



MS POWERPOINT – SIMPLE NOTES

1. WHAT IS MS POWERPOINT?

Microsoft PowerPoint is a presentation software used to create **slides** with text, pictures, tables, charts, audio, and video.

Uses:

- Creating presentations
- Teaching lessons
- Business meetings
- Project presentations
- Seminars



2. POWERPOINT WINDOW – MAIN PARTS

Part	Simple Meaning
Title Bar	Shows the presentation name
Quick Access Toolbar	Contains frequently used commands
Ribbon	Contains tools and commands
Slides Pane	Shows all slides
Slide Area	Main area where we create the slide
Notes Pane	Used to write speaker notes
Status Bar	Shows slide and presentation information
Zoom Slider	Zooms in or out



3. HOME TAB

The **Home tab** contains basic editing and formatting tools.

Clipboard

- **Cut** – Removes selected content and places it on clipboard.
- **Copy** – Copies selected content.
- **Paste** – Inserts copied or cut content.
- **Format Painter** – Copies formatting from one object to another.

Slides

- **New Slide** – Creates a new slide.
- **Layout** – Changes the slide layout.
- **Reset** – Restores the slide layout.
- **Section** – Organizes slides into sections.

Font

- **Font** – Changes text style.
- **Font Size** – Changes text size.
- **Bold** – Makes text thick.
- **Italic** – Makes text slanted.
- **Underline** – Underlines text.
- **Font Color** – Changes text color.

Paragraph

- **Bullets** – Creates bullet points.
- **Numbering** – Creates numbered lists.



- **Align** – Aligns text.
 - **Line Spacing** – Changes space between lines.
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4. INSERT TAB

The **Insert tab** is used to add different objects to a slide.

- **Table** – Adds a table.
 - **Pictures** – Inserts pictures.
 - **Shapes** – Adds shapes.
 - **Icons** – Inserts icons.
 - **SmartArt** – Creates diagrams.
 - **Chart** – Creates graphs.
 - **Text Box** – Adds text anywhere.
 - **WordArt** – Creates decorative text.
 - **Audio** – Adds sound.
 - **Video** – Adds video.
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5. DESIGN TAB

The **Design tab** is used to change the appearance of slides.

- **Themes** – Applies a ready-made design.
- **Variants** – Changes theme variations.
- **Slide Size** – Changes slide dimensions.
- **Format Background** – Changes the background.

Example:

You can select a professional theme for a business presentation.



6. TRANSITIONS TAB

Transitions are effects that happen when moving from one slide to another.

Examples:

- Fade
- Push
- Wipe
- Split
- Reveal

Important options:

- **Effect Options** – Changes the direction/style.
- **Duration** – Controls transition speed.
- **Apply to All** – Applies the same transition to all slides.

7. ANIMATIONS TAB

Animations are effects applied to objects such as text, pictures, and shapes.

Types:

- **Entrance** – Object appears.
- **Emphasis** – Object gets highlighted.
- **Exit** – Object disappears.
- **Motion Paths** – Object moves along a path.

Example:

A title can appear using the **Fade** animation.



8. SLIDE SHOW TAB

The **Slide Show tab** is used to present the slides.

- **From Beginning** – Starts presentation from slide 1.
- **From Current Slide** – Starts from the selected slide.
- **Presenter View** – Helps the presenter view notes and controls.
- **Rehearse Timings** – Practices presentation timing.

Shortcut: F5 – Start slideshow from beginning.

9. REVIEW TAB

The **Review tab** helps check and review the presentation.

- **Spelling** – Checks spelling mistakes.
 - **Comments** – Adds comments.
 - **Compare** – Compares presentations.
 - **Language** – Changes language settings.
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10. VIEW TAB

The **View tab** changes how we see the presentation.

- **Normal View** – Default editing view.
- **Outline View** – Shows slide text as an outline.
- **Slide Sorter** – Shows all slides together.
- **Notes Page** – Shows slide and speaker notes.
- **Reading View** – Displays presentation in a window.
- **Zoom** – Enlarges or reduces the view.



11. CREATING A NEW PRESENTATION

Steps:

1. Open **Microsoft PowerPoint**.
2. Select **Blank Presentation**.
3. Choose a **Theme**.
4. Enter the **Title**.
5. Add a **New Slide**.
6. Enter text and pictures.
7. Apply **Design**.
8. Add **Transitions/Animations**.
9. Save the presentation.
10. Start the **Slide Show**.

12. SAVING A PRESENTATION

Shortcut: Ctrl + S

Steps:

1. Click **File**.
2. Select **Save As**.
3. Select location.
4. Enter file name.
5. Click **Save**.

PowerPoint presentation normally uses the **.pptx** file format.



13. IMPORTANT POWERPOINT SHORTCUTS

Shortcut	Function
Ctrl + N	New presentation
Ctrl + O	Open
Ctrl + S	Save
Ctrl + P	Print
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select all
Ctrl + M	New slide
Ctrl + D	Duplicate
F5	Start slideshow
Esc	Exit slideshow
Delete	Delete selected object

14. EXAMPLE PRESENTATION



Slide 1:

MY COMPUTER

Introduction to Computers

Slide 2:

What is a Computer?

- Electronic device
- Accepts data
- Processes data
- Produces information

Slide 3:

Parts of Computer

- Monitor
- CPU
- Keyboard
- Mouse

Slide 4:

Uses of Computer

- Education
- Banking
- Business
- Communication
- Entertainment

Slide 5:

Thank You

