

**1. INTRODUCTION:**

Presentation means representation of something. Presentation is a software package. So, it is also called multimedia software. Presentation is also named as Power Point software. Power Point software is application software which is used to prepare multimedia objects. Multimedia object means a combination of media components such as text, image, sound clips, graphics etc. Power point is full featured presentation program that is used to design presentation for the variety of mediums including computer based display shows and overhead projection transparencies. We can add sound and animation to the slides. The main purpose of power point is for advertisement, education, trainings etc. It gives the facilities for presenting documents in easier way.

It is presentation tool that helps you to create eye-catching and effective presentation in a matter of minutes. It comprises of individual slides arranged in a sequential manner. It is developed by Microsoft Corporation, so it is named as MS-Power Point. It is one of the powerful software used by managers, teachers, bankers, engineers, doctors, and other professionals for displaying different materials and teaching materials. The Power Point shares a common look and feel with other Microsoft Office components. In Power Point we can easily pick up data from MS-Excel or MS-Word and insert directly i.e. it provides us to import and export the data and information from several documents.

**What you can do with MS-PowerPoint?**

- Creating Business Application slide.
- Creating Graphical objects with animations.
- Using Art gallery, so, we can create Artistic slides for general use.
- We can create quality presentation documents with objects.
- Created projects can be present through LCD projector.
- It is good aid for training the people in business environment.

**MORE FEATURES OF POWER POINT:**

- It provides slide show for the document.
- It provides several types of transitions.
- It provides multimedia production facilities.
- It provides presentation of documents in different formats.
- It provides built in wizards for designing of slides.
- It provides working with text and lists such as placement, size, and style of the text.
- It provides drawing tools such as arrows, boxes, insert word art etc.
- It provides animation with sound.
- It provides important objects from other applications such as add clips, work tables, excel worksheets etc.
- It provides automating the presentation such as self running presentation and product demonstrations.
- It provides hyperlink to external resources.
- It provides printing the presentation document.
- It provides for modifying and integration if different types of presentation.

**2. APPLICATIONS OF POWER POINT:**

- Multimedia production
- Graphical presentation
- Web presentation
- Slide show for education
- Web pages designing
- Business enterprises
- Training centre
- Report designing
- Advertisement
- Film Animation etc.

**3. SOME TERMS IN MS-POWER POINT:****1. Header and footer:**

Header and footer of MS-Power Point allow us to insert Header On the top of the slide and footer allows us to insert footer on the bottom of the current slide and all the slides.

**Steps:**

- Click view menu
- Click Header and footer option.
- Type required text according the given options.
- Click Apply or Apply to all

## **2. Slide Sorter:**

Slide sorter is an activity of MS-Power Point which is used to order the created slide parts in the specific sequence. We can see all the created slides simultaneously using this slide sorter option on the view menu.

### **Steps:**

- Click View menu
- Click Slide sorter

## **3. New Slide:**

This option of MS-Power point is used to add new slide part in current slide. This New Slide option can be placed in any order and sequence and this slide can be formatted, aligned and designed with the other slides also.

### **Steps:**

- Click insert menu
- Click New Slide option

## **4. Animation Scheme:**

This feature of MS-Power Point is used to design the animation to current slide and other slides which already created. Using this option we can change and modify the stored slide.

### **Steps:**






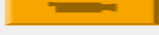
- Click on the required slide
- Click Slide show menu on the menu bar
- Click Animation Scheme
- Choose required slide and select that from task pane.

### **Differences between Transition and Animation:**

SR	SLIDE TRANSITION	SLIDE ANIMATION
1.	Slide Transition is the process which concern with the movement of a slide from one page to another page.	An animation is the process which concern with the simulation of moving text or picture.
2.	It is maintained to a whole presentation page.	It is maintained to a placeholder of a presentation page.
3.	It effects on a presentation document.	It effects on the individual pictures, text etc on any particular slide, e.g. rotate, slide in, flashing effects

## **5. Action Button:**

Action Button of the Power Point contains different action button icons such as Action button: Backward , Action button: Forward /Next, Action button: Beginning, Action button: End , Action button: Sound , Action button: Movie.

<b><u>Action Buttons</u></b>	<b><u>Symbols</u></b>
<b>Backward</b>	
<b>Forward /Next</b>	
<b>Beginning</b>	
<b>End</b>	
<b>Sound</b>	
<b>Movie</b>	

## **6. Steps to create a new power point presentation:**

You can crate a new presentation in several ways. You can start by working with the auto content wizard Which can be selected in task pane of new presentation

### **Steps:**

- Click on right side panel on the blank presentation.
- Click on the Icon right panel, look in box that contain s the presentation you want.
- In the single box click to apply the slide.

### **7. Slide Transition:**

Slide transition is activity where we can set up transition slide animation of current slide and using this action we can set individual sounds, videos, graphics, and images during the transformation one to another part of slide of preset presentation.

#### **Steps:**

- Click Show menu from menu bar
- Click slide transition
- Choose and select required slide animation, set up time and prepare property of the slide.

### **8. Rehearse timing:**

This activity of MS-Power Point is used to set up time of all the slides of current presentation for automatically representation the prepared task with attractive and well animated presentation.

#### **Steps:**

1. Open presentation which you want to present automatically.
2. Click Slide Show menu from men bar
3. Click Rehearse timing
4. To set up time for individual activities or objects and the slides according required duration.

### **9. Master:**

The Master is the option of Ms-Power Point. It consists by the view menu. This is the feature of MS-Power Point where the user can use various options, templates, styles to design their presentation object. This Master Option consists of three sub options: Slide master, Handout master and Notes master. The slide master is an element of the design template that stores information about the template, including font styles, placeholder sizes and positions. The Slide Master contains the default settings for the format of each slide in the presentation. Handout master sub option of Master option displays the multiple slide setting. Notes master view provides us to make decisions about layout of all the slide notes maintained by you.

### **10. Several views in Ms-Power Point:**

PowerPoint provides three different ways to view a presentation:

#### **1. Normal View :**

Normal View displays a column on the left and the current slide on the right of the window. In the left column, choose either the Outline tab to view or edit text in an outline layout only or choose the Slides tab to view a miniature version of the slides. This view also has a section for entering speaker's notes at the bottom of the window.

#### **2. Slide Sorter View :**

Slide Sorter View displays miniature versions of all slides in order. Use this view to move, copy, insert, and delete slides. **Notes Page View** previews the speaker's notes for each slide.

#### **3. Slide Show View:**

Slide Show View displays slides as an on-screen presentation starting with the currently selected slide. Choose **View, Slide Show** or **Slide Show, View Show** to start the show from the FIRST slide.