Microsoft Power Point

U n i t **1**

Introduction to MS-PowerPoint

Objective :

√ *Discusses the Microsoft Power-Point Environment.*

√ *Explains the various components of Power Point*

√ *Explains the different ways of saving and naming Power Part Shows.*

Structure :

1.1   Introduction

PowerPoint is a component of Microsoft Office that is used to create professional-quality presentations. MS-PowerPoint is a software package, that helps in presenting the given information in a visual and systematic manner through the medium of a presentation. A presentation can be prepared on any topic. Two or more slide saved in a single .ppt file makes a presentation. The slides are incorporated with graphics, movies, sound, graphs, etc. Which can be displayed on the screen .The incorporation of the sound and graphics make the topic more interesting and clear.

1.2   Uses of PowerPoint Presentation

PowerPoint can let you create any or all of the following:

On-screen presentations :

You can use the entire PowerPoint special effects like slide transition, movies, sounds, animation and hyperlinks to make an online (electronic) presentations exiting and complete.

Web pages for web use :

You can broadcast presentations, including video and audio, over the Web, in that case, your slides become Web pages used for broadcasting purpose.

Color and B&W paper printouts :

You can design your presentations so that it looks great both on the screen in color and when printed in greyscale or pure black and white on a paper.

35mm slides :

A service bureau can transform your electronic slides into 35mm slides which can be used for quite interesting purposes.

Overhead Transparencies :

You can create presentations that use overhead transparencies by printing your slides as black and white or color transparencies.

Notes, handouts, and, outlines :

To support your presentation, you can give your audience handouts,smaller versions of your slides that are printed two, three, or six slides to a page. You can also print your speaker notes for the audience.

1.3   How to Create a Good Presentation

As you know that effective use of graphics is very important aspect of successful presentations. For this purpose you need to keep in mind a few principles.

Know your audience :

You must be aware of the audience level of the knowledge what they expect and whether they are familiar with the concept or not

Keep it simple :

You must be clear about the message you need to and want to communicate.

Use space efficiently :

The positioning of elements in a slide should be done with care. Use white space to set things off and guide the eye.

Balance the information :

Ensure that, in a slide, the text and the images are well balanced.

Use text judiciously :

There should be enough text on a slide to be self-explanatory.

Use color judiciously :

Use only a few colors. Avoid colors that clash with each other

1.4   Invoking PowerPoint

1. Click the **Start** Button on **Task Bar**

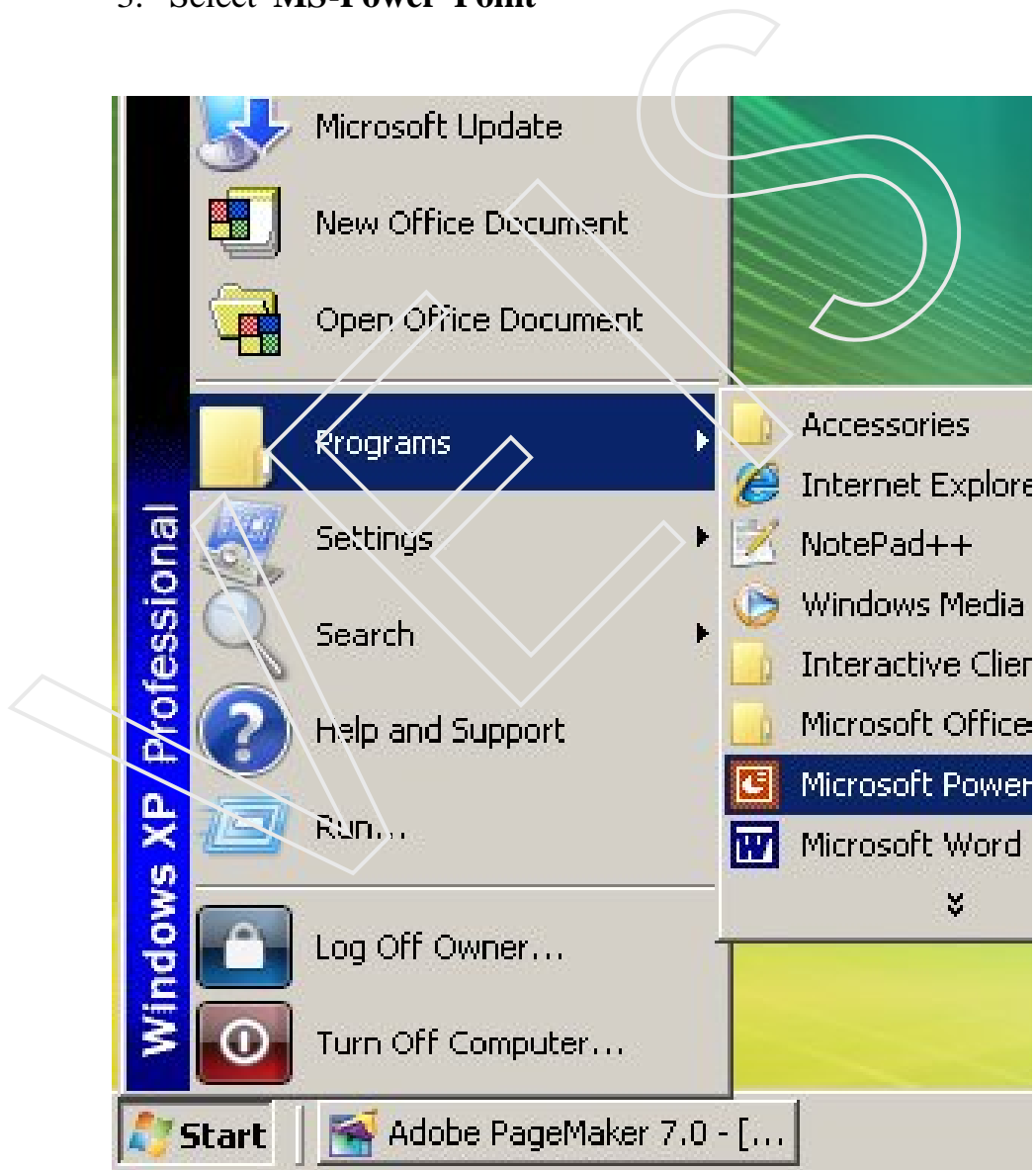2. Select **Programs** option from **Start Menu**

3. Select **MS-Power Point**
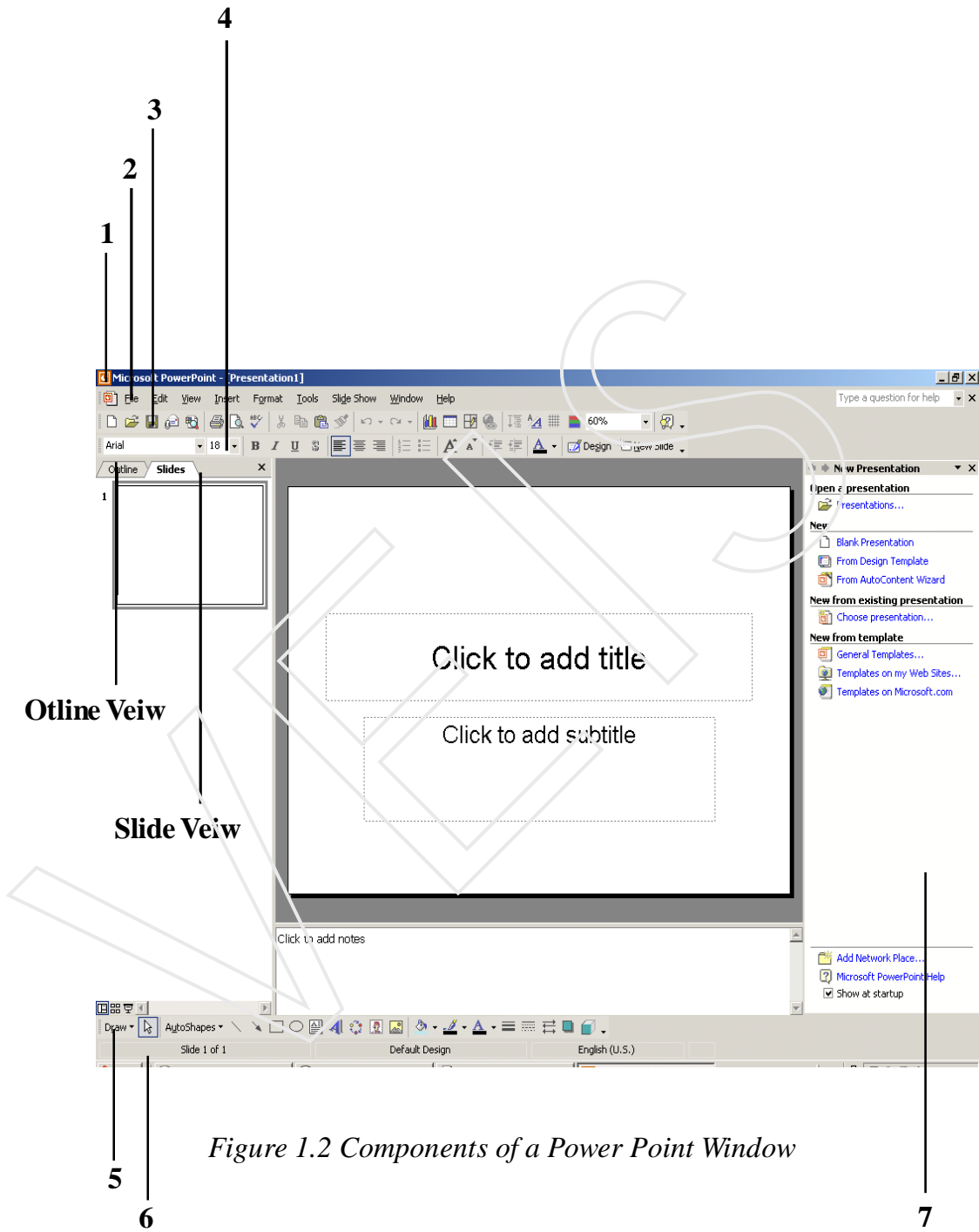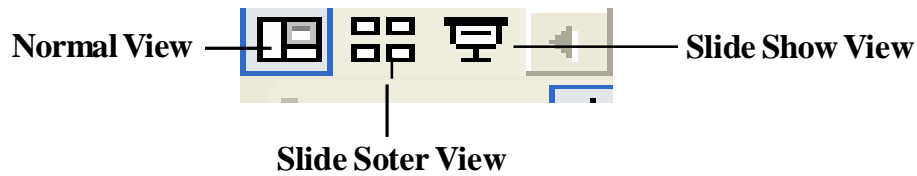

Figure 1.1 Start Menu Option

Figure 1.2 Components of a Power Point Window

Normal View — Slide Show View

Slide Soter View

1.5   Components of a PowerPoint Window

1. **Title Bar** It shows the title of **.ppt** file (   ) followed by the name of the program.

2. **Menu Bar** – It displays the name of the Main Menu.

3. **Standard Tool Ba**r- Standard toolbar consist of buttons frequently used such as open, close, save etc.

4. **Formatting Tool B**ar- Formatting toolbar consist of buttons frequently used for applying different formatting to a slide.

5. **Drawing Tool Bar-**- Drawing toolbar consist of buttons frequently used for inserting objects like Auto shapes and Word Art to a slide and format them

6. **Status Bar**-It gives the information about the view in which presently the work is going on. Information like the number of the current slide and the total number of slide.

7. **Task Pane** --

   • **Steps to view Task Pane**

   1. Select **Insert Menu**, click on the **Task pane** option.

   2. Click the **drop down** menu as in (Fig 1.3) and choose the task pane of your choice
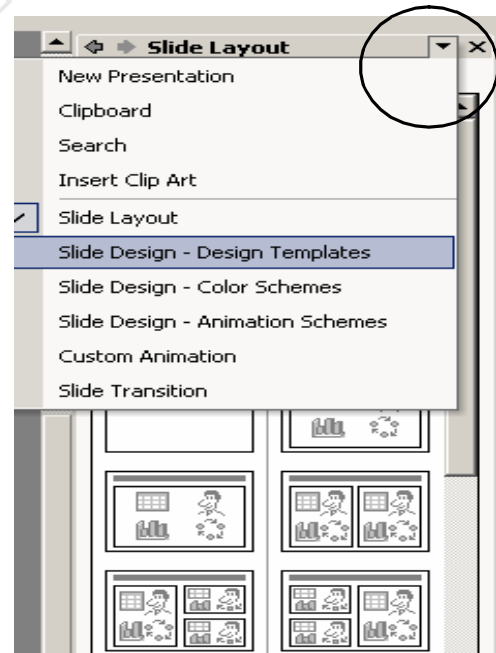
Figure1.3 Task Pane

Views :

Microsoft PowerPoint comes with different views to help you while you are creating different slides.

o **Normal View** - Normal view contain three panes.

1. **Outline Pane** – Use the outline pane to organize and develope the content of your presentation.

2. **Slide Pane**- It shows how your text and objects inserted looks on a slide

3. **Notes Pane** – Presenter may use the notes in the notes pane at the time of giving presentation as reference.
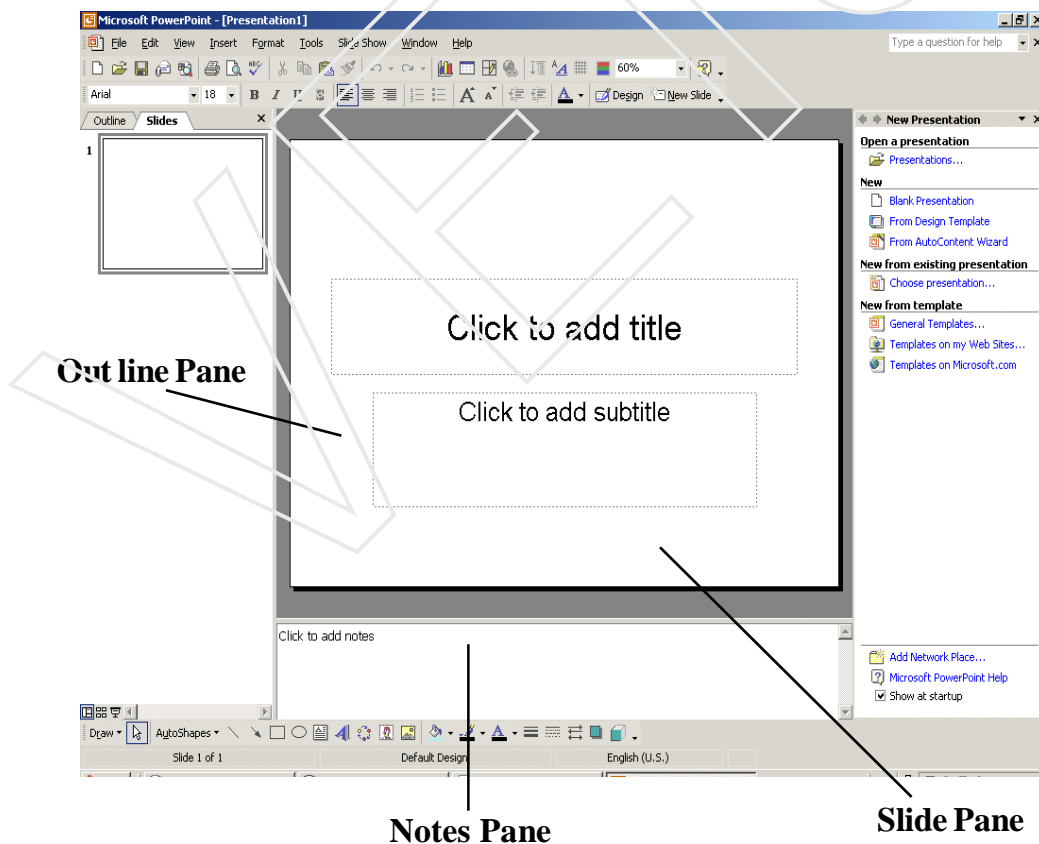

Figure 1.4 Normal View

- **Outlines View –** Switches to Outline View where you could watch the structure of your file.

o   **Slide View** - Switches to slide where you can work on one slide.

o   **Slide Sorter View –** In this view all the slides at a time are shown together in a miniature form.
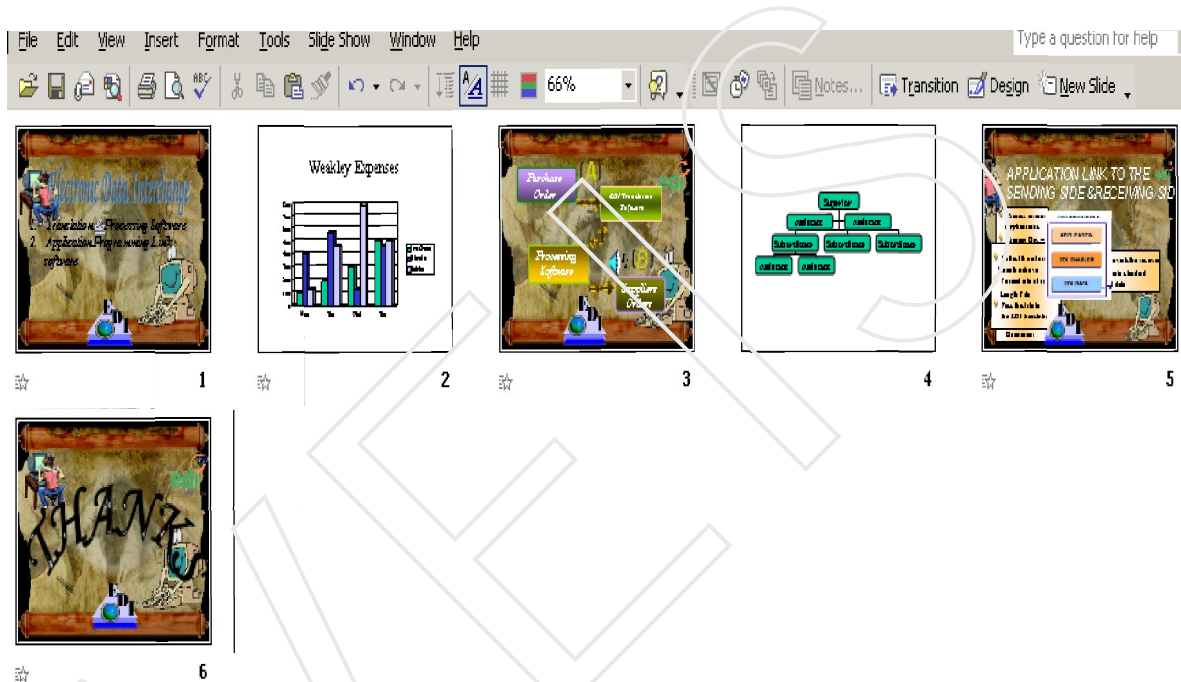

Figure 1.5 Slide Sorter View

Note :

- Different views can also be viewed by selecting the required option from the View menu

- Normal view is the default view, which opens when a PowerPoint presentation is opened.

1.6 Three different ways of creating Presentation

a) **Auto Content Wizard** – It is a step by step process to create a presentation through some basic questions.

b**)** **Design Template** – The design template of Power Point is a set of predesigned formats and color that you can use to design a presentation but it does not include content Both the above will be discussed in detail in the coming units

c**)** **Blank Presentation** – This option leaves the user to design a presentation using his/her own creativity as on a blank presentation user can place the text and objects according to their choice

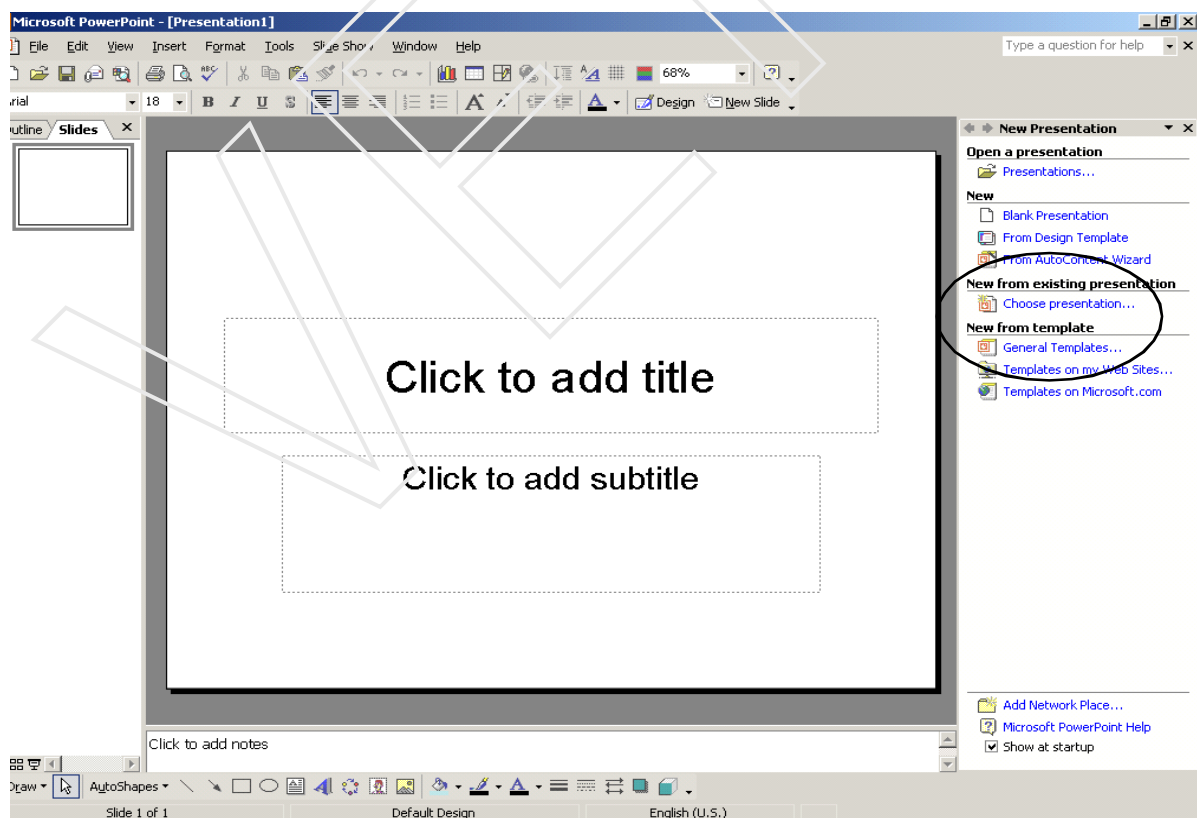1. Choose Blank Presentation option from the Task Pane .

Figure 1.6 Power Point Window

2. From the Slide Layout task Pane under Content Layout,click on blank layout.

3. The **New Slide** dialog box appears it shows the different auto lay-out .

4. On selecting a particular layout the name of the layout appears as a screen tip.As in (Fig. 1.7)
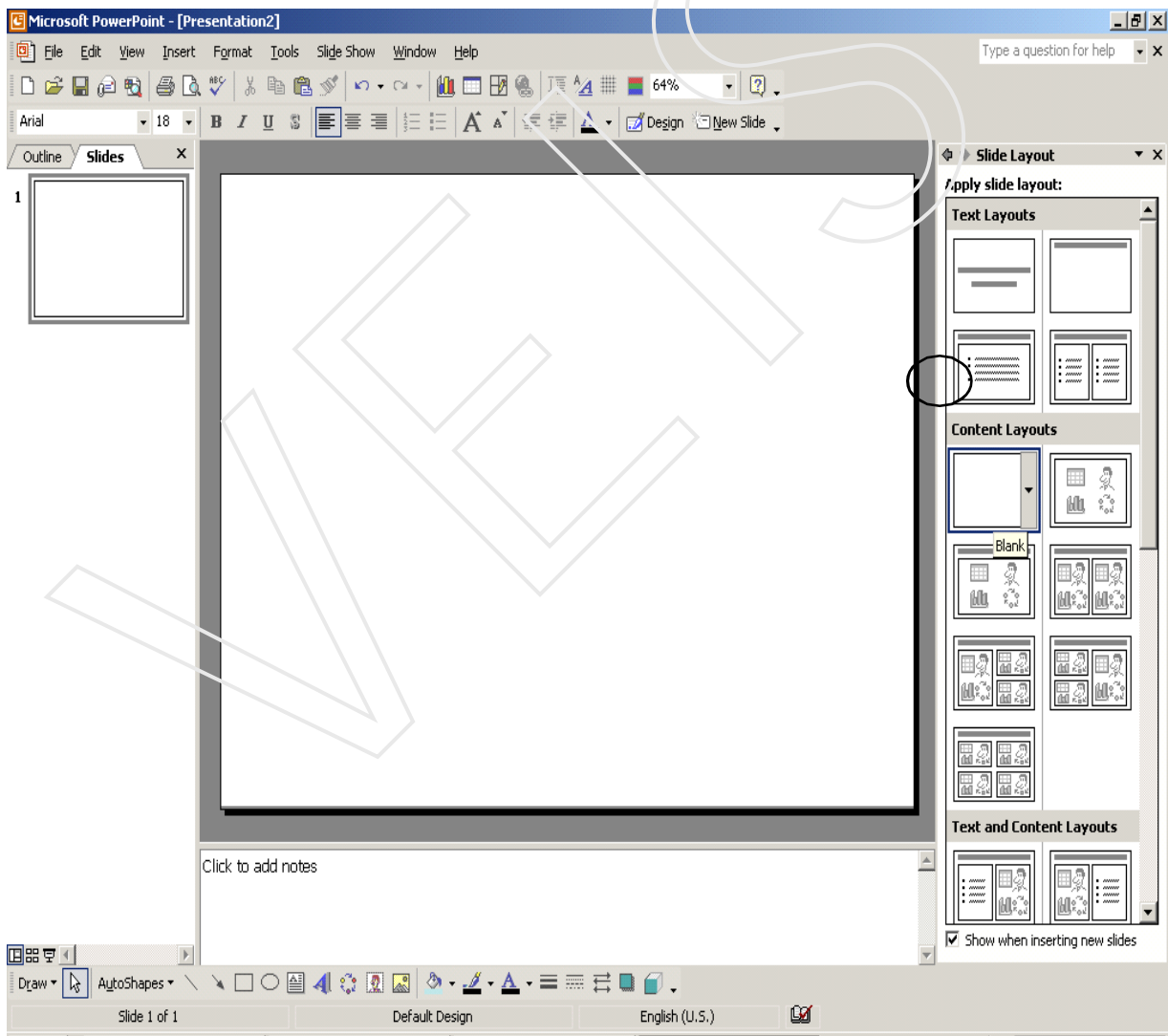

Figure 1.7 Power Point Window(Slide layout Task Pane)

1.7   Inserting Slide in a Presentation

1. Select the **Insert** menu and click on the **New slide** option

2. From the **Slide Layout** task pane under **Content Layout** click on **Blank** layout.

3. The inserted slide will appear in the slide layout view.

1.8   MOVING SLIDES

1. Click the view menu and select Slide Sorter

2. Now, select the slide you want to move

3. Click the Edit menu and select Cut. Or, click the Cut button on the standard toolbar. Or, press Ctrl+ X together on the keyboard.

4. Now, click at the place you want to move the slide. Then, click the Edit menu and select Paste. Or click the Paste button on the standard toolbar, Or press Ctrl+v together on the keyboard.

1.9   DUPLICATING THE SLIDES

To make a duplicate of the slide, do this –

1. Click the View menu and select Slide Sorter.

2. Then, select the slide you want to make a duplicate of.

3. Click the Edit menu and select Duplicate. Or press Ctrl + D together on the keyboard

1.10 DELETING THE SLIDES

1. Select the slide you want to delete

2. Click the Edit menu and select Delete. Or, just press del key.

1.11 COMPONENTS OF a Slide

Power Point slides can contain any or all of the following visible components:

· Title and Subtitles
· Graphs
· Drawing objects
· Clip Art and Pictures

Title :

A descriptive heading identifying a slide. It gives the audience an idea of what the slide is trying to say.

Subtitle:

A descriptive message or brief description of the slide data. A subtitle emphasizes the slide's central idea.

Drawing Objects :

You already know drawing objects. These include Auto shapes (i.e., a group of ready-made shapes available for use), curves, lines, word art etc

Clipart and Pictures :

As you know that pictures are graphics that are created from another file -office suite comes with its own set of pictures in the Clip Gallery . These pictures are called clipart.

However, at times information is not displayed on the slide. Therefore, the following components of a slide are used for reference purpose :

Handouts
(Speaker's) Notes
Outlines
Handouts

Handouts are compressed versions of the slides of your presentation.

Speaker's Notes

During the presentation, a set of notes is required to aid the presenter. They are know as (Speaker's) Notes .

Outlines

Outlines are a summarized version of your slides, which display only titles and main text. This can be used to organize the flow of your presentation.

1.12 Saving a Presentation

Power Point Presentation can be saved using different methods

1.12.1   Using Key Board Shortcut **Ctrl + s**

1.12.2   By clicking on the save [icon] icon present on the **Standard toolbar**

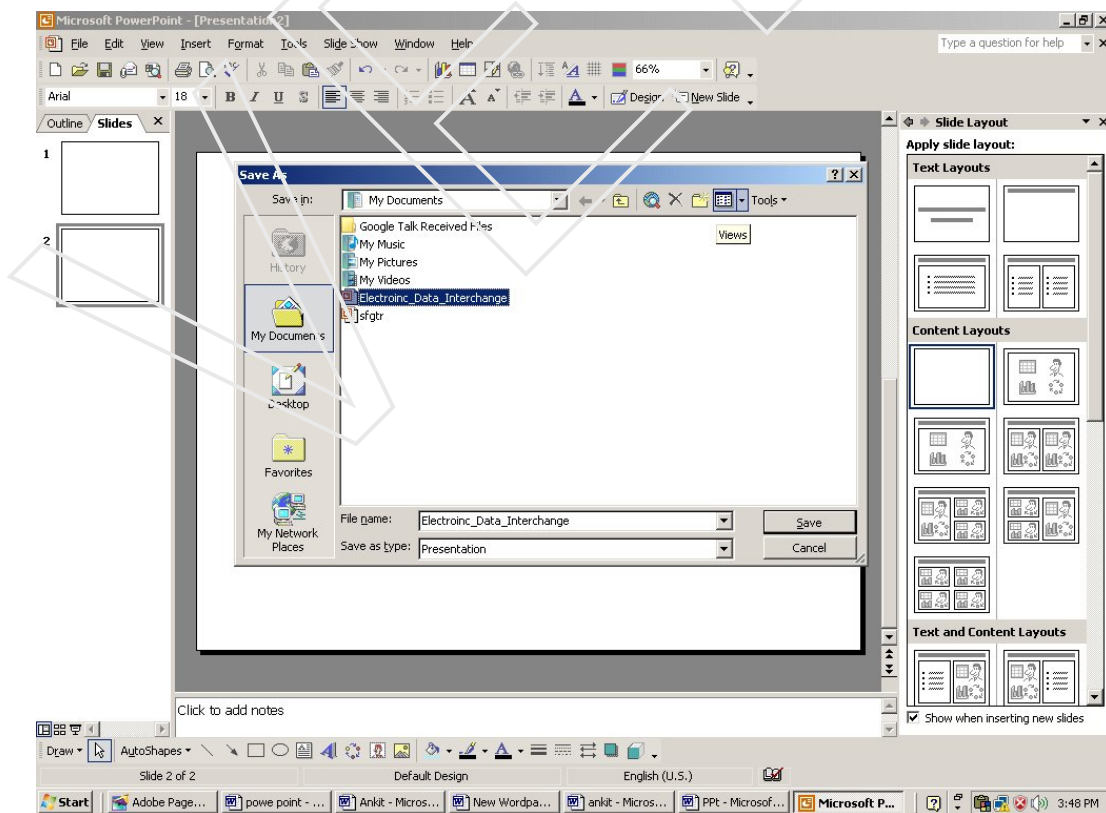1.12.3   From **File Menu**, choose **Save** option.

Figure 1.8 Save as dialog   Box

1.13 SAVING A FILE TO ANOTHER FORMAT

To save a file in another format, do this-

1. Select **File Menu** and click Save As. Save As dialog box appears

2. In the **File Menu** name box, enter a new name for the file

3. Click the name box, enter a new name for the file

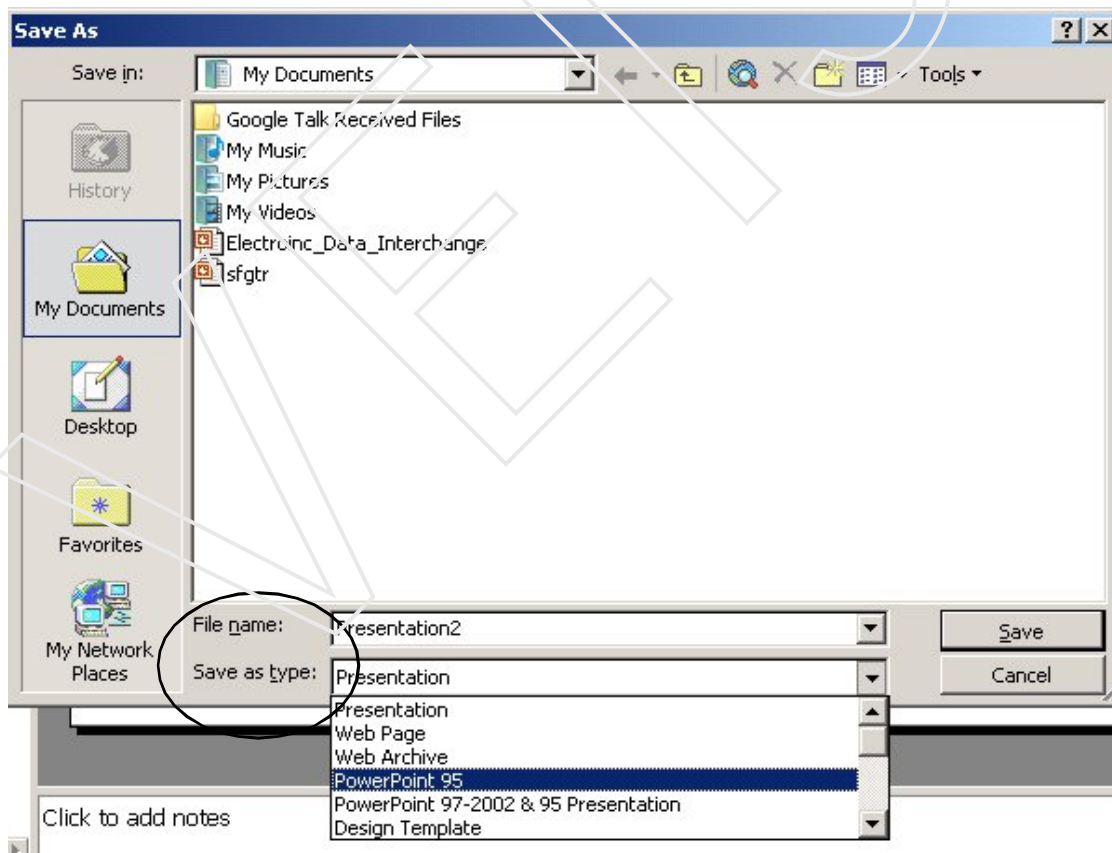4. Click on Save as type drop-down list, and then click the file format that you want the file saved in.

Figure 1.9 Save as dialog   Box

A pps is just a ppt file with a different file extension that tells Ms-PowerPoint to open the file in the slide show view, and not the editing view.

You can "convert" from one to the other simply by renaming the files, or you can use the Save As option. Open your presentation, then choose File-Save As from the menu bar.

> **Choose PowerPoint Show (*.pps) from the <u>Save as type drop-down</u> list box at the bottom of the Save As dialog box.**

1.14 COPYING THE PRESENTATION

At times, you need to copy your original document for various purposes like making changes in the copied file or transferring your document somewhere else. For that you should follow these instructions-

1. Select **File Menu** and click Open option or press **Ctrl+O** together. You can alternatively open by clicking open button on the standard toolbar.

2. In the Look in box click the drive or folder that contains the file you want to copy.

3. Right click the file name you want to copy and then click copy on the Pop-up menu

4. In the Look in box, click the drive or folder you want to copy the file to.

5. Right click in folder list (make sure a file is not selected), and then click Paste on the Popup menu.

You can copy a file in one more way.

To copy in another way, do the following -

1. Open the file you want to make copy.

2. Click File and select Save As

3. Type the new name of a file in the File name text box

4. Click Save.

1.15 RENAMING A FILE

1. Select File Menu and click on Open option.

2. In the Look in box, click the drive or folder that contains the file you want to rename

3. Right click the file you want to rename and then click Rename on the Pop-up menu.

4. Type the new name, press ENTER

1.16 Opening a Presentation

You can open an already saved presentation in the following ways:

1. Using **Key Board Shortcut Ctrl + S**

2. Click **Open**   icon on the **standard** toolbar.

3. From **File Menu,** choose **Open** option.

4. Select the name with which you want to open Click on the **Open** button

Self Assessement Questions

1.   What do you mean by a Power Point Presentation state its benefits?

2.   Explain the components of a Power Point Window.?

3.   Write about the different types of views of M.S. Power Point?

4.   Explain in brief the two different methods of saving a power point presentation

LAB SESSION:

- Open a Power Point Presentation and save a presentation with the name "MY FIRST POWER POINT PRESENTATION"

- Insert five slide in the same Power Point Presentation

- Close the power point file you have created