

MS PowerPoint 2007/2010

MS PowerPoint is a part of MS Office packages. It is useful for creating Presentations, Charts, Handouts, Graphs Slides, etc. on screen. MS PowerPoint comes with various professionally designed templates that can take care of look of a presentation, so that we can focus on a message. It specially used in Seminar, Conference and Educational Programmes by officers, Teachers and other professionals.

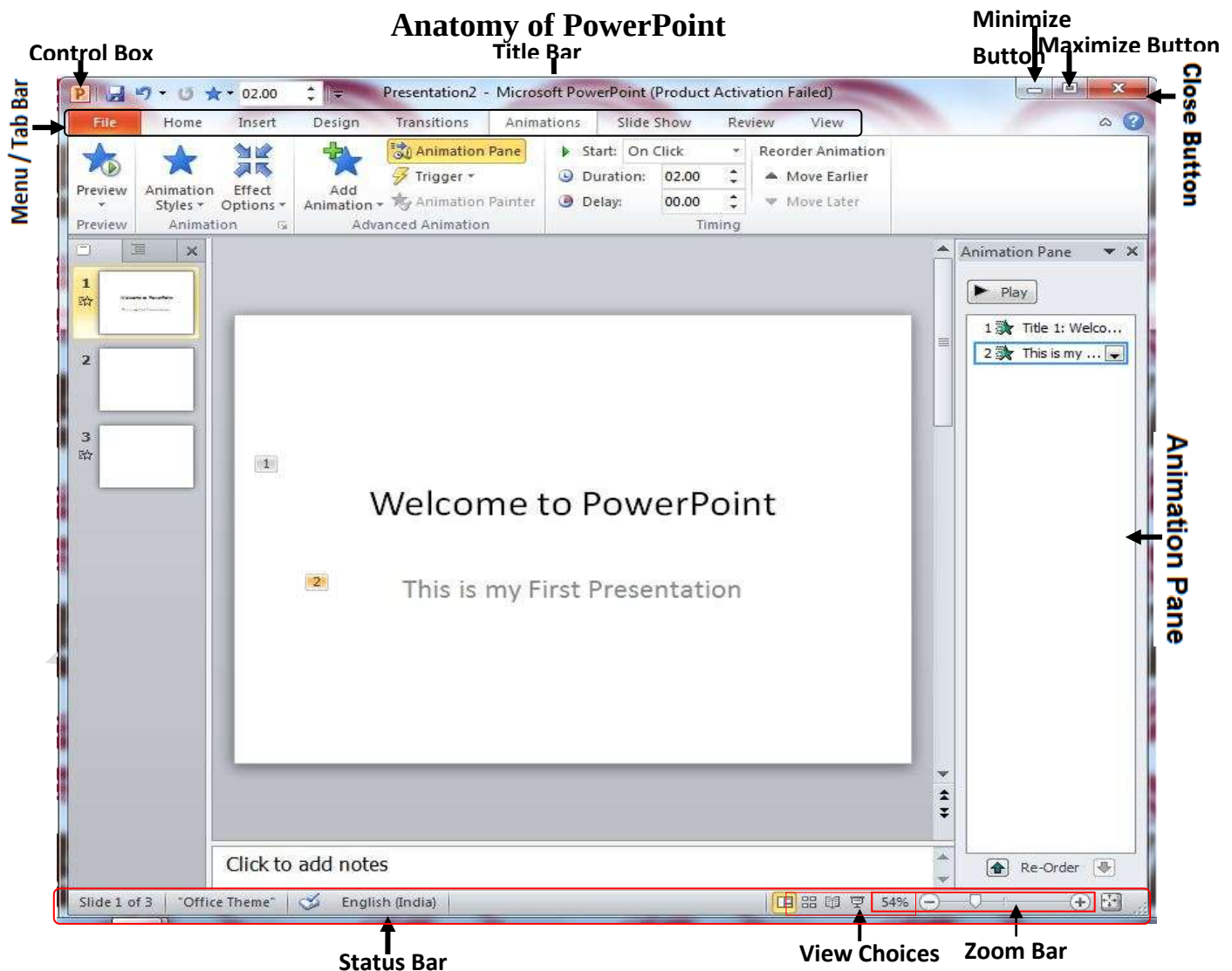
Elements of MS PowerPoint

Slide: -Slide is the page we use in presentation. Slide includes Title, Body Text, Graphics, Drawing Objects, ClipArt, Sound, Video etc.

Handouts: -Handouts Provide support to the Presentation. Handouts can be distributed amongst Audience before we start presenting on screen or projector. It contains slides printed in two, three, six and nine. Company Name, Page Number, Date etc. may be printed on it.

How to Start PowerPoint

- (i) **Start > All Programs > MS Office > MS PowerPoint2007/ 2010**
- (ii) **Start > Run > Type PowerPnt > Ok**
- (iii) **Desktop > Double Click on the MS PowerPoint Icon.**



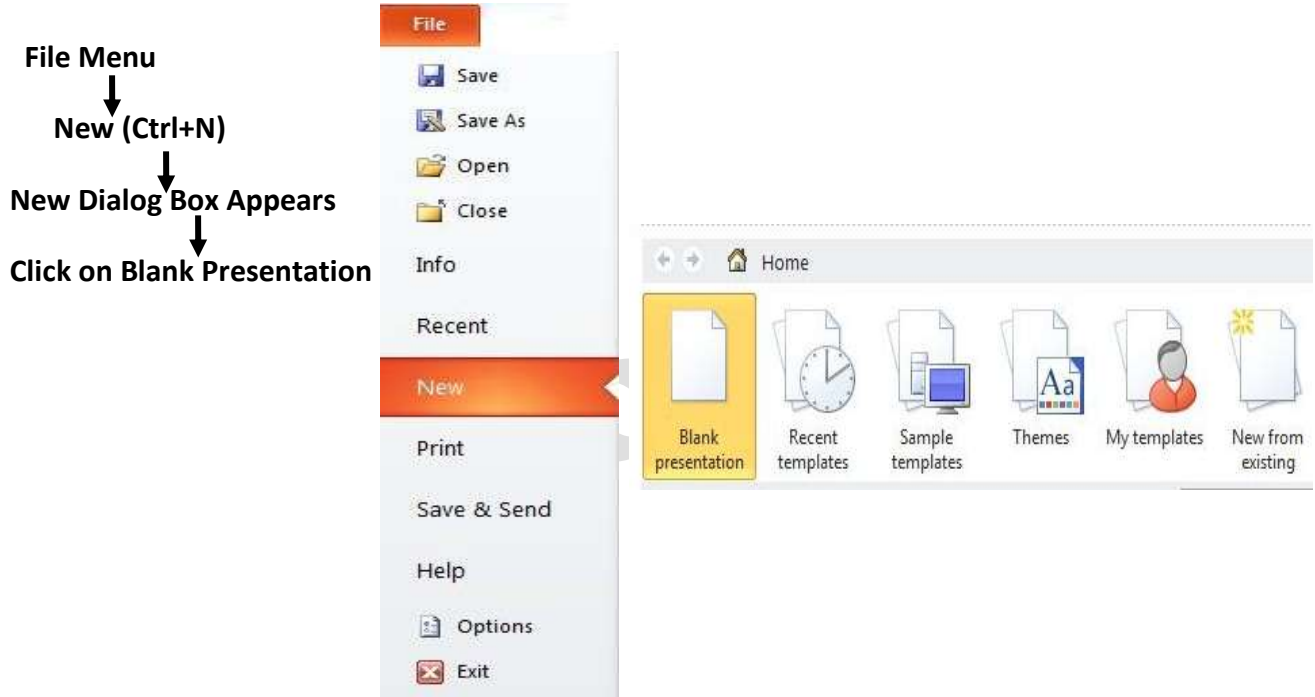
CREATING A PRESENTATION SLIDE

We can create a new Presentation using several options offered by PowerPoint. A Dialog Box appears when we start PowerPoint offers four options.....

1. Using The Auto content Wizard.
2. Using a Design Template.
3. Using a Blank Slide.
4. Open an Existing Presentation.

Creating Presentation Using Blank Presentation

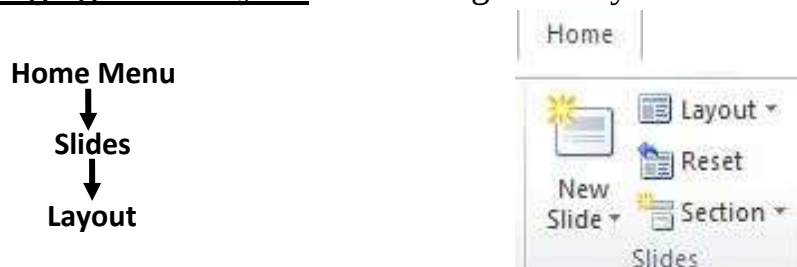
To Create a Blank Presentation



Insert New Slide (Ctrl+M): -To Insert new Slide in an existing file.



Changing Slide Layout: -To Change the Layout of the slide.



Design the following Slides

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 - ✓ MS Word
 - ✓ MS Excel
 - ✓ MS PowerPoint
 - ✓ MS Access
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- ❖ Internet- E-mail, News etc.

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- ☐ Inventory
- ☐ Statutory
- ☐ Interest Calculations
- ☐ Bank Reconciliation
- ☐ Depreciation
- ☐ Provision/ Closing Entry
- ☐ Report Generation

Changing Slide Design: -To Change the Design of the Slide.



Inserting Sounds: - To Insert Audio / Video Songs.

Insert Menu
↓
Media
↓
Video/ Audio



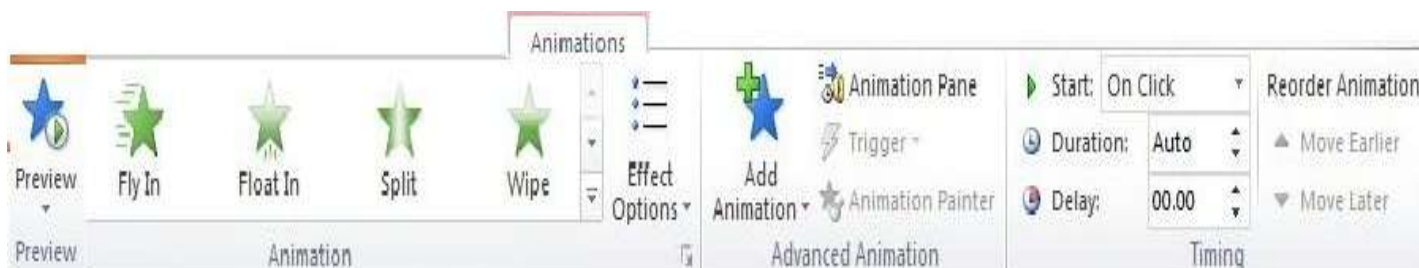
Changing Slide Timings: -To Change Slide Timings.

Transitions Menu
↓
Timing



Setting Animations to the Slides

Animations Menu
↓
Animation
↓
Select Animation Style



Setting Slide Show / Set Up Show



Slide Show Menu

↓
Set Up



View Menu: -This Menu is for Displaying the Slides in Different Views.



Different Views of Slides

- Normal View
- Slide Sorter View
- Notes Page View
- Reading View
- Slide Show View

View Men

↓
Presentation Views

↓
Normal/ Slide Sorter/ Notes Page/ Reading/ Slide Show View

