

Introduction to MS PowerPoint

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Introduction

- Microsoft PowerPoint is a presentation software.
- It is a part of Microsoft Office Package.
- It helps to create and edit presentation for slide shows, meetings and webpages.

PowerPoint Presentation

- A Presentation is a structured delivery of information.
- It is a systematic display of information along with graphics, animation and sound, that are displayed together on the screen.
- MS PowerPoint helps you to structure the ideas and information that you want to convey to your audience.

PowerPoint Presentation

- A presentation consists of number of slides.
- A slide represents a page in a presentation.
- These slides are grouped together in a sequence to form a slide show.
- A slide show is an electronic presentation displayed on a screen.

Screen Elements

- **Title Bar** : Displays the name of the presentation. It contains Minimize, Maximize and close buttons on its right side.
- **Quick Access Toolbar** : Present on the Title Bar. Helps to do common tasks with just one click.
- **Ribbon** : Contains two parts- tabs and groups. Each tab contains commands arranged in different groups.

Screen Elements

- **File Tab** : located at the upper-left corner. Shows the set of commands used to manage the presentation like creating, saving, opening, printing and so on.
- **Status bar** : Displays the current slide number, total number of slides and view buttons.
- **Slide** : Slide represents a page in presentation.

Creating a new Presentation

- Click the **File Tab**.
- Click the **New Option** and select **Blank Presentation**.
- Click **Create** button.

Creating a new Presentation

- Keyboard shortcut

Press **Ctrl+N** to create a blank presentation

Working in a Slide

- Click inside a placeholder.
- Type the text.
- Format the text according to your requirement.
- Formatting may include:
Bold, *italic*, underline, fontsize, font colour, alignment

Inserting a new Slide

- Click the **Home** Tab.
- Click **New Slide**.
- Choose the layout you want.
- Similarly , you can add many slides in a presentation.

Applying Design

- Click on **Design** Tab.
- Choose a design from the designs available in the group.
- You can even change the colors, fonts and background etc. of the design according to your wish.

Inserting Text Box

- Click the **Insert** tab.
- Click **Text Box** .
- Drag to draw a text box.
- Type the text and click anywhere outside the text box.

Inserting WordArt

- Click the **Insert** tab.
- Click **WordArt** option.
- Select the style of your choice. You get a WordArt text box on the slide.
- Replace the Text with your text and click outside it.

Inserting WordArt

Hello Friends

Inserting ClipArt

- Inserting picture from Clip Art:
- Click on **Insert** tab. Click on **Clip Art**. The Clip Art pane appears on the right hand side of the window.
- Type the name of the picture you want to search in the **search for** box. Click on **Go** button.
- Click on the picture you want. The picture gets inserted on the slide.

Inserting ClipArt



Inserting Pictures

- Inserting picture from file: you can insert a saved image on your slide.
- Click the **Insert** tab. Click **Picture** .
- Choose the picture file you want to insert.
- Click the insert button.

Inserting Pictures



Inserting Slide Number

- Click the **Insert** tab on the ribbon.
- Click the **Slide Number** .
- The Header and Footer dialog box appears.
- Click the **Slide Number** check box.
- Click **Apply to All** button.
- You can also click the **Date and Time**, and **Footer** option from the same dialog box.

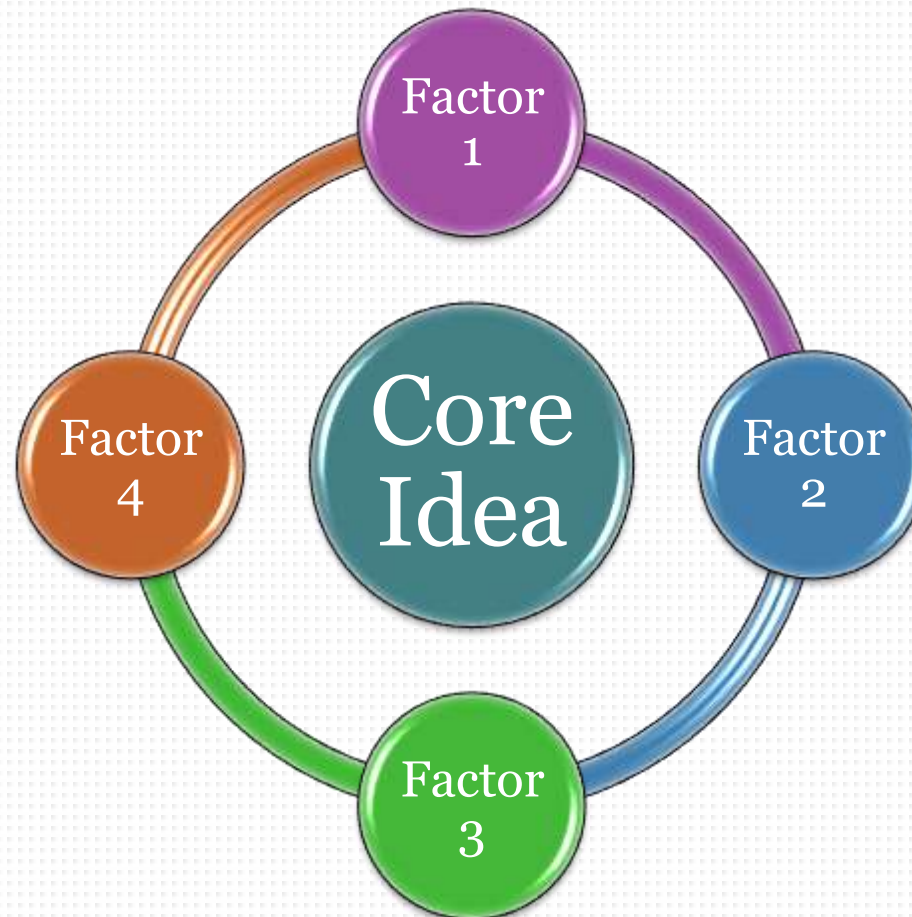
Inserting SmartArt

- Click on **Insert** tab.
- Click on **SmartArt** icon.

Factors that influence Progress



Example of Smart Art



Inserting Movie Clips

- Click on Insert tab
- Click on Movie Icon.
- Two options will appear
- Choose the option **Movie from File** and browse the file you want to insert
- Otherwise choose the option **Movie from Clip organiser**

Inserting Movie Clips



Animations

- Click on **Animations** tab.
- Select animation from **Animate** Display list.
E.g. **Fade** or **Wipe** or **Fly In** or **Custom** option.
- Selecting custom animation opens the dialog box to Add effect on different elements of slide.
- Choose the element, click **Add Effect** display list.
- Choose the effect of your choice.

Slide Transition

- Click **Animations** tab.
- Choose any **Slide Transition** by clicking on the icon.
- You can choose **Transition Sound** from the list.
- You can also Set the **Transition Speed** to Slow, Medium or Fast.
- You can set the Slide advancement time by clicking on **Automatically After** check box.
- Click **Apply to All**.

Deleting a Slide

- Select the slide you want to delete.
- Right click the mouse button and click **Delete Slide** option.

Saving Presentation

- Click the **File** Tab.
- Click the **Save** option. The save as dialog box appears.
- Type the file name.
- Click the save button.
- PowerPoint automatically adds a period(.) and a extension .pptx to the file name.

Viewing a Slide Show

- Click **Slide Show** Tab.
- Click **From Beginning** .
- You see your slides on full screen.
- Click mouse each time to see the next slide.

Practical Exercise

- Make presentation on any of the following topics:
- Flowers
- Solar system
- Animals
- Mahatma Gandhi
- Say 'NO' to Plastics

**THANKS, HAPPY
LEARNING**