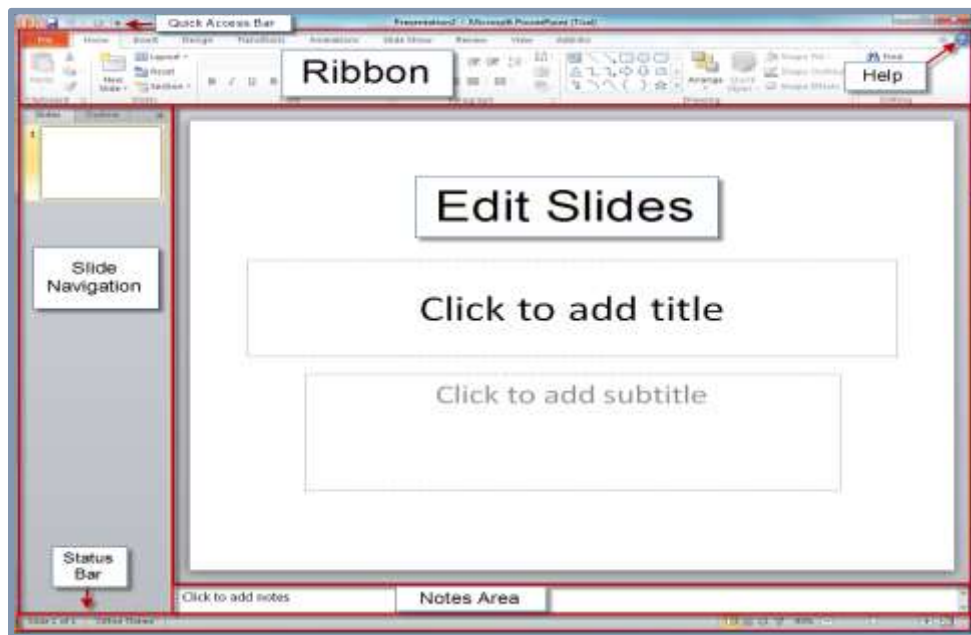## Lab 08
Creating and Designing presentation in Microsoft PowerPoint

Objective:

- Creating and Designing presentation in Microsoft PowerPoint.
- Insertion of Clip ART, Charts, text box inside a presentation slide.

Microsoft Power Point:

PowerPoint is a system in the Microsoft Office Suite that enables you to present information in office meetings, lectures and seminars to create maximum impact in a minimal amount of time. PowerPoint presentations can amplify your message, accelerate the information being absorbed and assist with comprehension enabling faster decision making.

File menu:

The File menu contains commands such as Save, Open and Print.

Quick Access Toolbar:

The Quick Access Toolbar contains commonly used tools and is located at the top or bottom of the ribbon. You can easily add more tools from the Quick Access menu or by right-clicking on a tool and selecting Add to Quick Access toolbar.

The Ribbon

Tabs:

The Tabs represent different categories of functions on the ribbon.

When you first start Microsoft PowerPoint, you normally see the Home tab.

- **Home Tab:**
  This tab contains icons and other controls that are most commonly used within Microsoft PowerPoint, such as making text display as bold or underlined. You can also find more advanced options such as paragraph alignment, numbering and bulleting.

- **Insert Tab:**

- **Design Tab:**

- **Transition Tab:**

- **Animation Tab:**

- **Slide show Tab:**

- **Review Tab:**

- **View Tab:**

Contextual Tabs

When certain objects are selected, other on demand tabs often appear.

- ## **Format Tab:**

  In this example when a picture is selected on a slide, the Picture Tools Format tab appears.
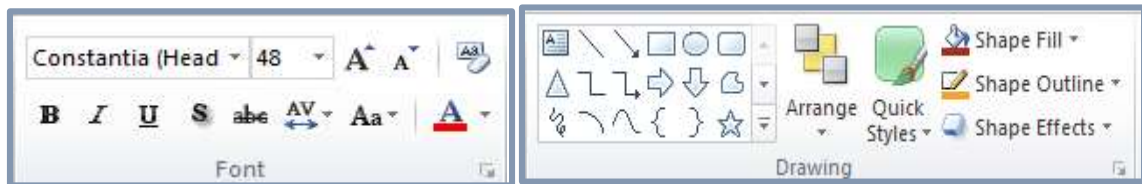

  In this example when a table is selected on a slide there are two contextual tabs, Design and Layout.

- ## **Design Tab:**

Groups:

There are groups of tools on each ribbon. Commands are grouped by category on each ribbon.

New Power Point Document:

When you first open PowerPoint, you will see what's called the **Normal** view. The **slide pane** is the big area in the middle. This is the area you will work in to create your slides. On each slide, you will see various boxes with the dotted borders which are called **placeholders**. This is where you type your text. Placeholders can be customized to different sizes and can contain pictures, charts, and other non-text items. On the left of the screen are **thumbnail** versions of the slides in your presentation; the slide you're working will be highlighted. The bottom area is the **notes pane**; this is where you type speaker notes that you can refer to when you present. You can also print speaker notes to use when presenting a slide show.

Saving a Presentation:

You have created your first presentation. You now need to save this presentation to your hard disk. To do this click on the **Save** icon towards the top-left of your screen. You will see the **Save As** dialog box displayed. Write the filename in the text box & click on **save** button.

Opening a Presentation:

You can open a presentation by pressing (ctrl+o) .Or To open a file, click on the **File Tab ,** You will see the **Open** dialog box displayed. Normally it will display the contents of a folder called **Documents** or **My Documents**. Now select that file which you want to open, To open the file either click on the **Open** button at the bottom-right of the **Open** dialog box or double-click on the filename.
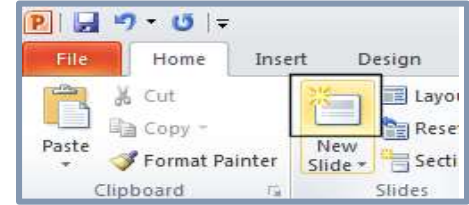
Closing a Presentation:

To close the presentation, click on the **File Tab** (top-left of your screen) and then click on the **Close** command. The PowerPoint window will still open, but no presentations are open within the program.

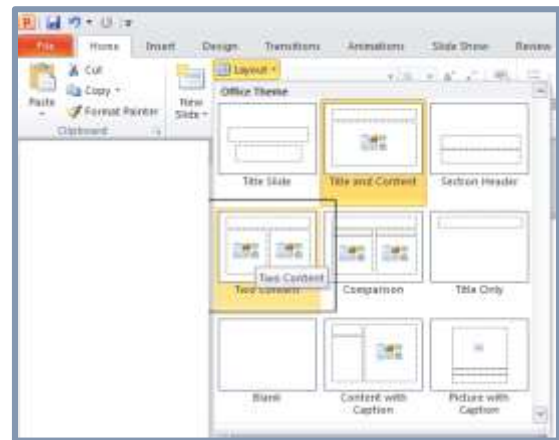# Creating A Presentation:

Adding or Inserting New Slide:

You can add new slide to the presentation by pressing (ctrl + M) and To do this, if necessary, click on the **Home** tab, and you will see the **New Slide** button displayed in the Ribbon.

➢ Within the **Home** tab, click on the **Layout** button.

➢ From the drop down options select **Two Content**.

Undo and Redo:

When creating or editing a PowerPoint presentation always remember that if you make a mistake, in most cases you can click on the Undo icon and undo the mistake. The Undo icon is displayed at the top-left of your screen. Try selecting a word within a slide and then pressing the Del key to delete it. Then click on the Undo icon to undo the deletion.

Formatting Text

Many of your slides will require you to enter text in the placeholder boxes.

- To change the text font, color and size use commands in the Font group.
- To change paragraph formatting such as bullet type, text indentation, and line spacing use the commands in the Paragraph group.

Adding a Design Theme

A theme includes a background design, color scheme, font types, font sizes, and placeholder positions in one package. Every new presentation starts out with the default theme, called Office theme, which is a white background and black text. However, you can change the theme to a wide variety of options. To find and apply a theme, click the Design tab on the Ribbon.

- When you point and hover on any theme thumbnail, a preview of the theme will appear on the slide. To apply the theme to your slides, click on the thumbnail design you like.

NOTE:

A theme can be selected at any time during the creation of your slides however; themes can alter the position of placeholders, so your text maybe automatically adjusted to properly fit the placeholder of the theme causing unexpected formatting changes to your slides.

Inserting Clip Art

If you would like to add an additional dimension to a PowerPoint slide you can add Clip Art to your slides. Clip Art includes pictures, sounds and videos. There are two ways to initiate inserting Clip Art depending on where you would like the graphic to be located.

- The first method is to go to the Insert Ribbon and click on the Clip Art command. You can also click on the Audio or Video commands and opt to pick from the Clip Art gallery. The second method is to click on the Clip Art icon in a placeholder.
- The Clip Art task pane will then open on the right. Type a keyword in the Search for box that suggests the type of clips you may want. Use the Results should be drop down to select the media type to search in then click Go.
- Clips that fit the keyword will appear in the box below. Click on the clip that you would like on your slide and it will be automatically appear.

Inserting Shapes

- Display the slide relating to the mouse.
- Click on the **Shapes** icon (contained within the **Illustrations** section of the **Insert** tab).
- This will display a drop down from which you can select the required shape.
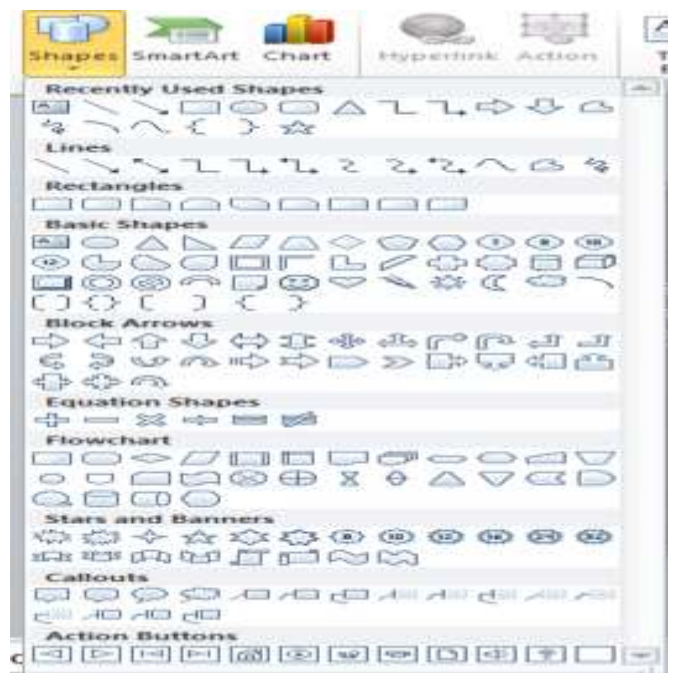
Inserting text into a shape

Select the shape and click on the shape using the right mouse button. From the popup menu displayed select the Edit Text command.

NOTE: You can also just select the shape and start typing.

- If you look closely you will notice that the text insertion point is now within the shape.

Inserting a text box

Insert a new **Blank** slide, by clicking in the lower part of the **New Slide** icon (within the **Slide** section of the **Home** tab).
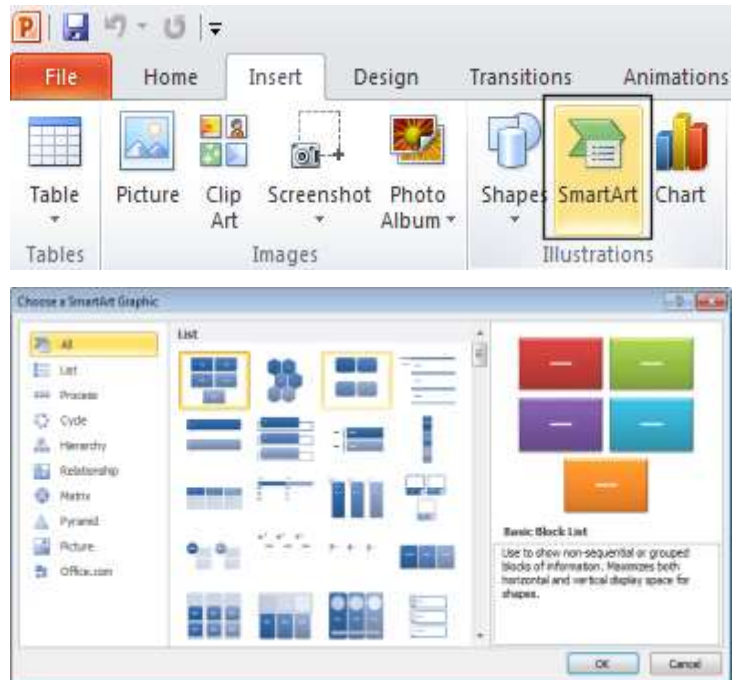

- Click on the **Text Box** icon within the **Text** section of the **Insert** tab.
- The mouse pointer changes shape. Move the mouse pointer to the position within the slide that you want to start the text box. Press the mouse button and keep it pressed. Move the mouse pointer diagonally over the screen and then release the mouse button. The text box will look like this.
- Type your name into the text box.
- Save your changes.

Inserting SmartArt

Insert a new **Blank** slide, by clicking in the lower part of the **New Slide** icon (within the **Slide** section of the **Home** tab).

- Click on the **SmartArt** icon (contained within the **Illustrations** section of the **Insert** tab). This will display the **Choose a SmartArt Graphic** dialog box.
- Scroll down through the **List** section and you will see a fantastic range of SmartArt graphics that you can insert into your presentation.
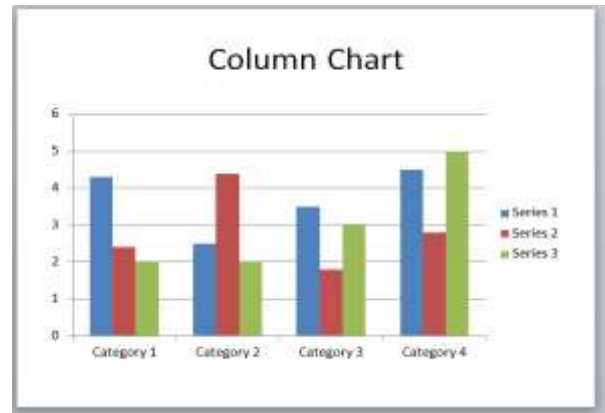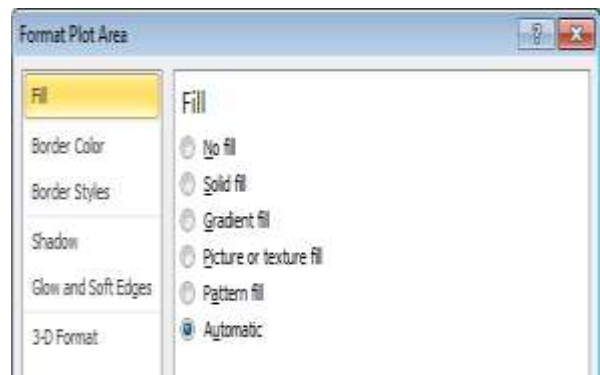

Charts

Inserting Charts

- Open a presentation called **Charts**.
- Click on the **Chart** icon (contained within the **Illustrations** group under the **Insert** tab).
- This will display the **Insert Chart** dialog box.

- You can select a chart type such as **Column**, **Line** or **Pie**. You can then select a specific formatting option for the selected chart type. In this case select a **Column** chart and from the right side of the dialog box, and then select a **Clustered Column**.
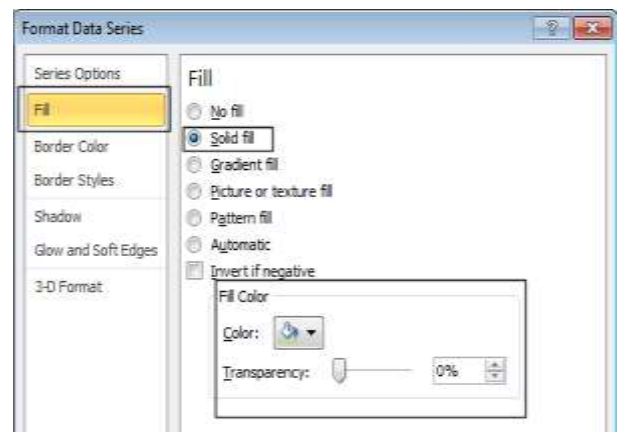- Click on the **OK** button. Your screen will now change.

Changing the background color in the chart

- Click on the chart to select it.

- Right click over an empty part of the chart background and you will see a popup menu displayed.

- Click on the **Format Plot Area** command. You will see the **Format Plot Area** dialog box displayed.

- To set a solid color background for your chart click on the **Solid Fill** button. Then click on the **down arrow** next to the **Color** section and select a color from the drop down that is displayed.

- Click on the **Close** button within the dialog box and you will see the color applied to your chart background, as illustrated.

Changing the column, bar, line or pie slice colors in the chart

- You can apply colors to the elements within your chart. Click on one of the columns within the chart and you will notice that the other similar columns are also selected.
- Right click over one of the selected columns and you will see a popup menu displayed. Select the **Format Data Series** command.
- You will see the **Format Data Series** dialog box displayed.
- To use a solid color to fill the column, click the **Fill** side tab and then also click on the **Solid Fill** button.
- Click on the **down arrow** next in the **Color** section and from the drop down displayed, select a color.

- Click on the **Close** button and the color will be applied to the selected columns. In the example shown we have applied the color **Black**. Try this now.
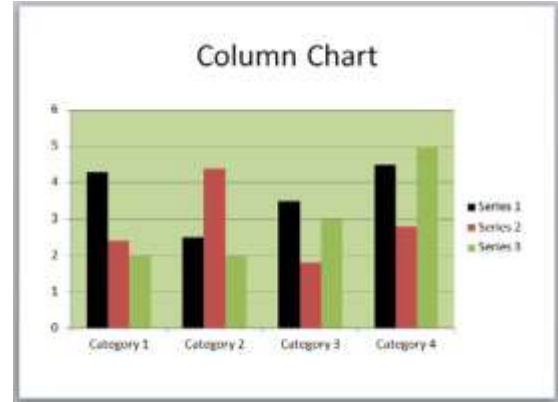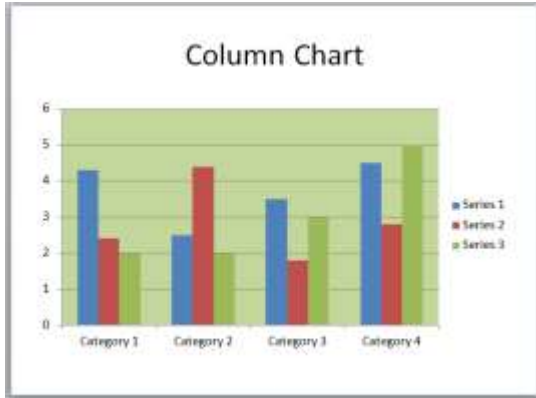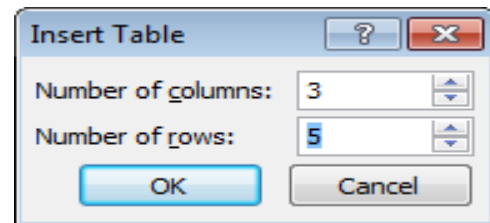
Table:

Creating a table

• Click on the **Insert Table** icon displayed in the centre of the slide.

TIP: Alternatively, to insert a table click on the **Insert** tab and click on the **Table** icon displayed within the Ribbon.
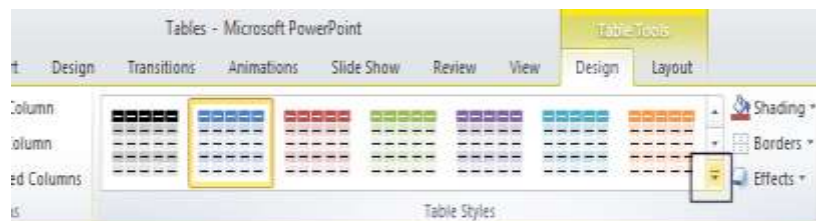
• You will see the **Insert Table** dialog box as illustrated.

• Use the dialog box to create **3 columns** and **5 rows**, as illustrated.

• Click on the **OK** button and the table will be inserted into the slide.

Applying a style to a table

If necessary, double click within the table and you should see the **Table** Ribbon displayed.

• Click on the **down arrow** (called the **More** arrow) at the right of the **Table Styles** section.

• You will see a drop down displaying a range of different styles. Click on one and see the effect on your table.

Deleting rows or columns

Click within a cell, within the column that you wish to delete. Right click within the cell and from the popup menu displayed, select the Delete Columns command.

To delete a row:

Click within a cell, within the row that you wish to delete. Right click within the cell and from the popup menu displayed, select the **Delete Rows** command.

Use the **Undo** icon to bring back the column and row you just deleted.

Inserting rows or columns
- Right click over the selected cell and from the popup menu displayed select the **Insert** command. From the submenu displayed select **Insert Columns to the Right**. You will see the new column displayed to the right of the selected cell.

- To insert a row right click over the selected cell and from the popup menu displayed select the **Insert** command. From the submenu displayed select **Insert Rows Above**. You will see the row inserted as illustrated. Save your changes

Lab Task:

Assume that you are asked to give presentation about "IICT". use Microsoft PowerPoint to develop

an attractive & creative presentation. Make at least 5-6 power point slides

- In the title slide write "IICT" as title.

- Add your name and Roll Number as subtitle.

- Create new slide with two contents. To write Advantages & disadvantages of IICT

- Create new slide then add the following Components of ICT using Chart option.

- Create new slide then insert table that shows the key characteristics of IICT.