

# Power point

It is a part of ms-office , which is used to perform any present related task by using it we can create advertisement and also can perform file and text management tasks. It is mainly used for class room ,sem inars and marketting presentation it's file is known as presentation.

Extension name:- PPT

Q). How to open powerpoint?

=>Following steps : -

Step -1). Click on "start" button.

Step -2). Click on "all programs".

Step -3). Select "ms-office" option.

Step -4). Select "ms-powerpoint" option.

OR

Open Run -> Type powerpoint

Click on "OK" button.

Slide :- It is a text box , which is used to insert any title and subtitle for any presentation. It can also move as our instruction.




## **Q). How to create a new slide?**

=>Following steps :-

Step -1). Click on "home" menu.

Step -2). Click on "new slide" option.

Step -3). Select any one format from list as your need.



**Master slide :-** It is slide of any presentation , that contains the little of whole presentation.

**Design :-** This menu is used to set design on any presentation.

**Q). How to set design (theme) of any presentation?**

=> Following steps : -

Step -1). Select your slide.

Step -2). Click on "design" menu now , many design open the ribbon.

Step -3). Select any one design from ribbon.



## **Q). How to change background of any presentation?**

=>Following steps : -

Step -1). Select your presentation.

Step -2). Click on "design" menu.

Step -3). Select "format background" option.

now , on background pane.

Step -4). Select any one medium.

Step -5). Select any one



**Transition menu :** - This menu is used to set appearance –effect on any presentation.

=>Following steps :-


Step -1). Select your presentation.

Step -2). Click on “transition” menu now,

It's format open on the ribbon.

Step -3). Select any one format from ribbon.





**Animation menu :** - This menu is used to set effect on our (text / graphics ). There are many types of animation effect liked entrance effect / emphasis effect , exit effect , motion path etc.

=>Following steps :-

Step -1). Select your slide (text / images).

Step -2). Click on "animation" menu now,

It's format open on the ribbon.

Step -3). Select any one format from ribbon.



## **Q). How to insert audio / video in any presentation?**

=>Following steps : -

Step -1). Click on "insert menu".


Step -2). Click on "audio / video my pc" option now,

A dialog box open on the screen.

Step -3). Select any one audio / video from dialog box.

Step -4). Click on "insert" button.





**Rehearse timing** : - This option is used to record any presentation in a unit of time and then use these presentation in a unit of time and then use these presentation for slide show.

=> Following steps : -

Step -1). Click on "slide show" menu.

Step -2). Click on "Reherse timing " option now,

The recording is start.

Step -3). Close recording and save it.

Step -4). Click on " F5 " for slide show.

Note : - From begining slide show press " F5 " from current slide show (shift + F5).