until Stopped:** Sound will play until you stop it by clicking or advancing to the next slide.

#### 4.19 Tables in Power Point

The goal of most PowerPoint presentations is to communicate information to a person or group of people. The information can be communicated in various ways, such as through pictures, lists, or paragraphs of text. Another way is to use a table to organize the information. A table is a grid of cells arranged in rows and columns. Tables are used to display data in a table format.

##### To create a table:

- Place the cursor on the page where you want the new table
- Click the **Insert Tab** of the Ribbon
- Click the **Tables Button** on the Tables Group. You can create a table one of four ways:
- Highlight the number of row and columns
- Click **Insert Table** and enter the number of rows and columns
- Click the **Draw Table**, create your table by clicking and entering the rows and columns
- Click **Excel Spreadsheet** and enter data

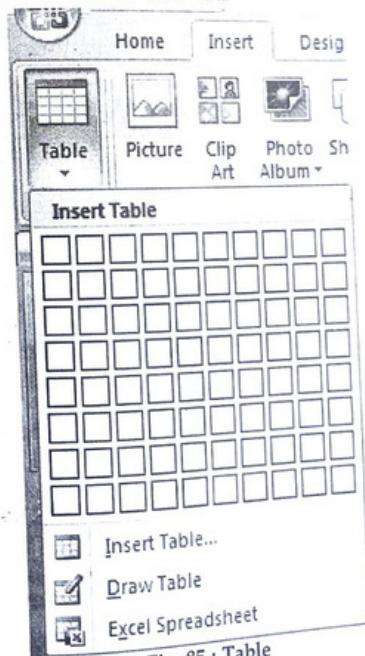


Fig. 85 : Table

#### 4.19.1 Table styles and options

When you insert a table, PowerPoint automatically applies a table style to the table. We can use the style options in the Table Styles group on the Design tab. PowerPoint applies a style based on the theme of your presentation.

##### Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.

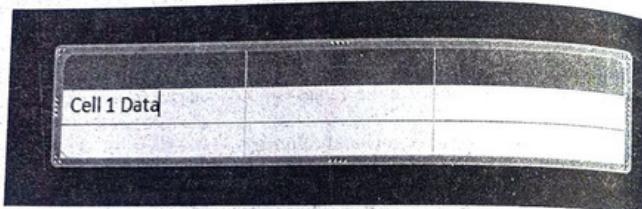


Fig. 86 : Entering Data in Table

#### 4.19.2 Modify the Table Structure

To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design** and **Layout**. These pertain to the table design and layout.

On the Design Tab, you can choose:

- Table Style Options
- Table Styles

##### Draw Borders

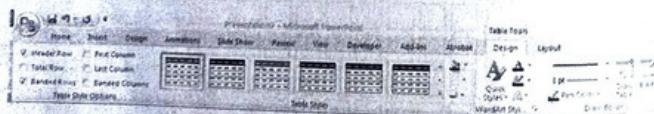


Fig. 87 : Table Tools

To format a table, click the table and then click the Layout Tab on the Ribbon. This Layout tab allows you to:

- View Gridlines and Properties (from the Table Group)
- Insert Rows and Columns (from the Rows & Columns Group)
- Delete the Table, Rows and/or Columns (from the Rows & Columns Group)
- Merge or Split Cells (from the Merge Group)

- Increase and decrease cell size (Cell Size Group)
- Align text within the cells and change text directions (Alignment Group)



Fig. : 88

#### 4.19.3 Table shading:

- Select the table.
- Select the Design tab.
- Select the rows or columns you want to modify.
- Click the Shading command in the Table Styles group.
- Move your cursor over a color option to see a live preview of the color on the slide.
- Click a color to select it.

OR select:

- No Fill:** This option will leave the selected item without a fill color.
- More Fill Colors:** This opens a dialog box of color choices you can use as a shading color.
- Picture:** This opens the Insert Picture dialog box. From here, you can select a picture from your computer to use as the shading.
- Gradient:** This displays a sub menu of various gradient options that can change how the shaded color appears.
- Textures:** This displays a sub menu of various textures you can apply to the selected item.

#### 4.19.4 Apply a border:

- Select the table.
- Select the Design tab.
- Select the rows or columns you want to modify. In this example, we want to add a line beneath the first row, so we'll select the first row.
- Click the Borders command in the Table Styles group.
- Select a borders option from the menu. In this example, we'll select Bottom Border to apply a border to the bottom of the first row.

#### 4.19.5 Table Effects :

- Select the table.
- Select the Design tab.
- Select the rows or columns you want to modify.
- Click the Effects command. A menu will appear.

- Select a menu option. The options are: Cell Bevel, Shadow, and Reflection. This will display a sub menu.

#### 4.19.6 Changing the cell size:

- Select the table.
- Select the Layout tab.
- Place the insertion point in the row or column you want to modify.
- Locate the Cell Size group.
- Use the arrows on the Table Row Height and Table Column Height fields to change the cell size.

#### 4.19.7 Changing Text Alignment

- Select the table.
- Select the Layout tab.
- Select the cells you want to modify.
- Click an alignment command to change the text alignment in the table. The alignment commands are:
  - Align Text Left: Aligns text to the left of the cell
  - Center: Aligns text horizontally in the center of the cell
  - Align Text Right: Aligns text to the right of the cell
  - Align Top: Aligns text to the top of the cell
  - Center Vertically: Vertically centers text in the cell
  - Align Bottom: Aligns text to the bottom of the cell

#### 4.19.8 Inserting a Table from Word or Excel

- Open the Word document or Excel worksheet
- Select the chart
- Click Copy on the Home tab
- Go to the PowerPoint document where you want the chart located
- Click Paste on the Home tab



Fig. 89 : Inserting table

#### 4.20 Charts

Charts allow you to present information contained in the worksheet in a graphic format. PowerPoint offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.

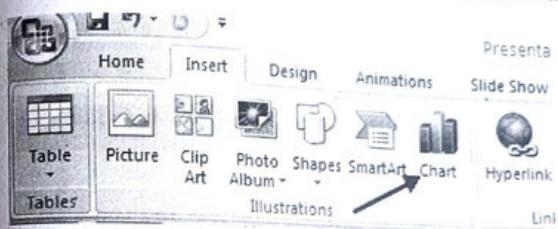


Fig. 90 : Charts

##### 4.20.1 Creating a Chart

Chart is a tool that is used to communicate Data Graphically. Charts often help an audience to see the meaning behind numbers and make showing comparisons and trends easy.

To create a chart:

- Click the Insert tab on the ribbon
- Click the type of Chart you want to create

##### Insert the Data and Labels

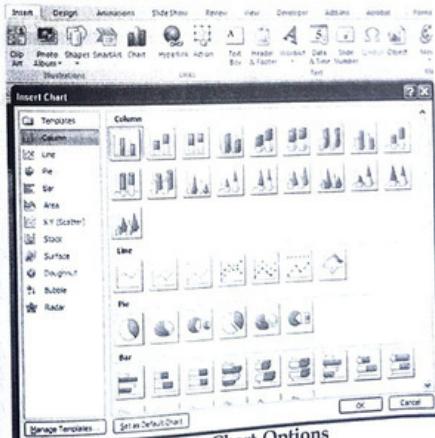


Fig. 91 : Chart Options

#### 4.20.2 Editing Chart

To edit chart data:

- Click on the chart
- Click Edit Data on the Design tab

Edit data in the spreadsheet

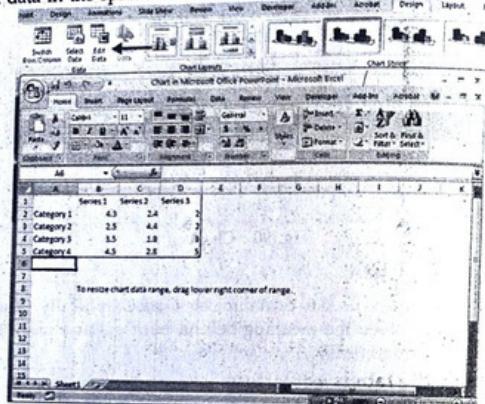


Fig. 92 : Data in Spreadsheet

#### 4.20.3 Modify Chart

Once you have created a chart you can do several things to modify the chart.

To move the chart:

- Click the Chart and Drag it another location on the same slide, or
- Copy it to another slide

Choose the desired location and click Paste



Fig. 93 : Paste Chart

To modify the chart size:

- Click the Chart

Click on any of the corners and drop and drag to resize

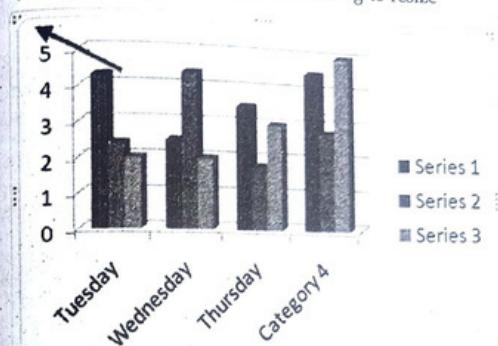


Fig. 94 : Moving Chart

#### 4.20.4 Modify the labels and titles:

- Click the chart

- Click the Layout tab

Choose the appropriate label to change

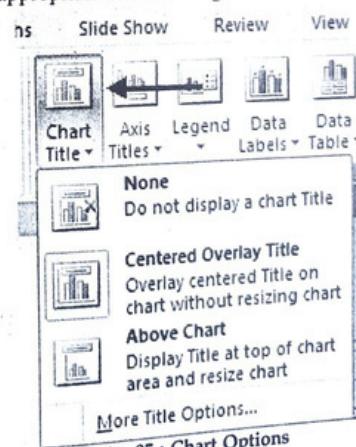


Fig. 95 : Chart Options

#### 4.20.5 Chart Tools

The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

Within the Design tab you can control the chart type, layout, styles, and location.



Fig. 96 : Chart Tools

Within the Layout tab you can control the insertion of pictures, textboxes, and shapes, labels, backgrounds, and data analysis.



Fig. 97 : Chart Tools

Within the Format tab you can adjust the Fill Colors and Word Styles.

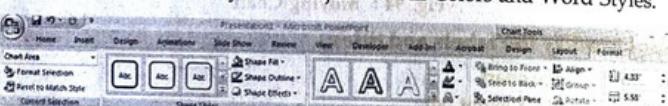


Fig. 98 : Chart Tools

#### 4.20.6 Paste a Chart from Excel

- Open the Excel worksheet
- Select the chart
- Click Copy on the Home tab
- Go to the PowerPoint document where you want the chart located
- Click Paste on the Home tab



Fig. 99 : Paste Chart

#### 4.21 Slide Transitions / Animation

In PowerPoint, you can animate text and objects such as Clip Art, shapes, and pictures on the slide. Animation, or movement, on the slide can be used to draw the audience's attention to specific content or to make the slide easier to read.

Transition effects, or transitions as they are often called, are the movements you see when one slide changes to another in slide show view. Transition effects are different from animation effects. The term animation in PowerPoint refers to the movements of text and objects within the slide, while transitions refer to the movement of the slide as it changes to another slide.

##### 4.21.1 Slide Transition

Transitions are effects that are in place when you switch from one slide to the next. To add slide transitions:

- Select the slide that you want to transition
- Click the Animations tab

Choose the appropriate animation or click the Transition dialog box



Fig. 100 : Slide Animations

To adjust slide transitions:

Add sound by clicking the arrow next to Transition Sound

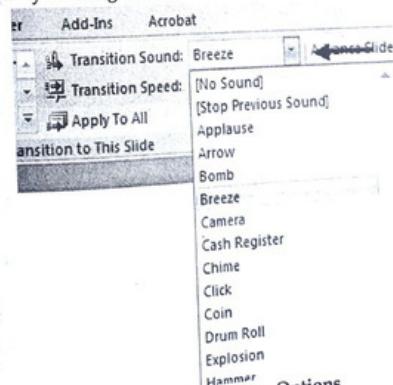


Fig. 101 : Transition Options

**254**

### OFFICE MANAGEMENT TOOLS-CODE 106

Modify the transition speed by clicking the arrow next to Transition Speed

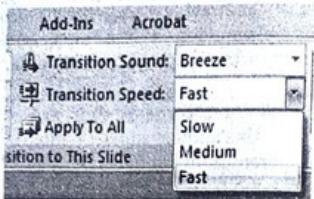


Fig. 102 : Transition speed

To apply the transition to all slides:

Click the **Apply to All** button on the Animations tab

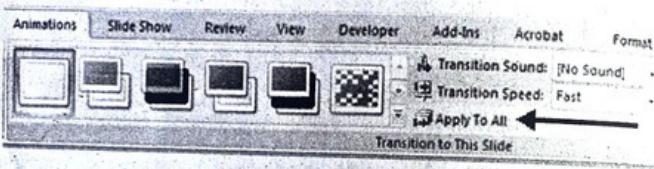


Fig. 103 : Animation options

To select how to advance a slide:

- Choose to Advance on Mouse Click, or
- Automatically after a set number of seconds

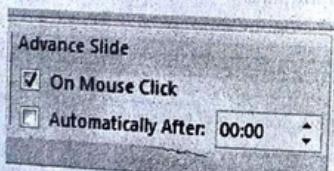


Fig. 104 : Advance Options

#### 4.21.2 Slide Animation

Slide animation effects are predefined special effects that you can add to objects on a slide. To apply an animation effect:

- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**

Choose the appropriate effect

**255**

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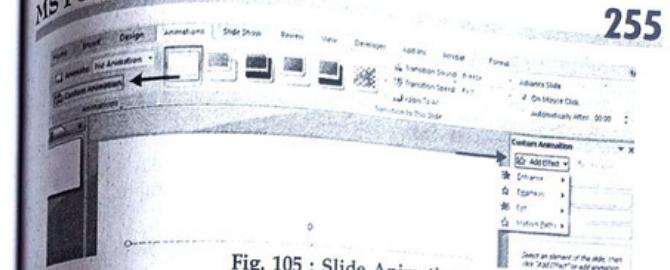


Fig. 105 : Slide Animation

#### Animation Preview

To preview the animation on a slide:

Click the **Preview** button on the Animations tab

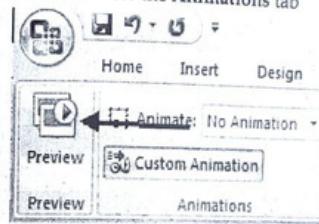


Fig. 106 : Animation Preview

To apply a default animation effect:

- Select the text or object on the slide you wish to animate.
- Select the **Animations** tab.

Click the **Animate** drop-down menu in the Animations group to see the **animation options** for the selection. The options change based on the selected item.



Fig. 107 : Animation effect

**256**

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- Move your cursor over each option to see a live preview of the animation on the slide.
- Click an option to select it.

#### 4.21.3 Custom Animation

To apply a custom animation effect:

- Select the text or object on the slide you wish to animate.
- Select the Animations tab.

Click Custom Animation in the Animations group. The Custom Animation task pane will appear on the right.



Fig. 108 : Custom Animation

Click Add Effect in the task pane to add an animation effect to the selected text or object.

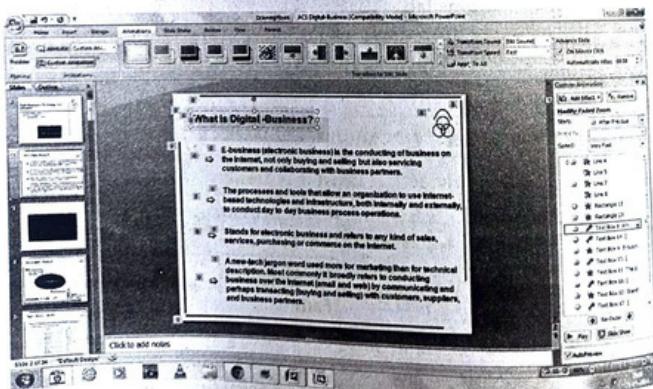


Fig. 109 : Animated Slide

Select Entrance, Emphasis, Exit, or Motion Path to display a sub menu of animation effects for the category.

**257**

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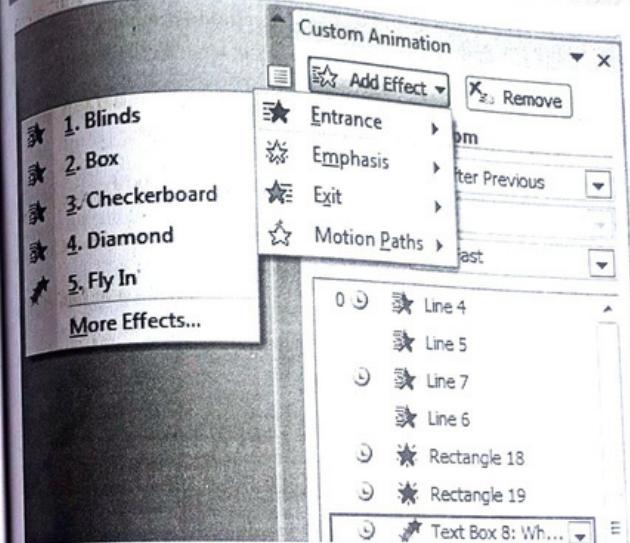


Fig. 110 : Adding Effects

**Entrance** animation effects: Change how the selected item appears on the page

**Emphasis** animation effects: Draw attention to the selected item while the slide is displayed

**Exit** animation effects: Change the way the selected item disappears from the slide

**Motion Path** animation effects: Animates the selected item so it moves to a specific place on the screen

Select an animation effect to apply it.

The animation will display on the selected item on the slide and will appear listed in the Custom Animation task pane.

1. A number label appears on the slide next to the animated object. Also, a matching number label appears next to the animation in the Custom Animation task pane list.

2. Drop-down menus appear at the top of the Custom Animation task pane. You can define the animation effect in greater detail here.

3. The star Play Animations icon appears beneath the slide on the Slides tab in the task pane on the left. It indicates that the slide has an animation effect.

**4.21.4 Modify animation :**

- After you apply an animation effect, drop-down menus will appear at the top of the Custom Animation task pane. The menus vary based on the animation effect.
- Select an option from a drop-down menu to change the default setting.
- Repeat until all menu options are at desired settings.

**To remove an animation effect:**

- Select the text or object on the slide you wish to modify.
- Select the Animations tab.
- Click Custom Animation in the Animations group. The Custom Animation task pane will appear on the right.
- Select the animation in the Custom Animation task pane list, if it is not already selected.

Click Remove. The animation label will disappear from the slide and from the Custom Animation task pane list.

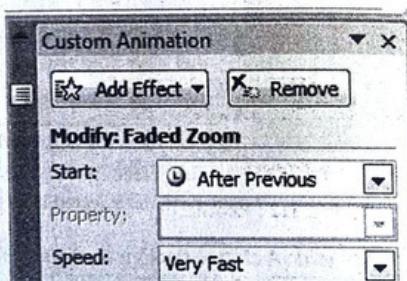


Fig. : 111

**4.21.5 Apply a different animation effect:**

- Select the text or object on the slide you wish to modify.
- Select the Animations tab.
- Click Custom Animation in the Animations group. The Custom Animation task pane will appear on the right.
- Select the animation in the Custom Animation task pane, if it is not already selected.
- Click Change.
- Select an Entrance, Emphasis, Exit, or Motion Path animation effect.
- New drop-down menus with default settings will appear at the top of the Custom Animation task pane.

**To preview an animation effect:**

- Select the text or object you wish to modify on the slide.

- Select the Animations tab.
- Click Custom Animation in the Animations group. The Custom Animation task pane will appear on the right.
- Select the animation in the Custom Animation task pane list.
- Click Play at the bottom of the task pane to see a preview of the animation in Normal view.

OR

- Click Slide Show to see the animation in Slide Show view. Press the Esc key to return to Normal view.

**To reorder animation effects:**

- Select the Animations tab.
- Click Custom Animation in the Animations group.
- Select the animation effect you want to move in the Custom Animation task pane list.

Click the arrows at the bottom of the task pane to reorder the selected animation effect.



Fig. 112 : Reordering effects

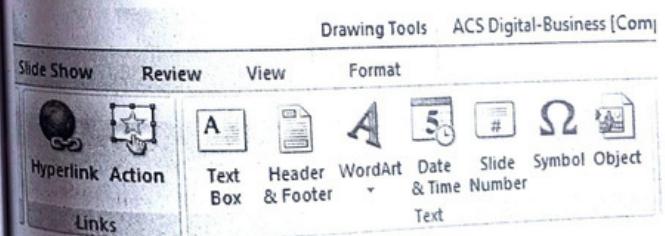
**4.22 Hyperlinks and Action Buttons**

Fig. 113 : Hyperlinks

PowerPoint gives us the ability to link to a webpage, email address, file, slide in the same presentation, and slide in a different presentation. With the help of hyperlinks and action buttons tools these things can be performed.

A hyperlink is a connection from one slide to a webpage, email address, slide, or file. Text or objects such as pictures and shapes can be formatted as hyperlinks.

#### 4.22.1 Inserting a hyperlink

- Select the text or object you want to use as a hyperlink. In this example, we will use text.
- Select the Insert tab.
- Click the Hyperlink command in the Links group. The Insert Hyperlink dialog box will appear.
- If you use text for the hyperlink, the Text to display field will appear active in the dialog box. The text you select on the slide will appear in this field.

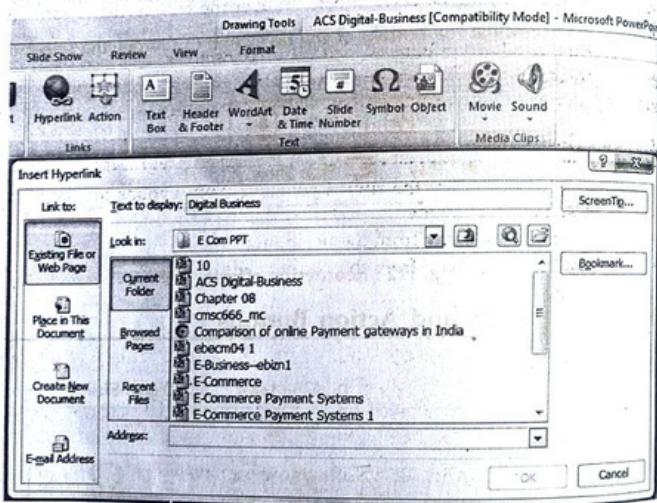


Fig. 114 : Inserting Hyperlink

- Click Existing File or Web Page.
- In the Address field, enter the website address you wish to display when the link is clicked.
- Decide whether you want to add a ScreenTip – which is a box of information that appears when you hover over a command – a hyperlink, or an action button.
- To insert a ScreenTip:

Click ScreenTip. The Set Hyperlink ScreenTip dialog box will appear.

- Enter the tip text.
- Click OK in the Set Hyperlink ScreenTip dialog box.
- Click OK in the Insert Hyperlink dialog box.
- Click anywhere on the slide to deselect the text or object.
- If you use text for the hyperlink, the text will appear underlined in a color that coordinates with the color scheme.
- If you use an object, it will not have additional formatting.

#### 4.22.2 Inserting action buttons

In addition to hyperlinks, another tool we can use to connect to a webpage, file, email address, or slide is called an action button, or action link. Action buttons are built-in button shapes you can add to a presentation and use as hyperlinks. When someone clicks or moves over the button, the action can occur.

Hyperlinks and action buttons are closely connected and can do many of the same things. Action buttons are used most for self-running presentations, such as those at a trade show booth or kiosk.

#### 4.23 Slide Show

The Slide Show tab of the ribbon contains many options for the slide show. These options include:

- Preview the slide show from the beginning
  - Preview the slide show from the current slide
- Set up Slide Show



Fig. 115 : Slide Show options

#### 4.23.1 Set Up Slide Show

This option allows you to set preferences for how the slide show will be presented. The options include:

- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options
- Monitor resolutions

262

## OFFICE MANAGEMENT TOOLS-CODE 106

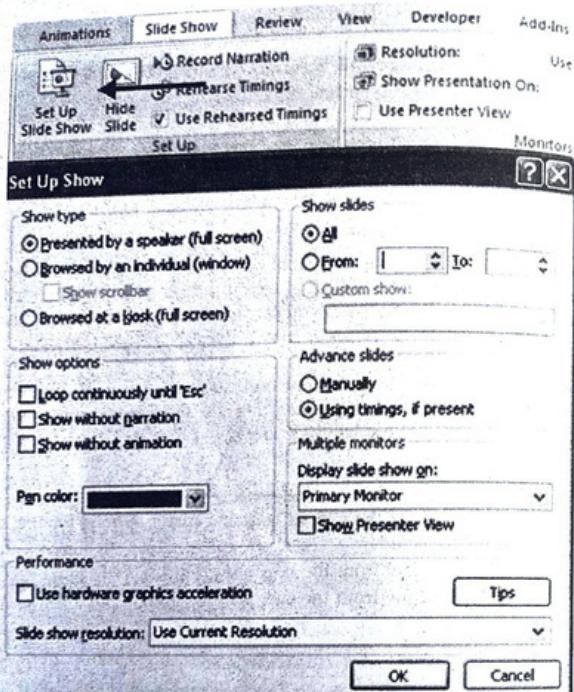


Fig.116 : Setup Slide show

**4.23.2 Record Narration**

When you want to record narration for the slides:

- Click the **Record Narration** button
- Click **Set Microphone Level** to check the levels of audio input
- Click **OK** to record the narration

263

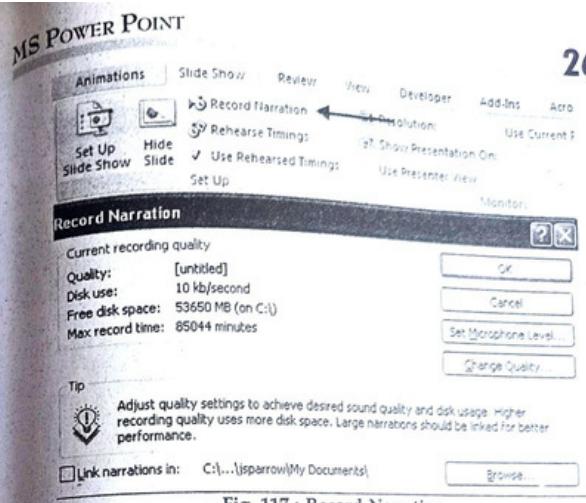


Fig. 117 : Record Narration

**4.23.3 Rehearse Timings**

Use Rehearsed Timings to rehearse the timings of slide with audio.

- Click the **Rehearse Timings** button
- Practice speaking and advance the slides as you would in the presentation
- When you have completed this click through the end of the slide
- Choose whether or not to keep this timing or to retry



Fig. 118 : Rehearsed Timings

**4.23.4 Create Speaker Notes**Speaker Notes can be added to allow you to create notes for each slide.  
To add speaker notes:

- Select the slide
- Click **View**
- Click **Note Pages**

**264**

### OFFICE MANAGEMENT TOOLS-CODE: 106

- Click the Click to add Notes section of the screen  
Type in the Notes for that slide

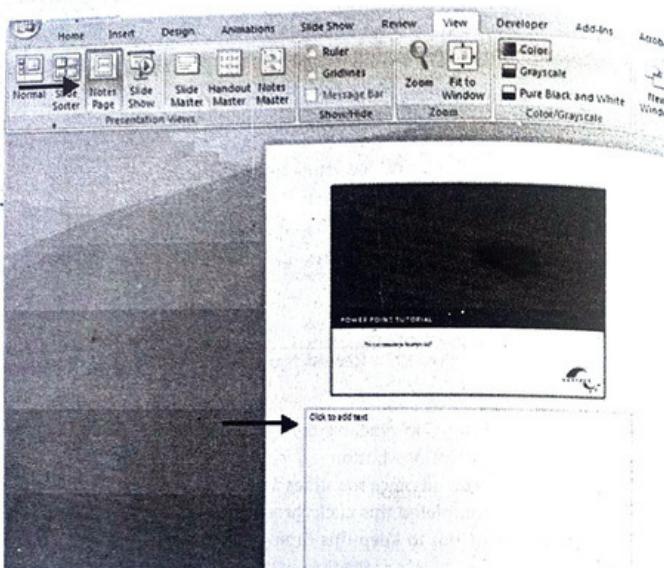


Fig. 119 : Speaker Notes

#### 4.23.5 Viewing Presentation

Once you finish creating slides, you may want to view your presentation to make sure all of them appear how you want. PowerPoint gives you the ability to view the presentation in four different ways, depending on which task you are completing. For example, if you will be using your slides to talk to an audience—which is how PowerPoint is often used—you may want to practice your presentation and view your slides in slide show view.

#### 4.23.6 Print a Presentation

You may also want to print copies of the slides, either for yourself or for people viewing your presentation. You have several printing options that are specific to PowerPoint. This lesson covers the different ways you can view and print your PowerPoint slides, depending on your needs.

There are many options for printing a presentation. They are:

**265**

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- Slides:** These are slides that you would see if you were showing the presentation, one slide per page
- Handouts:** 1, 2, 3, 4, 6 or 9 per page, this option allows for more slides per page
- Notes Page:** This includes the slides and the speaker notes
- Outline View:** This will print the outline of the presentation
- To access the print options:  
Click the Microsoft Office Button
- Click Print**
- In the Print Dialog Box, click the arrow next to Print what  
Choose the format and click OK to print

ACS Digital-Business [Compatibility Mode] - Microsoft PowerPoint

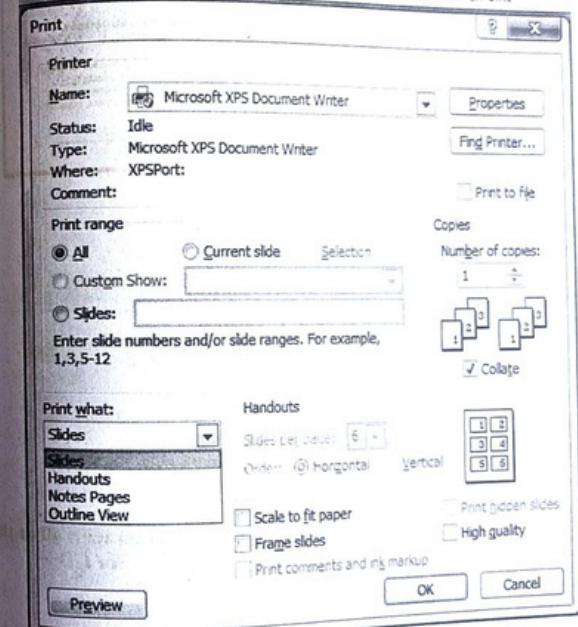


Fig. 120 : Printing Options

- To print preview:  
Click the Microsoft Office Button
- Place the cursor over Print
- Click Print Preview

**266**

### OFFICE MANAGEMENT TOOLS-CODE: 106

- Click the arrow next to Print What to change print options  
To print from Print Preview, click Print

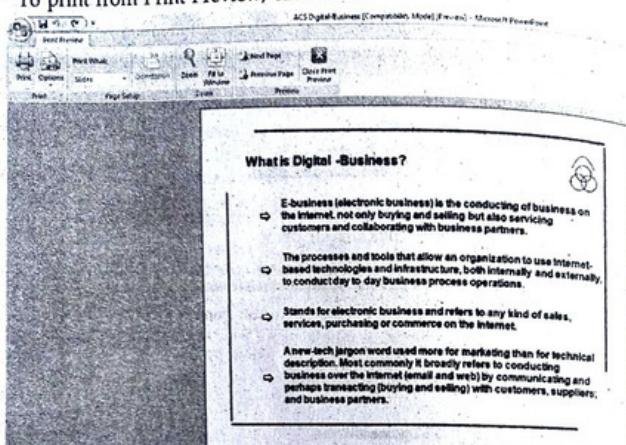


Fig. 121 : Print Preview

To Exit Print Preview:

Click the Close Print Preview button

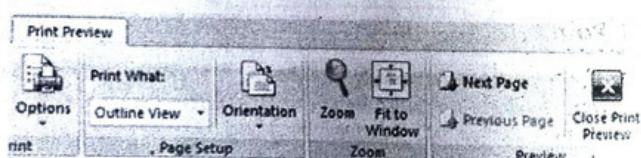


Fig. 122 : Print Preview Options

#### 4.23.7 Package a Presentation

There are times when you want to package a presentation with all of the additional files attached as well. To package a presentation for CD:

- Click the Microsoft Office Button
- Click Publish
- Click Package for CD
- Type a name for the CD
- Click Copy to CD or Copy to Folder

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**267**

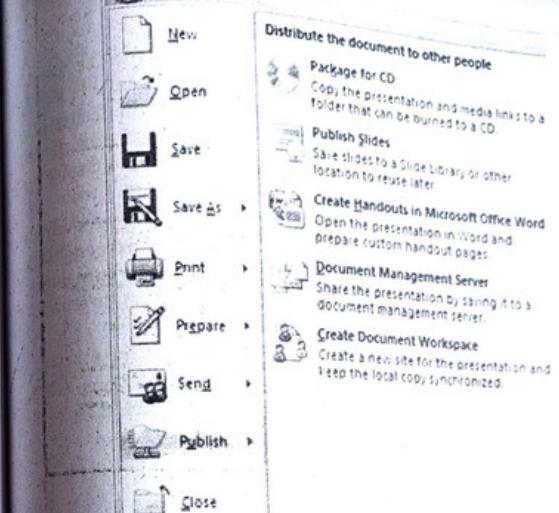


Fig. 123 : Publishing Presentation

#### 4.24 Points to Remember

- All Slides should be of a consistent design throughout the presentation
- Use as much as graphics and pictures when possible
- Remove unnecessary information and graphics
- Use contrasting background and text colors
- Keep the number of fonts used in the presentation to 3-4 only
- Keep the fonts consistent throughout the presentation

#### 4.25 Presentation Tips

- Identify the critical information for your presentation
- One slide should contain around 6 bullets (Points)
- Bullets should be short ideas, not complete sentences (these should be Presenters talking points)
- To start the Slide Show, Click Slide Show on the Presentation Views group on the View tab

- You can use the arrow keys to move forward or backward in a presentation
- Press the Escape (Esc) key to end the slide show
- A pen tool is available for drawing on the screen with the mouse. Press CTRL+P or click the right mouse button at any time and a popup window will appear. Choose Pen and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the E key to erase all pen strokes. Press CTRL+A to disable the pen feature and revert the pen back to a pointer arrow.
- If you would like to use the pen to draw on a blank screen during a presentation, press the B or W keys, or select Screen/Black Screen from the popup menu and the screen will turn black. Press B or W again or choose Next from the popup menu to return to the presentation when you are finished drawing.
- To hide the pointer and button from the screen press the A key.
- Be sure to preview the slide show using a projector if one will be used during the presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.

### **Exercises**

#### **Very Short Questions (upto 20 words)**

(2 mark each)

1. What do you mean by Slide in Power Point?
2. What do you mean by slide sorter view?
3. How will you add movies in PPT slide?
4. Is it possible to add sound in PPT slide, if yes then how?
5. What do you mean by themes in Power Point?
6. What are different views available in Power Point to view slide?
7. How will save your presentation?
8. What do you mean by package presentation?
9. What do you mean by text effects to word art?
10. How will you rearrange your slide in presentation?

#### **Short Questions (upto 80 words)**

(4 marks each)

1. What is use of Power Point Presentation?
2. What do you mean by Hyperlink and action button?
3. What do you mean by transition?
4. What do you mean by slide show? How will you set up slide show?
5. How will you use word art in your presentation?

#### **Long Answer Questions**

(12 marks each)

1. What is the use of Animation in Power Point presentation? How will you insert animation in presentation?
2. What is difference between transition and animation? Explain using example?
3. What is role of tables and charts in PPT? How will you use them in your presentation?
4. What are the points you should remember while preparing presentation?
5. How will you add pictures in your Presentation? Explain various editing options available to edit pictures inserted in slide? Give proper example?

