

PRESENTATION SOFTWARE (MS POWER POINT)

Presentation software is one of the application software that is used to display information in the form of a slide show. Presentation software has three major functions: an editor that allows text to be inserted, a method for inserting and manipulating graphic images, and a slide-show system to display the content. MS PowerPoint, Impress, SlideShark, etc. are some of the examples of presentation software.



Microsoft PowerPoint

It is one of the popular presentation software developed by Microsoft. This software is available in Microsoft Office Package. We can prepare presentation slide by using PowerPoint. MS PowerPoint program is available in different versions such as MS Power Point 2000, 2003, 2004, 2007, 2010 etc. PowerPoint files have .pptx extension.

Advantages of Microsoft PowerPoint

- This program is very easy to use.
- We can prepare presentation slides within a short period of time.
- Various themes are available in this program.
- We can use different kinds of animations to make our presentation more attractive.
- We can insert images, videos, etc. according to our need.

Starting MS PowerPoint 2007

To start PowerPoint program, we should follow the following steps:

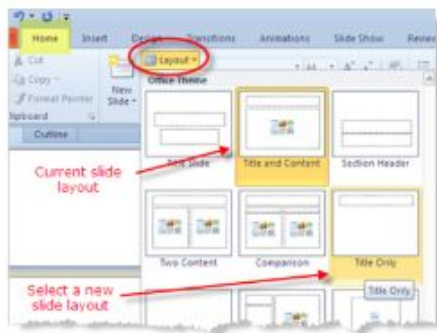
- Step 1:** Click on the start button.
 - Step 2:** Move the mouse pointer over All Program Option.
 - Step 3:** Move the mouse pointer over Microsoft office option.
 - Step 4:** Click on the Microsoft PowerPoint 2007.
- Then the window appears on the screen.



Use of Themes

A PowerPoint template is a pattern or blueprint of a slide or group of slides that you save as a .pptx file. Templates can contain layouts, theme colors, theme fonts, theme effects, background styles, and even contents. These templates are known as themes. We can follow following steps to choose required themes:

- Step 1:** Click on Design Tab.
- Step 2:** Choose available themes or click on more button to search for other different themes.
- Step 3:** If the color of theme needs to be changed, then click on the drop down arrow.
- Step 4:** If you like to choose or make different color then click on Create New Theme Colors. Choose the color and click on save button.
- Step 5:** If the background needs to be changed then click on Background Styles.
- Step 6:** Choose available backgrounds or click on format background to change the style of pictures and colors. Finally, click on close button.



Changing layout

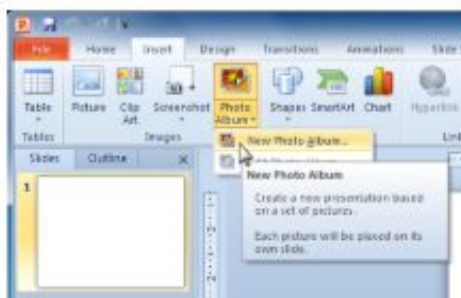
You can change the layout, according to the information need to be added in your slide. If you choose the layout related to content, then content management will be easier. Following are the steps to change the layout of content:

Step 1: Click on the slide panel of Home Tab.

Step 2: Choose the layout according to the content.

Adding Photo Album

The photo album feature is a new function in PowerPoint 2007. To create a photo album, follow the following steps:



Step 1: Click the Photo Album button on the Insert Tab.

Step 2: Click on New Photo Album.

Step 3: Click on File/Disk to add pictures to the photo album. Then the Photo Album dialog box will appear.

Step 4: Browse your photo to create an album.

Step 5: Select the required photos to keep in the album.

Step 6: Click on the Create button from the dialog box.

Now, your photo album will be created.



Adding Video

video clips can be added to a presentation.

To add a video clip:

Step 1: Click the Insert tab.

Step 2: Click the Movie button from the Media Clips of the Insert Tab.

Adding Audio



Audio clips can also be added to a presentation.

To add an audio clip:

Step 1: Click the Audio button on the Insert Tab.

Step 2: Choose the sound from the file, Sound from Clip Organizer, Play CD Audio Track or Record Sound.

Slide Transitions

Transitions are effects that are seen when you switch from one slide to another. To add slide transitions:



Step 1: Select the slide that you want transitions.

Step 2: Click the animations tab.

Step 3: Choose the appropriate animation or click the Transition dialog box.

Adjusting slide transitions

Add sound by clicking the arrow next to Transition Sound.

Modify the transition speed by clicking the arrow next to Transition Speed.

Applying the transition to all slides

Click the Apply to All button from the Transition to This Slide group of the Animation tab.



Slide Animation

Slide animation effects are predefined special effects that you can add to objects on a slide. To apply an animation effect:

Step 1: Select the object.

Step 2: Click the Custom Animations from the Animation tab.

Animation pane will appear on right side of the screen.

Step 3: Click the Add Effect and choose the appropriate effect from the pane.

Spell Check

To check the spelling throughout a presentation, click the Spelling button in the Proofing group on the Review tab.



Slide Show

Print a Presentation

There are many options for printing a presentation. Steps to print a presentation are as follows:

- Step 1:** Click on Microsoft Office Button.
 - Step 2:** Place the cursor over Print.
 - Step 3:** Click on Print Preview.
 - Step 4:** Click the arrow next to Print what to change the print options.
 - Step 5:** To print from Print Preview, click Print.
- Then click the Close Print Preview button.



Package a Presentation

There are times when you want to package a presentation with all of the additional files attached as well. To package a presentation for CD:

- Step 1:** Click the Microsoft Office Button and click on Publish.
- Step 2:** Click package for CD and type the CD name.
- Step 3:** Click Copy to CD or Copy to Folder.