

**TRIBHUVAN UNIVERSITY**

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**Lab Report on MS PowerPoint**

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# Introduction

Information can be displayed using an electronic presentation application. This information is usually presented as a slide show, the data is displayed on a slide that may be viewed on a computer monitor or projected onto a screen using an LCD projector. A presentation might consist of multiple slides that are exhibited one after the other. The presentation tool in MS Office is MS PowerPoint. Microsoft PowerPoint is a popular presentation application, although there are alternatives such as Corel Presentations OpenOffice.org, Impress, etc.

Three major components of a presentation program are:

**(i)** An editor that allows text to be input and formatted

**(ii)** a means for inserting visual pictures, audio, and video

**(iii)** and a slide-show system to display the final content.

# Basic Elements of a PowerPoint Window/Slide

We can see various bars in the presentation window. They are:

## Title Bar

This shows the name/title given by you to the current presentation. If user do not save the presentation by any name, default name given by MS PowerPoint appears in this bar.

## Menu Bar

Contains menu items like insert, views, design, animations, etc.

## Office Button

MS Office button on the left-most top.

## Formatting Toolbar

Have tools like Bold, Italic, Underline, Font shape & size etc. to format your data.

## Zoom Slider

To zoom in or zoom out your presentation.

## Slide Sorter Pane

This allows us to choose which slides will be shown in which sequence during the slide show.

## Notes Pane

This allows us to type notes that we may require later when preparing for the presentation, but they will not be displayed during the slide show.

## View Buttons

Provides different views of your presentation like: normal, slide show & slide sorter.

## Slide Pane

This is where we type, format, and otherwise design the slide.