

VISUAL EFFECTS IN MS POWERPOINT 2016

Microsoft PowerPoint 2016 provides various text, object and slide formatting features. These add visual effects that help you to enhance the look of a presentation. These effects make the presentation more attractive, appealing and presentable. In this chapter, you will learn to use these features in a presentation.

SLIDE MASTER

The **Slide Master** is an element of the design template that stores information about the template, including font styles, placeholders, sizes and positions, background design and color schemes.

The Slide Master is used to make changes on all the slides at one go. For example, if you want to change the font style on the title of all the slides in your presentation, it is best to use the Slide Master. Otherwise, you have to make changes on the individual slides.

Viewing The Slide Master

To see the **Slide Master**, follow the given steps:

Step-1: Click the **View** tab.

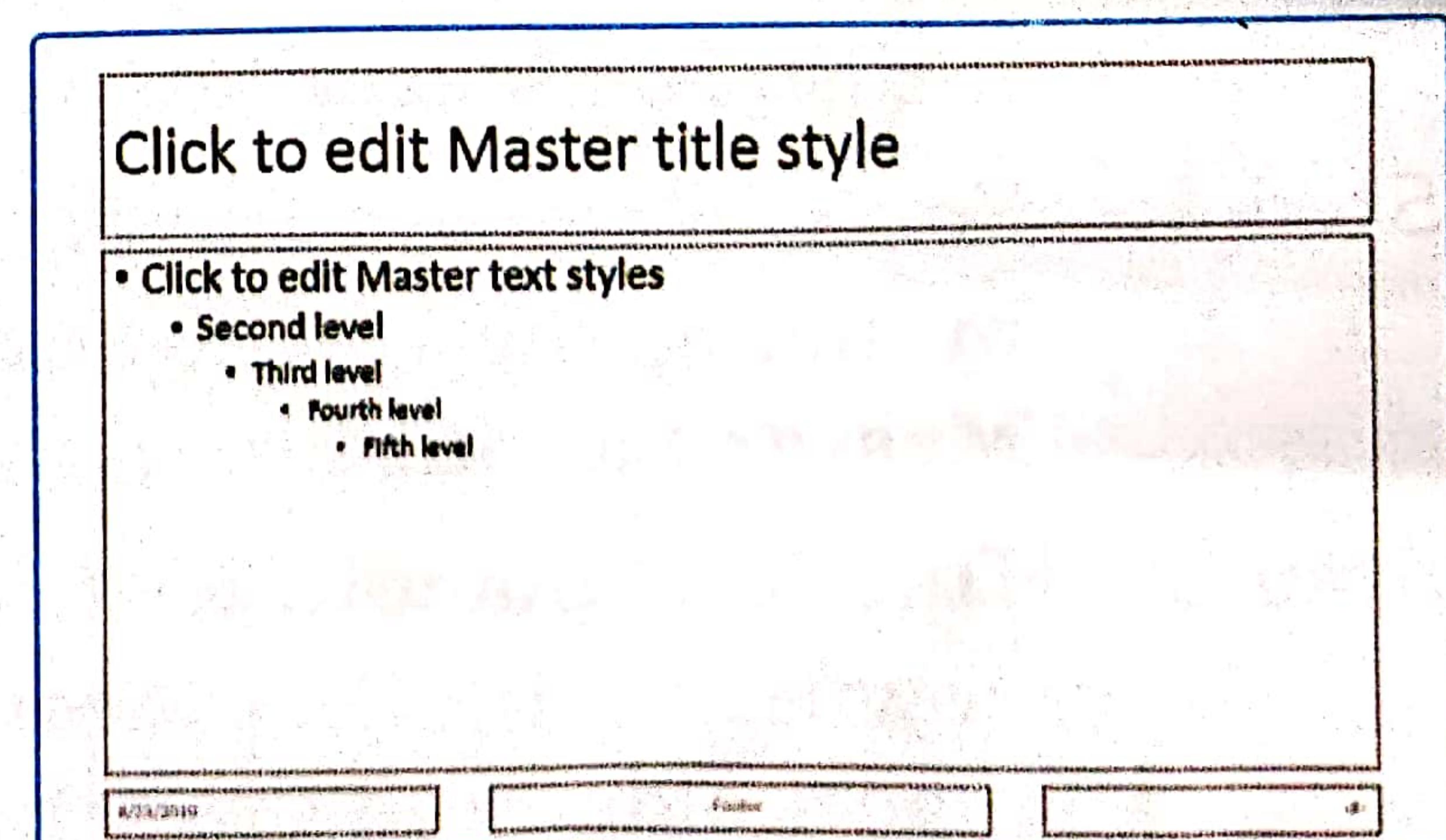
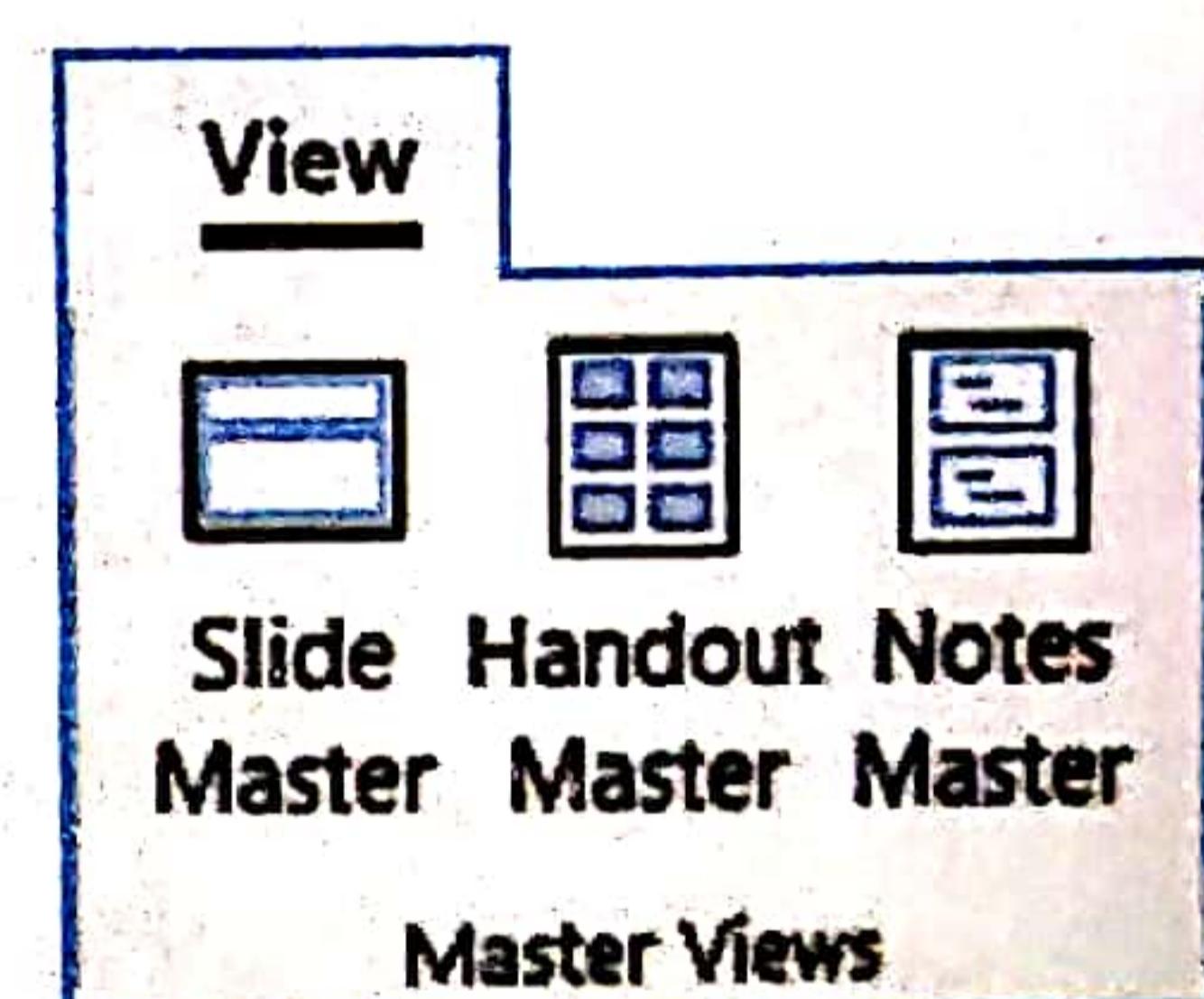
Step-2: Click the **Slide Master**  from the **Master Views**.

Step-3: The **Slide Master** tab appears.

The Slide Master is displayed with all the placeholders.

You can make the following changes to the Slide Master.

- ❖ Font styles for title, body, and footer text
- ❖ Placeholder positions for text and objects
- ❖ Bullet styles
- ❖ Background design and color scheme
- ❖ Header & Footer



To close the Master view, click the **Close Master View**  button present in the **Slide Master** tab on the **Ribbon**.

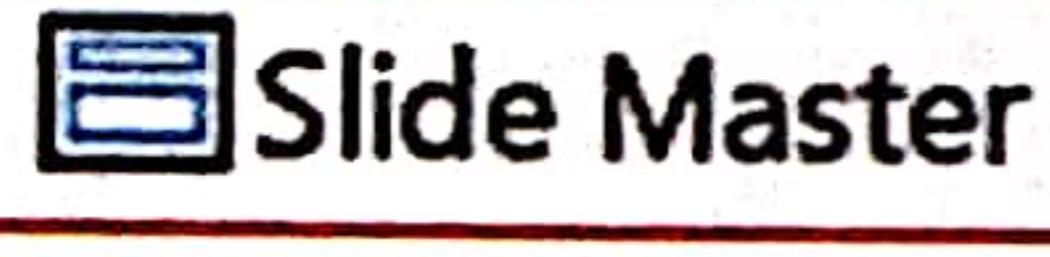
Remember

The text on the slide master is only for styling and formatting. The actual slide text, such as titles and lists, should be typed on the slide in **Normal View**.

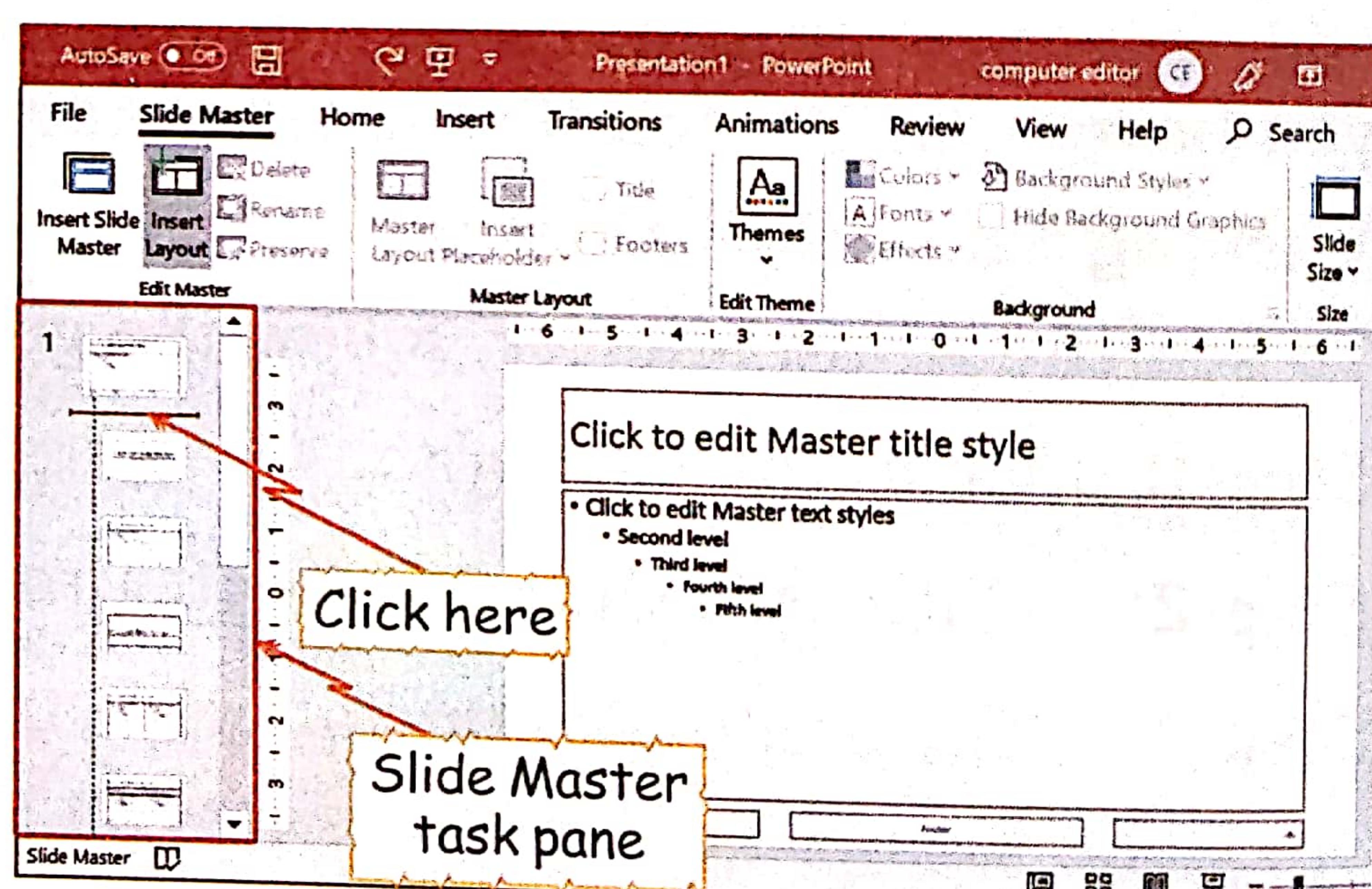
CREATING A NEW CUSTOM LAYOUT

Built-in **Slide layouts** in PowerPoint consists of placeholders for different types of objects or texts. PowerPoint offers a range of Slide layouts to choose from. In case these slide layouts do not suit your needs, then you can customise one to meet your specific requirements.

To create a new Custom Layout, follow the given steps:

Step-1: Select the **Slide Master**  button from the **Master Views** group on the **View** tab.

Step-2: To insert a new slide layout, click in between the layout thumbnails in the **Slide Master** task pane. You see a red colour insertion cursor placed at the location where you want to insert the new custom layout.

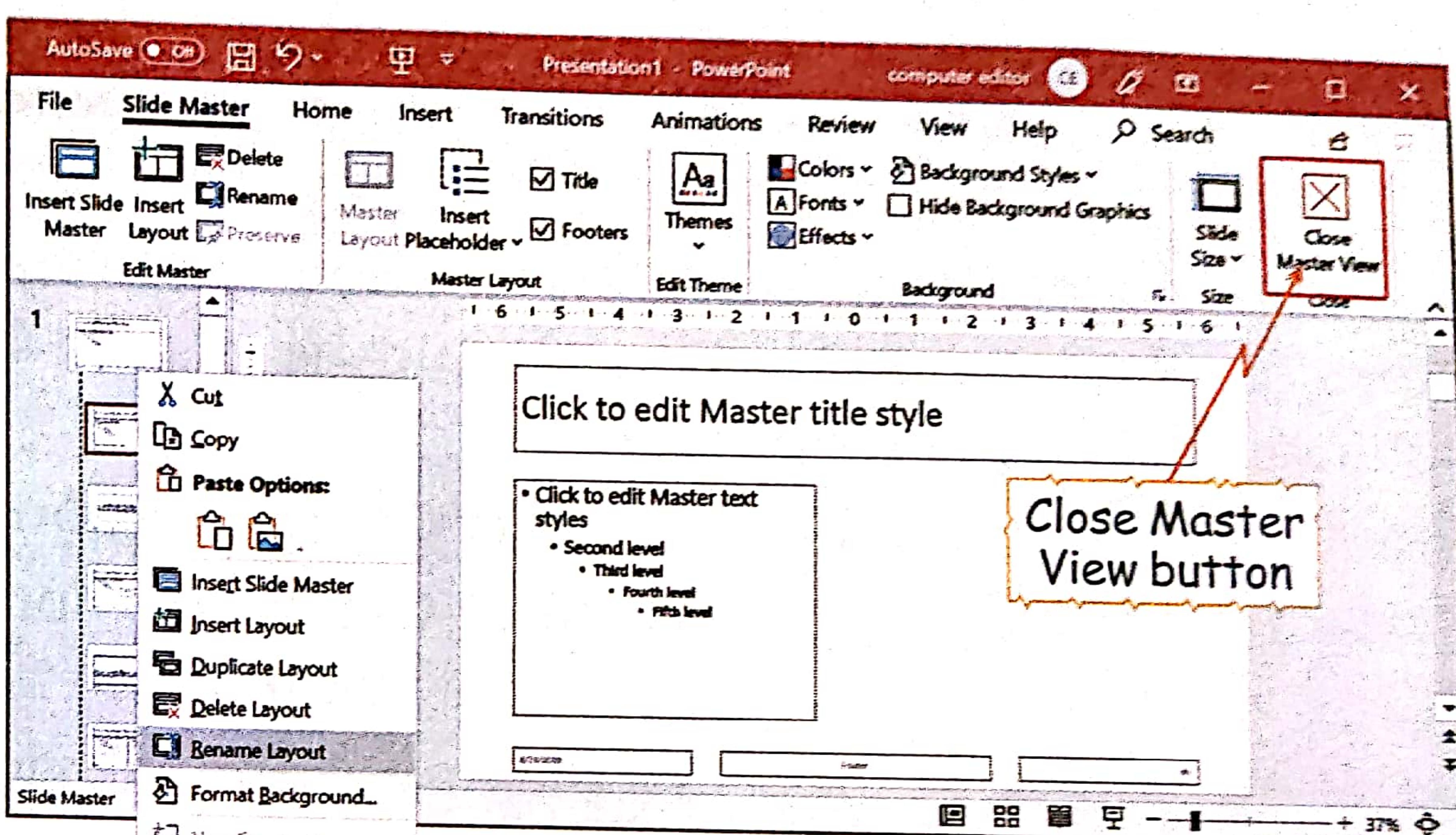


Step-3: Click the **Insert Layout** button from the **Edit Master** group in the **Slide Master** tab. A new **Slide Layout** is added.

Step-4: You can remove the default placeholders for **Title** and **Footers** by using the check-boxes named **Title** and **Footers** from the **Master Layout** group in the **Slide Master** tab.

Step-5: To add a **placeholder**, click the **Insert Placeholder**  drop-down list in the **Master Layout** group. Select the desired placeholder and drag the mouse pointer to place it on the slide.

- Step-6:** To rename the **Slide Layout**, right-click the thumbnail and choose the **Rename Layout** option. Type the new name in the **Rename Layout** window and click the **Rename** button.
- Step-7:** To **Save** the layout, click the **File** tab and select the **Save As** option. Click the **Browse** and type a file name in the **File name** box. Select the **PowerPoint Template** from the **Save as type** drop down arrow. Click the **Save** button.
- Step-8:** Click the **Close Master View** button to close the Master View.
- Step-9:** Click the **Layout** command and notice your new layout in the **Layout** drop-down list.



Now your custom layout is ready for use. It can also be shared with other users.

ANIMATIONS IN POWERPOINT

Microsoft PowerPoint 2016 gives a variety of ways to apply animations to your slides and to the text, graphics and other objects on your slides.

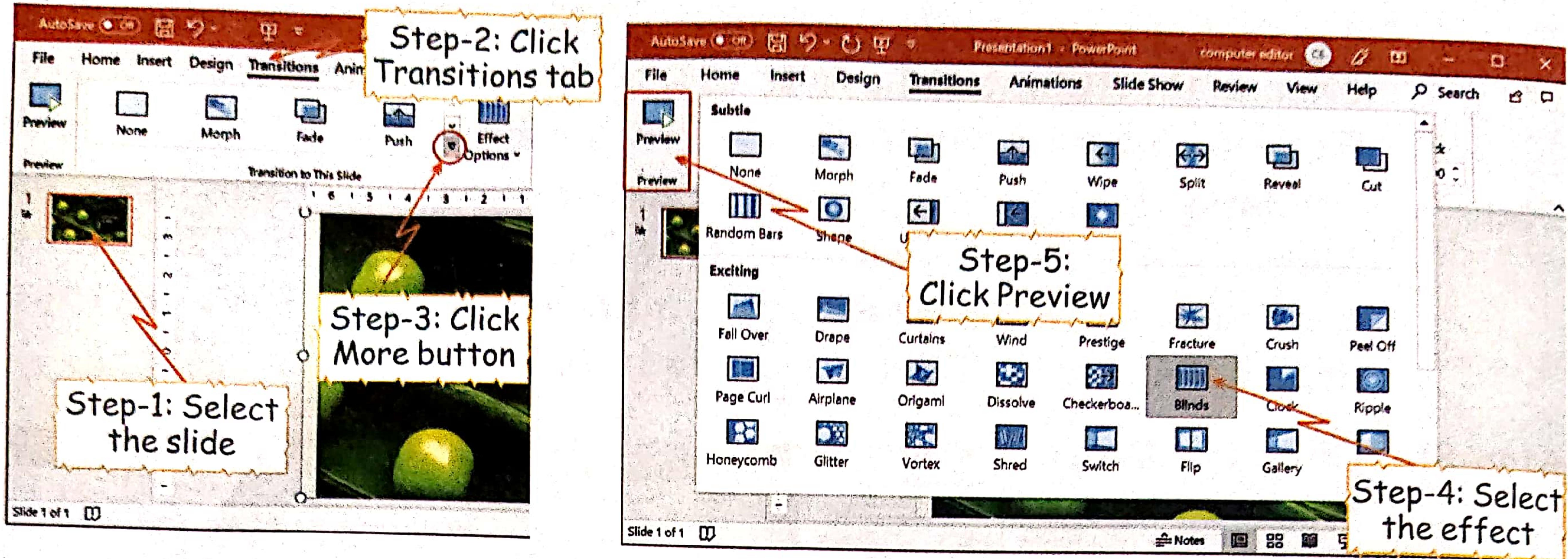
Animating Slides

You can control how and when the slides should appear during the slide show using the **Transitions** tab.

To animate a slide, follow the given steps:

- Step-1:** Select the slide that you want to animate.
- Step-2:** Click the **Transitions** tab.
- Step-3:** Click the **More**  button from the **Transition to This Slide** group. A gallery appears with different transition effects.
- Step-4:** Select the effect you want to apply.





Set the sound and duration of the transition from the **Timing** group. Specify when an animation should be placed by selecting any one of the following start time options:

- On Click** : To start the animation after a mouse click.
 - With Previous** : To play the animation at the same time as the previous animation effect.
 - After Previous** : To play after the previous animation effect plays.
- Step-5: Click the **Preview**** from the **Preview** group to preview your slide.

Animating Text And Objects

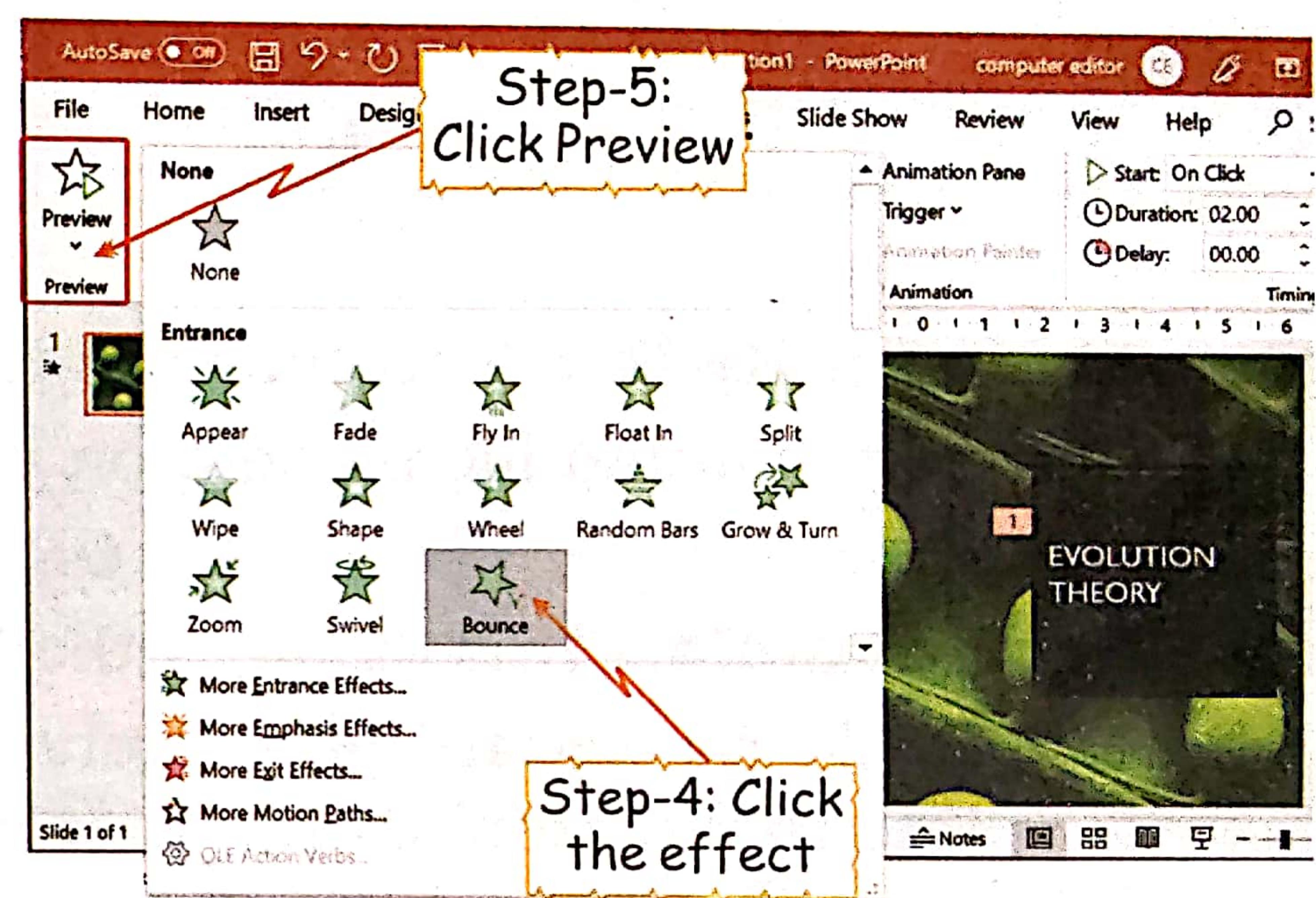
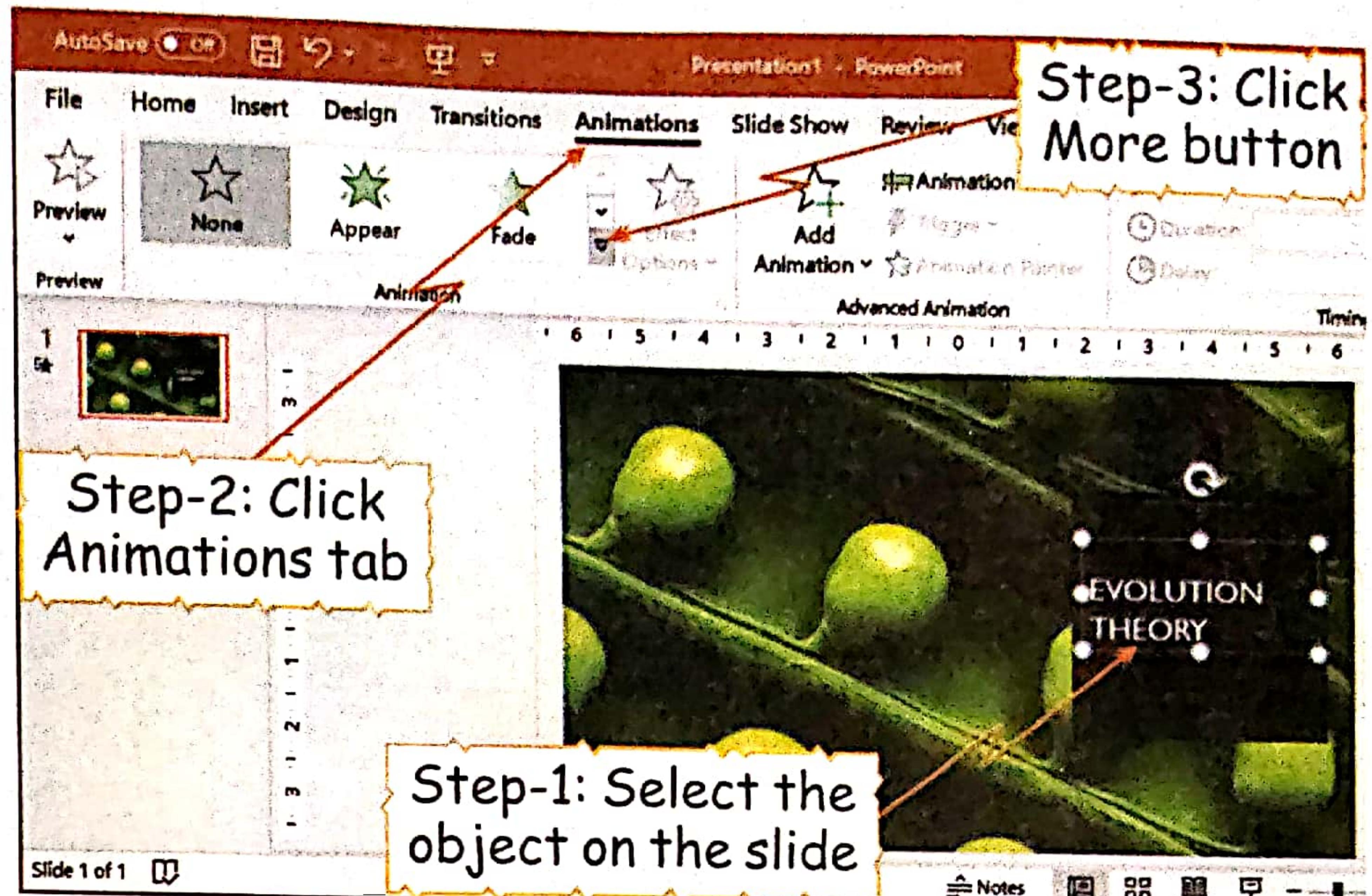
Using the **Animations** tab, you animate text, graphics, diagrams, charts and other objects on your slides so that you focus on important points and control the flow of information to develop interest in your presentation.

To animate text and object, follow the given steps:

- Step-1:** Select the object on the slide that you want to animate. For example, the placeholder.
 - Step-2:** Click the **Animations** tab.
 - Step-3:** Click the **More** button from the **Animation** group. A gallery appears with different animation effects.
 - Step-4:** Use the scroll bar and click the effect you want to apply.
- ❖ When you want to make the object enter the slide show presentation with an effect, select the effect from the **Entrance** category.

- When you want to add an effect to an object that is on the slide, select the effect from the **Emphasis** category.
- When you want to add an effect to an object that makes it leave the slide at some point, select the effect from the **Exit** category.
- When you want to add an effect that makes an object move in a specified pattern, select the effect from the **Motion Paths** category.

Step-5: Click the **Preview** from the **Preview** group, to preview your slide. Run slide show and view your presentation on full screen.



Remember

Animation means to add a special visual or sound effect to the slide or to the objects on the slide.

Practice Time

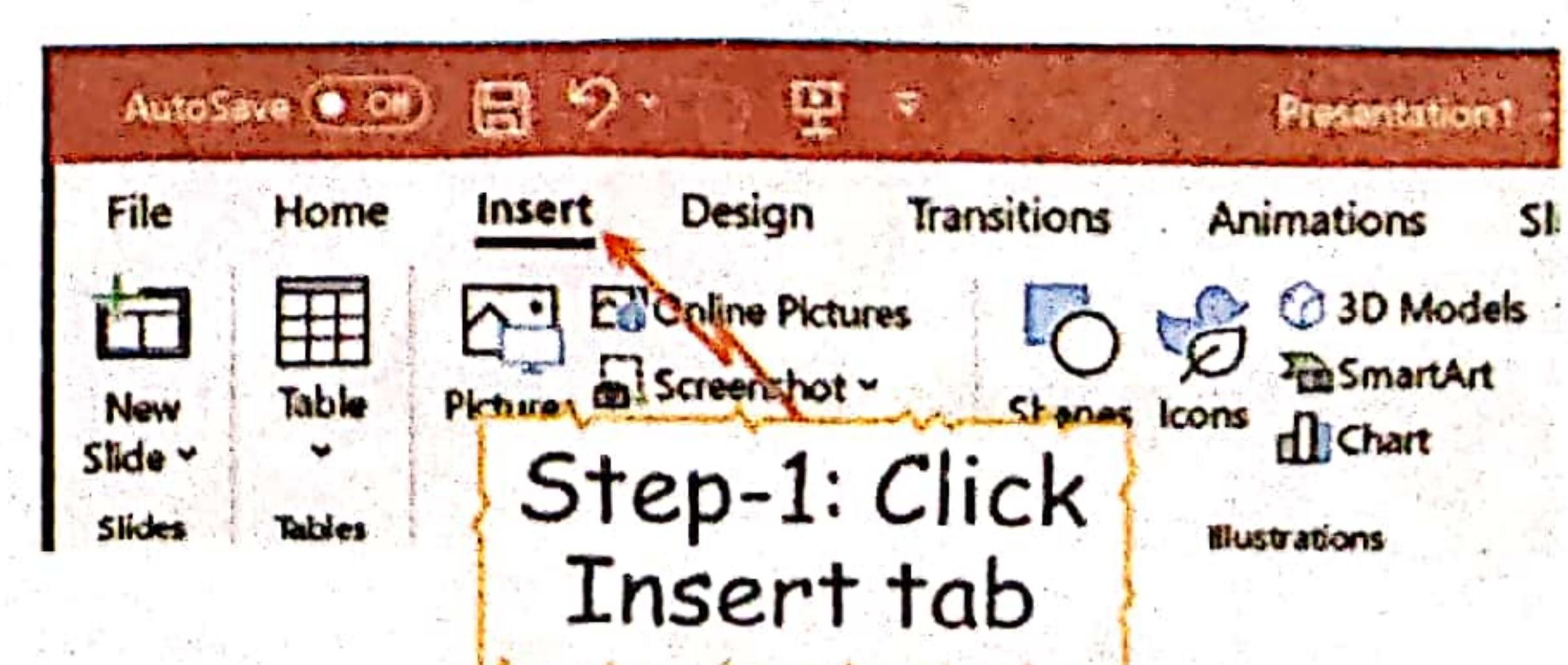
Make a short PowerPoint presentation (of 3 slides) on the topic 'Our Planet Earth' and add the **Entrance** effect on the first slide, **Emphasis** effect on the second, and the **Motion Paths** effect on the third slide.

INSERTING AUDIO AND VIDEO

You can add an audio or a video file to your slide.

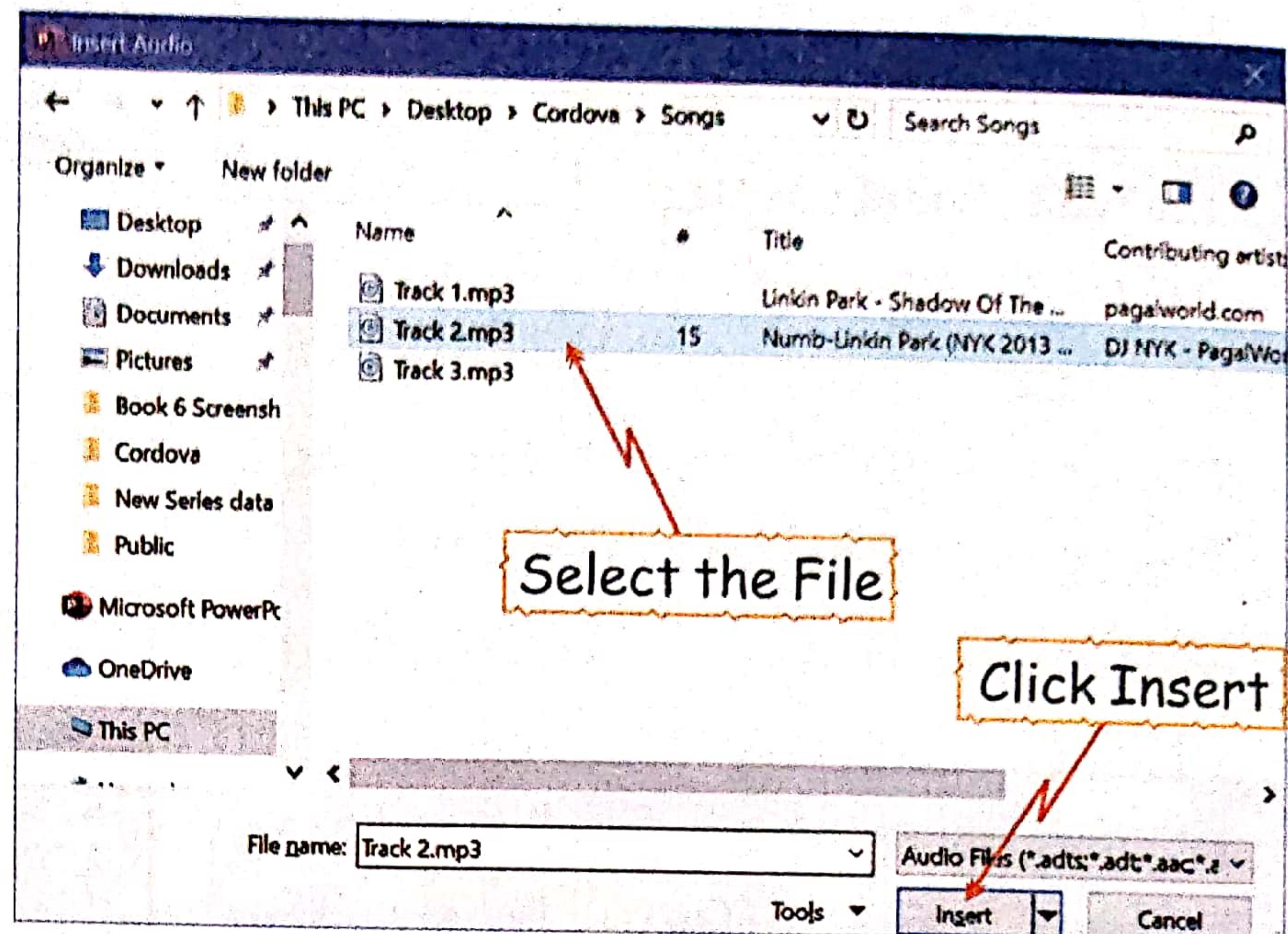
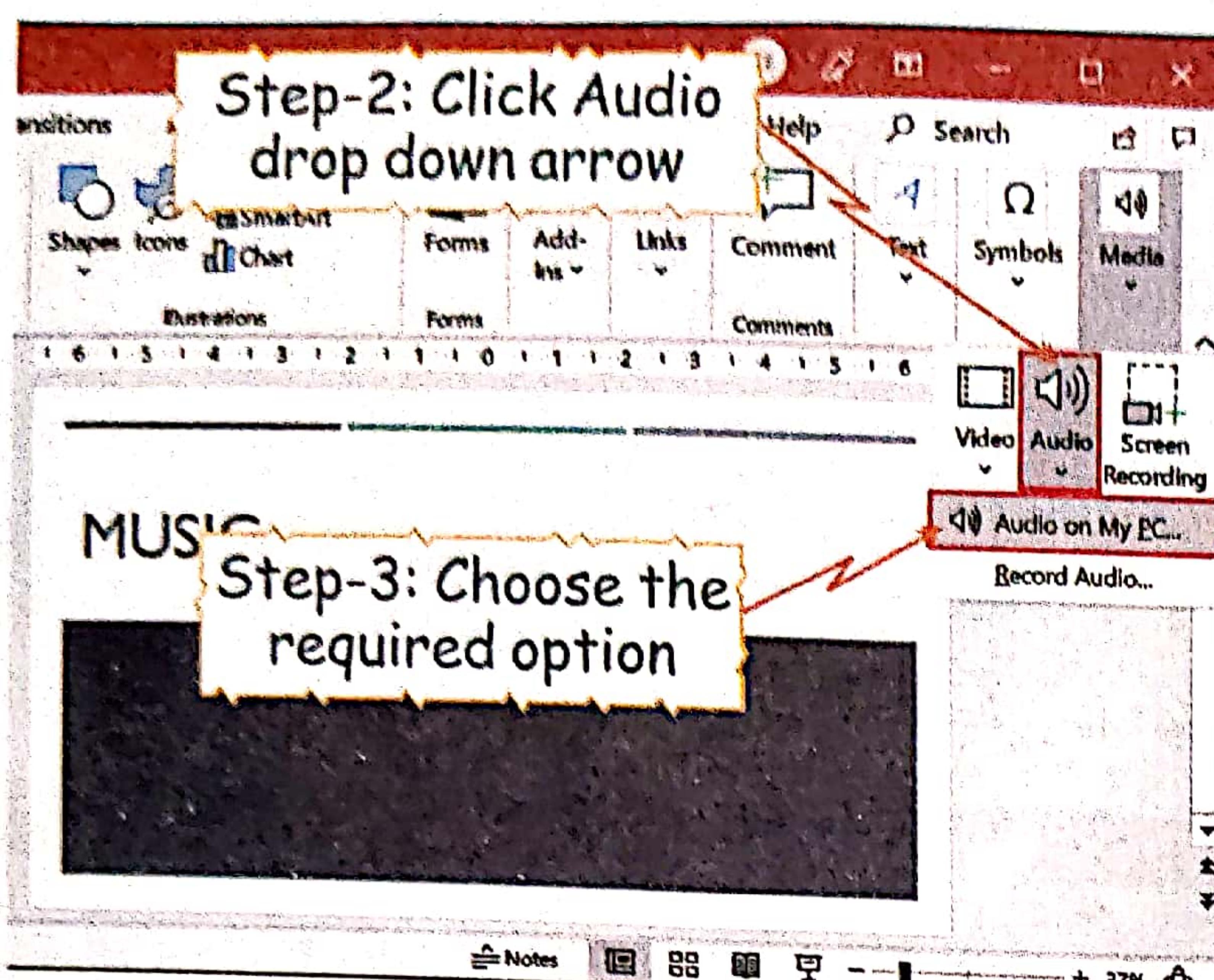
To insert an audio, follow the given steps:

Step-1: Click the **Insert** tab.



Step-2: Click the **Audio**  drop down arrow from the **Media** group.

Step-3: Choose the required option.

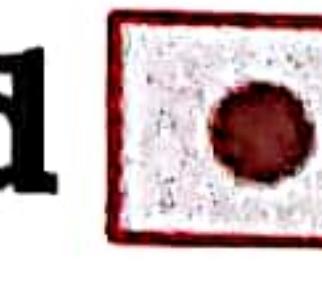


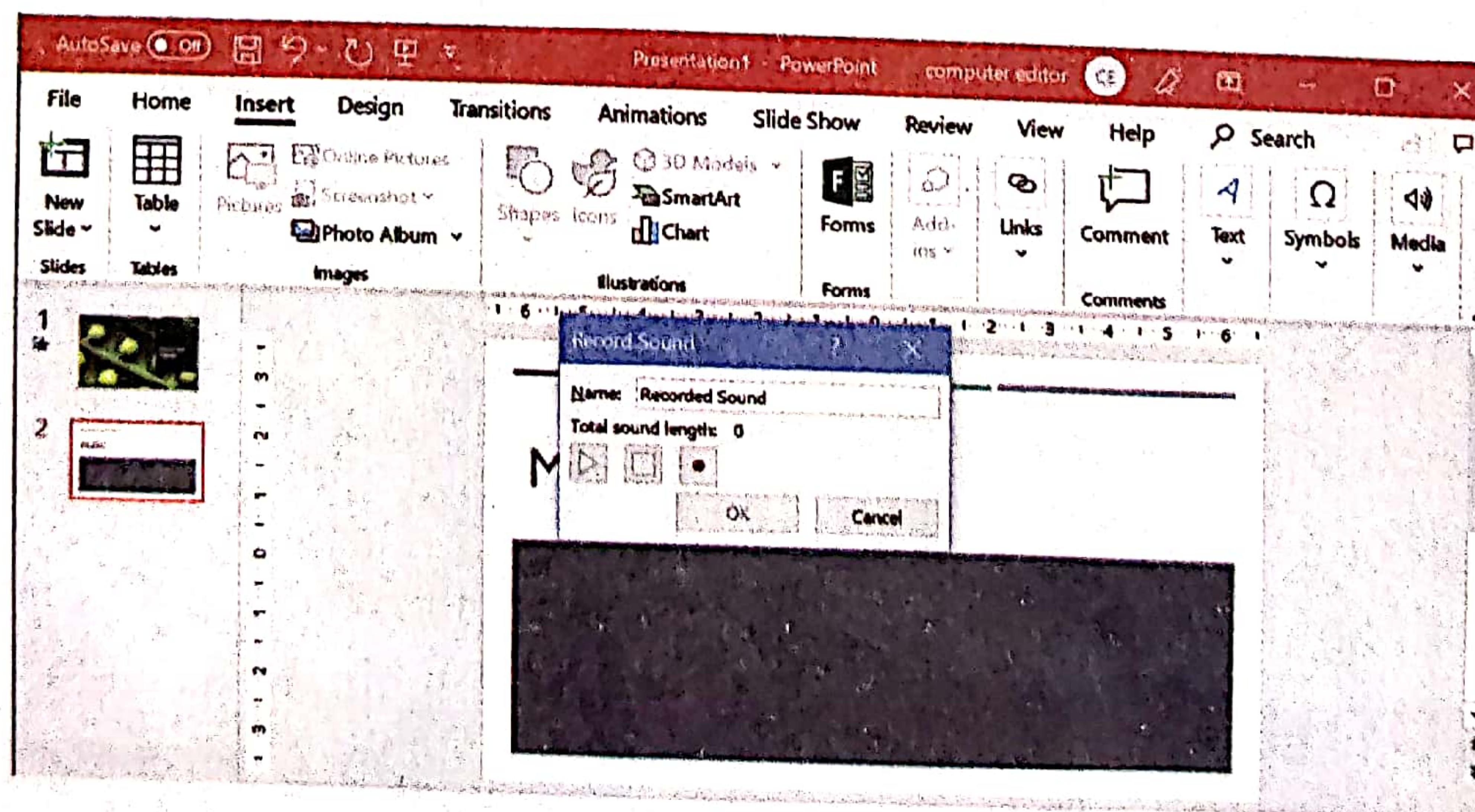
inserting audio from file

④ **Audio on My PC:** This displays the **Insert Audio** dialog box. Choose the audio file present on your system and click **Insert**.

OR

④ **Record Audio:** This displays the **Record Sound** dialog box.

- ❖ Click the **Record**  button to start recording. Start speaking into the microphone whatever you want to record.
- ❖ Click the **Stop**  button when you finish recording.
- ❖ Click the **Play**  button to listen to your recording.
- ❖ Click the **OK** button when you finish.



recording and inserting an audio

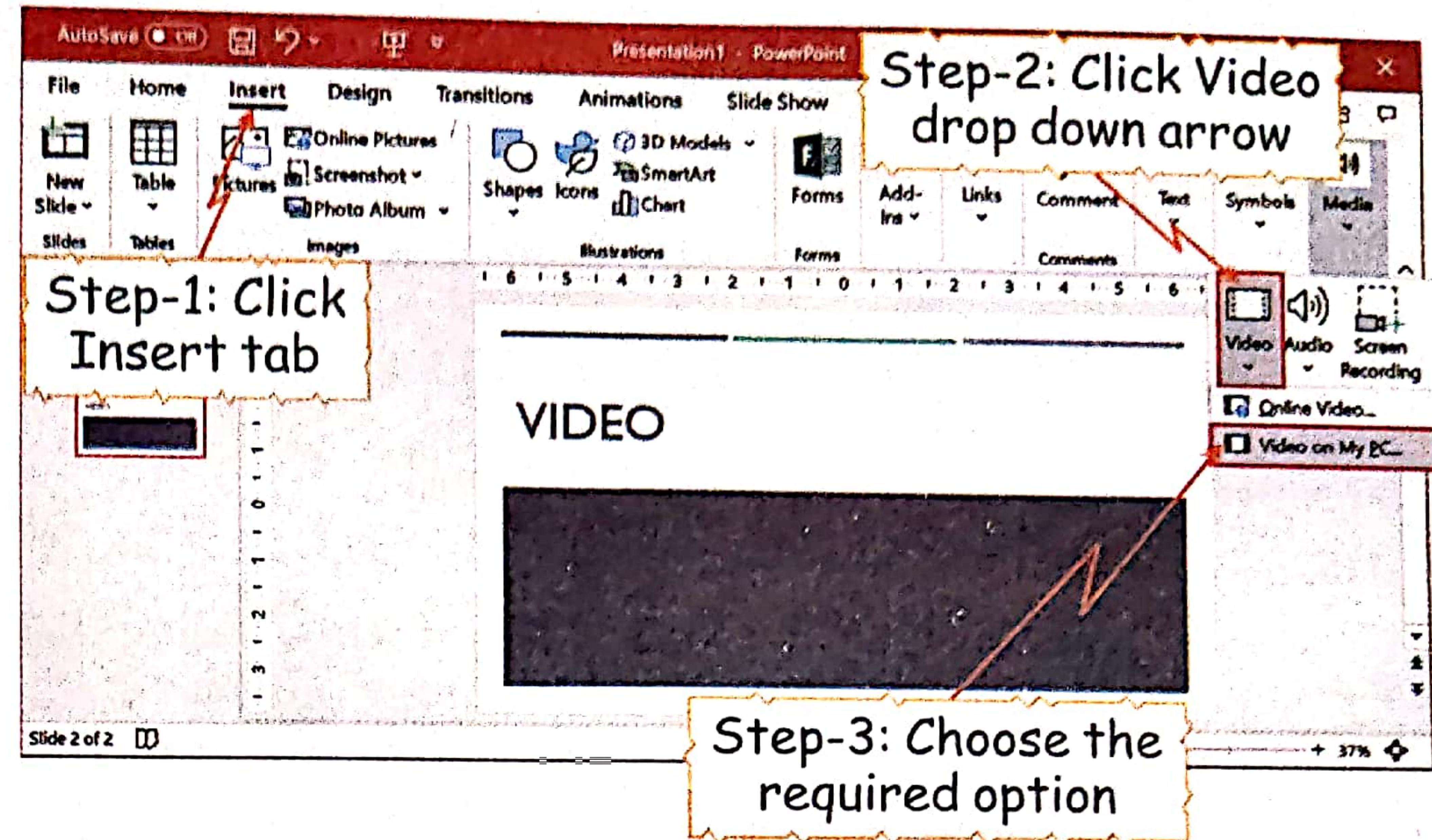
A **Speaker**  icon along with the Player Controls bar appears on the slide. Click the **Play/Pause** button to play the audio.

To insert a video, follow the given steps:

Step-1: Click the **Insert** tab.

Step-2: Click the **Video** drop down arrow from the **Media** group.

Step-3: Choose the required option.



▶ **Video on My PC:** This displays the **Insert Video** dialog box. Choose the video file present on your system and click **Insert**. The **Player Controls** bar appears on the slide. Click the Play/Pause button to play the video.

USING ACTION BUTTONS

Action Buttons are special buttons that are activated to perform some actions like playing a sound or a movie clip during the slide show. To play a **sound**, select the **Sound Action** button and to play a **movie** clip, select the **movie action** button.

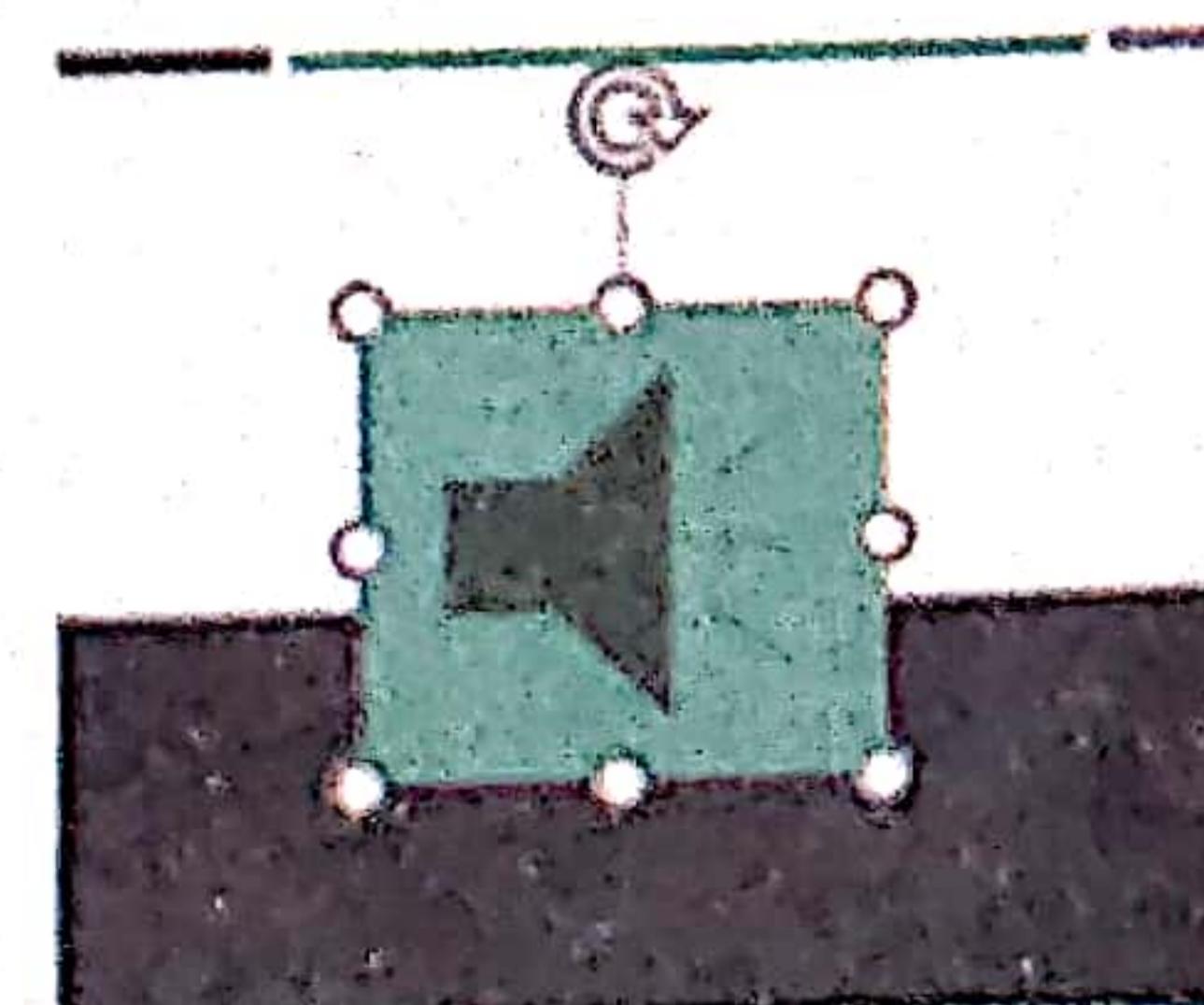
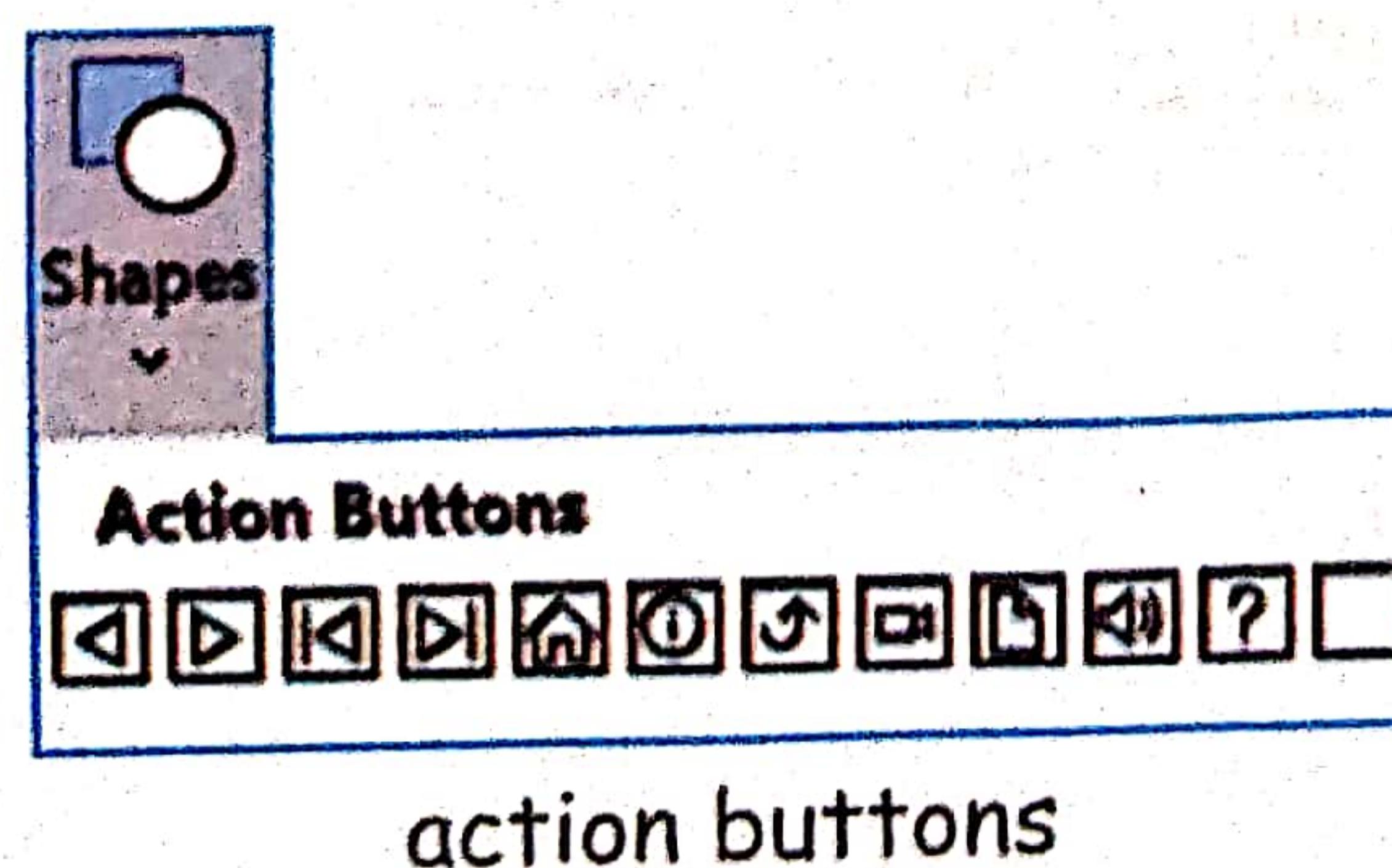
To add sounds using the Sound Action Button, follow the given steps:

Step-1: Open a presentation and click the **Insert** tab.

Step-2: Click the **Shapes** command button from the **Illustrations** group.

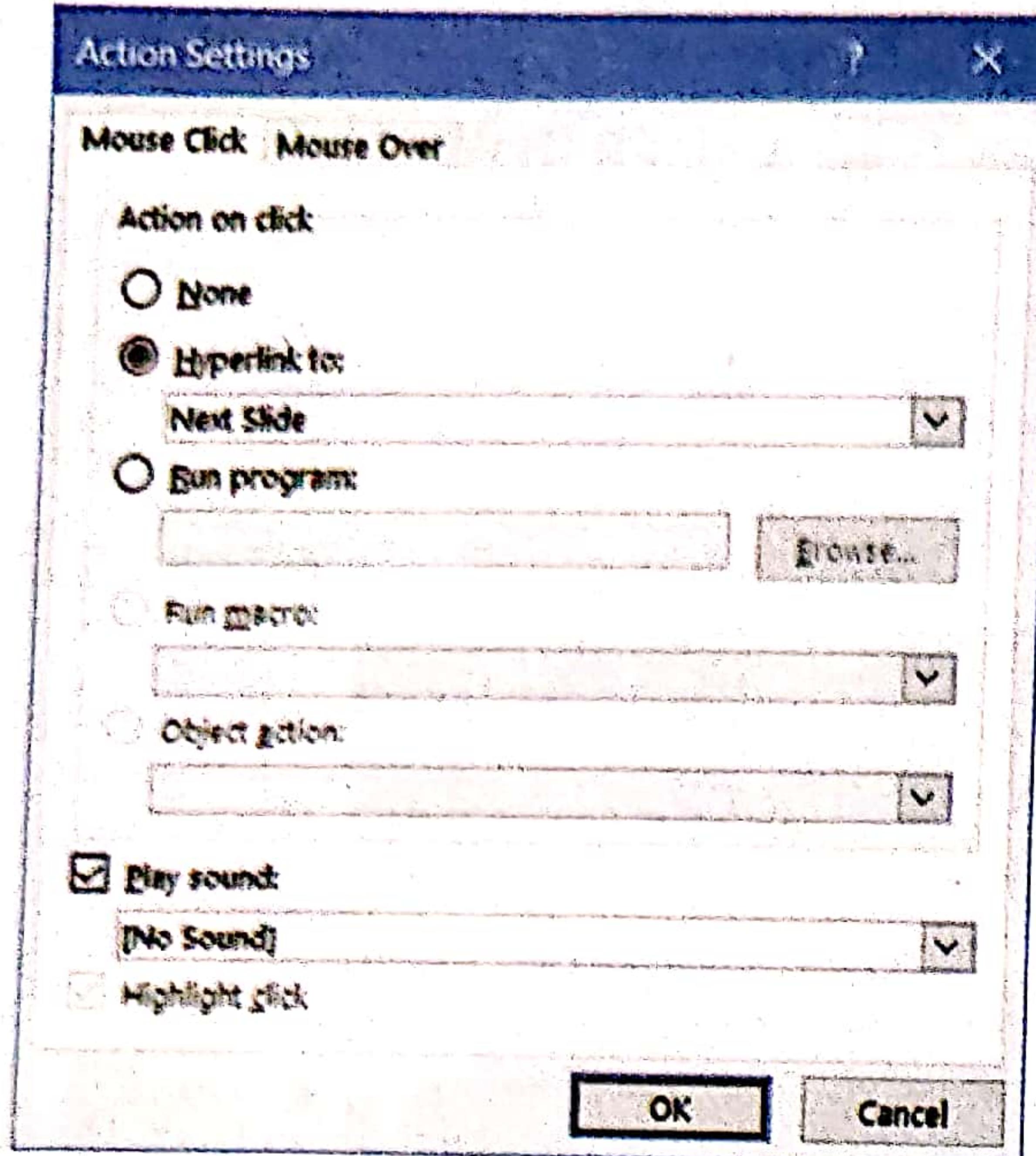
Step-3: Select the **Action Buttons** from the dropdown list and drag it on the slide. The **Action Settings** dialog box appears.

Step-4: Click the **Play sound** checkbox and select the type of sound from the list displayed. Now, click the **OK** button. The desired Action button is inserted.

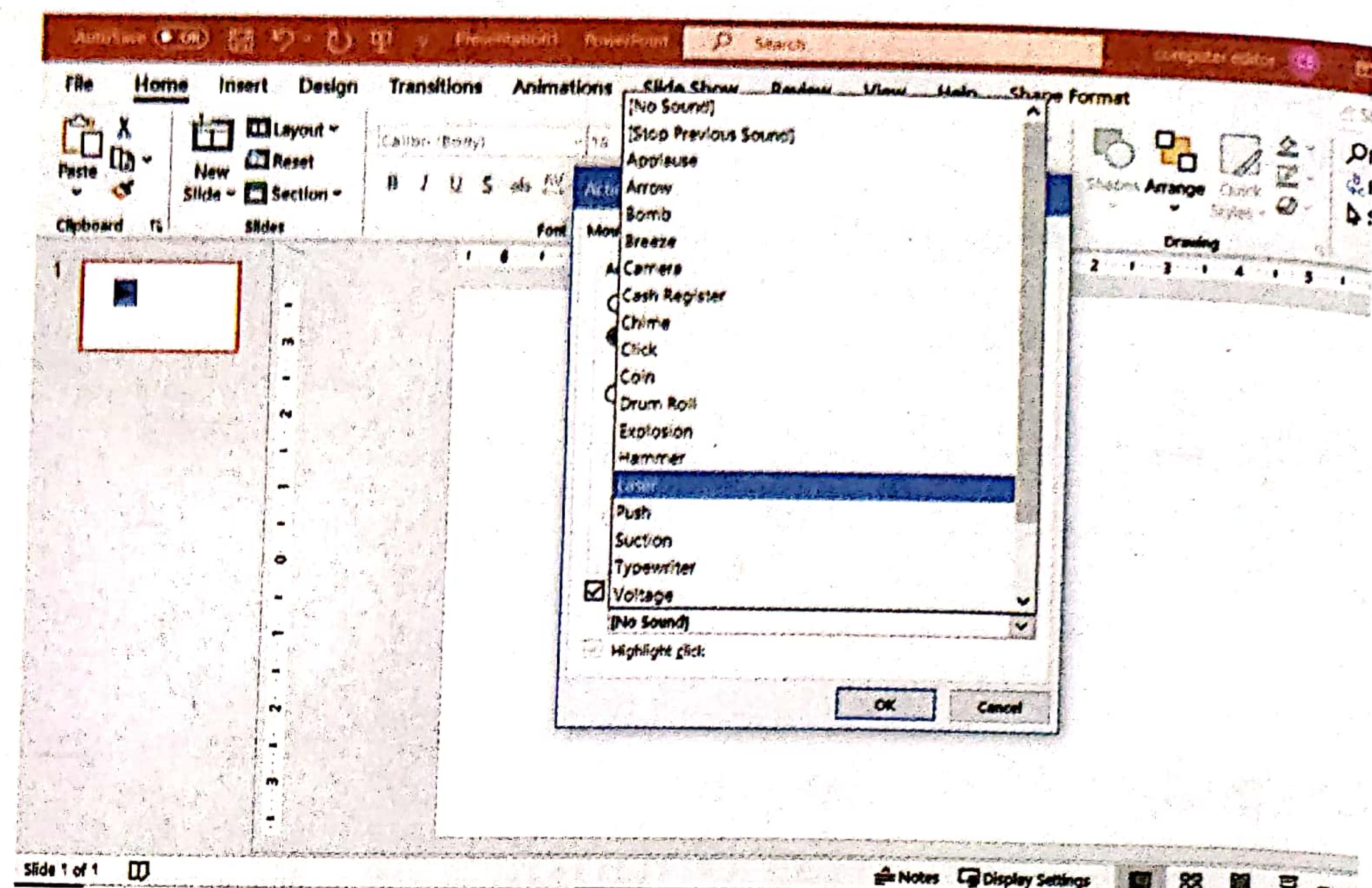


sound action button inserted to slide





action settings dialog box



select play sound from the list

Practice Time

Make a PowerPoint presentation on the topic 'Impact of Deforestation'. Also, insert an audio and a video file.

IMPORTING DATA FROM OTHER APPLICATIONS

You can also import data from some other applications (like MS Word, MS Excel) in your presentation.

There are two methods to import such a document in your presentation.

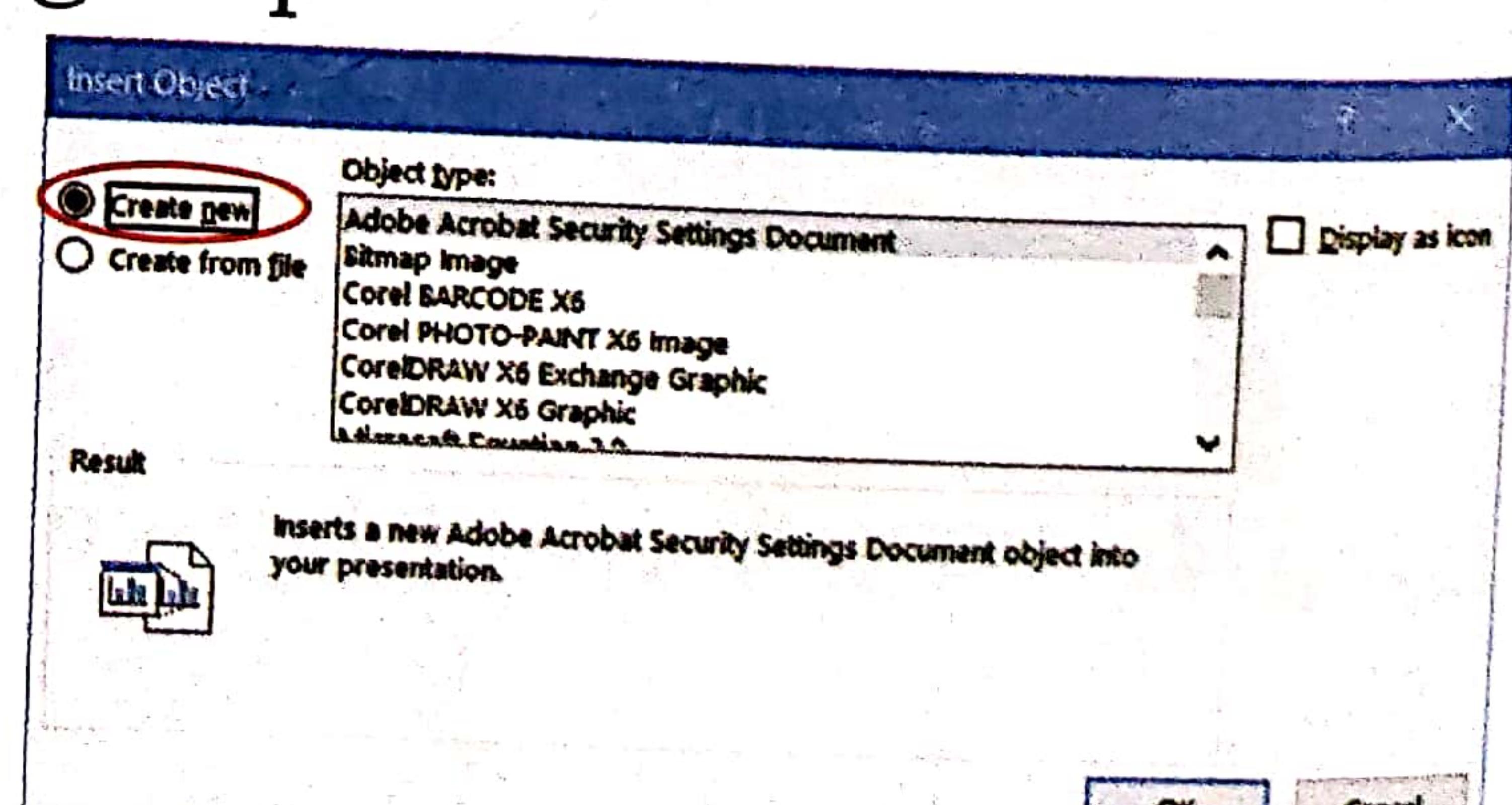
Create new

Step-1: Click the **Insert** tab.

Step-2: Click the **Object** from the **Text** group.

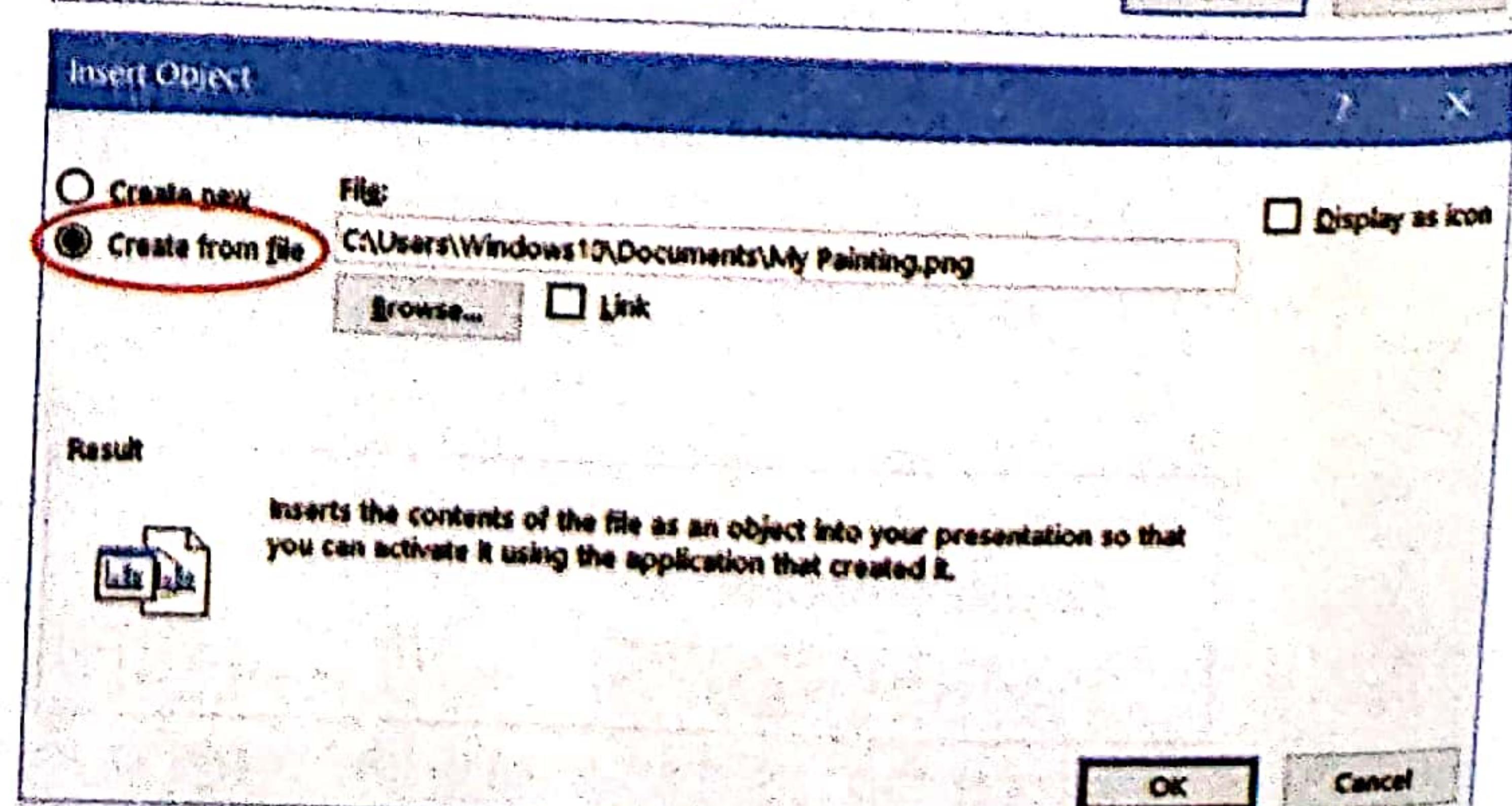
Create new

To import a new file, choose the **Create new** option. A list appears to choose the **Object type**. Select the required application and click the **OK** button.



Create from file

To import an existing file, choose the **Create from file** option. Click the **Browse** button. Choose the file and click the **OK** button. The path of the selected file is shown. Click the **OK** button.

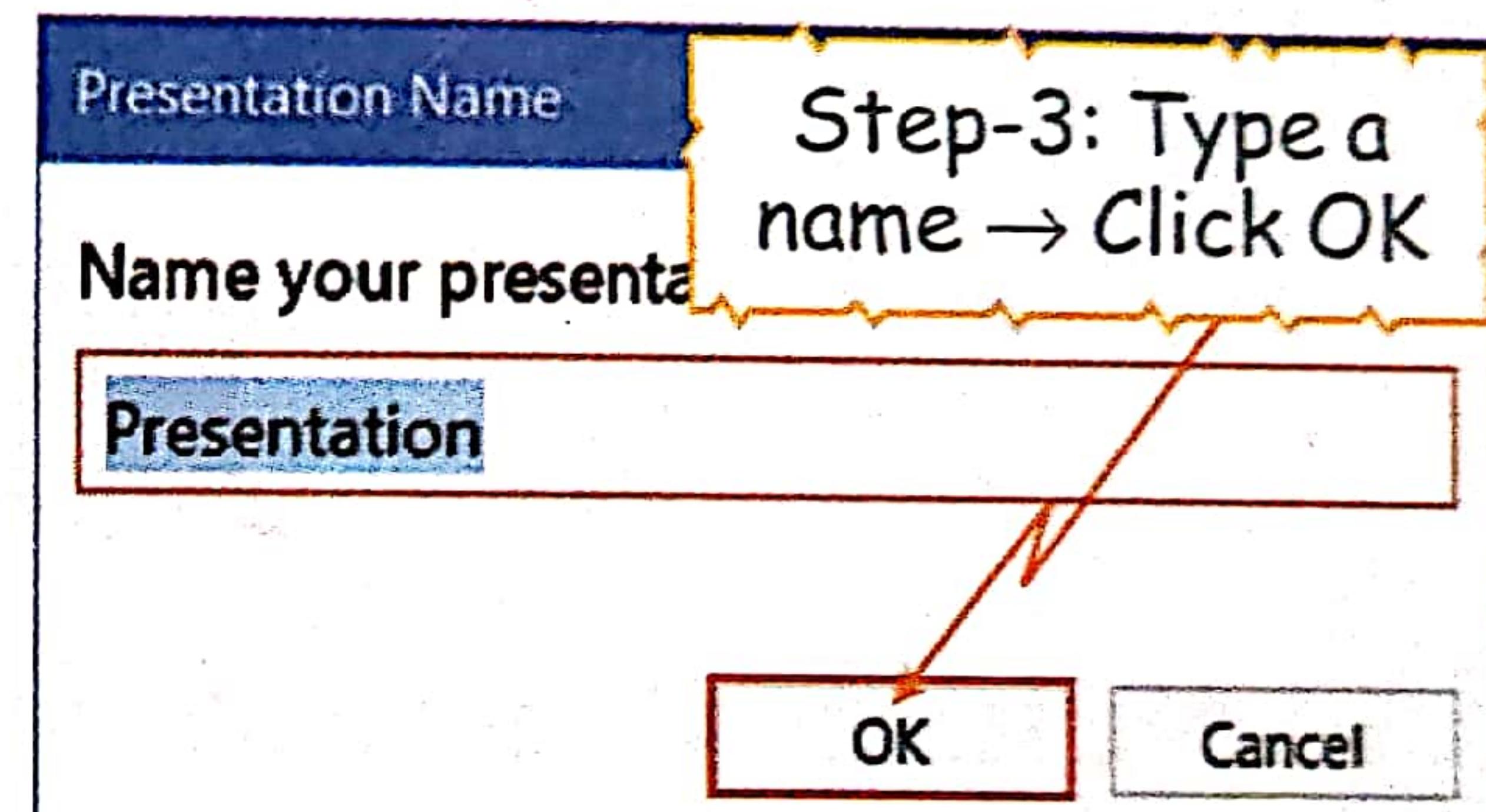
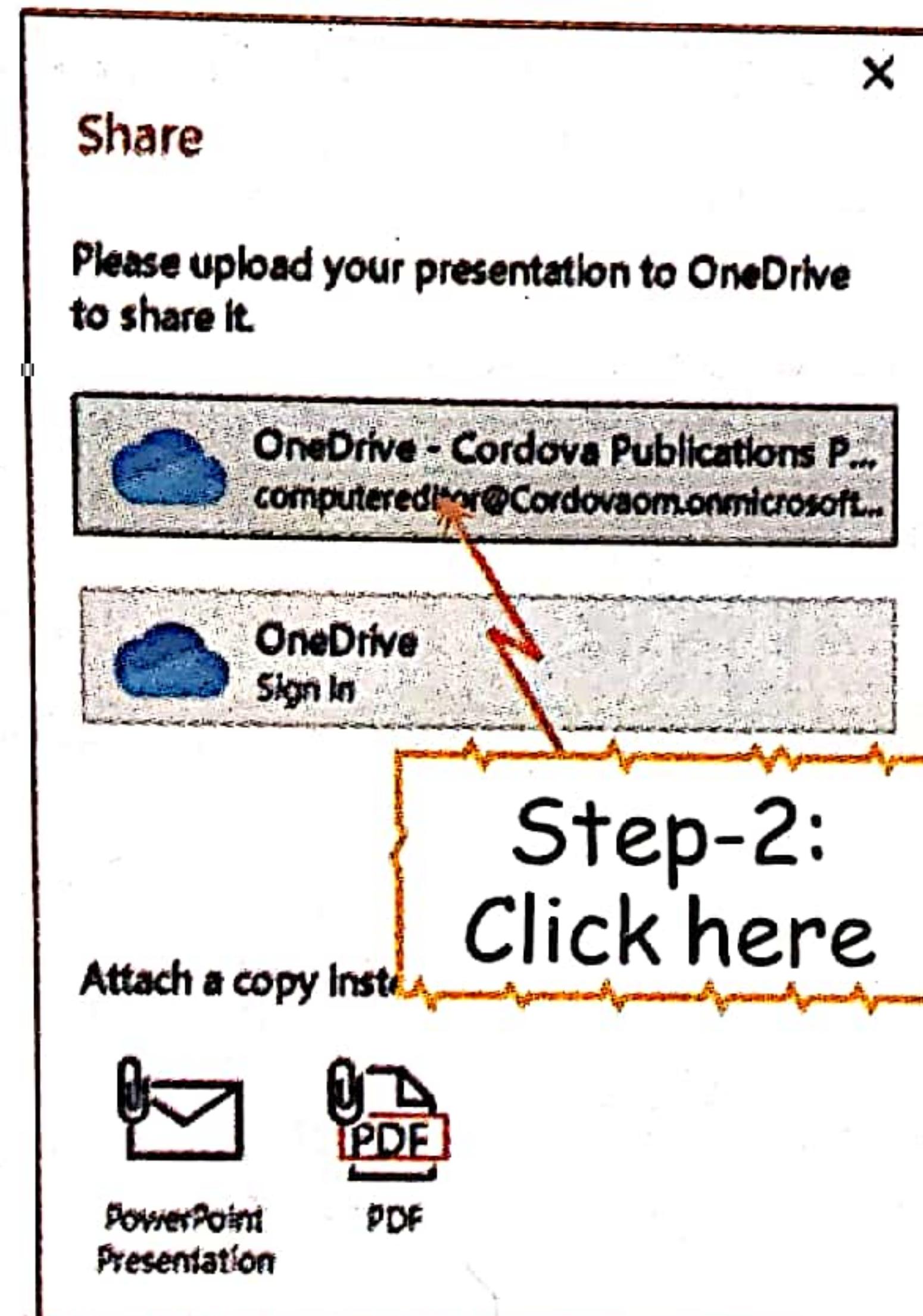
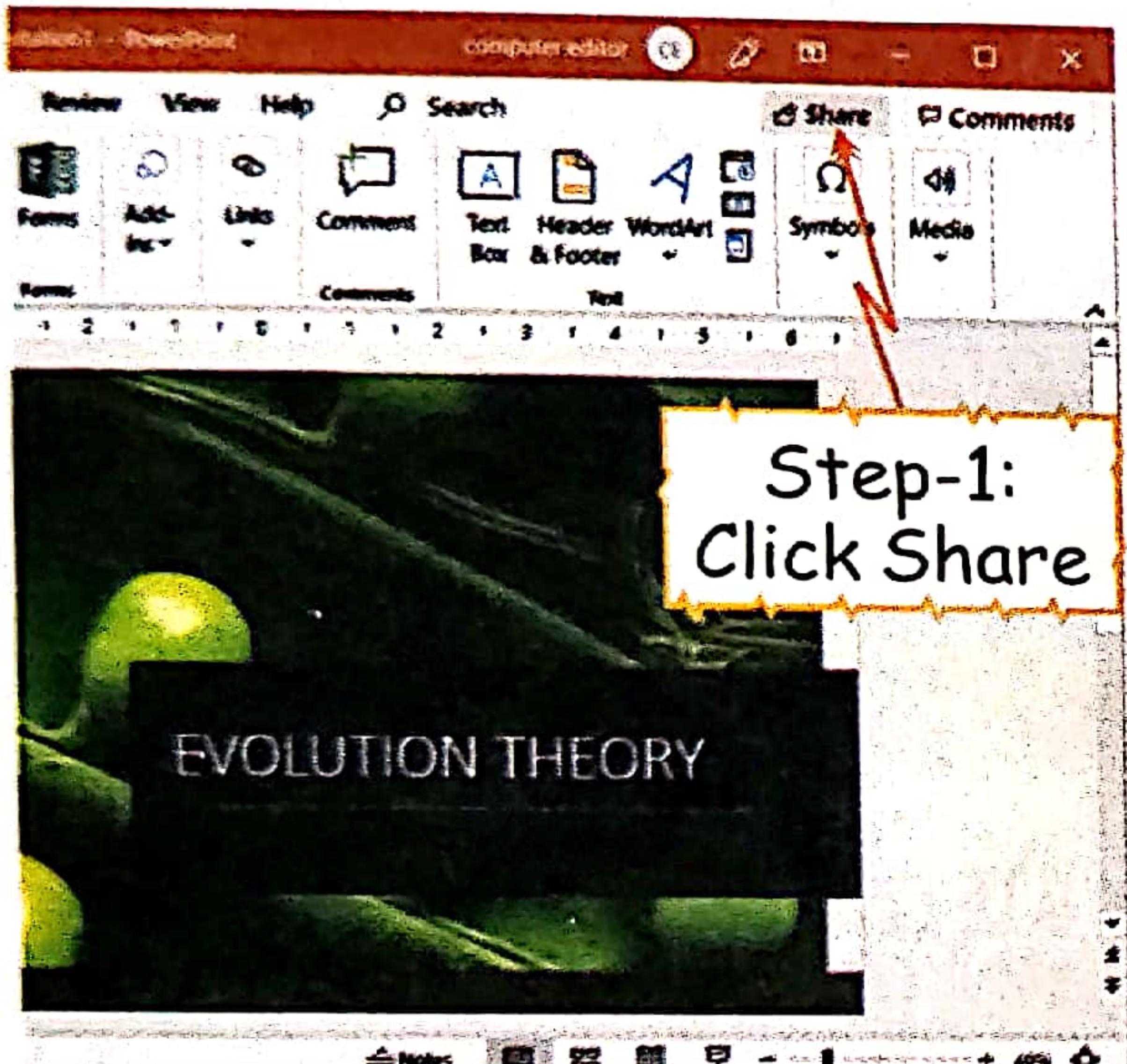


SHARING PRESENTATION ONLINE

You can share your presentation with other users.

To share a presentation online, follow the given steps:

- Step-1: Click the **Share** button present on the top-right corner on the **Ribbon**. A **Share** dialog box appears.
- Step-2: The Share dialog box prompts the user to save the presentation on the cloud. The location **OneDrive** is selected by default. Click on it.
- Step-3: When your presentation does not get saved, then write a name for your presentation in the **Presentation Name** dialog box and click the **OK** button. A **Send Link** dialog box appears.

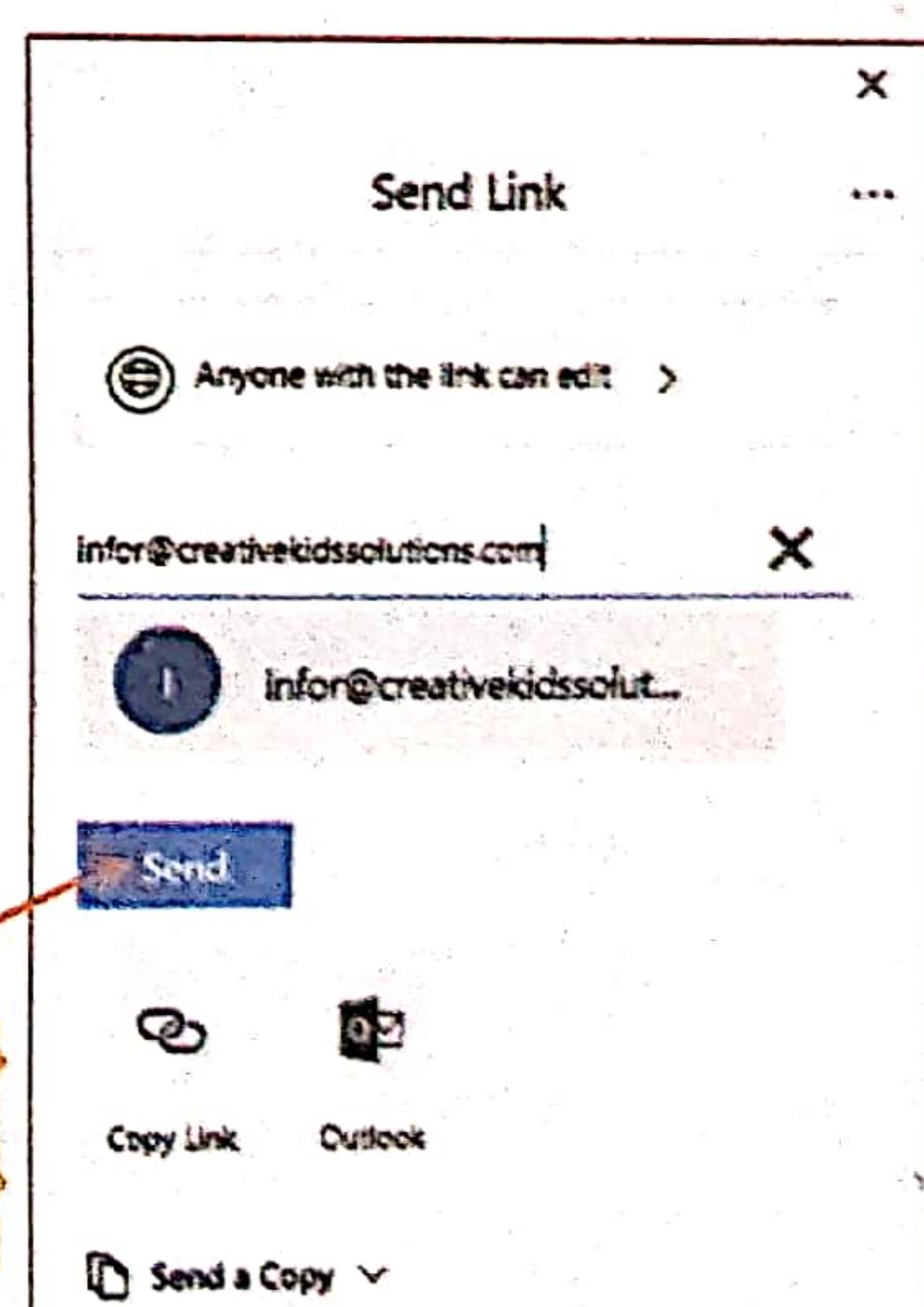


Share dialog box

- Step-4: Enter the e-mail address of the user you want to share your presentation with and click the **Send** button.

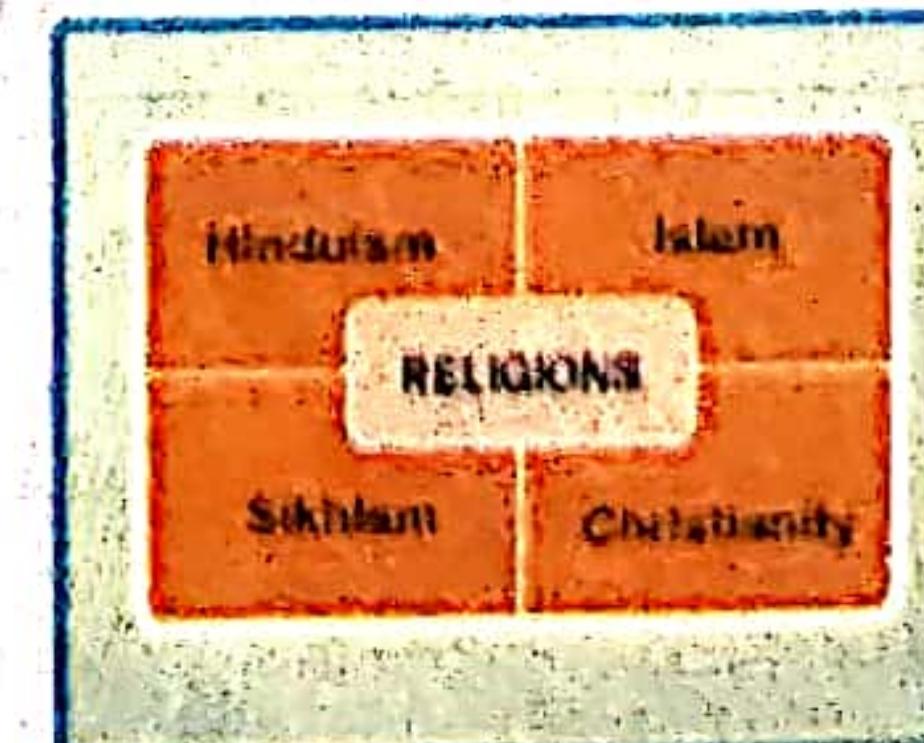
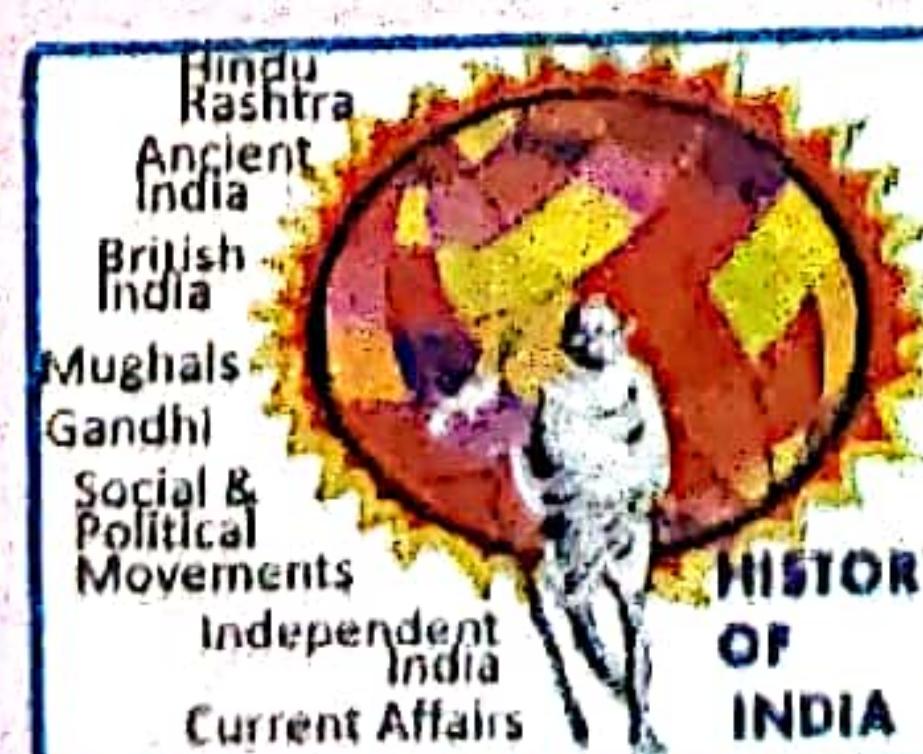
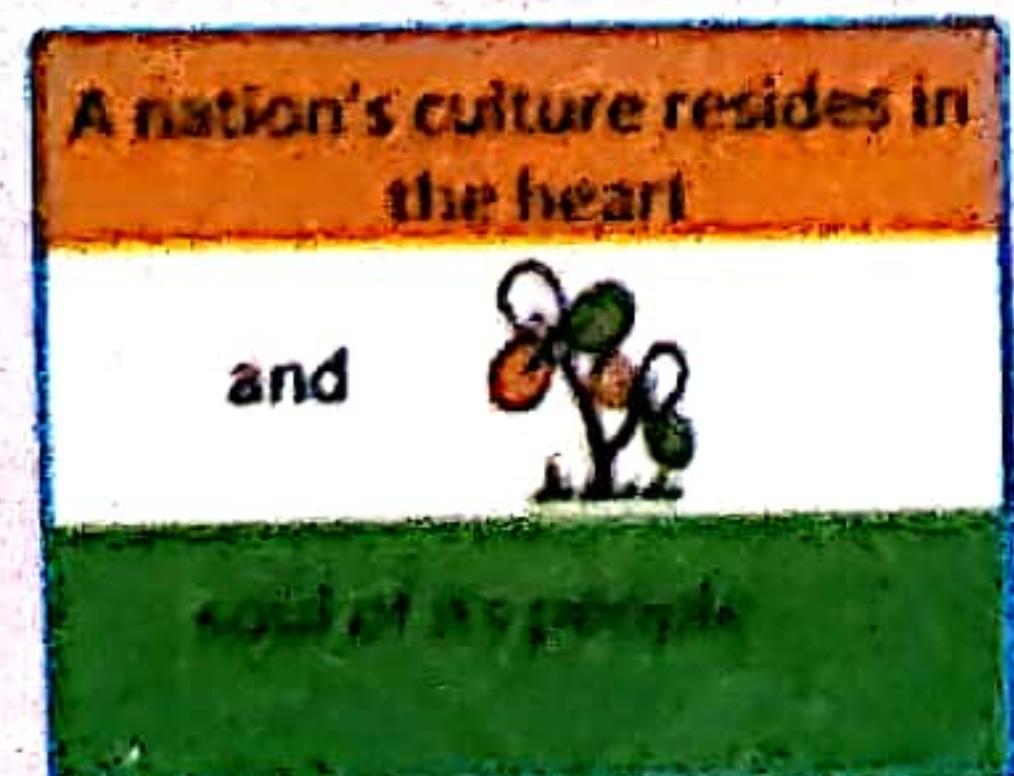
Now, your presentation is shared with the desired user.

Step-4: Enter the e-mail id and click Send



Practice Time

Create a PowerPoint presentation on different aspects of our country such as history, people, culture, food and festivals. Apply different animation effects to it.



While making the presentation, use the screen recording feature and record the steps to add animation effects to the second slide.



| Key Points

- ▷ The Slide Master is used to make changes on all the slides of a presentation at one go.
- ▷ Built-in Slide Layouts in PowerPoint consists of the placeholders for different types of objects or texts.
- ▷ The Transitions tab is used to control how and when the slides should appear during the slide show.
- ▷ The text, graphics and other objects are animated on slides using the Animations tab.
- ▷ The Action Buttons are the special buttons, that are activated to perform actions like playing a sound and a video clip during the slide show.
- ▷ The Share button is used to share a presentation online.
- ▷ The Insert tab provides options to add an audio or a video file in our slide.

EXERCISES

A. Multiple Choice Questions

1. is/are used to make changes on all the slides at one go.
(a) Slide Layouts (b) Action Buttons (c) Slide Master
2. The Close Master View button is present in the tab.
(a) Home (b) Slide Master (c) View
3. effects are used to make an object move in a specified pattern.
(a) Entrance (b) Exit (c) Motion paths
4. To animate a slide, click the tab.
(a) Animations (b) Transitions (c) Slide Show

B. Fill in the blanks.

1. The button is used to share a presentation online.
2. The audio command is present in the group.
3. The Action Buttons are present in the tab.
4. The button is used to play the audio.