POWERPOINT

What is Microsoft Powpoint? Why we use it. *Leff*

Microsoft Powerpoint:

Microsoft Corporation provides the application software of power point to help people to present their things, ideas and topics in precise, beautiful and well organized manner with different animation effects and sound effects.

Why We Use

- Users can express their thoughts in presentation form.
- A wide range text and picture used for formatting.
- Businessman used for marketing presentation
- Students used for class presentation
- Teachers used for lecture

Explain the features of Microsoft Powerpoint?

The most important features of Microsoft Powerpoint are described below.

Creating Presentation

The process of entering text into a presentation using keyboard as well as inserting different objects like pictures etc. into document is called creating presentation.
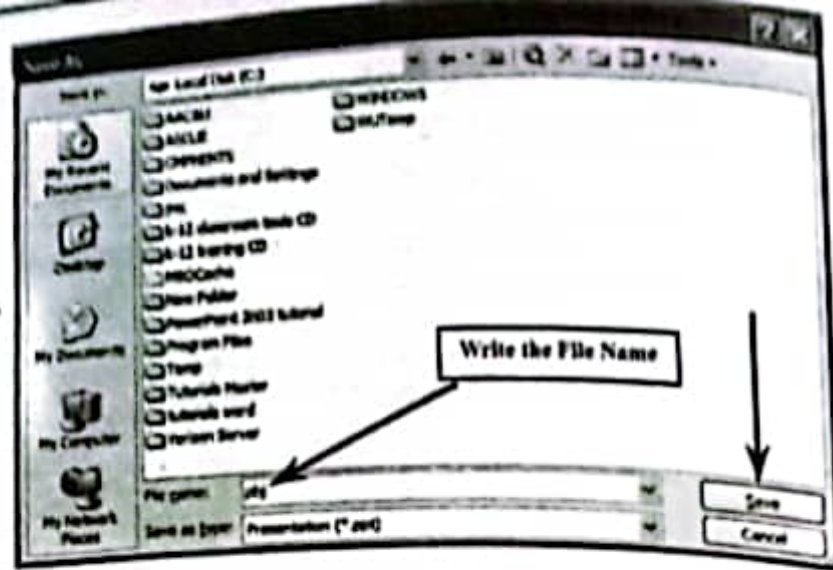
Cursor

A small blinking vertical bar in the slide that shows where you can insert new text or object into the presentation. It is know as **cursor**. The point where cursor is located is called the **insertion point.**

Navigating

Navigating in a presentation means to move the cursor in the slide to view different parts of slide or to make some changes at different locations of the slide.

Editing Presentation

The process of making changes into the presentation is called editing presentation. It is the most important feature of the Microsoft Powerpoint. Mostly the editing activities are performed on the selected text by selecting the commands from the edit menu or using icons on the toolbar. Some features of editing are explained below.
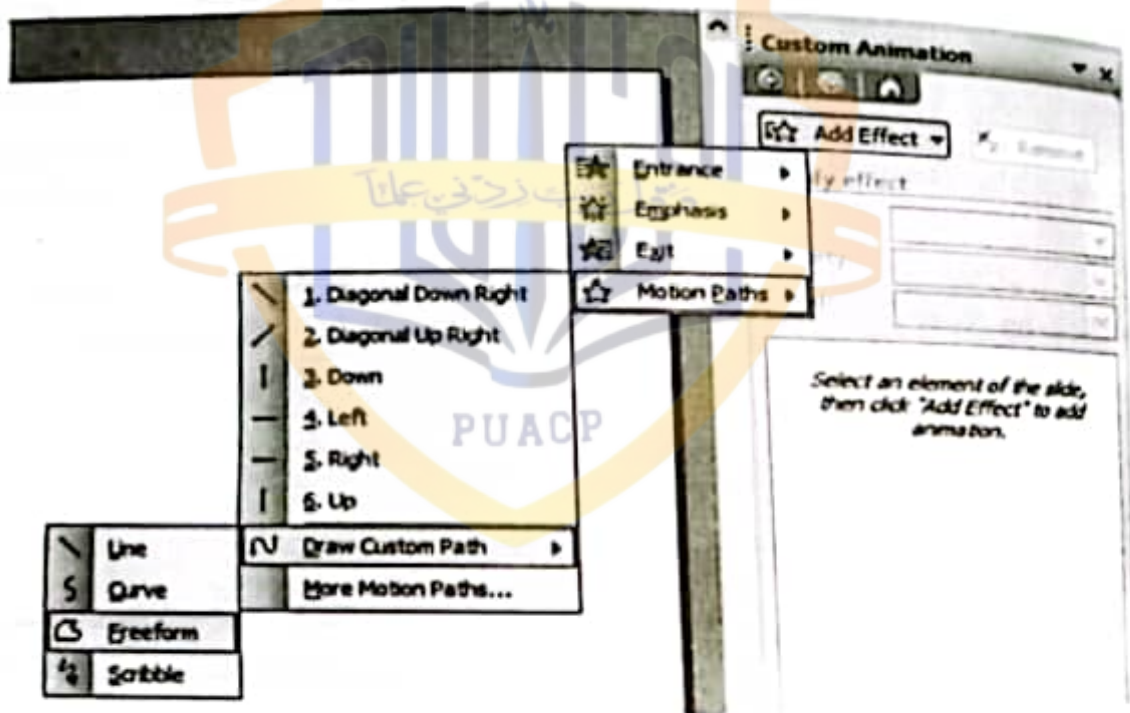
Now click in the box to the right of File name: and delete everything in the box. Then type in pbJ and click-on Save (see arrows above).
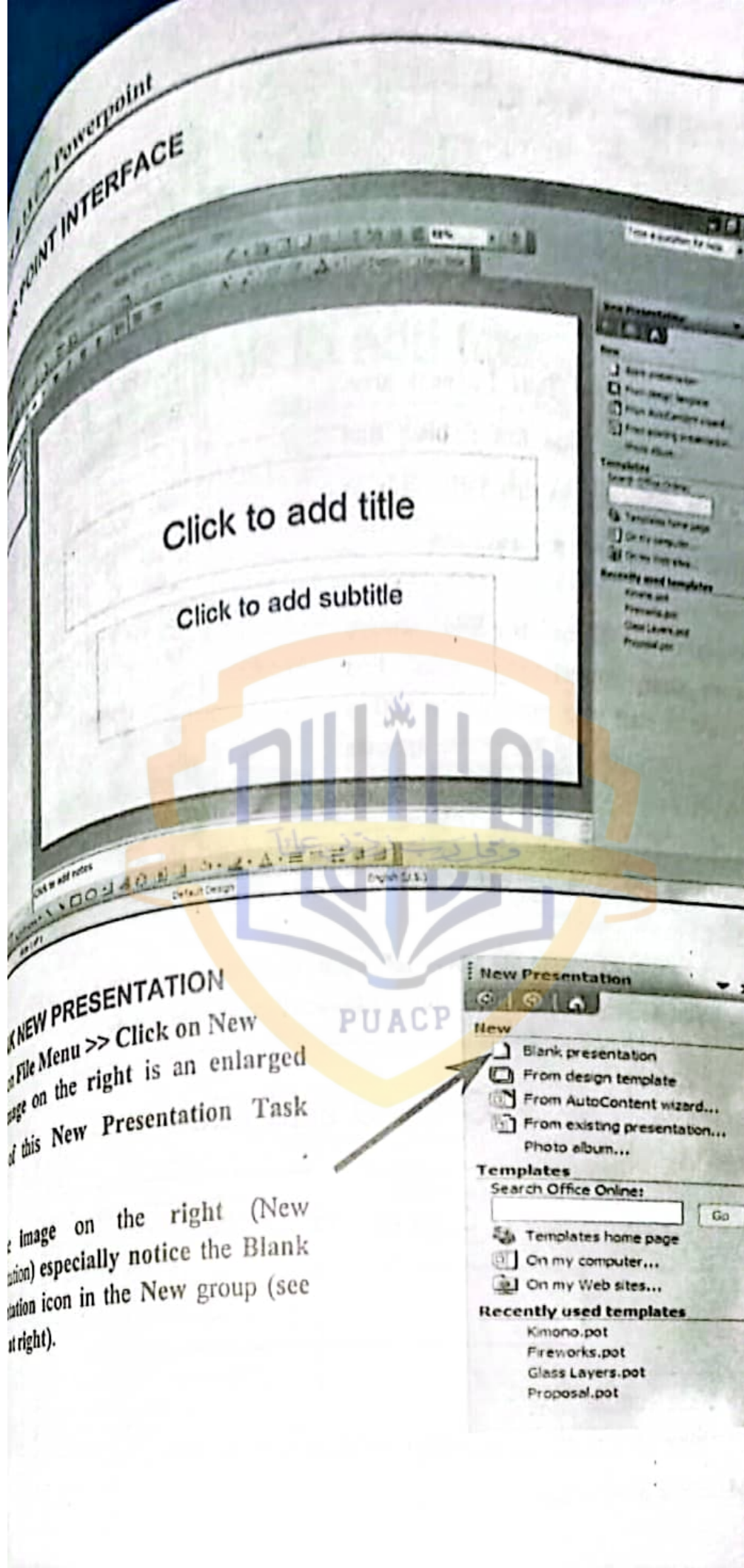
Q: How we can Apply Custom Animation on slides?

Ans: Custom Animation:

Click on Slide Show Menu >> click on Custom Animation >> Click on Add Effect

When we clicked Custom Animation, we saw an Add Effect Button appear. We clicked the Add Effect button (1.). In the menu that appeared, we clicked Motion Paths (2.). In the next menu, we moved down and clicked Draw Custom Path (3.). In the last menu to appear we clicked Freeform (4.).

Click to add title

Click to add subtitle

NEW PRESENTATION

File Menu >> Click on New

...age on the right is an enlarged
... this New Presentation Task

...e Image on the right (New
...tion) especially notice the Blank
...tation icon in the New group (see
...t right).

New Presentation

New
- Blank presentation
- From design template
- From AutoContent wizard...
- From existing presentation...
- Photo album...

Templates
Search Office Online:
[   ] Go

- Templates home page
- On my computer...
- On my Web sites...

Recently used templates
Kimono.pot
Fireworks.pot
Glass Layers.pot
Proposal.pot

Slide Numbering

The Powerpoint automatically keeps record of page numbers so that the correct number appears on each slide.

Headers & Footers

This feature allows you to specify information for headers and footers.

a. Header is the information that is printed in the top of each page of the presentation.

b. Footer is the information that is printed in the bottom of each slide of the presentation.

Sounds:

The other main features of the power point are that you can insert a sound on the background of every slide. Even you can insert the sound on each line of the text. If the user doesn't want to play the sound then the PowerPoint also describes the features to mute the sound.

Creating Tables in Slide:

Microsoft Powerpoint provides a tool called Table. It is used to organize information into rows and columns. A table is made up of series of rows and columns. The intersection of a row and column is called Cell. The data is written in cells.

Saving Presentation

When a Presentation is created or edited, it is stored only in the RAM. The RAM is a temporary memory. The Presentation may be erased if the power is suddenly switched off. In Microsoft Powerpoint, Presentation is permanently stored in the disk (HardDisk or CD) by giving a filename to the document. The Word document is saved with ".ppt" extension.

Protecting Presentation with password

In Microsoft Powerpoint, you can protect your presentation by applying password so that unauthorized person cannot display as well as modify your document. You can apply two types of passwords:

i) **Password to open the Presentation**

If it is applied then you have to give the correct password to open the presentation. Otherwise you cannot open the presentation.

ii) **Password to Modify the Presentation**

If it is applied then you have to give the correct password to modify the presentation. Otherwise your presentation is opened but you cannot modify the presentation. It means that your presentation becomes read-only.

17. Opening An Existing Presentation

The Presentation that are saved on the disk can be opened into the Ms-PowerPoint programs for further modification or to make hardcopy of them. The open command is used to open a presentation that already exists in a disk.

18. Printing and E-Mailing a Presentation

It is basic need of the user to make a print of the presentation on the printer. The presentation can be printed on the paper through printer connected to the computer. You can print a single slide, range of slides, three/four/six/nine slides per page. You can print several copies of a single slide. Microsoft PowerPoint also has a feature to send the presentation by e-mail.
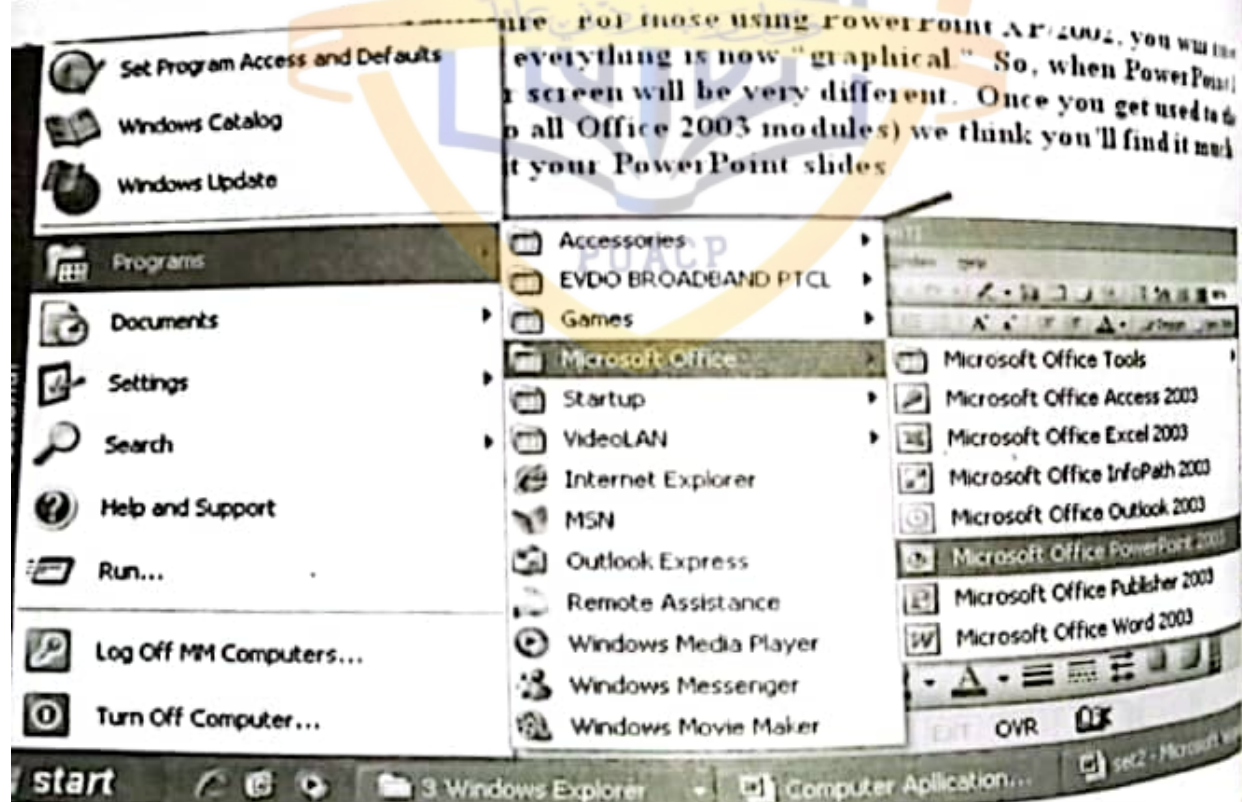
19. Animation:

You can also develop animated slides on the power points. You can develop animated screen saver and web site.
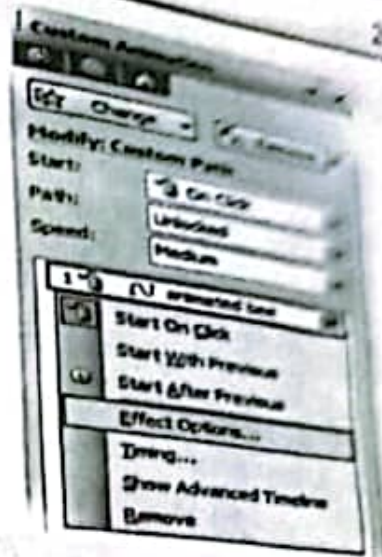
20. Easily Modifiable:

PowerPoint also provides these facilities to their users that they can easily modify or change its slides, because its base on the Graphical user interfaces so that they can easily update.

STARTING POWERPOINT

...ure For those using PowerPoint XP/2002, you will find everything is now "graphical". So, when PowerPoint... screen will be very different. Once you get used to the... all Office 2003 modules) we think you'll find it much... it your PowerPoint slides

We moved our mouse over the small down arrow on the right of this area and clicked-on the small down arrow. A drop down menu, similar to the one on the right appeared. We clicked Effect Options and the image at the top of the next page appeared.
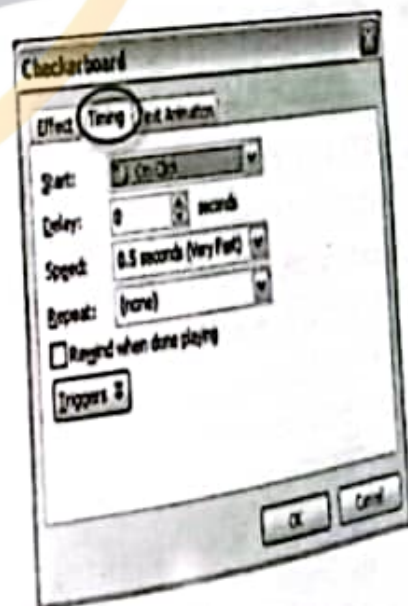
CLICK ON EFFECT BUTTON

1. Select the effect in the list.
2. Click the drop-down arrow to see available options.
3. Select Effect Options...

Automate Your Presentation

Timings are settings that allow you to automate your PowerPoint presentation. You can set the number of seconds for a specific item to show on screen and when it should start.

In the *Timing* dialog box you can also modify settings previously set.

At the top of the screen, in the lower button bar you will see a New Slide "button" which looks like this (see the button on the right)

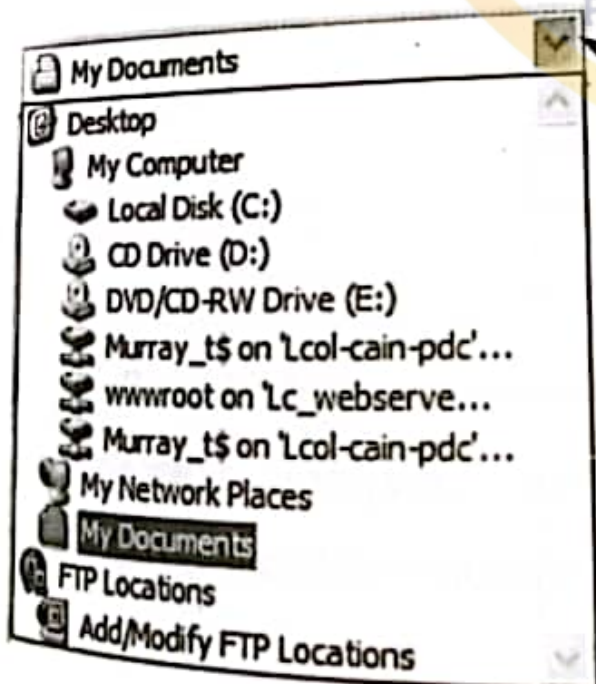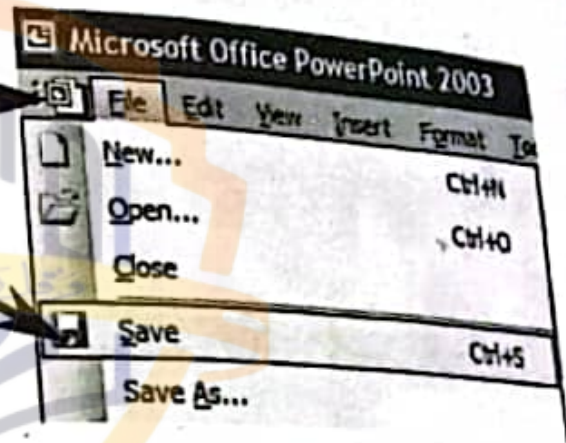⊒ New Slide

Slide 2

Click to add title

• Click to add text

Click in the **Click to add title** box and type: MAO COLLEGE

Click in the • **Click to add text** box and type:

Computer Science Department

Math Department

Commerce Department

Saving your Work

click-on **File** in the **Menu** bar. Next, click-on **Save** in the **Drop Down Menu** that appears.

When you click-on **Save**, you will see a **Save as** dialogue box

Microsoft Office PowerPoint 2003

File   Edit   View   Insert   Format   To

New...   Ctrl+N
Open...   Ctrl+O
Close
Save   Ctrl+S
Save As...

My Documents

Desktop
  My Computer
    Local Disk (C:)
    CD Drive (D:)
    DVD/CD-RW Drive (E:)
    Murray_t$ on 'Lcol-cain-pdc'...
    wwwroot on 'Lc_webserve...
    Murray_t$ on 'Lcol-cain-pdc'...
  My Network Places
  My Documents
FTP Locations
Add/Modify FTP Locations

Select the Desired Location

Click on Save

SLIDE LAYOUT TASK PANE

This Apply slide layout – Text Layouts will be the screen we will use to select different templates for each of our slides.

You'll notice in the Text Layouts area, that the top left slide has a blue line around it. This marks this Title Slide as the first slide in your presentation.
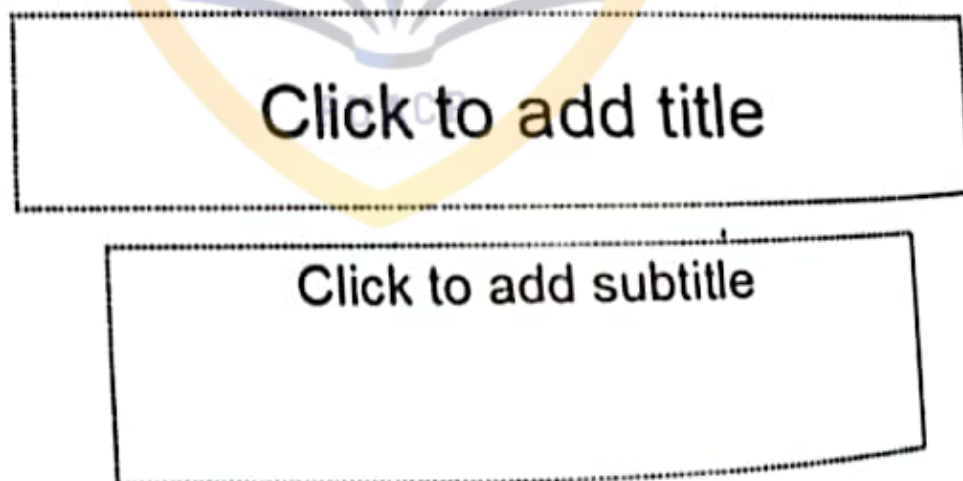
In PowerPoint 2003 the Title Slide always appears first. PowerPoint "thinks" that you want to start your presentation with a title. So, logically, the Title Slide appears in the middle section of the screen.

Beginning the Presentation

Slide 1

You will notice, in the lower left corner of the screen, Slide 1 of 1 is indicated. You will also see that your screen looks like the one below.

Click to add title

Click to add subtitle

New Slide Button

Now it's time to go on to the next slide in your show. To do this, we'll find the New Slide button.

Text Animations

Text Animations allow you to introduce text on your screen by paragraph level, automatically after a set number of seconds or in reverse order.

Long Questions

Q.1   What is Ms-Powerpoint? Why we use it.

Q.2   Explain the features of Ms-Powerpoint?

Q.3   Explain the interface of Ms-Powerpoint?

Q.4   What is Custom Animation? Write all the steps how we can apply Custom Animation?

Short Questions/Answers

Q.1   What is PowerPoint?

Ans.   PowerPoint is part of MS-Office XP application suite. To present finished products, we can use computer or slide projector, printed on paper or overhead transparencies or Internet.

Q.2   What is Extension of PowerPoint file?

Ans.   Every file in windows has an extension. Microsoft PowerPoint file also has an extension, which is **.ppt**.

Q.3   What is presentation?

Ans.   A presentation is a collection of slides, handouts, speaker's notes, and an outline all combined into a file that can be printed onto transparencies or projected from computer.

Q.4   What do you know about Auto Content Wizard?

Ans.   Auto Content Wizard guides us to create a presentation through different steps. The Auto content wizard provides us help to create 8 to 12 slides with suggested contents to which we can change.

What is View?

PowerPoint comes with different views to help you outline, organize, revise, content and preview presentations. The two main views you use in PowerPoint are normal view and slide sorter view.

What do you Know about Normal View?

Normal View, we can view one slide at a time in right pane and we can delete slides at a time from the left pane of PowerPoint slide window.

Can you tell about Outline View?

Outline view, we can view all the text of a slide but cannot view or look the all slides at a time from the left pane of PowerPoint slide window.

What is slider Shorter View?

In Slide Sorter view we can view all the slides of a presentation at a time. Sliders are presented in chronological order in this view. We can move any slide from one location to another in this view and we can also copy a slider at different locations.

What do you know about Notes Page View?

MS-PowerPoint allows us to add notes to slide of a presentation. The target audience can use these notes as a reference. We can add notes to slides Notes page view.

What is slide?

Slides are the individual pages of your presentation. Sliders can be designed with different titles, graphics, text, and much more.

What are action button?

Action button are buttons that you create in a presentation that perform an action when you click them. You can have an action button start a video, give information, play a sound , or move to a hyperlink.

What is animation?

Animation is the style, movement, and other special effects that can be applied to objects and text to add interest and variety to a presentation.

What is animation icon?

In Slide Sorter view, The animation icon is displayed under all slides that have animation to aptly them.

What is animation preview?

Use the Animation preview command on the Slide Show menu to preview the animation effect in the thumbnail.

Describe Auto Layouts?

Auto Layouts are slide layouts that have ready-made placeholders for title,. text, and objects such as clip art, graphs, and charts.

Insert Text:

Allows you to insert text (or any object) anywhere in the slide.

Delete Text:

Allows you to delete selected characters, words, Lines, or paragraph very easily from slide.

Copy (Ctrl + c):

Allow you to copy the selected text into clipboard.

Cut (Ctrl + x):

Perform two operation first copy the data and then remove the data from original position..

Paste (Ctrl + v):

Allows you to paste (insert) the text or item into the specified location of presentation.

5. **Undo (Ctrl + z) & Redo(Ctrl + y):**

Powerpoint provides an undo feature, which is used to remove the effect of last action. For example, if a value is deleted by mistake it can be recovered back on the screen by using undo command. Actions can be done again by using Redo command.

6. **Graphics:**

This feature allows you to insert pictures and graphs into a document. Ms-Powerpoint also provides facility to create and edit the pictures and graphics within the presentation.

7. **Spelling & Grammar Checking:**

Spelling and grammar features in powerpoint help the user to correct any mistakes made when typing in a presentation. Your misspelled words are highlighted. Spelling errors are highlighted by red underline and grammar errors by green underline.

8. **Formatting Presentation**

The process to change the appearance of a document is called the presentation formatting. You can format a single character, word, paragraph or whole presentation.

9. **Slides:**

Power point provides a small rectangular box called slide. Slide is the combination of different objects where we can store information. Mostly the user of the power point they use slides to present their information.

10. **Font Specifications**

This feature allows you to change fonts within a Presentation. For example, you can specify bold, italics, and underlining.

Q.16 Explain drawing toolbars of PowerPoint.

Ans. The drawing toolbar is located on the left side of the PowerPoint window, and contains buttons that provide quick access to commonly used drawing tools and functions.

Q.17 What are hidden slides in PowerPoint?

Ans. Hidden slides do not automatically appear in a presentation. You must prompt them by using a simple keystroke or menu option.

Q.18 What is the purpose of linking slides in PowerPoint?

Ans. Linking slides provides a way to make one presentation suit different audiences. Linking allows you to link a slide a slide or presentation to the current presentation. You can then choose to run the presentation with or without the linked slides.

Q.19 What is online presentation?

Ans. Selection handles, which look like small squares, appear on objects when they are selected on a PowerPoint slide. They can be use to change the size of the object.

Q.20 What is navigator?

Ans. The Slide Navigator allows you to go any slide in your presentation while in Slide view.

Q.21 What is the use purpose of slide sorter toolbar?

Ans. The Slide Sorter toolbar is available only in Slide Shorter view, and allows quick access to special PowerPoint effects such s transitions, builds, rehears timing and hide slides.

Q.22 What is Slide Show?

Ans. This view gives us chance to view that how our presentation looks. We can add new text, graphics, sounds and other effects to slide after previewing show slides of our presentation. You can preview a slide in full screen in this view.

Q.23 What is meant by transitions? PUACP

Ans. Transition means change or alteration. MS-PowerPoint allows us to add transition effects on slides to make them more effective and interesting.

Q.24 What do you mean by Design Template?

Ans. Power point provides us many templates with different backgrounds and formatting to begin your presentation.