



CHAPTER

5

MORE ON MS POWERPOINT 2016

INTRODUCTION

You already know that **Microsoft PowerPoint** is a presentation software. It is a part of **Microsoft Office** package. It creates and edits presentation for slide shows, meetings and webpages. Microsoft PowerPoint helps you structure the ideas and information you want to convey to your audience. It lets you create the contents of your presentation by typing or inserting text, pictures, sounds and animations. With it, you can add visual images, supporting documents and audio recordings to enhance your presentation.

Some other presentation software are **Google Slides**, **OpenOffice Impress** and **Keynote**. In this chapter, let's learn to apply more features and use editing options of PowerPoint to make your presentation more engaging and interesting.

SLIDE LAYOUTS

Layout is the method of arranging things or objects on a slide. A layout generally consists of placeholders for different types of objects or text. On a new slide, boxes with dotted borders are called **placeholders**. They hold titles, body text, bulleted lists, pictures, tables and charts. Each time you add a new slide, you can choose a different slide layout.

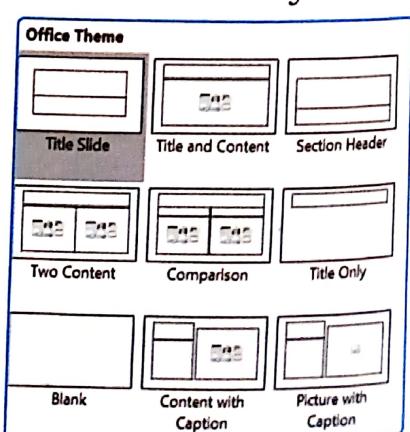
Types Of Slide Layouts

There are different types of **Slide layouts**.

- ① Title Slide
- ② Section Header
- ③ Comparison
- ④ Blank
- ⑤ Picture with Caption
- ⑥ Title and Content
- ⑦ Two Content
- ⑧ Title Only
- ⑨ Content with Caption

- SUCCESS MANTRAS FOR LIFE**
1. Clarify Your Goals.
 2. Motivate Yourself.
 3. Trust Yourself.
 4. Evaluate Your Achievement.
 5. Do Your Best.
 6. Enjoy Your Life.
 7. Keep Challenging.

Slide

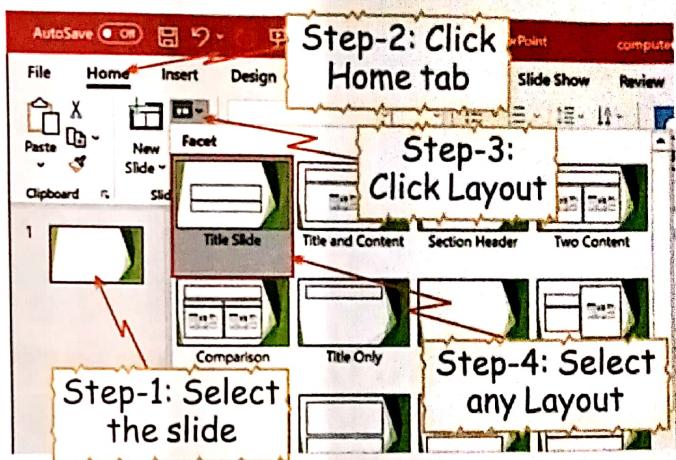


Changing The Slide Layout

To change the slide layout, follow the given steps:

- Step-1: Select the slide whose layout is to be changed.
- Step-2: Click the **Home** tab.
- Step-3: Now, click the **Layout**  from the **Slides** group.
- Step-4: Choose the layout you want from the various options displayed.

You can see that the layout of the selected slide has changed.

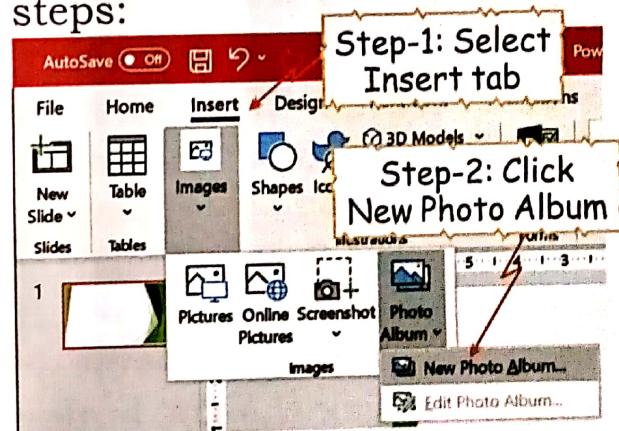


CREATING A PHOTO ALBUM

You have already learnt how to insert pictures from a file and use Internet. Now, let us learn to create a photo album. MS PowerPoint provides the feature to import pictures into a photo album. You can include one or more pictures per slide according to your need.

To create a Photo Album, follow the given steps:

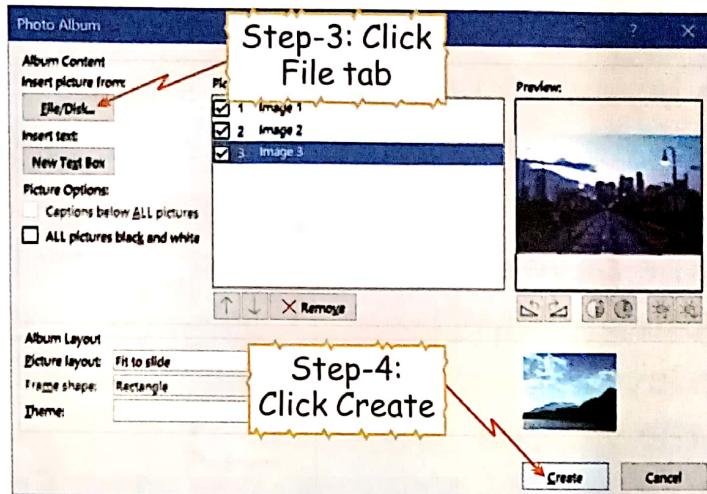
- Step-1: Click the **Insert** tab.
- Step-2: Click the **New Photo Album**  option from the **Photo Album** drop down menu in the **Images** group. The **Photo Album** dialog box appears.
- Step-3: Click the **File** tab under the **Insert picture from** section.



The **Insert New Pictures** dialog box appears. Select pictures of your choice and click the **Insert** button. When you want to select the multiple pictures, press **Ctrl** while clicking on the individual pictures. The list of selected pictures are displayed in the **Pictures in album** box. The picture can be rearranged using the up and down arrows below the **Pictures in album** box. You can also see the preview of the selected picture in the **Preview** pane next to the Pictures in album section.

- Step-4: The **Photo Album** dialog box provides various options for rearranging, adjusting, changing the picture layout and frame shape. Make the required changes and click on the **Create** button. Your photo album is created.



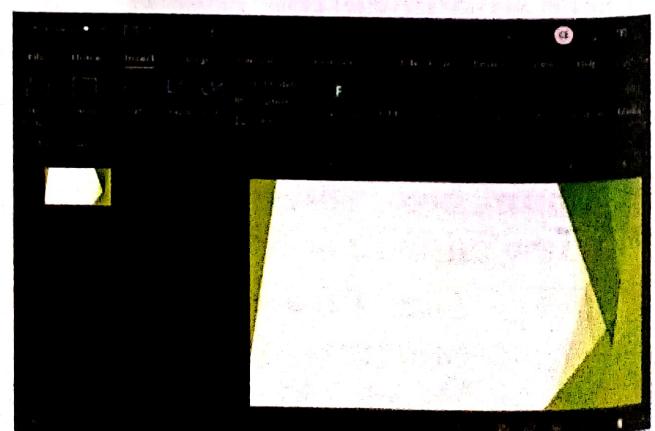
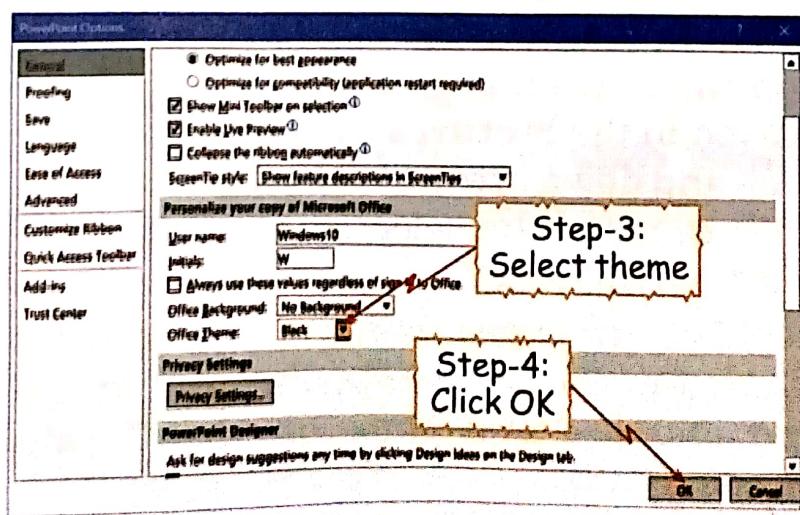
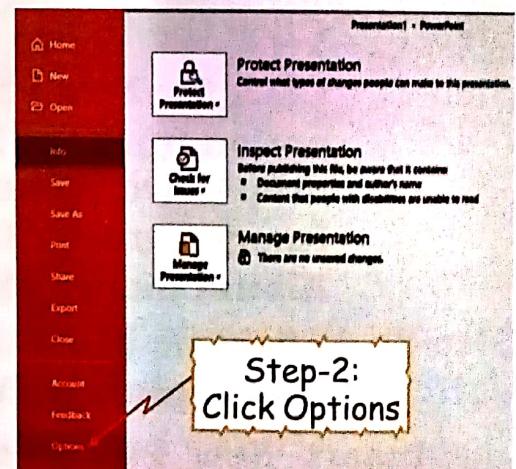


CHANGING OFFICE THEME

MS PowerPoint offers various **themes** to be applied to the presentation to make it better. It also provides themes for MS Office. The available themes are **Colourful**, **White**, **Black** and **Dark Gray**. These themes change the looks and feel of the window you are working on. Same applies to all the other themes, they change the colour of the window and the title bar according to their names respectively.

To change the MS Office theme, follow the given steps:

- Step-1: Click the **File** tab.
- Step-2: From the **Backstage view**, click the **Options**. The **PowerPoint Options** dialog box appears.
- Step-3: The **General** tab is selected by default. Select the desired theme option from the **Office Theme** drop down list.
- Step-4: Click the **OK** button and observe the changes.



after applying theme

Practice Time

Do the following tasks:

1. Open MS Paint.
2. Draw pictures in three different files and save them.
3. Open MS PowerPoint and create photo album of the pictures you created in Paint.
4. Save the file as Photo Album.

COMMENTS

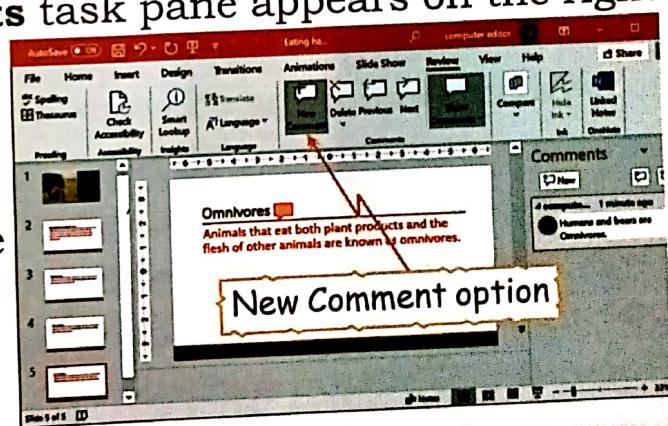
A **comment** is a type of note that is added to a text, object or an entire slide of PowerPoint presentation. It reviews and provides feedback on a presentation. You can change, hide or delete the comment anytime.

To add comments in a slide, follow the given steps:

Step-1: Place the cursor on the text or object where you want to add comments.

Step-2: Select the **New Comment**  button from the **Comments** group of the **Review** tab. A **Comments** task pane appears on the right side, consisting of a comment box and a comment icon.

Step-3: Type your comment in the comment box and click outside the comment box. Now close the **Comments** task pane. Your comment is added.



To view the comment, click on the **Comment**  icon on the slide or click on the **Show Comments**  from the **Comments** group in the **Review** tab.

SMART LOOKUP

Smart Lookup is one of the most useful features added in MS Office 2016. It automatically searches the information related to the selected word or phrase using Microsoft's Search engine, **Bing**.

To use **Smart Lookup**, follow these steps:

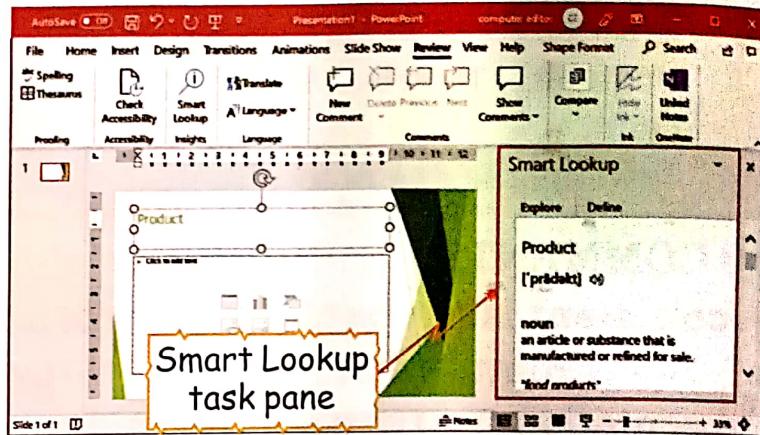
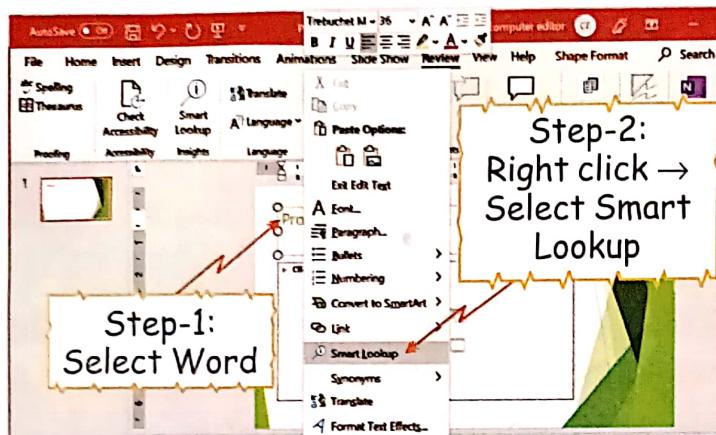
Step-1: Select the word or phrase you want to search.

Step-2: Right click on it and select the **Smart Lookup** from the Context menu.

OR

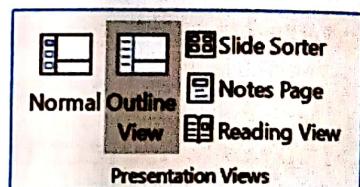


Select the **Smart Lookup**  option from the **Insights** group in the **Review** tab. The **Smart Lookup** task pane appears at the right side with the most relevant results.



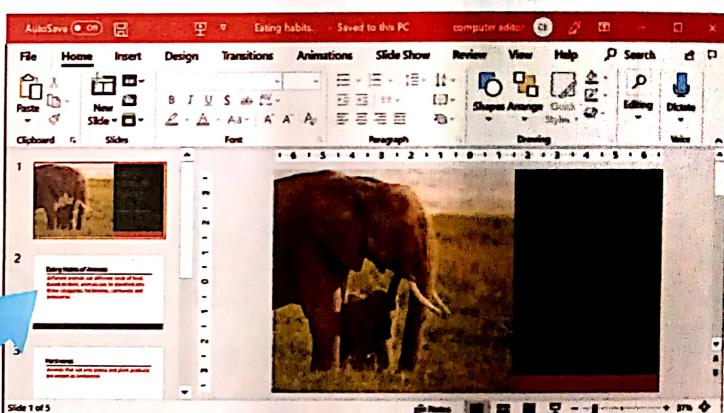
POWERPOINT VIEWS

Microsoft PowerPoint comes with different views to help you while creating a presentation. View options are present in **Presentation Views** group of the **View** tab. By default, a presentation opens in the **Normal View**.



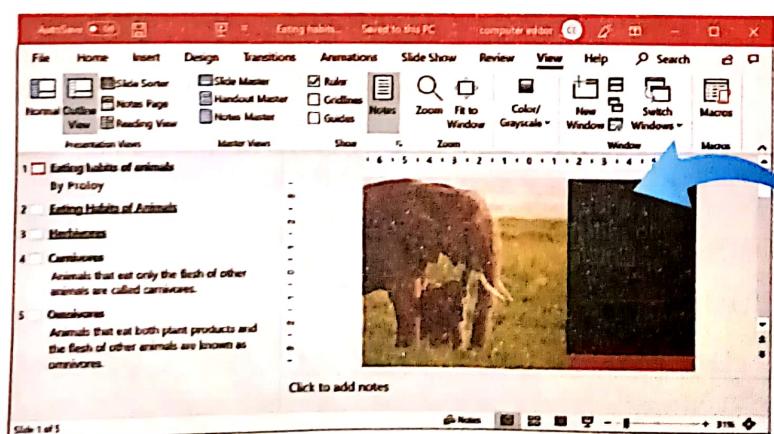
Normal View

It is the main editing view used to write, edit and design the presentation. This view displays a large view of the current slide. **To open the Normal View**, click the **Normal**  button from the **Presentation Views** group in the **View** tab or on the **Status bar**.



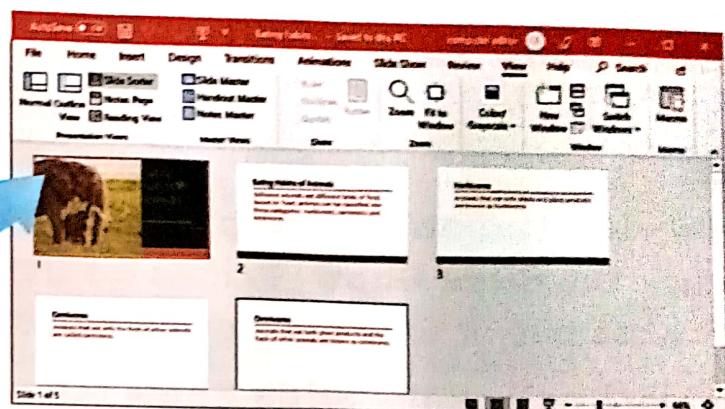
Outline View

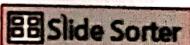
It allows working with the text. You can promote and demote text to create the main points and sub-points, move the text around and create summary slides. **To open the Outline View**, click the **Outline View**  button from the **Presentation Views** group in the **View** tab.

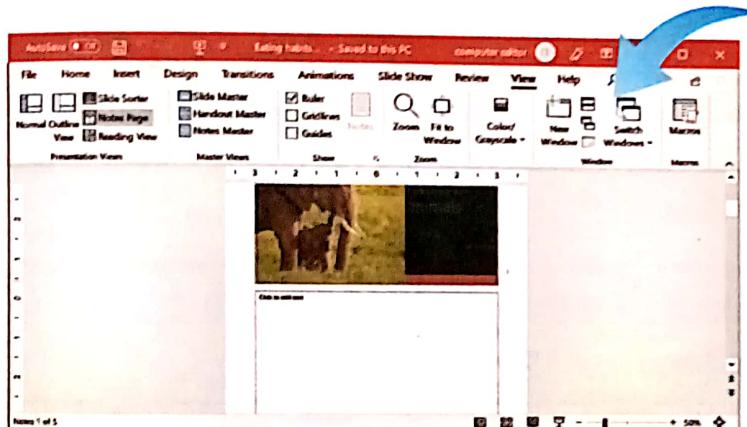


Slide Sorter View

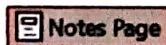
It allows you to view all the slides in the presentation at the same time, in the miniature form. You cannot add text or pictures in the Slide Sorter view, but you can delete slides and add transition and animation effects to the slide.



To open the Slide Sorter View, click the **Slide Sorter**  button from the **Presentation Views** group in the **View** tab or on the **Status bar**. In this view, you can also drag or move any slide from one position to another, to arrange them in a sequence for slide show.

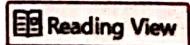


Notes Page View

It allows you to add notes related to contents on each slide. You can print them and use them during presentation. **To open the Notes Page View,** click the **Notes Page**  button from the **Presentation Views** group in the **View** tab or on the **Status bar**.

Reading View

It is useful when you do not want to view the presentation on full-screen, but as a slide show within a window. This view provides simple controls that help to switch between views to easily review the presentation. **To open**

the Reading View, click the **Reading View**  button from the **Presentation Views** group in the **View** tab.



Slide Show View

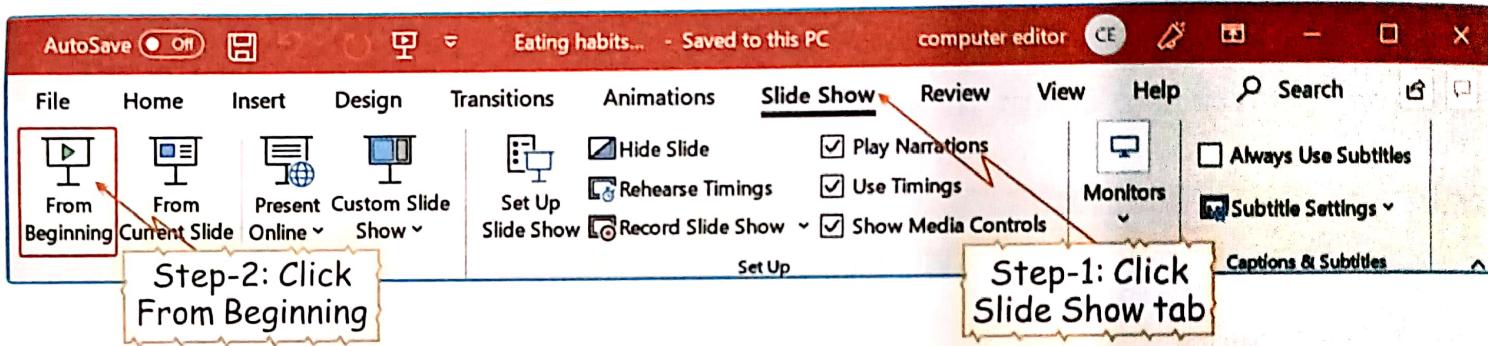
The Slide Show view is used for giving an on-screen presentation.

To view the on-screen presentation, click the **Slide Show**  icon on the **Status bar** or follow the given steps:



Step-1: Click the **Slide Show** tab on the Ribbon.

Step-2: Click **From Beginning**  in the **Start Slide Show** group. You can see all the slides one by one on full screen.



Remember

To easily switch between views, you just click the icons on the status bar.

 Normal  Slide Sorter  Reading  Slide Show

Practice Time

Make a presentation on the topic 'Minerals' using Themes.

MINERALS

Minerals are the substances found in rocks.

Minerals are of two types:

1. Metallic Minerals
2. Non Metallic Minerals

Examples:

1. Metallic Minerals: Iron, Copper
2. Non Metallic Minerals: Salt, Gravel

Follow the given steps:

- Step-1: Open Microsoft PowerPoint 2016.
- Step-2: Click the File tab → New.
- Step-3: Click Themes and choose a type.
- Step-4: Click the Create button.
- Step-5: Add more slides and type text on each slide as shown.
- Step-6: Apply different views and notice how slides are displayed in each view.



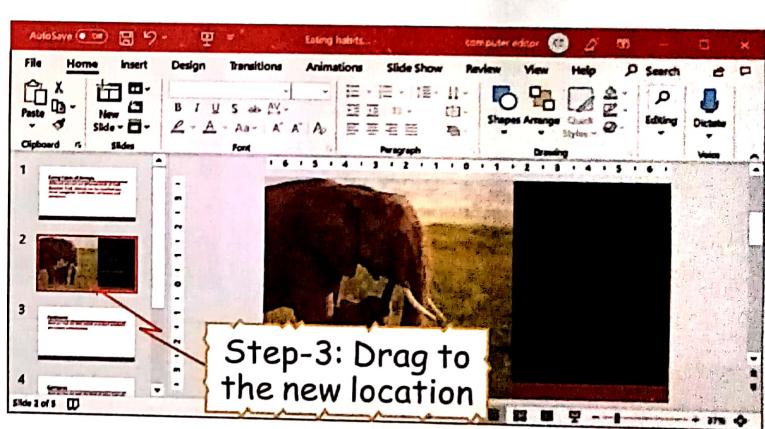
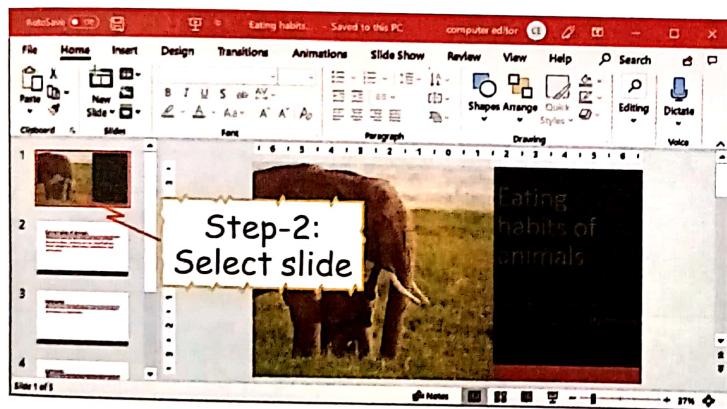
✓ | Keyboard Shortcuts

- ❖ Press F5 to start the slide show.
- ❖ Press Esc key to end the slide show.

💻 REARRANGING SLIDES

You can rearrange the order of slides in Normal, Outline and Slide Sorter View. **To rearrange the order of slides in Normal view**, follow the given steps:

- Step-1: Open the presentation in **Normal** view.
- Step-2: Select a slide from the **Slides Navigation** pane which you want to move.
- Step-3: Drag the selected slide to the location you want.



To rearrange the slides in the Slide Sorter View and Outline View, you can open the presentation in the respective view and follow the steps mentioned above.

💻 NAVIGATING FROM SLIDE TO SLIDE

There are several ways to navigate from slide to slide when you edit your presentation. The method you choose depends on the view that is currently active. Either the keyboard or the mouse can be used to navigate the slides.

Using The Keyboard

To navigate slides using the keyboard, use the shortcuts keys listed below:

Key Combination

Movement

Page Up

: It takes you one slide back at a time.

Page Down

: It takes you one slide forward at a time.

- Ctrl +Home : It takes you to the beginning of the presentation.
 Ctrl +End : It takes you to the end of the presentation.

Using The Mouse

You can also use the mouse to scroll through your presentation. In the Normal view, the vertical scroll bar also contains the Previous slide and Next slide buttons. You click these buttons to move to the previous or the next slide.



Practice Time

1. Create the following presentation and have a slide show.

Say 'NO' To Plastics

Plastic is a light-weight, easily available, cheap, durable and water proof material.

It is used to make many useful things like bottles, lunch boxes, pencil boxes, toys ,pens etc.

Harmful effects of plastic:

- Burning plastic produces many harmful gases.
- It reduces fertility of soil.
- It is non-biodegradable.
- The plastic bags blocks the drains and results in spread of dirty water which lead to many diseases.

How can we reduce plastic pollution?

- Always carry a cloth or jute bag when you go for a shopping.
- Create awareness among people about the harmful effects of plastic.
- Always prefer the alternatives of plastics.
- Recycle the things made up of plastic.

2. Apply the Smart Lookup on the words recycle and non-biodegradable. Observe the results. Also change the layout of the first slide.
3. Change the Office theme.
4. Create another presentation on 'Importance of Recreation' using Sample templates and add relevant comments in your presentation.

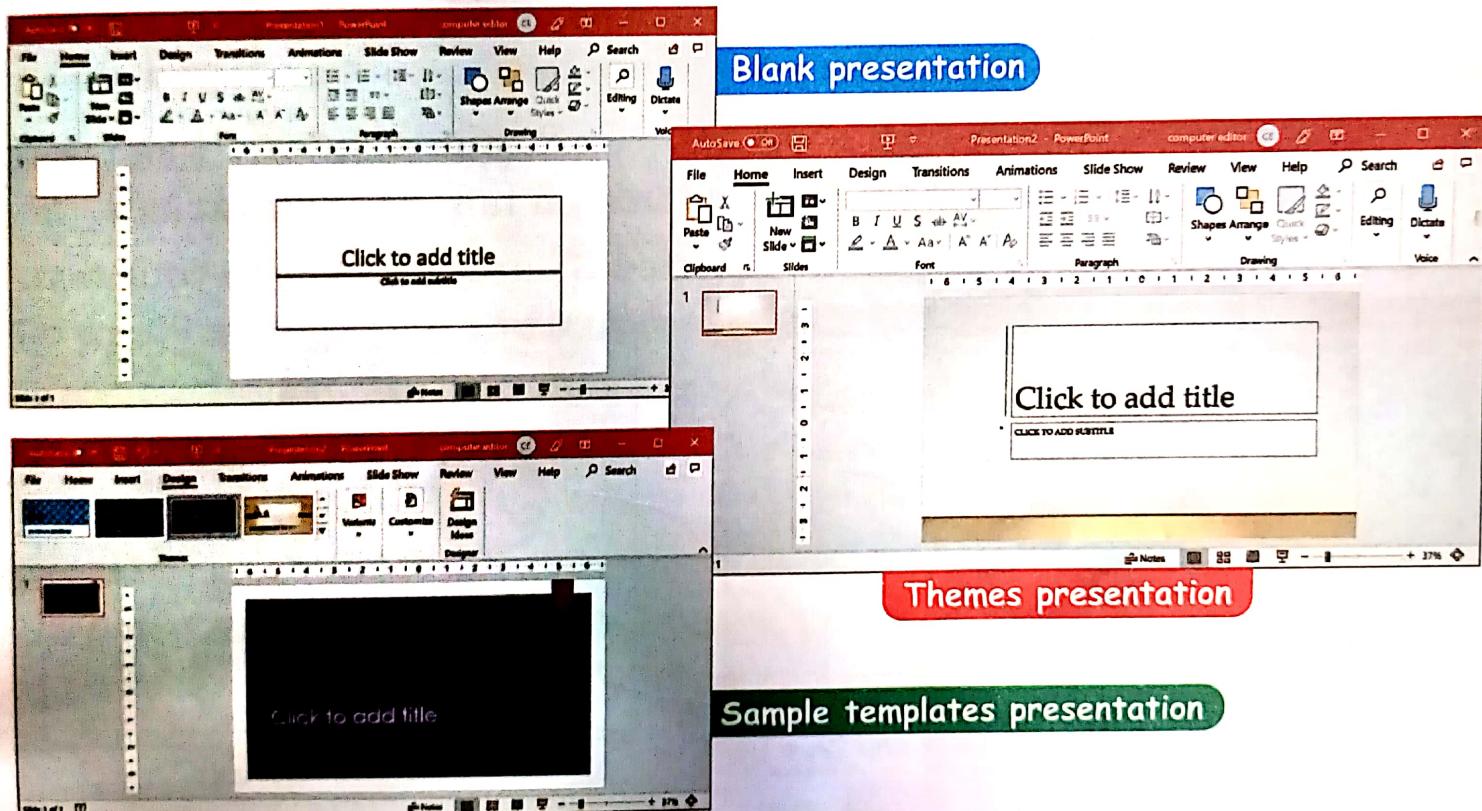


FORMATTING IN MS POWERPOINT 2016

INTRODUCTION

You already know how to create presentation in Microsoft PowerPoint 2016. There are mainly three ways to create a new presentation.

1. **Blank presentation:** This option creates a presentation with a white background and black text.
2. **Sample templates:** Sample templates are the saved presentations which include different themes and layouts that help you to work quickly and easily.
3. **Themes:** Themes are the set of pre-designed format of text, colour schemes and graphics effects.



Let us learn more about Microsoft PowerPoint 2016 and its formatting features.

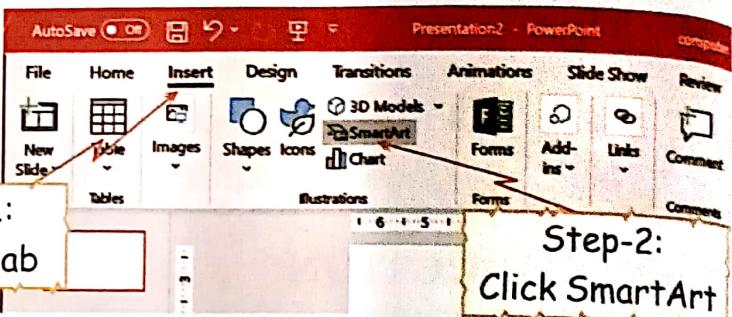
INSERTING SMARTART

It is a graphical way to represent your text in different layout and style.

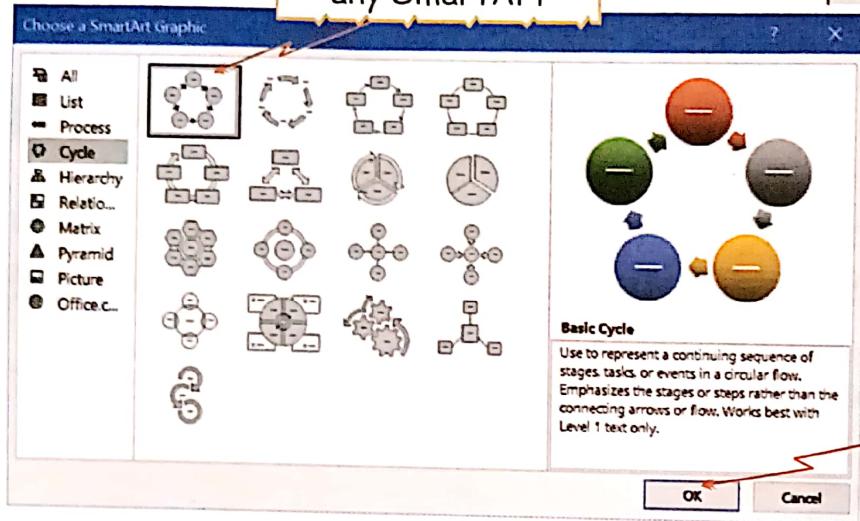
To add SmartArt in your presentation, follow the given steps:

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

Step-2: Click **SmartArt** from the **Illustrations** group. A dialog box appears.



Step-3: Select any SmartArt



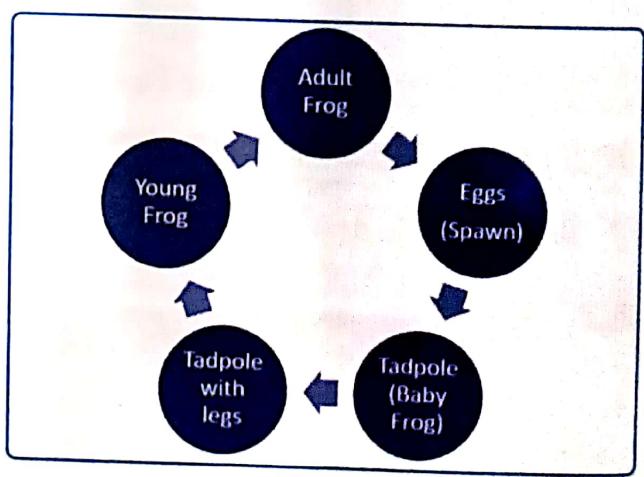
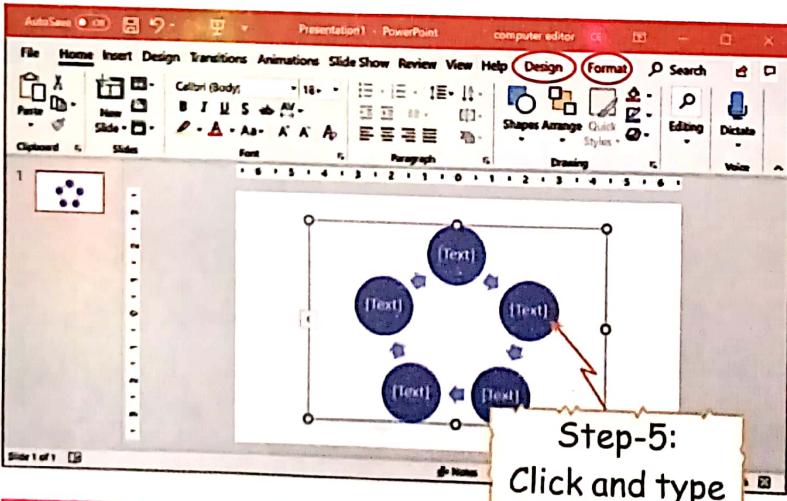
Step-3 Select the layout of **SmartArt** from left pane and choose the type of SmartArt.

Step-4: Click OK

Step-4: Click the **OK** button.

The selected SmartArt is inserted in your slide and two new tabs automatically appear **SmartArt Design/Design** tab and **Format** tab.

Step-5: Click on the **[Text]** in the inserted SmartArt and type your text.



after adding Text

Practice Time

Make a slide on Food Chain.

Follow the given steps:

Step-1: Insert 'Process' SmartArt.

Step-2: Enter the text as shown.

Step-3: Collect pictures from the Internet and insert in the slide as shown.



APPLYING THEME

A **theme** is a set of colours, fonts and special effects. Theme provides attractive background to your slides.

To apply a theme to all the slides in your presentation, follow the given steps:

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

Step-2: Click the **More**  button from the **Themes** group.

Step-3: Click any theme to apply it to all the slides.



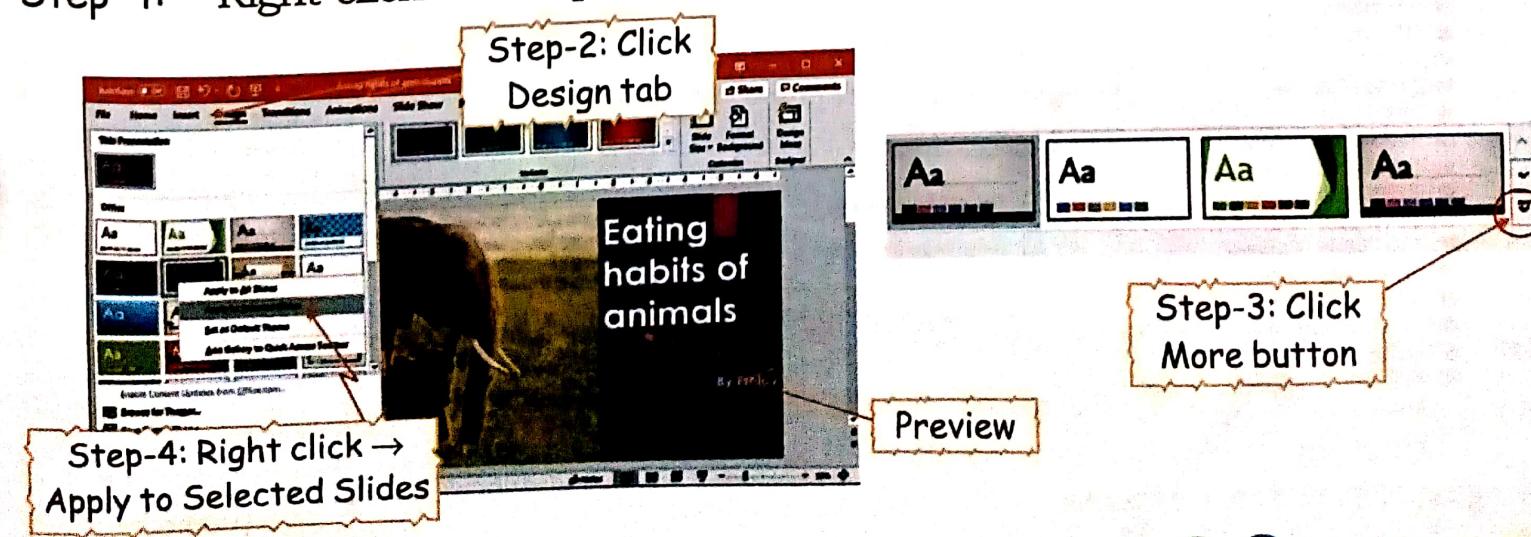
To apply a theme on the selected slides, follow the given steps:

Step-1: Hold down the **Ctrl** key and then click to select the slides on which you want to apply a theme.

Step-2: Click the **Design** tab on the Ribbon.

Step-3: Click the **More**  button from the **Themes** group.

Step-4: Right-click the required theme and click **Apply to Selected Slides**.





Eating Habits of Animals

Different animals eat different kinds of food. Based on food, animals can be classified into three categories: herbivores, carnivores and omnivores.

Herbivores

Animals that eat only plants and plant products are known as herbivores.

Carnivores

Animals that eat only the flesh of other animals are called carnivores.

Omnivores

Animals that eat both plant products and the flesh of other animals are known as omnivores.

theme applied to all slides



Eating Habits of Animals

Different animals eat different kinds of food. Based on food, animals can be classified into three categories: herbivores, carnivores and omnivores.

Herbivores

Animals that eat only plants and plant products are known as herbivores.

Carnivores

Animals that eat only the flesh of other animals are called carnivores.

Omnivores

Animals that eat both plant products and the flesh of other animals are known as omnivores.

theme applied to selected slides

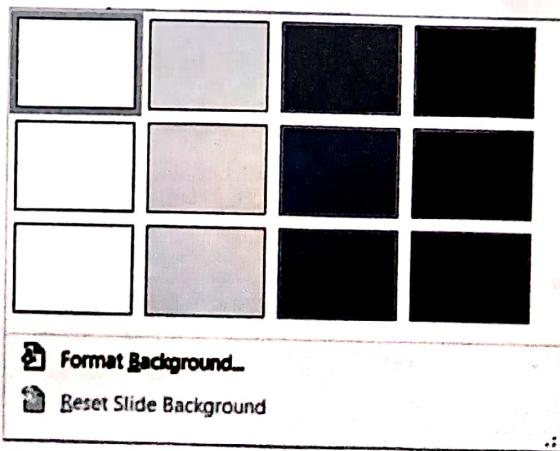
Editing Theme

You can change the colours, fonts, effects and background styles for the current theme.

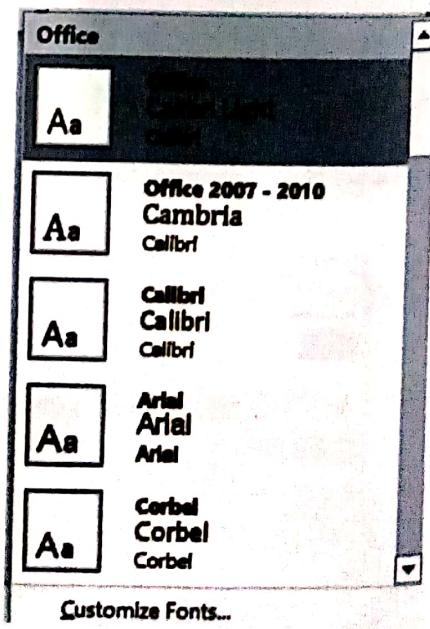
To change colours for the theme, select the slide, click the **More** button from the **Variants** group in the **Design** tab and choose the **Colors** option. Now, select the colour scheme of your choice.

To change the Background styles, select the slide, click the **More** button from the **Variants** group in the **Design** tab and click the **Background Styles** option. Select the background style of your choice from the dropdown menu that appears.

To change the Fonts, select the slide, click the **More** button from the **Variant** group in the **Design** tab and click the **Fonts** option. Select the desired font from the drop down menu that appears.



changing background style
for the theme



changing font for
the theme

changing colours for the theme



Practice Time

Do the following tasks:

1. Apply a theme to any presentation you made earlier.
2. Edit the theme by changing the colours, fonts and background styles of the slide.

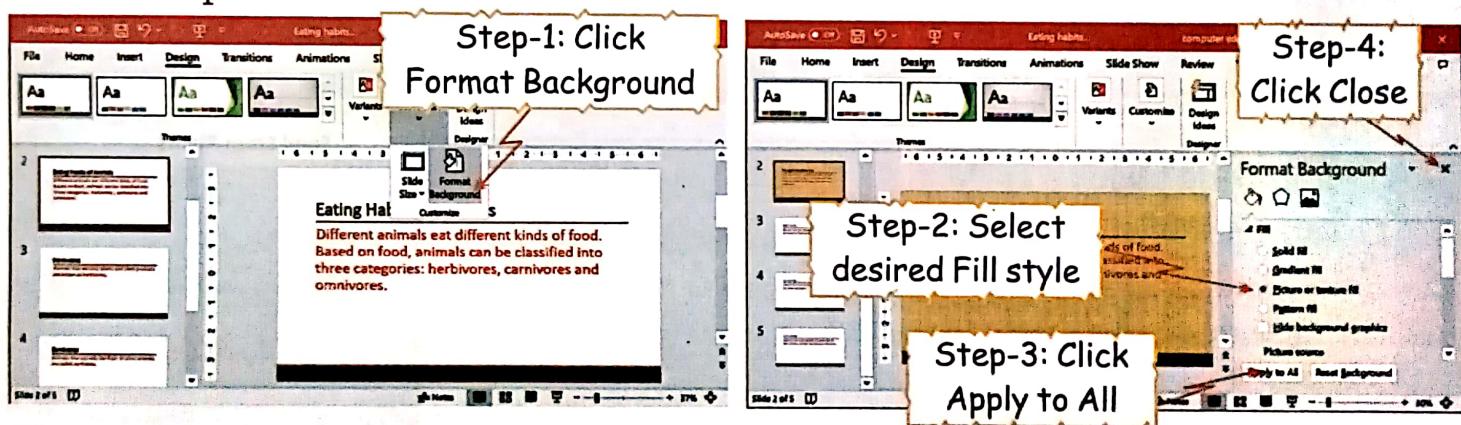
Do You Know

Slide Master is the slide that stores information about the themes applied. It includes font styles, placeholder size and positions, background design and color schemes.

CHANGING BACKGROUND COLOUR

To format background, follow the given steps:

- Step-1: Click the **Format Background** button present under the **Customize** group in the **Design** tab. The **Format Background** taskpane appears.
- Step-2: Select the desired **Fill** style by clicking the radio button.
- Step-3: Click the **Apply to All** option and the desired background is applied to all slides.
- Step-4: Click the **Close** button to close the **Format Background** task pane.



INSERTING TABLES

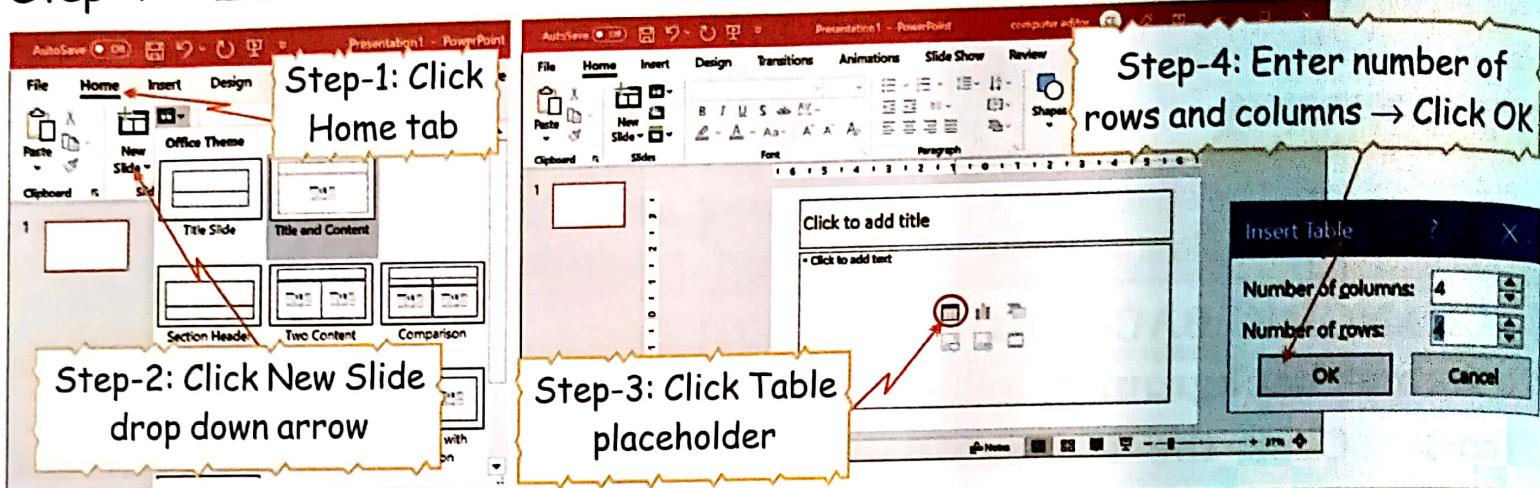
Tables are wonderful structures for presenting data in the rows and columns format.

To insert a table in a slide, follow the given steps:

- Step-1: Click the **Home** tab.
- Step-2: Click the **New Slide** drop-down arrow from the **Slides** group and select a slide layout that includes a Table placeholder. For example, Title and Content.

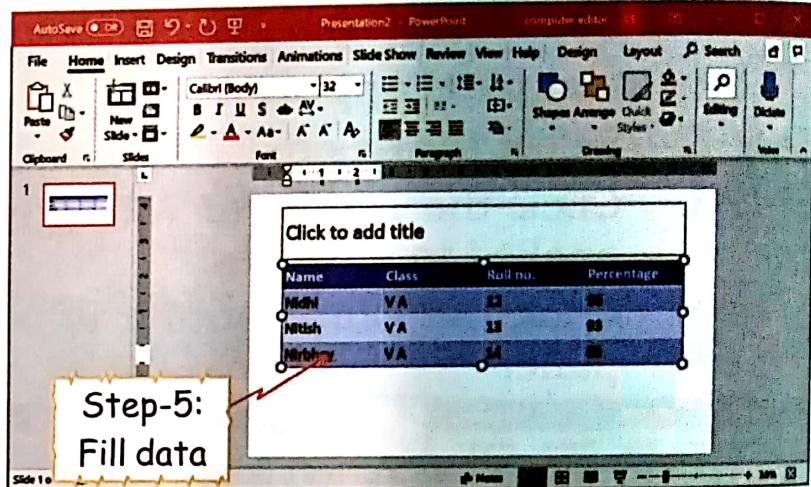


- Step-3: Click the Table placeholder. The **Insert Table** dialog box appears.
Step-4: Enter the number of columns and rows, click the **OK** button.



- Step-5: An empty table is displayed. Fill in the data to complete your table.

Once the table is inserted in your slide, two new tabs automatically appear, i.e., **Table Design/Design** tab and **Format** tab.



Practice Time

Do the following tasks:

1. Create the given table in your slide.
2. Select the table and explore the commands of the Design tab and Layout tab.

Food From Plants		
S.No.	Edible Part	Plant
1	Roots	Carrot, turnip, radish, sweet potato
2	Stems	Sugar cane, onion, ginger, potato
3	Leaves	Mint, spinach, cabbage, lettuce
4	Flowers	Cauliflower, banana flower, broccoli, pumpkin flower
5	Fruits	Apple, guava, mango, grapes
6	Vegetables	Beans, cucumber, brinjal, peas
7	Seeds	Wheat, rice, kidney beans, cumin
8	Nuts	Cashew nuts, almonds, walnuts, groundnuts

I Remember

You can click Table  from the Tables group of the Insert tab to create a table directly.

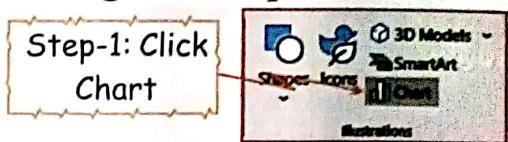
INSERTING CHARTS

You know about presenting data and information in the form of numbers. This is called numeric data. It is also possible to present numeric data and information in the pictorial form.

A pictorial representation of numeric data is called a **chart** or a **graph**.

To insert a chart in your presentation, follow the given steps:

Step-1: Click the **Chart**  from the **Illustrations** group on the **Insert** tab.



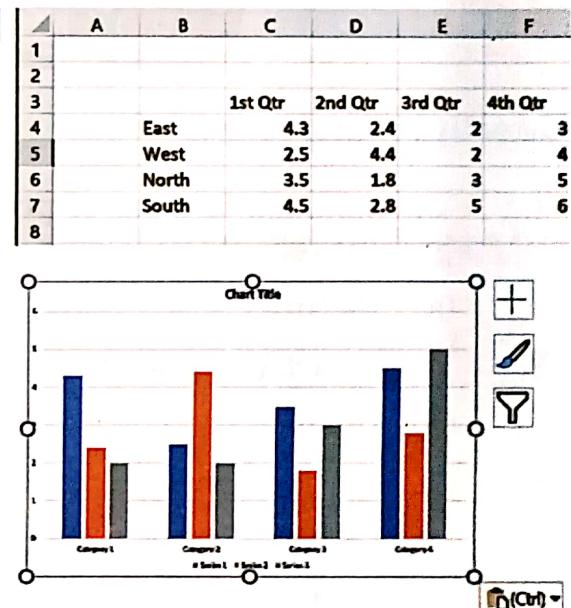
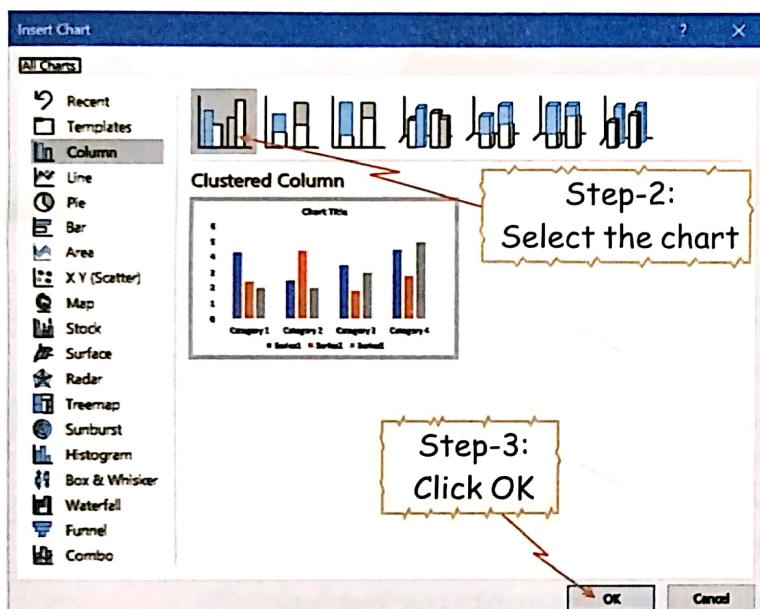
OR

Use any slide layout that includes a **Chart**  icon in the content placeholder and click on it. The **Insert Chart** dialog box appears.

Step-2: Choose the Chart category and select the chart type of your choice.

Step-3: Click the **OK** button.

The selected chart type is inserted in your presentation.



Apart from this, the chart you obtain on the slide has some fixed data in it. If you want a chart with your own set of data, you can right-click on the chart and click the **Edit Data**. A datasheet appears with the default data for chart. You can modify the data of this sheet as per your requirements. Every time you press the **Enter** key on the datasheet, the chart gets refreshed and the newly entered data takes effect.

Practice Time

Do the following tasks:

1. Prepare a presentation on Pollution and its types.
2. Insert a table depicting the growing Air pollution in Delhi, Mumbai, Kolkata and Hyderabad for the years 2019, 2020 and 2021.
3. Insert a suitable chart to represent your data in the table.
4. Apply different themes on all the slides.
5. Save the presentation as 'Pollution.pptx'.

