IUCTI

EDUCATIONAL FOUNDATION

Computer Training Institute

MICROSOFT POWERPOINT NOTES

INTRODUCTION OF MS POWER POINT

The MS PowerPoint is the part of Microsoft Office family Software there are following part of Microsoft Office family:

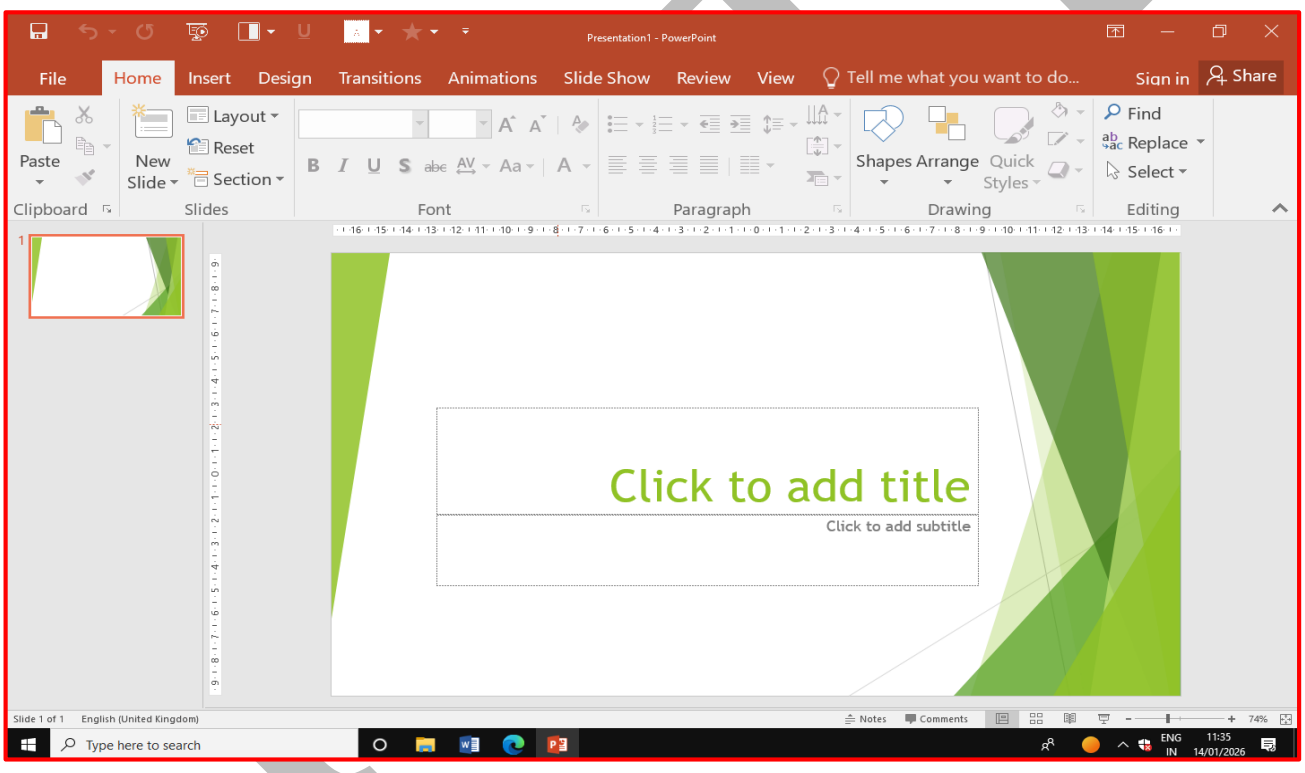
1. Microsoft Word
2. Microsoft Excel
3. Microsoft Access
4. Microsoft PowerPoint

PowerPoint is a Microsoft presentation program that creates a slide-show of important information, charts and images to display during presentation. PowerPoint is complete presentation graphics package.it is also known as slide-show.

- MS PowerPoint Extensions: .PPT _____ 2003
- MS PowerPoint Extensions: .PPTX _____ 2007,13,10

The MS PowerPoint program created by Robert Gaskins, Tom Rudkin and Dennis Austin at software company named forethought Inc. (20, Aprial,1987)

POWERPOINT WINDOW



HOME TAB

CLIPBOARD

Cut (Ctrl+X) _____: remove the selection and put it on the clip board so you can paste it somewhere else.

Copy (Ctrl+C) _____: put a copy of a selection and put it on the clip board so you can paste it somewhere else.

Paste (Ctrl+V) _____: paste cut / copy matter. (add a content on the clipboard to your document)

Format Painter (Ctrl+Shift+C) _____: Copy formatting from one place and apply it to another place. (Use Format Painter to quickly apply the same formatting, such as colour, font style and size, or border style, to multiple pieces of text or graphics. With format painter, you can copy all of the formatting from one object and apply it to another one—think of it as copying and pasting for formatting)

Slides

The slides options are very useful in MS PowerPoint. We can create new slides and modify slides layouts like as:

New Slides (Ctrl+M): _____Add a new slide to the presentation.

- Facet
  - → Title slide
  - → Title and content slide
  - → Section header
  - → Two content
  - → Blank
- Duplicate selected slide
- Slides from outline
- Reuse slide

Layout: _____ Change the layout of the selected slide.

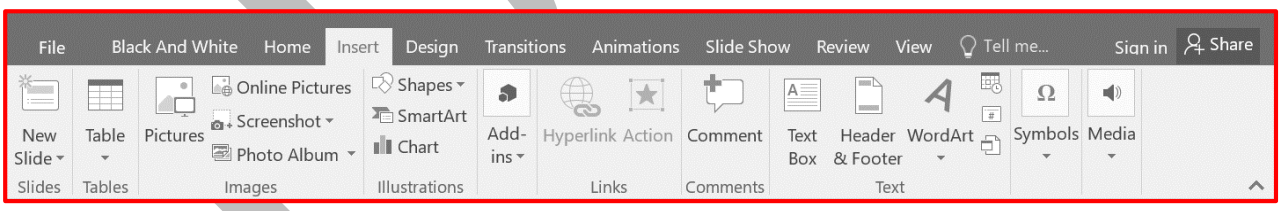
Reset: _____ Reset the position, size and formatting of the slide.

Section: _____ Organize your slide into section.

- ❋ Add section
- ❋ Rename section
- ❋ Remove section
- ❋ Remove all sections

Font, Paragraph, Drawing &Editing

The Font, Paragraph, Drawing& Editing toolbar same as MS Word.

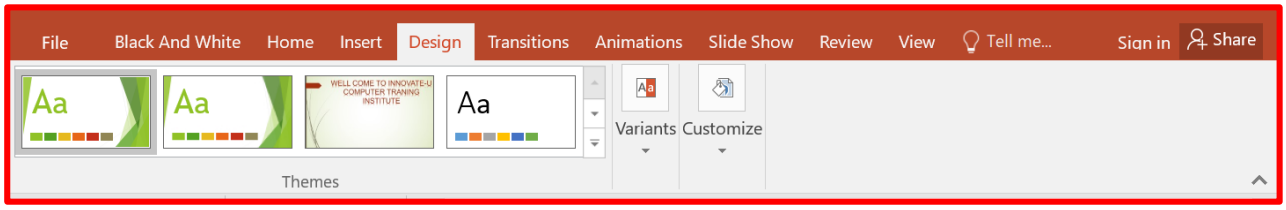


INSERT TAB

Adding, Picture, Shapes, Smart Art, Links, Comments, Text, Symbols, same as Ms-word.

Media (Video Audio &screen recording).

Adding video	Adding Audio
• Click the Movies button on the Insert tab. • Choose Movies from File or Movie from	• Click the Audio button on the Insert tab. • Choose Sound from File, Sound from Clip Organizer, Play CD Audio Tract,



DESIGN TAB

Themes

Themes are designed that can be applied to an entire presentation that allows for consistency throughout the presentation. You can also apply new colours to a theme.

Themes

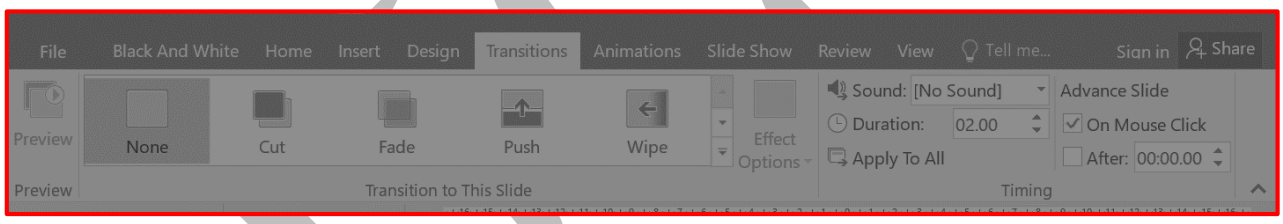
- Click the Design tab.
- Choose one of the displayed Themes.

Apply Colours Themes

- Click the Colour drop down arrow.
- Choose a colour set or click Create New Theme Colour.

Background Theme

- Click the Background Styles button on the Design tab.



TRANSITION TAB

Transition of Slides

Slide transitions are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation. You can control the speed, add sound, and even customize the properties of transition effects.

Timing for a transition

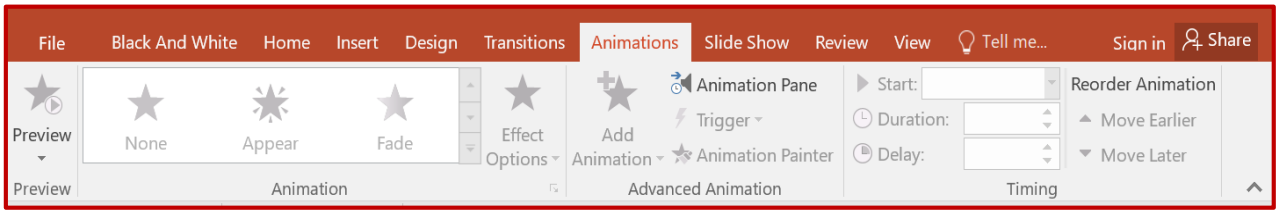
To set the duration of the transition between the previous slide and the current slide.

ON MOUSE CLICK

Wait until a mouse click to move to the next slide.

AFTER

Move to the next slide after a certain n**umber of seconds.**



ANIMATIONS

Animations applied to objects (text, images, shapes) on a slide.

PREVIEW: - Play the animations on this slide

- Preview
- Auto preview
- **EFFECT OPTION**

ADVANCE ANIMATION

ADD ANIMATION

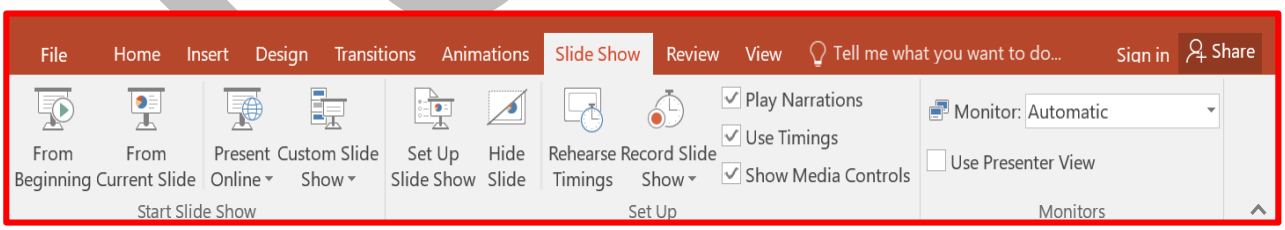
1. **Animation pane**:-open the animation pane to view and edit the timeline of animation on this slide
2. **Add animation**: - Choose an animation effect to add to the selected objects
3. **Trigger**: - set a special start condition for an animation. You can set the animation to start after you click shape or when media playback reaches a bookmark
4. **Animation painter**:-(Alt + Shift) like the animation of a particular object? you can apply that effect to other objects in your presentation.

Timing

• **Start** (On Click): Choose when an animation starts to paly Animation can start after the mouse click, at the same time as the previous animation, or after the previous animation finishes.

• **Duration**: specify the length of an animation.
• **Delay:** Play the animation after a certain number of seconds.
•**Reorder animation**

→ move earlier: -move the current animation to play earlier
→ move later: -move the current animation to play later.



SLIDE SHOW TAB

Start slide show

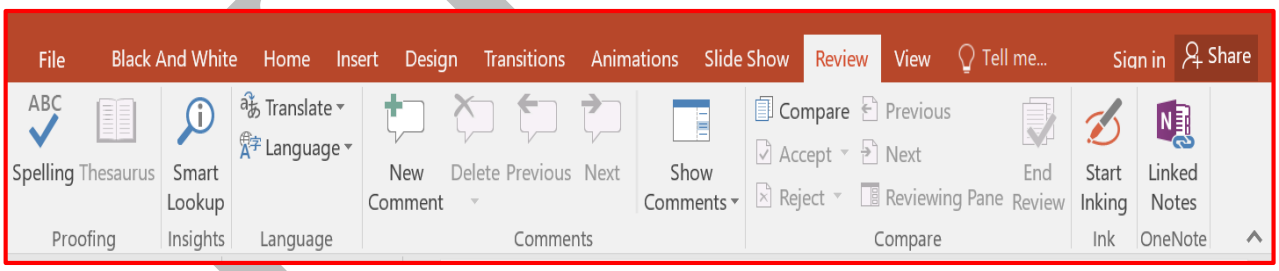
1. **From beginning**:(F5) Start the slide show from the first slide.
2. **From current slide**: (shift F5) jump right into the show at current selected slide.
3. **Custom slide show**: show only the slide you choose. This is the greatest way to shorten your presentation or tailor it for different audience. Just pick the slides you want to use, add them to the new show, change the slide order if necessary and you are done.

Set up block

1. **Set up slide show**: set up advanced options for the slide show.
2. **Hide slide**: hide the current slide. So that it won't appear when you are presenting.
3. **Rehearse timing**: (practice makes you perfect). start the full-screen slide show to figure out the perfect timing for each slide.as you rehearse your presentation; PowerPoint will record how much time you spend on each slide. Once you get the timing right, you can use them to run the show automatically.
4. **Record slide** show: click here to choose where to start recording. OR to clear recorded timings and narrations.
    a. **Start recording from beginning…**
    b. **Start recording from current slide…**
    c. Clear…
5. **Play narrations: -**Play back audio narrations & laser pointer gestures during your slide show. You can record narrations and gestures by clicking record slide show.
6. **Use timing: -** Play back slide animation during your slide show. You can record slide and animation timing using rehearse timing or record slide show.
7. **Show media controls: -**Show the controls for playing audio and video clips when you hover over the clips during the slide show.

Monitors block

1. **Monitor**: automatic/primary show presentation.
2. **Use presenter view**: presenter view shows the full-screen slide show on one monitor and a "speaker view" on another monitor. showing a preview of the next slide, your speaker notes, a timer, and more.

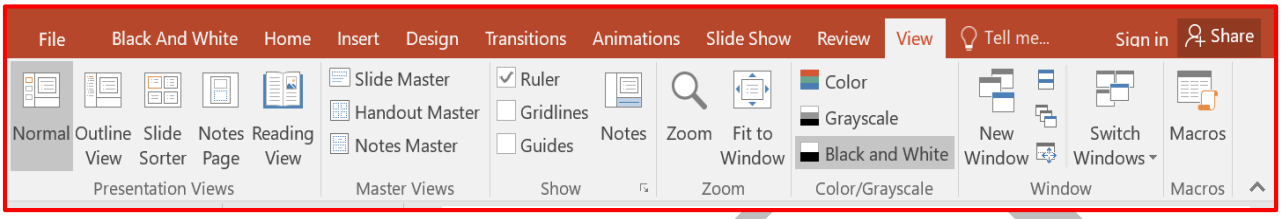


REVIEW TAB

1. Proofing block:
    Spelling
    Thesaurus
2. Comments block:
    New comment
    Delete
    Previous
    Next
    Show comments (mark-up)

3. Compare block:

Compare: compare and combine another presentation with your current presentation.
Accept: (the change)
Reject: (the change)
Previous: jump to the previous tracked change
Next: jump to the next tracked change
Reviewing pane: you can see the change for each slide or for the entire presentation
End review: end the presentation review, applying the current, accept and reject decisions.



VIEW TAB

Presentation views:

1. **Normal view**: edit your presentation, slide by slide and navigate with thumbnails by using the normal view.
2. **Outline view**: edit and jump between your slides in the outline pane.
3. **Edit sorter view**: see thumbnails of all slides in your presentation to easily rearrange them.
4. **Notes page view**: see how your presentation will look when printed out with notes.
5. **Reading view:** play your slide show in the PowerPoint window to see animations and transactions without switching to a full-screen slide show.

Master view

4. **SLIDE MASTER**: - master slide control the look of your entire presentation including colours, fonts, backgrounds, effects and just about everything else. You can insert a shape or logo on a slide master. for example, and it will show up on all your slides automatically.
5. **HANDOUT MASTER**: -customize how your presentation will look as a printed handout. you can choose the handout, such as background formatting and where headers/footers will appear. You can also select option for your page setup.
6. **NOTES MASTER**: - customize how your presentation will look when printed out with your notes. you can choose the design and layout of the notes page such as background formatting and where headers/footers will appear. You can also select option for your page setup.

Colour/grayscale

- **COLOUR**: - view your presentation in full colour
- **GRAYSCALE**: - view this presentation in grayscale, and customize how the colour are translated into grayscale.
- **BLACK AND WHITE**: - view this presentation in black and white and customize how the colours are translated into black and white.

Window

New window :-open a second window for your document so you can work in different places at the same time.

Switch window: - quickly switch to another open window.

Macros