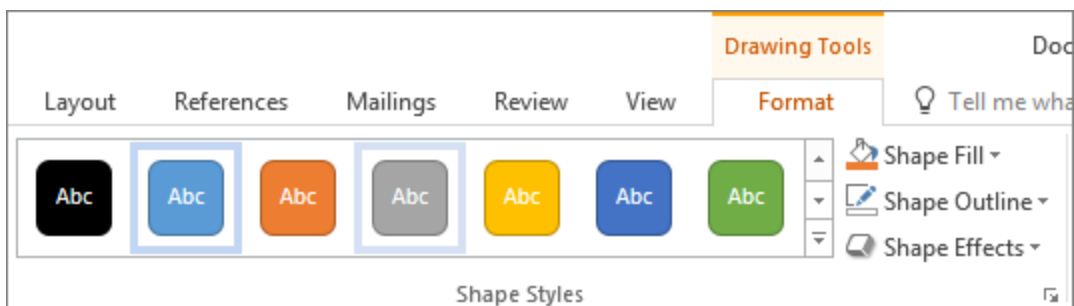


➤ Add shapes:

You can add shapes to illustrate your slide.

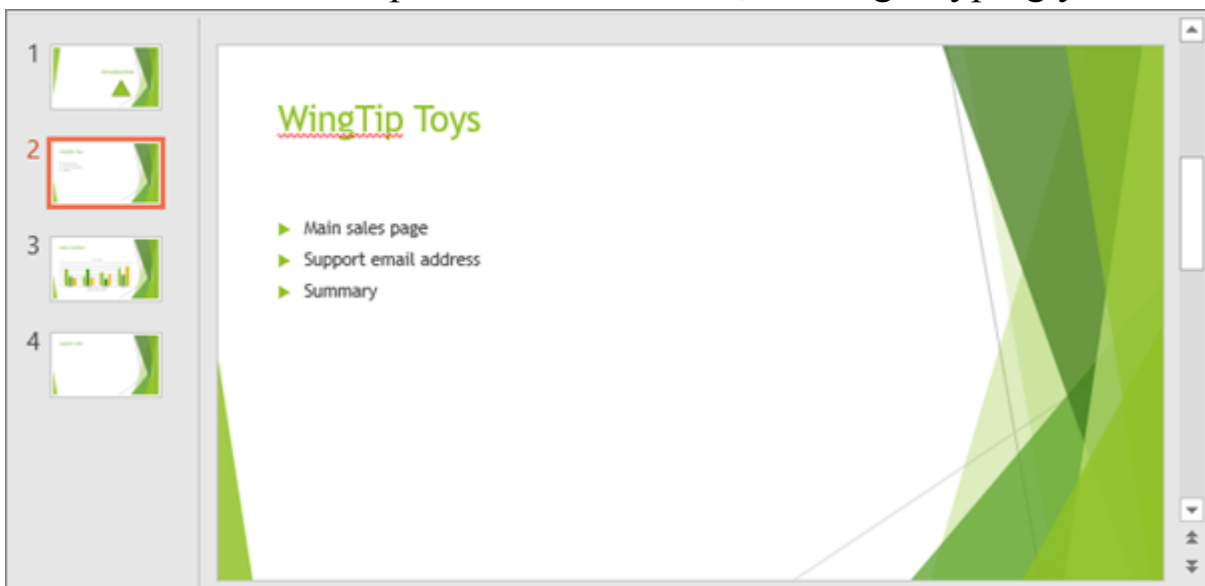
- On the Insert tab, select Shapes, and then select a shape from the menu that appears.
- In the slide area, click and drag to draw the shape.
- Select the Format or Shape Format tab on the ribbon. Open the Shape Styles gallery to quickly add a color and style (including shading) to the selected shape.



➤ Add speaker notes




Slides are best when you don't cram in too much information. You can put helpful facts and notes in the speaker notes, and refer to them as you present.

1. To open the notes pane, at the bottom of the window, click Notes notes button in Power Point.
2. Click inside the Notes pane below the slide, and begin typing your notes.



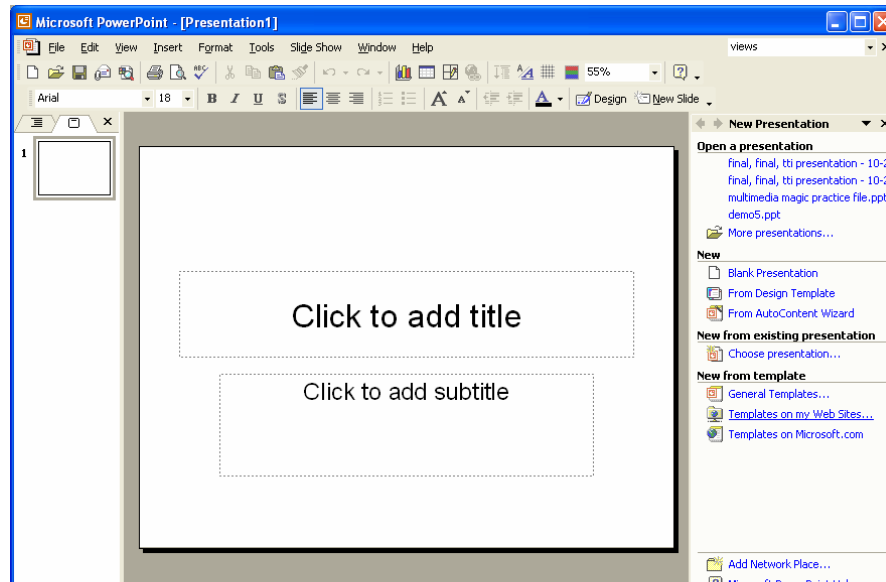
Various Views Of Slides :

Microsoft PowerPoint has three main views: normal view, slide sorter view, and slide show view.

	Normal View
	Slide Sorter View
	Slide Show View

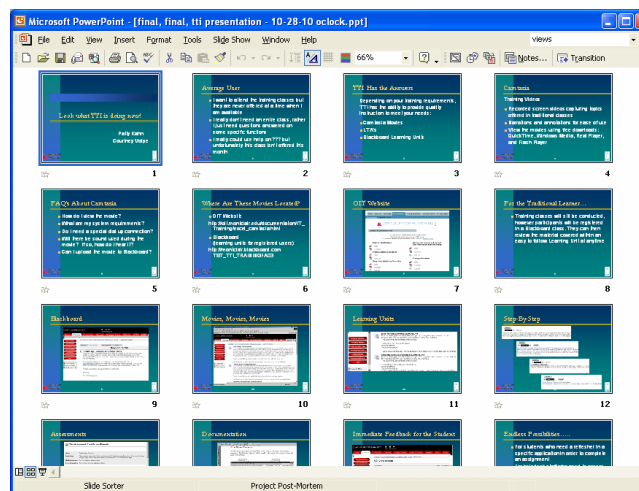
- **Normal view:** Normal View is the main editing view, which is used to write and design a presentation. The view has three working areas: on the left, tabs that alternate between an outline of slide text (Outline Tab) and slides displayed as thumbnails (Slides Tab); on the right, the slide pane, which displays a large view of the current slide; and on the bottom, the notes pane.

To Navigate to Normal View:
Click the **Normal View** button



- **Slide Sorter View:** Slide Sorter View is an exclusive view of the slides in thumbnail form.

To Navigate to Slide Sorter View:
Click the **Slide Sorter View** button



When finished creating and editing a presentation, Slide Sorter View gives an overall picture of it, making it easy to reorder, add, or delete slides and preview transitions and animation effects.

- **Slide Show View:** Slide Show View takes up the full computer screen, like an actual slide show presentation. In this full-screen view, the presentation is shown the way it will be seen by the audience. Graphics, timings, movies, animated elements, and transition effects are shown how they will look in the actual show.

To Navigate to Slide Show View:

Click the **Slide Show View** button