

MICROSOFT POWERPOINT NOTES



Basic Procedures

Introduction to PowerPoint

- Software to create digital presentations
- Used for lessons, meetings, and projects
- Can include text, images, audio, video, graphics, animations, and hyperlinks

Basic Procedures (Part 1)

a) Open a New File

1. Click Start Menu → Microsoft PowerPoint
2. Select Blank Presentation

b) Add a New Slide

1. Go to Home tab → New Slide
2. Choose a Layout (Title, Content, etc.)

c) Insert Text

1. Click inside a Text Box
2. Type content
3. Format using Home tab

Basic Procedures (Part 2)

d) Insert Images

1. Go to Insert → Pictures
2. Choose image → Insert

e) Add Animations

1. Select object (text/image)
2. Go to Animations tab
3. Choose effect (Fade, Fly In, Zoom)

f) Add Transitions

1. Select slide → Transitions tab
2. Choose effect (Fade, Push, Wipe)
3. Adjust Duration → Apply to All if needed

Steps to Insert Action Button

1. Go to Insert → Shapes → Action Buttons
2. Select a button (Home, Next, Previous, etc.)
3. Draw the button on slide
4. Action Settings box appears
 - Hyperlink to: Next Slide, Previous Slide, First Slide, Last Slide
 - Or link to a website (URL)
5. Choose On Click or Mouse Over
6. Click OK → Test with Slide Show (F5)

Benefits of Action Button

- Easy navigation during presentation
- Makes slides interactive
- Useful for quizzes, e-learning, or projects