

Microsoft Power Point



VEIS

Computer Education

Unit
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**
- 1.2 Uses of Ms-PowerPoint**
- 1.3 How to create a good presentation**
- 1.4 Invoking a Power Point**
- 1.5 Components of a Power Point**
- 1.6 Three different ways of creating a presentation**
- 1.7 Inserting a slide in a document**
- 1.8 Moving a slide**
- 1.9 Duplicating a slide**
- 1.10 Deleting the slide**
- 1.11 Components of a slide**
- 1.12 Saving a file**
- 1.13 Saving a file to another format**
- 1.14 Copying a Presentation**
- 1.15 Renaming a file**
- 1.16 Opening a Presentation**

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**

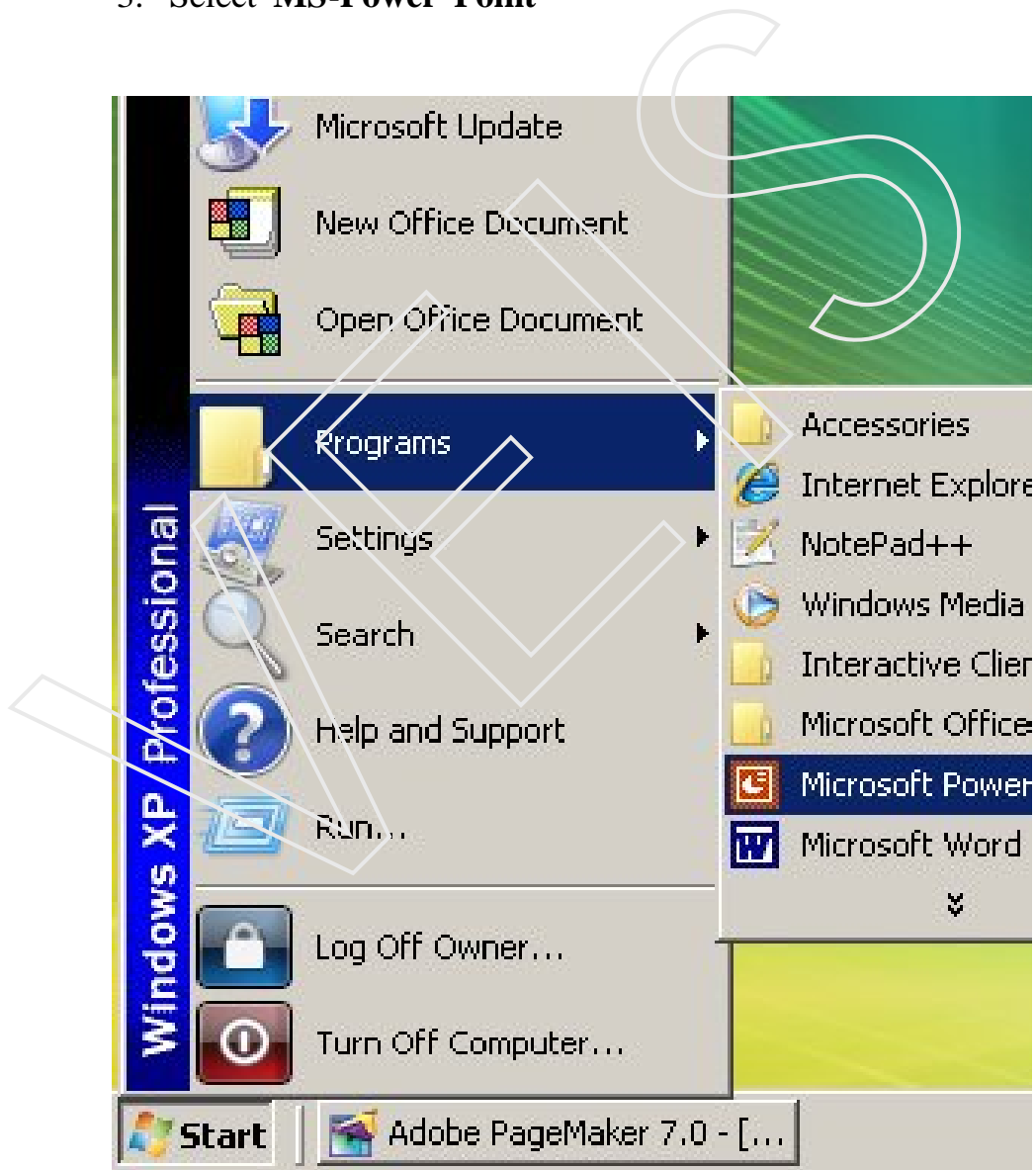
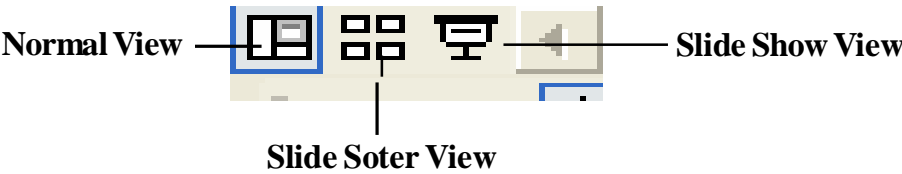
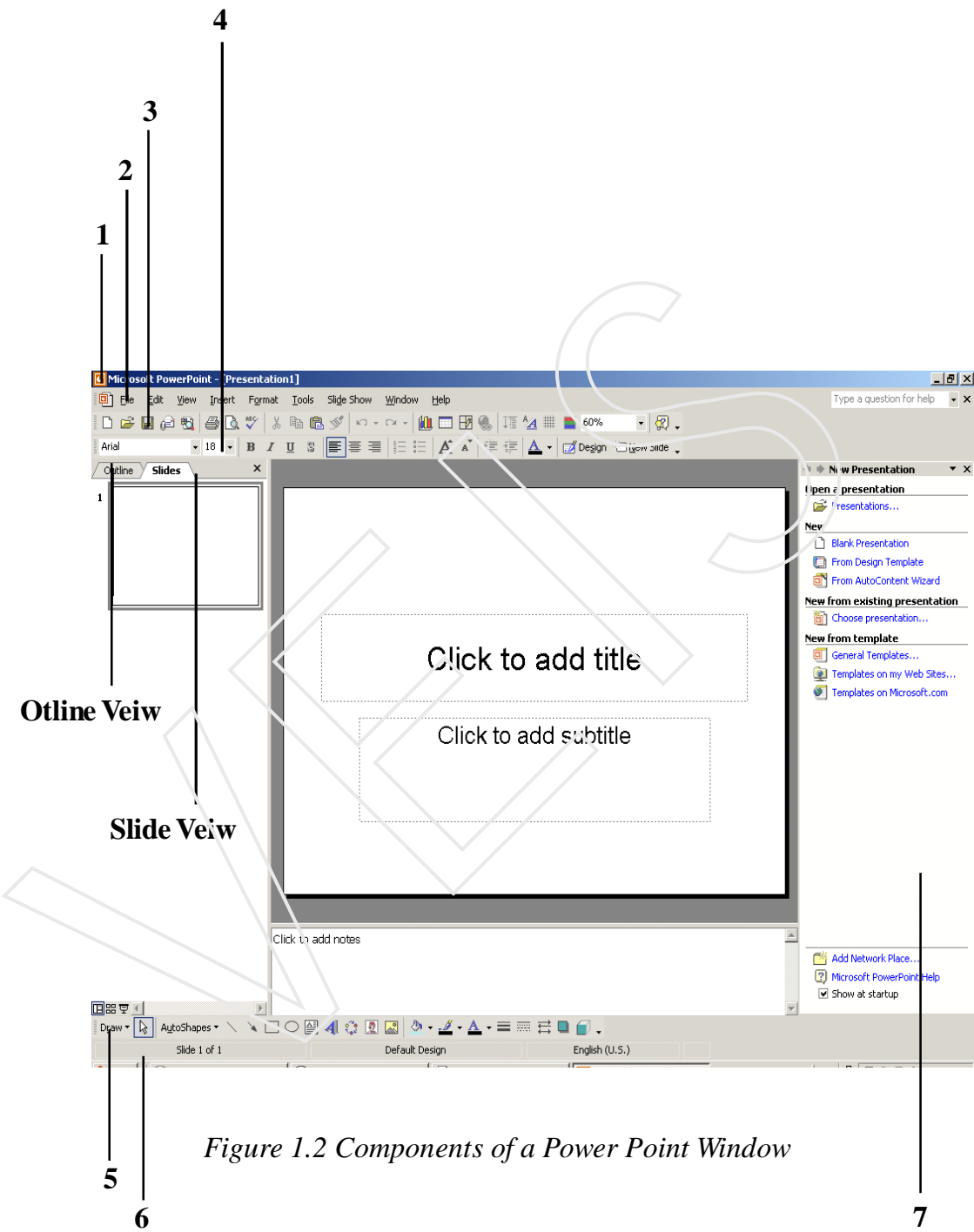


Figure 1.1 Start Menu Option



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 Bar**- Standard toolbar consist of buttons frequently used such as open, close, save etc.
4. **Formatting Tool Bar**- 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

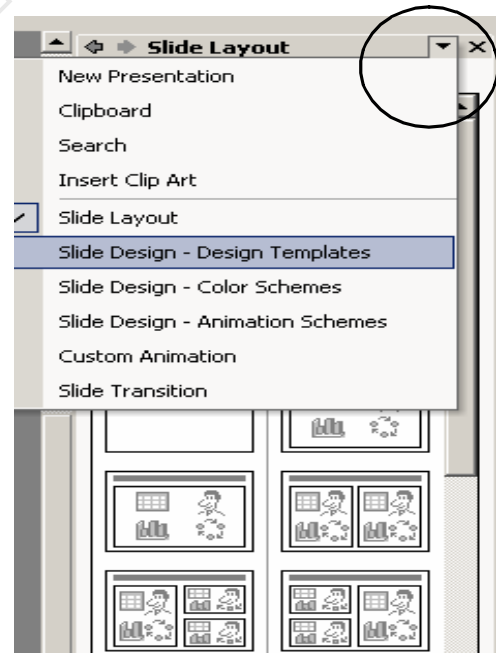


Figure 1.3 Task Pane

Views :

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

- **Normal View** - Normal view contains three panes.
 1. **Outline Pane** – Use the outline pane to organize and develop the content of your presentation.
 2. **Slide Pane** - It shows how your text and objects inserted look on a slide.
 3. **Notes Pane** – Presenter may use the notes in the notes pane at the time of giving presentation as reference.

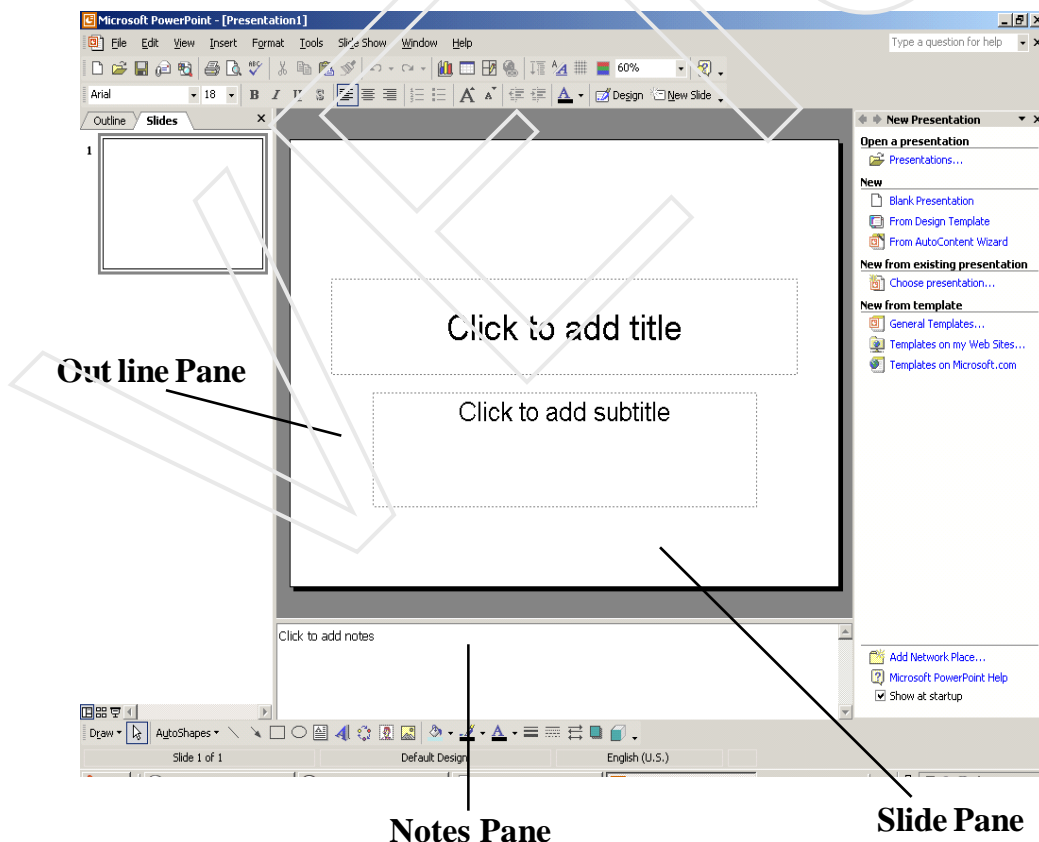


Figure 1.4 Normal View

- **Outlines View** – Switches to Outline View where you could watch the structure of your file.
- **Slide View** - Switches to slide where you can work on one slide.
- **Slide Sorter View** – In this view all the slides at a time are shown together in a miniature form.

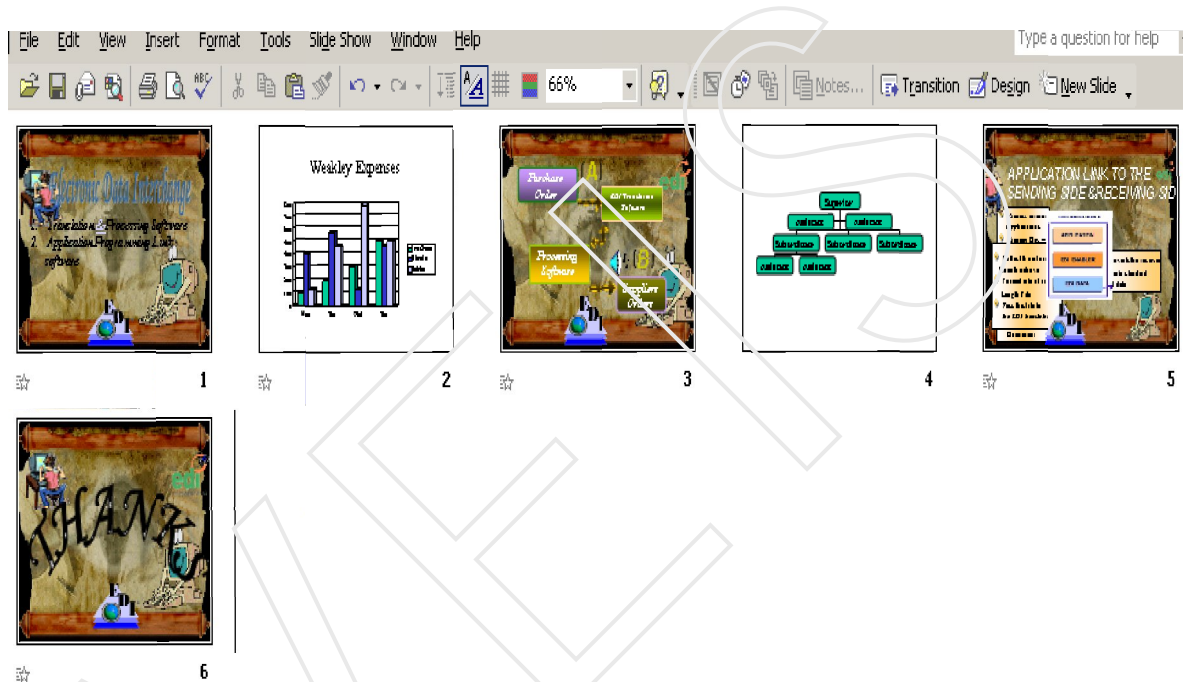


Figure 1.5 Slide Sorter View

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 .

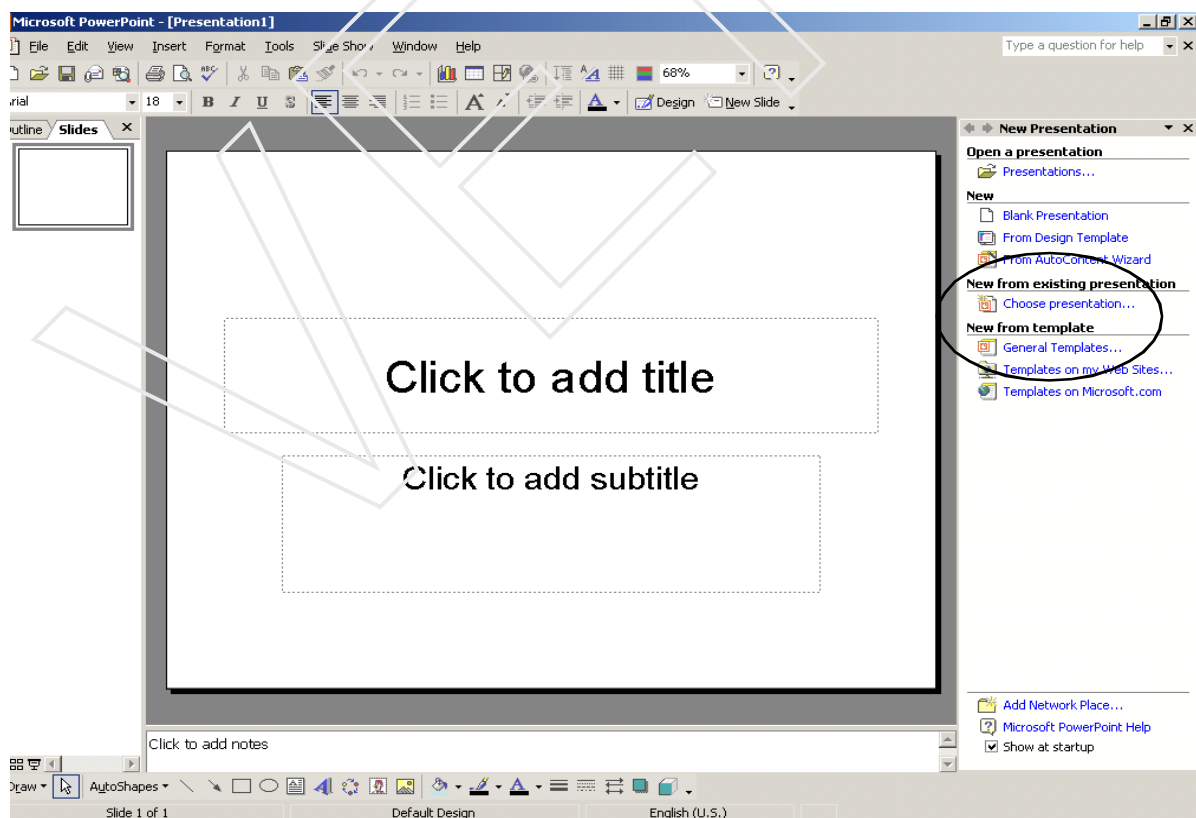


Figure 1.6 Power Point Window

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

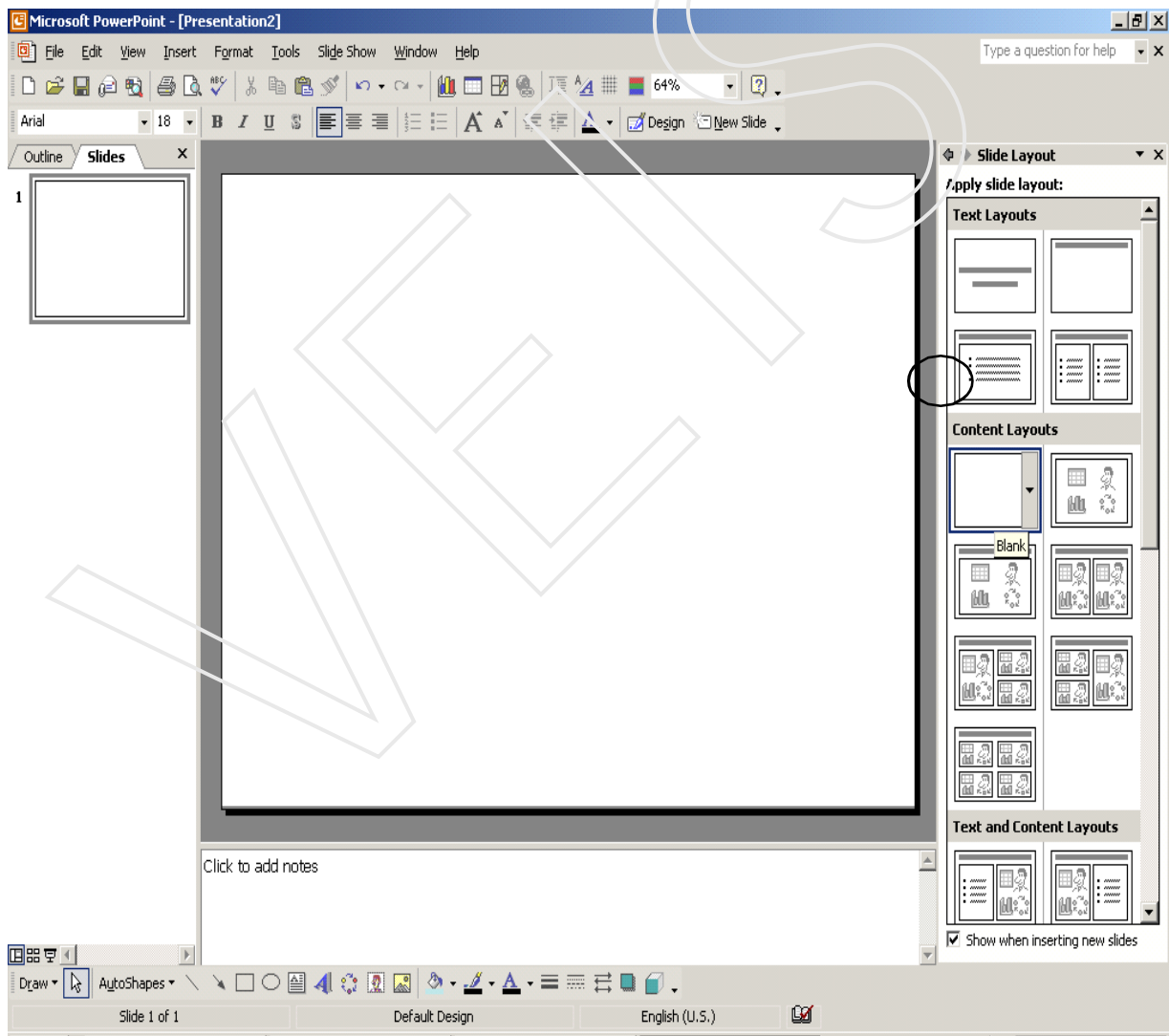


Figure 1.7 Power Point Window(Slide layout Task Pane)

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 known 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 present on the **Standard toolbar**
- 1.12.3 From **File Menu**, choose **Save** option.

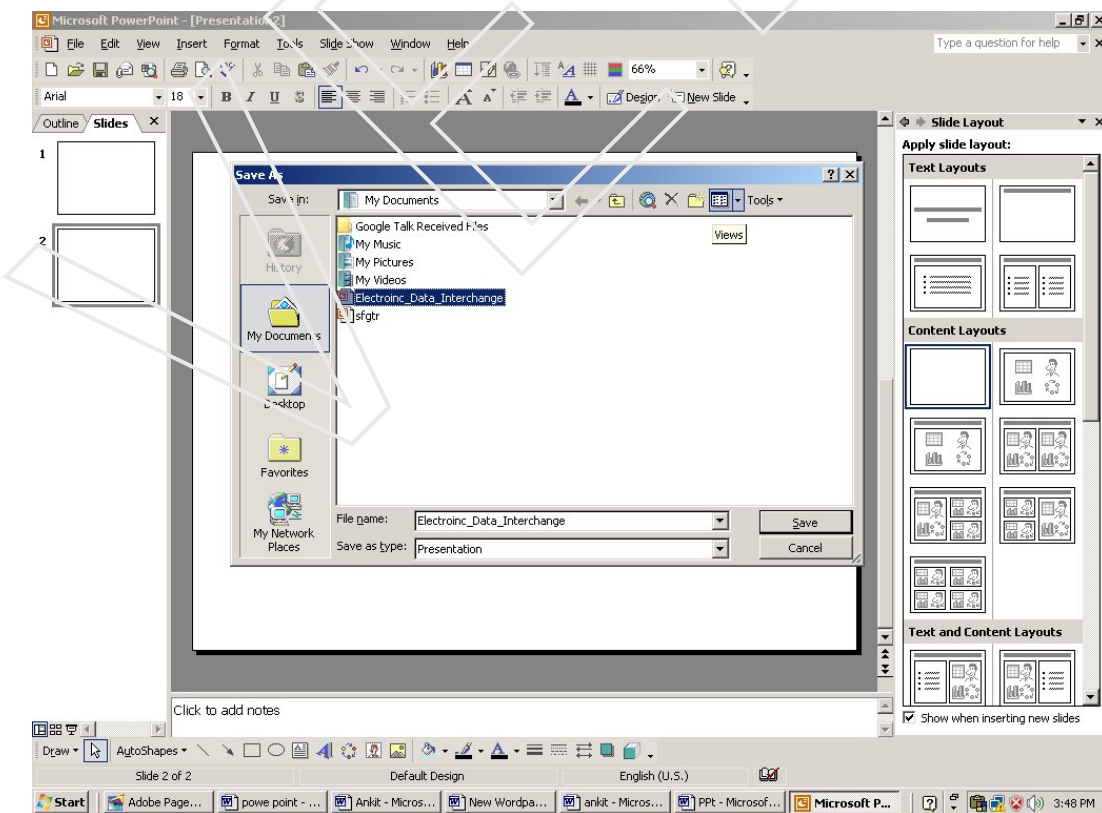


Figure 1.8 Save as dialog Box

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.

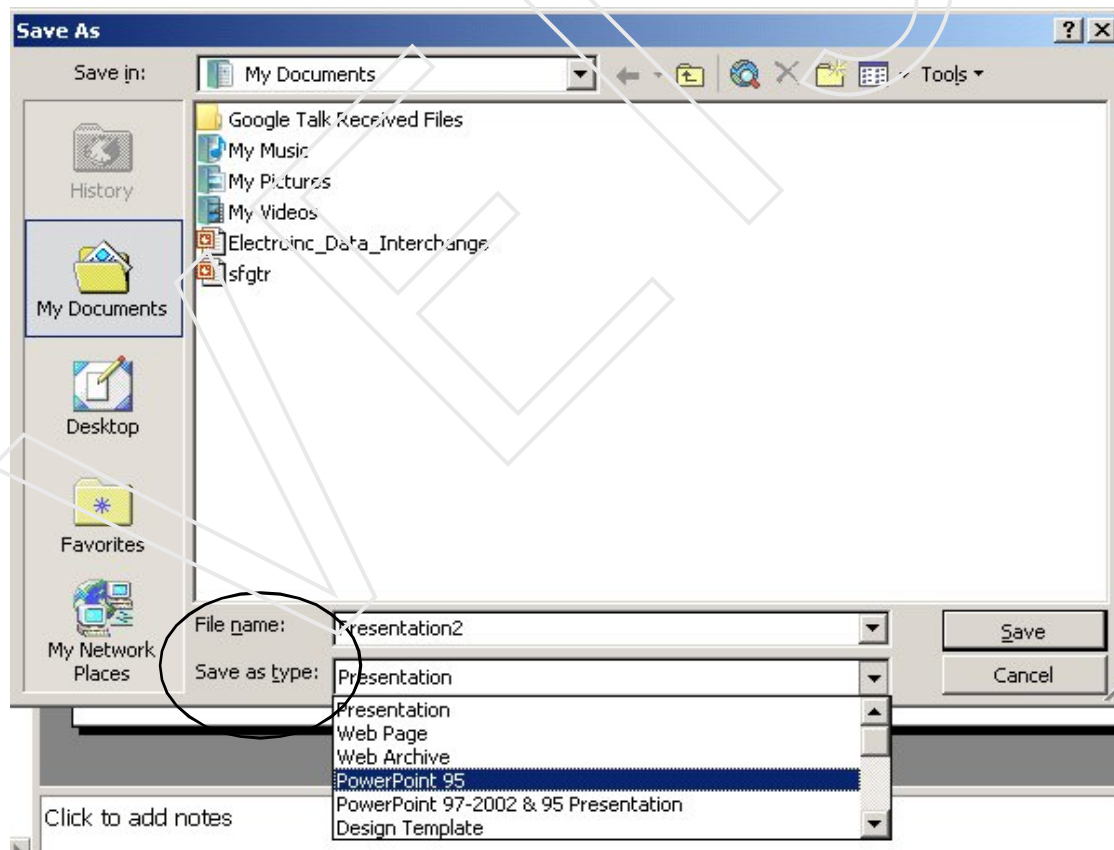


Figure 1.9 Save as dialog Box

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 Save as type drop-down 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 Assessment 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

Unit
2

Adding Text and Backgrounds

Objective :

- ✓ *Discusses the ways of adding and editing text.*
- ✓ *Explaining the various ways of applying different types of backgrounds.*

Structure :

- 2.1 Introduction**
- 2.2 Adding Text to Slide**
- 2.3 Editing Text**
- 2.4 Formatting Text**
- 2.5 Applying Slide Backgrounds**
- 2.6 Adding Bullets and Numbering to the Text**

2.1 Introduction

MS-PowerPoint provides a very easy mechanism to add text and background to your slides. There are number of ways by which you can edit your text and background making them complementary to each other which makes your slides and presentation look more attractive.

2.2 Adding Text to a Slide

1. Open a **Blank Presentation** or **existing presentation** (e.g. **Electronic Data Interchange**)
2. Click the **Text Box** on the **Drawing toolbar**. The mouse pointer changes to (+) **plus**.

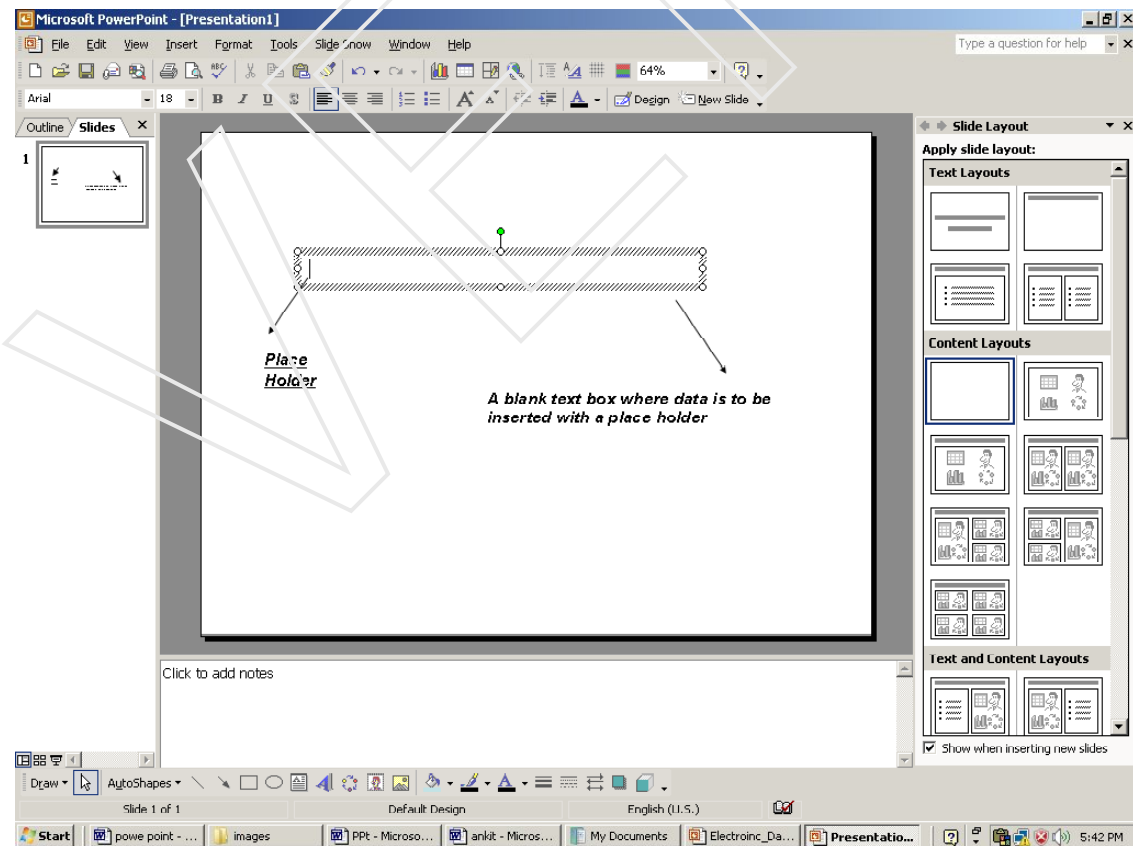


Figure 2..1 Text Box with a Place Holder

3. Holding the mouse button **drag the mouse pointer** to the point on the slide where you want to add a text box.
4. Release the mouse button when the text box is of the desired size.
5. Enter the text.

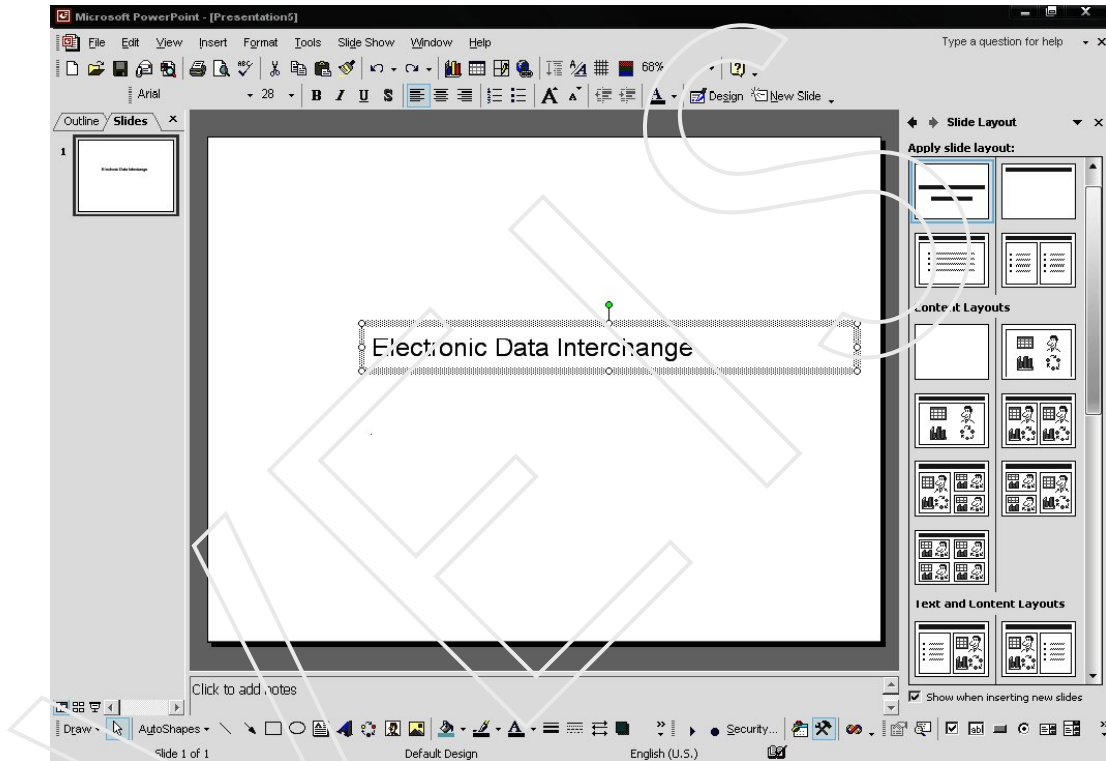


Figure 2.2 Text entered in the text box

2.3 Editing the text

PowerPoint includes all the basic editing features.

– **copy, move, insert, delete.**

1. Select the text to be edited by dragging mouse button, or by using the following key combination (**Shift + Cursor keys**)
2. From the **Edit Menu**, choose any of the following options for editing (**cut, copy, paste etc.**) as required

2.4 Formatting the text

1. Select the text to be edited by dragging the mouse or by using the following key combination (**Shift + Cursor keys()**).
2. From the **Format Menu** choose the **Font option**

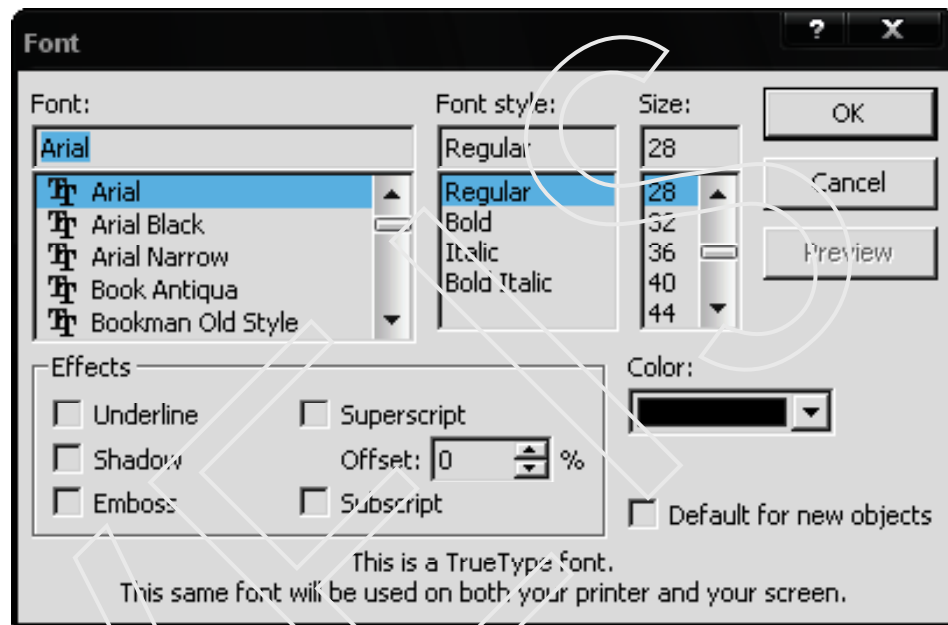


Figure 2.3 Font Dialog Box

The Font Dialog Box has five different options :

- a) **Font** : This option provides variety of font which you can apply to your text.
- b) **Font style** : Use to change the style of text
- c) **Font size** : It helps in increasing or decreasing the font
- d) **Effects** : It has six options which can be used according to the requirement.
- e) **Color** : Using this option we can change the color of the text.

3. Click on the arrow in the list box

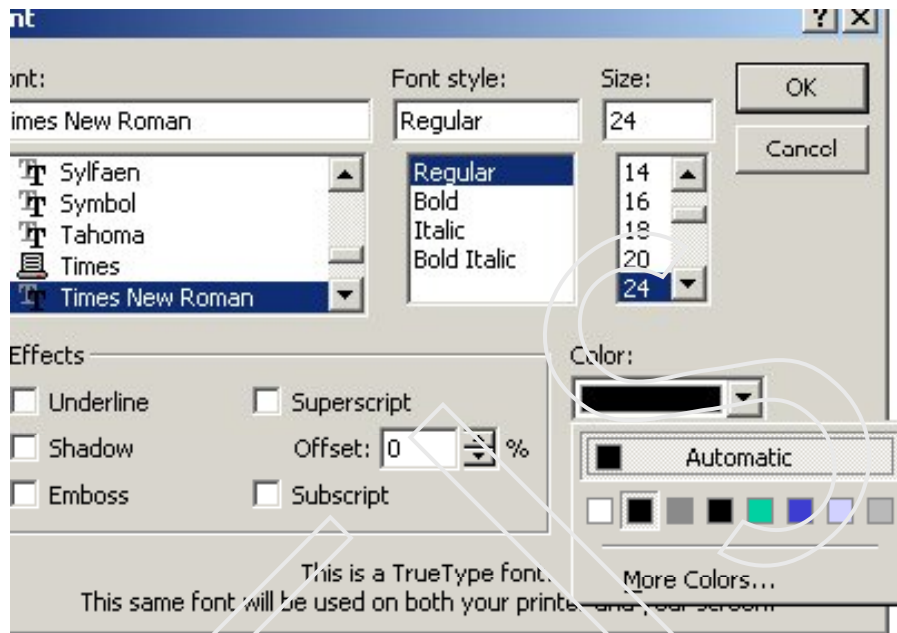


Figure 2.4 Eight automatic Font colors

4. Click on the the **More Colors** option

2.5 Slide Background

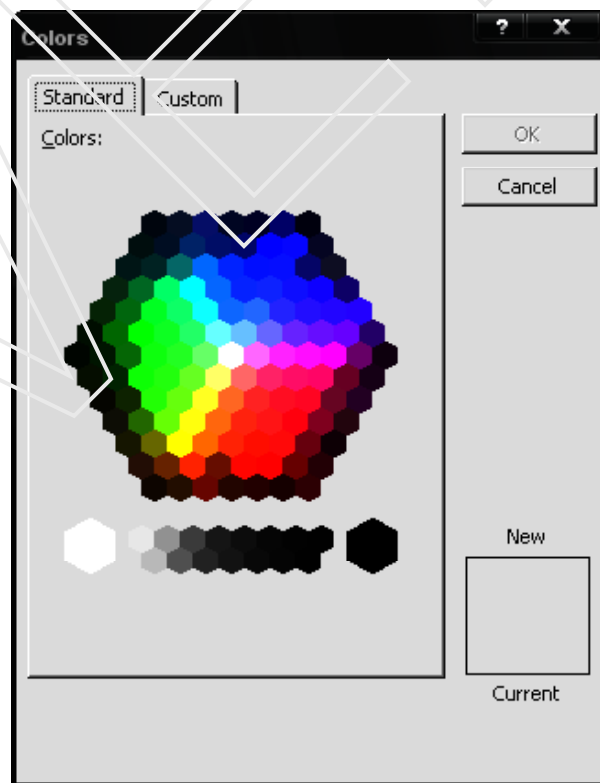
Slide background is one of the features on the slide, which helps in the further enhancement of a slide.

The four different types of background which can be applied on a slide are:

- Shaded or Single color scheme
- Texture Background
- Patterned Background
- Inserting Picture as a Background.

*Steps for applying different types of background***2.5.1 Changing Slide Background Color**

1. From the **Format Menu**, choose **Background** option.
2. The **Background** dialog box is displayed
3. Under **Background Fill**, click the down arrow
4. To change a color in the color scheme, click one of the eight colors below **Automatic**.
5. To change to a color that is not in the color scheme, click **More colors** and then click on **Custom** tab to mix your own color and then click **OK**.
6. Click **Apply** button to apply the changed color to the current slide or click **Apply to all**, to apply the change to all slides in the presentation

*Figure 2.5 Color Dialog Box*

2.5.2 Applying Shaded Background

- 1 From the **Format Menu**, choose **Background** option.
- 2 The **Background** dialog box is displayed.
- 3 Under **Background fill**, click the down arrow and click **Fill Effects**.
- 4 The **Fill Effects** dialog box appears on the screen. Click the **Gradient** tab.

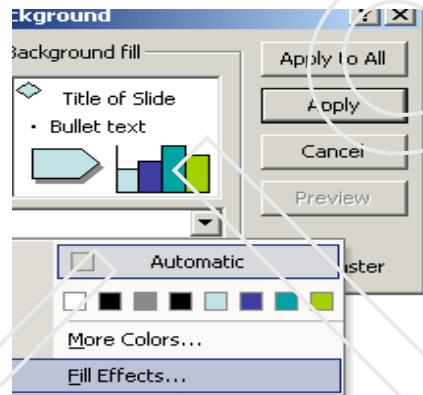


Figure 2.6 Choosing Fill Effects

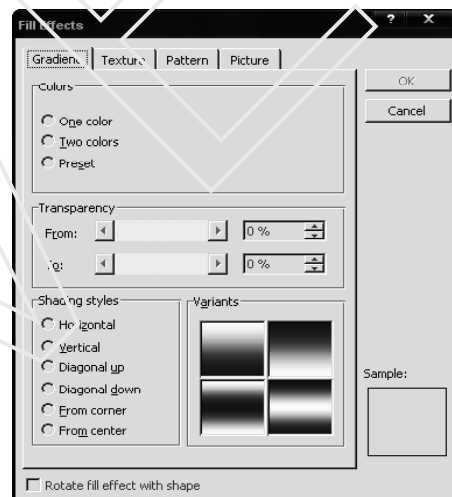


Figure 2.7 Fill Effects Dialog Box

5. Click the options you want and then click on it.
6. The background dialog box is redisplayed.
7. Click **Apply** the change to the current slide or click **Apply to all** to apply the change to all slides.

2.5.3 Applying Patterned Background

1. From the **Format** menu, choose **Background** option.
2. The **Background** dialog box is displayed.
3. Under **Background fill**, click the down arrow and click **Fill Effects**.
4. The **Fill Effects** dialog box appears on the screen. Click the **Pattern** tab.

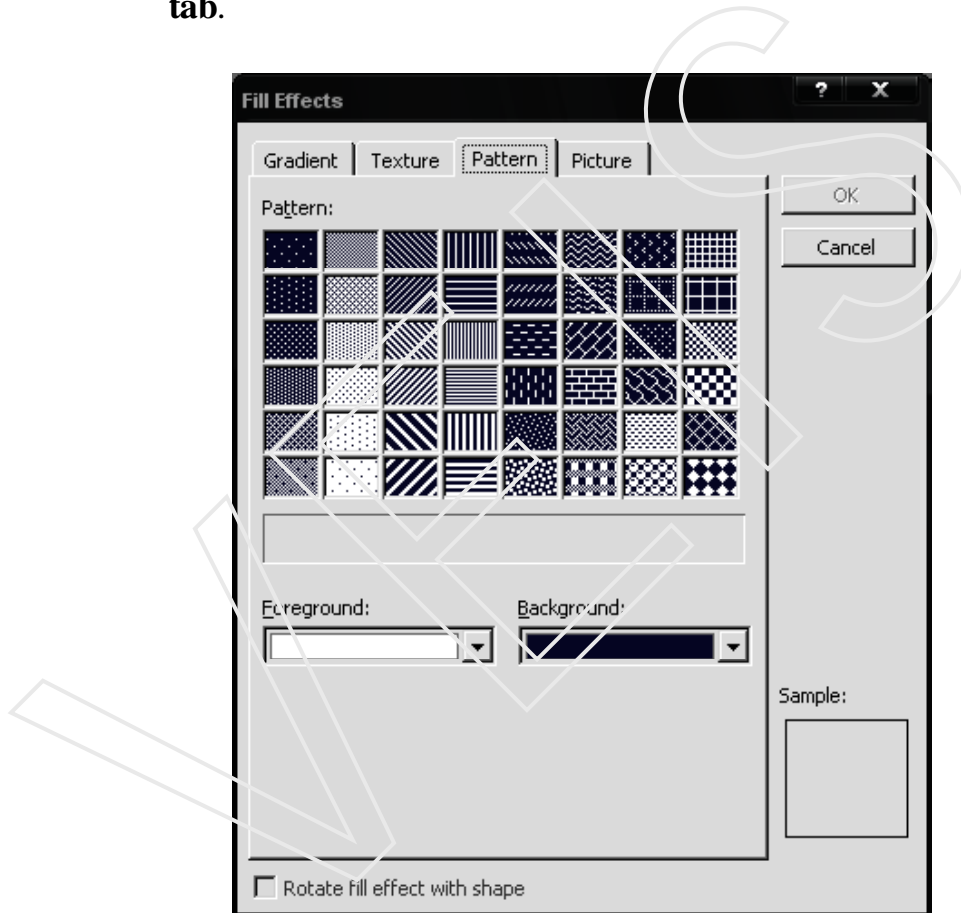


Figure 2.8 Fill Effects - Pattern Tab

5. Click the option you want and then click **OK**.
6. The **Background** dialog box is redisplayed.
7. Click **Apply** button to apply the change to the current slide or
8. Click **Apply to All** button to apply the change to all slides.

2.5.4 Applying Texture to the Background

1. From the **Format Menu**, choose **Background** option.
2. The **Background** dialog box is displayed.
3. Under the Background fill, click the down arrow and then click **Fill Effects**
4. The **Fill Effects** dialog box is displayed on the screen. Click the **Texture** tab.
5. Click the texture you want and then click **OK**.
6. The **Background** dialog box is redisplayed.
7. Click **Apply** button to apply the change to the current slide or
8. Click **Apply to all** to apply the change to all the slides.

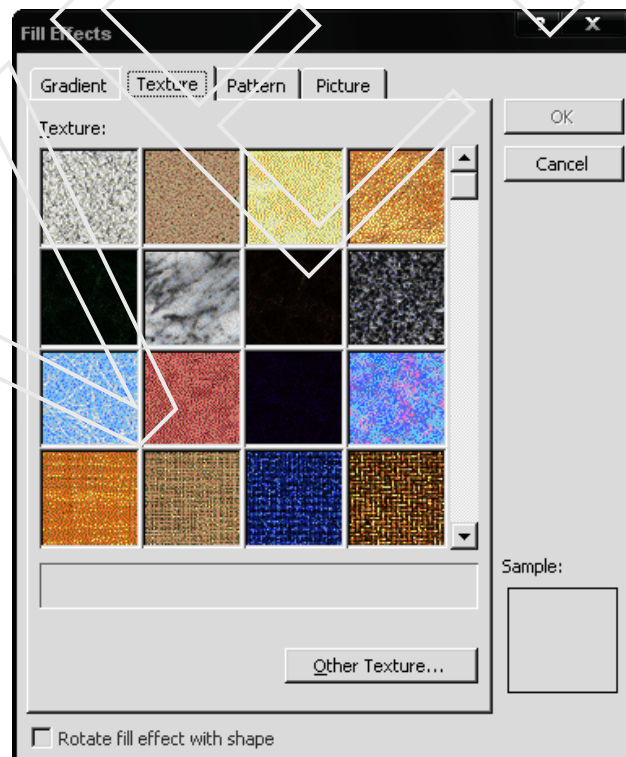


Figure 2.9 Fill Effects - Texture Tab

2.5.5 Inserting a Picture as a Background

1. From the **Format Menu**, choose **Background option**.
2. The **Background dialog box** appears
3. Under **Background fill**, click the down arrow and then click **Fill Effects**
4. The **Fill Effects dialog box** is displayed.
5. Click the **Picture tab**.
6. Select **Picture** and find the folder that contains the picture you want to insert.
7. Double-click the **File Name** and then click **OK**.

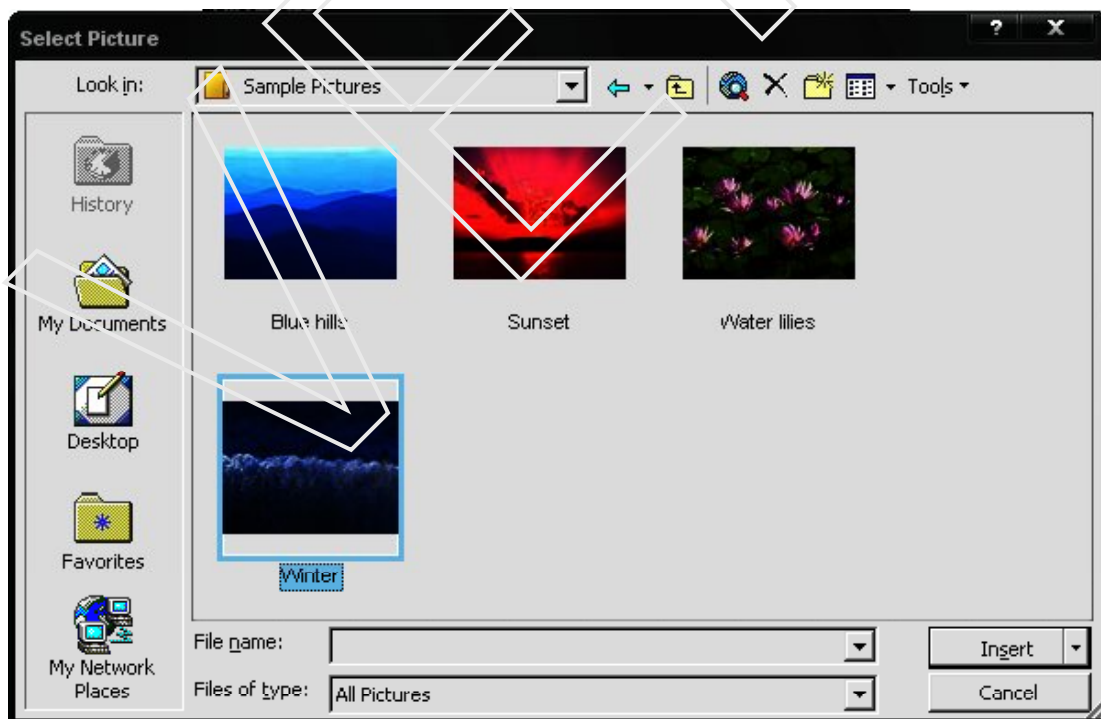


Figure 2.10 Fill Effects - Picture Tab

8. The **Background** dialog box is redisplayed.
9. Click **Apply** button if you want to apply the change to the current slide or
10. Click **Apply to all** button to apply the change to all the slides.
11. The slide will appear as in (Fig 2.11) after inserting the picture.



Figure 2.11 Slide after Inserting Picture as a Background

2.6 Adding Bullets and Numbering to the text

It is a feature, which automatically generate numbers whenever any part of information is required to be written in points. If user desires then he/she can even insert bullets in place of numbers.

2.6.1 Steps to insert Bullets and Numbering

1. Take a new text box and write the two points written on the slide as in (Fig 2.12) on which you have applied the background.

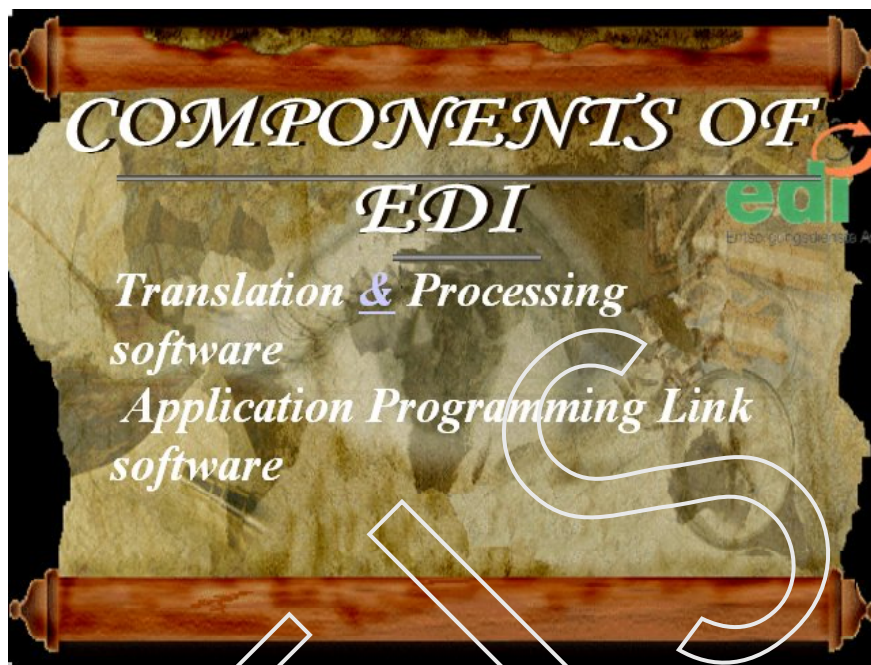


Figure 2.12 Enter Text to apply Bullets

2. Selects the lines by dragging on which you want to apply the bullet.

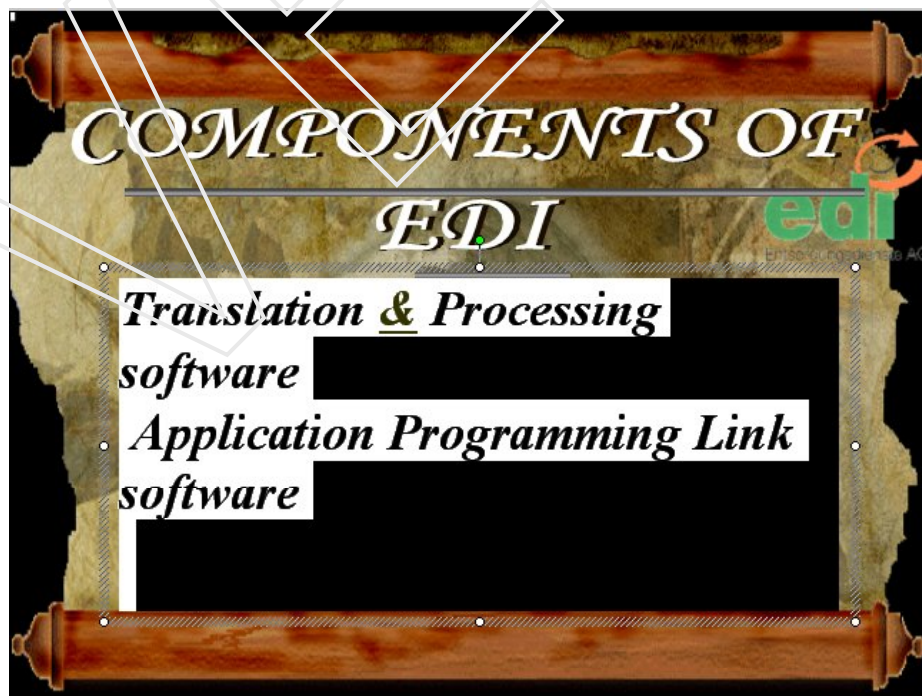


Figure 2.13 Selecting the text

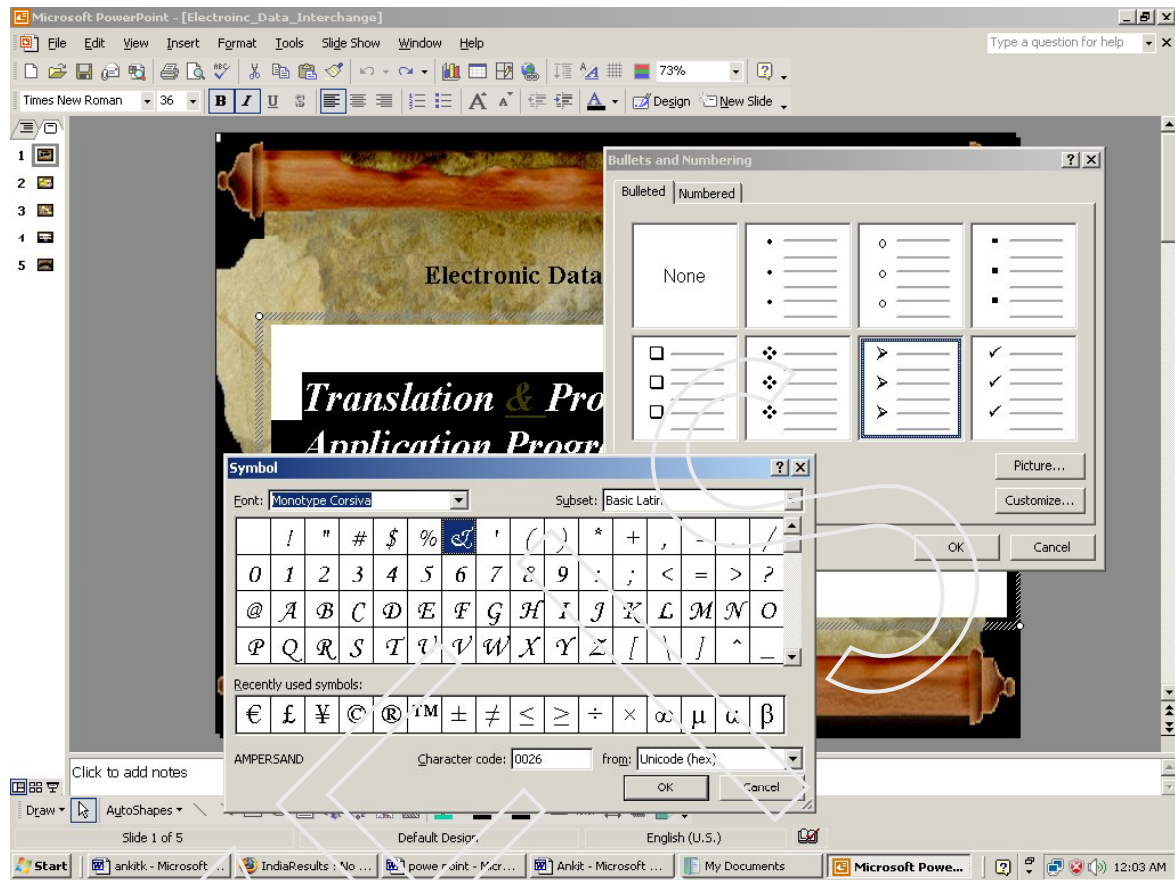


Figure 2.14 Bullets and Numbering Dialog Box

3. From the **Format** menu, choose **Bullets and Numbering** option.
4. The **Bullets and Numbering** Dialog Box appears(Fig 2.12)
5. It has two tabs “**Bulleted**” and “**Numbered**”.
6. Choose **Bulleted Tab** to apply bullets.
7. You can choose any of the bullets you require or
8. You can click on the **Customize** button, the **Symbol dialog** Box will appear
9. You can insert a different bullet from here.

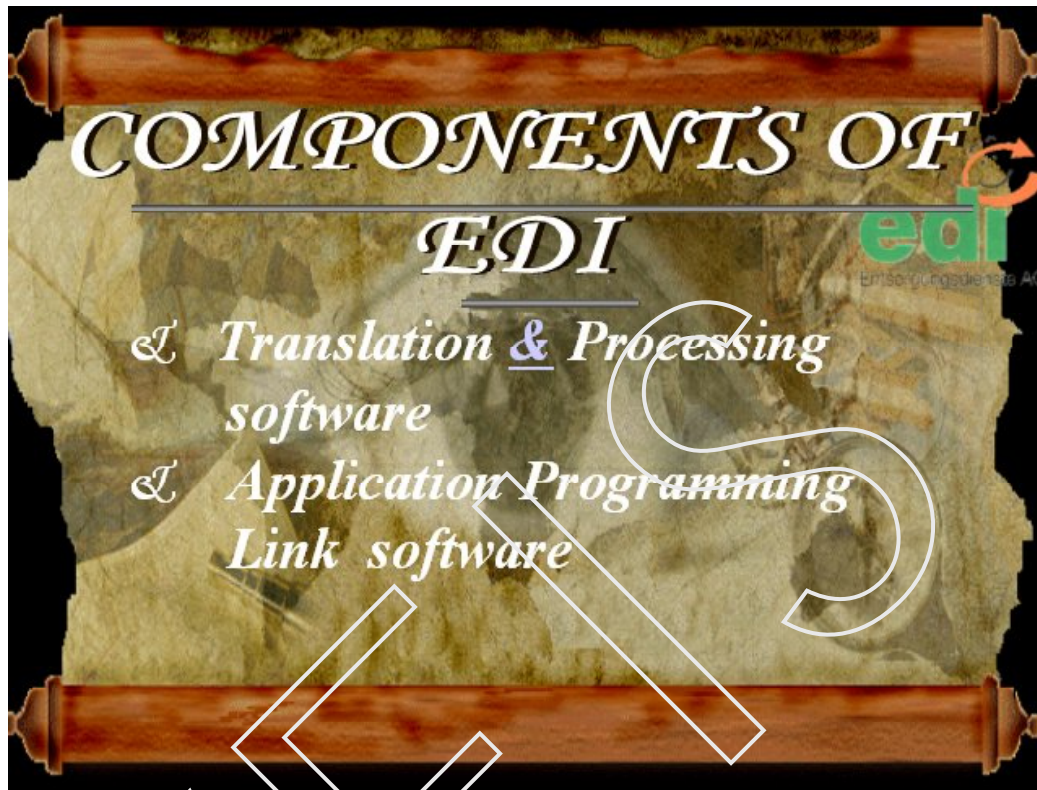


Figure 2.15 Slide after applying bullets

10. Select the **Bullet** of your choice and click on **OK** button.
11. The text will appear as in (**Fig 2.15**)

2.6.2 To add numbers to the slide

1. Selects the text that is to be numbered.
2. Selects the **Bullets and Numbering** option under the **Format** menu.
3. Selects the **Number Format** needed.
4. Click on the **OK** button.
5. After the numbers are added, the slide looks like (**Fig 2.16**)

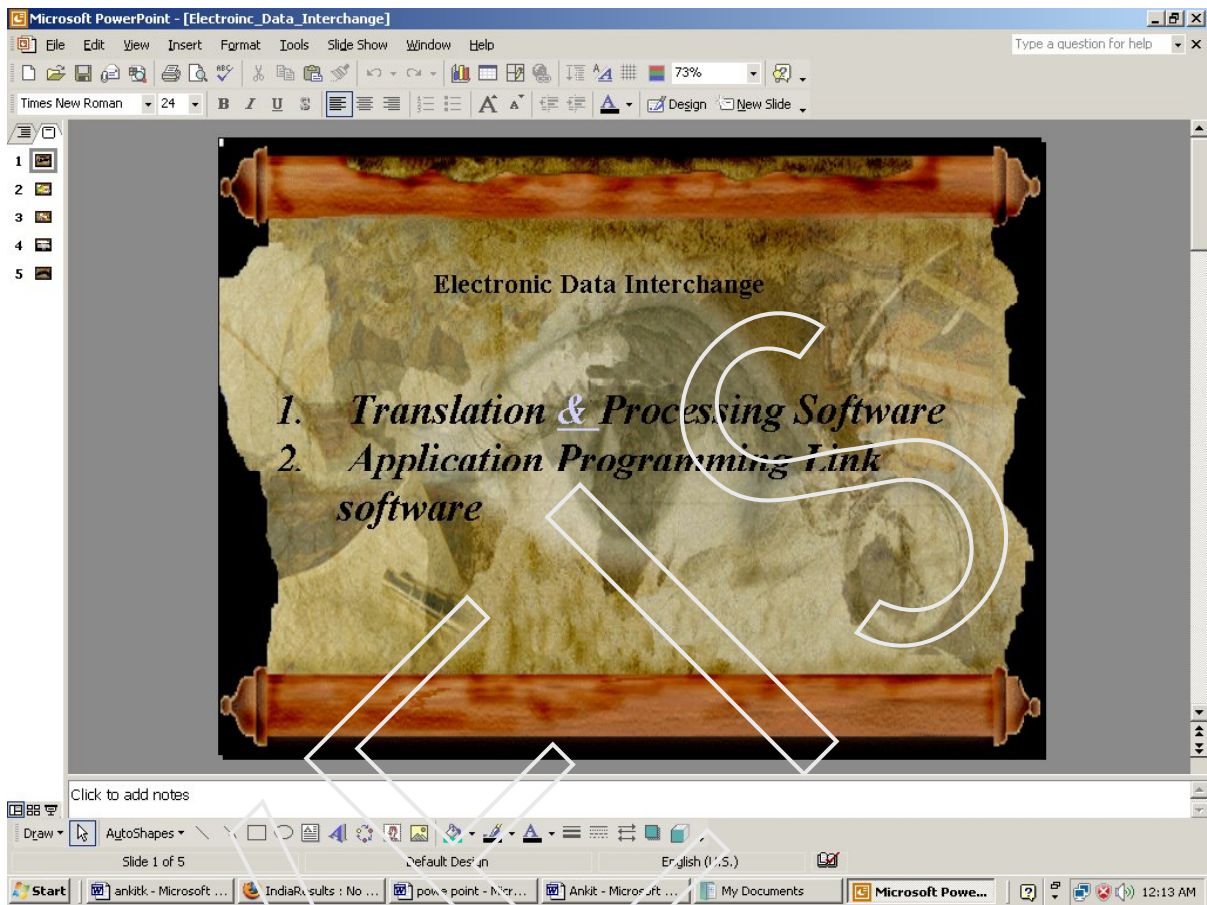


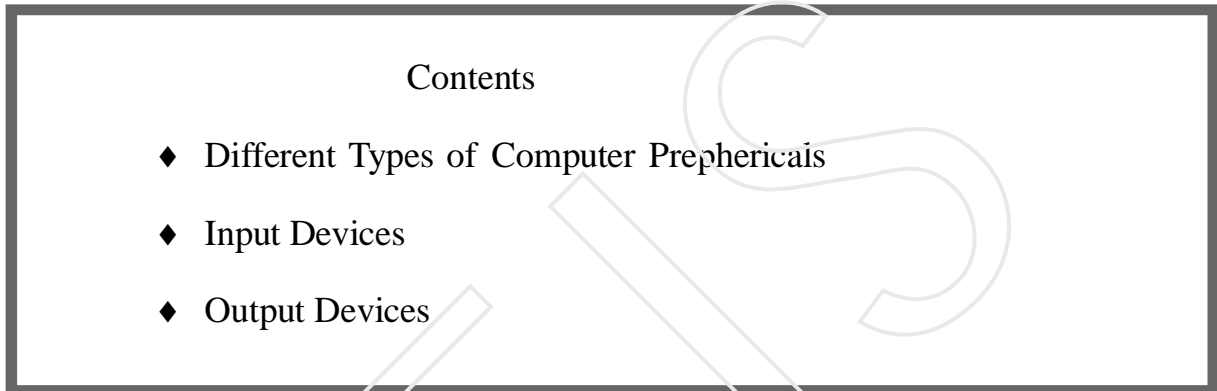
Figure 2.16 Slide after applying numbers

Self-Assessment Questions

1. Explain the use of bullets and numbering and write the steps for applying them ?
2. Write about the different type of backgrounds, which are applied, on a slide ?

LAB SESSION

- Open an existing power point presentation named “ MY FIRST POWER POINT PRESENTATION”
- Add the following text to the second slide



Format the text by applying a different color and style

- Apply different types of background on five slides in presentation "My First Power Point Presentation" as mentioned
- Slide 1- picture background
- Slide 2 - texture background
- Slide 3 - colored background
- Slide 4 - shaded background
- Slide 5 - patterned background

Unit
3**Inserting Objects****Objective :**

- ✓ *Explaining the different ways of inserting objects*
- ✓ *Discussing the methods of formatting the objects.*

Structure :

- 3.1 Introduction**
- 3.2 Inserting Clipart**
- 3.3 Working with Word Art**
- 3.4 Inserting AutoShapes**
- 3.5 Components of a Chart**
- 3.6 Organisation Chart**
- 3.7 Embedding Word Table**

3.1 Introduction

PowerPoint gives you a facility to insert objects on a slide like WordArt, AutoShapes, Clip Art pictures, pictures from different files and motion clips. All these help in giving visual effects to the slide and are of a great help in explaining certain things which cannot be explained with the help of text.

3.2 Inserting Clipart

Steps for inserting Clipart to the slide.

1. Display the slide on which you want to insert ClipArt.
2. Click on insert clipart button on **Drawing Toolbar**.
3. An Insert ClipArt dialog box will open.
4. Click on the **picture** of your choice, it will be inserted on the slide.
5. You can place this picture anywhere on the slide by dragging it

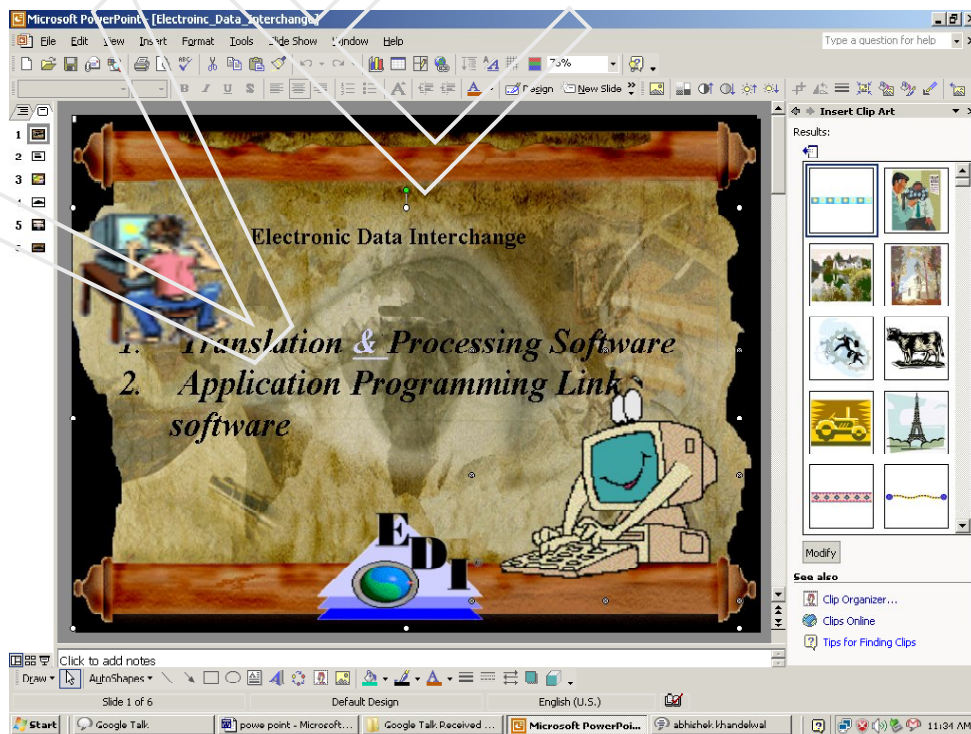


Figure 3.1 ClipArt View

3.3. Inserting Picture from a File

- Click on **Insert > Picture > From File** option.
- Click on drop down arrow next to look in list box and select the file from the displayed list and click on **insert** button.

3.4. Working with Word art

The Word Art feature allows you to create special text effects.

It gives a unique look to the text. Using Word Art you can make the text curved, wavy, and shadowed, 3 dimension etc.

1. Click on **Insert WordArt** button on the **Drawing Toolbar**



Figure 3.2 Word Art Gallery

2. **WordArt Gallery** dialog box opens up on the screen, choose the required Style and Click on **OK**.
3. In '**EDIT WORDART TEXT**' dialog box, type "Electronic Data Interchange" in 'Text Area'.
4. Apply formatting effects like changing the font size and style.

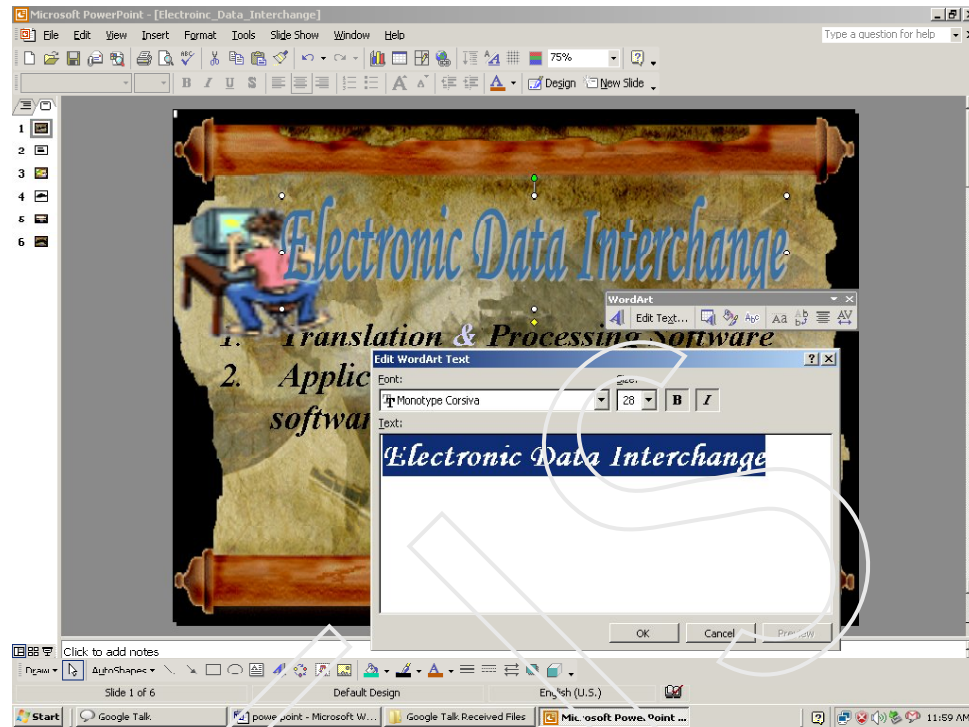


Figure 3.3 Edit Word Art dialog box

- The option on the tool bar can be used to give **Shape** to a word art.



Figure 3.4 Giving shape to Word Art

3.5 Auto Shapes

There are several categories of shapes: **lines, connectors, basic shapes, flowchart elements, stars, banners and callouts**. More shapes can be found in the Clip Organizer as well. You can add text to shapes. The text you add becomes part of the shape — if you rotate or flip the shape, the text rotates or flips with it. Text boxes can be treated as shapes.. Many have an adjustment handle (adjustment handle: A diamond-shaped handle used to adjust the appearance but not the size of most AutoShapes. For example, you can adjust a rounded rectangle to be more or less rounded.) That you can use to change the most prominent feature of a shape — for example, you can change the size of the point on an arrow.

3.5.1 Adding a shape

1. On the **Drawing toolbar**, click **AutoShapes**, point to a category, and then click the shape you want.
2. Click the place where you want to insert the **AutoShape**.

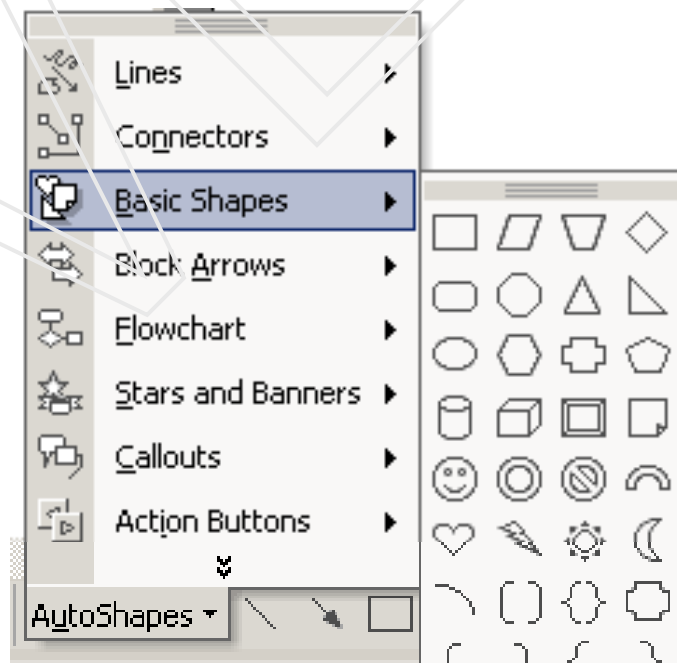


Figure 3.5 Autosshapes

3.5.2 Formatting Auto Shape

After inserting a Auto shape right click on the auto shape the pop menu as in the (Fig 3.6) appears

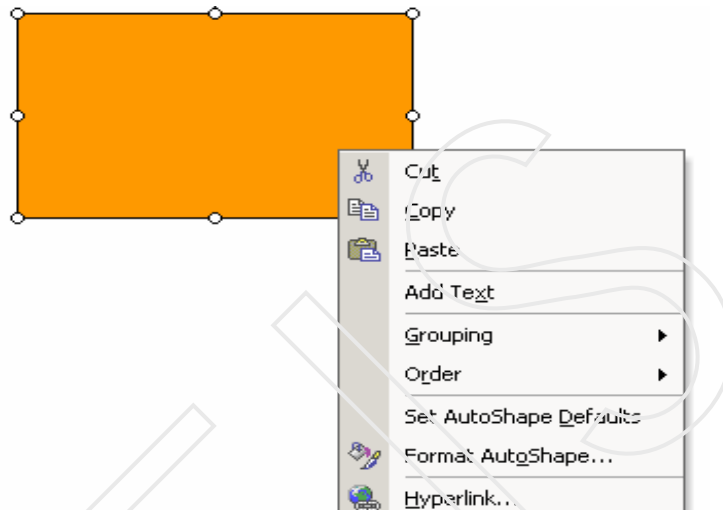


Figure 3.6 Moving Autoshape

- The **Cut ,Copy and Paste options** are use to **move** the Auto shape.
- **Add Text** option helps in **adding text** to auto shape. The text entered can be formatted in a similar manner as the normal text.
- **Grouping** – This feature is very useful when more then one Auto shape on the slide is required to be moved together.We can first group them and then very easily change their location.

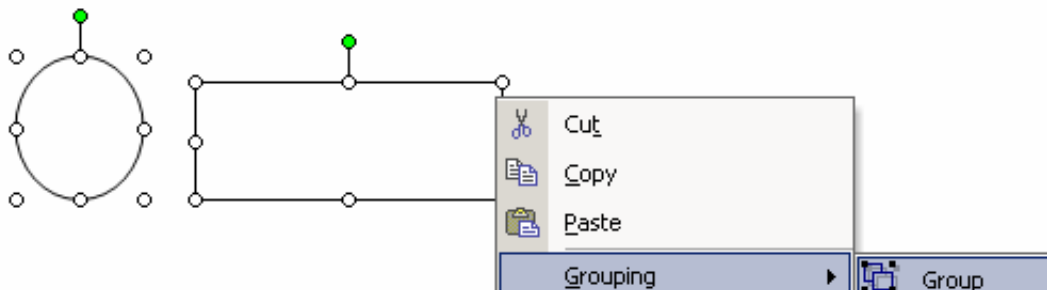


Figure 3.7 Combining AutoShape

- **Order** –This option can be used when a portion of auto shape overlaps a portion of another auto shape, through this property we can adjust both the auto shape beautifully on a slide

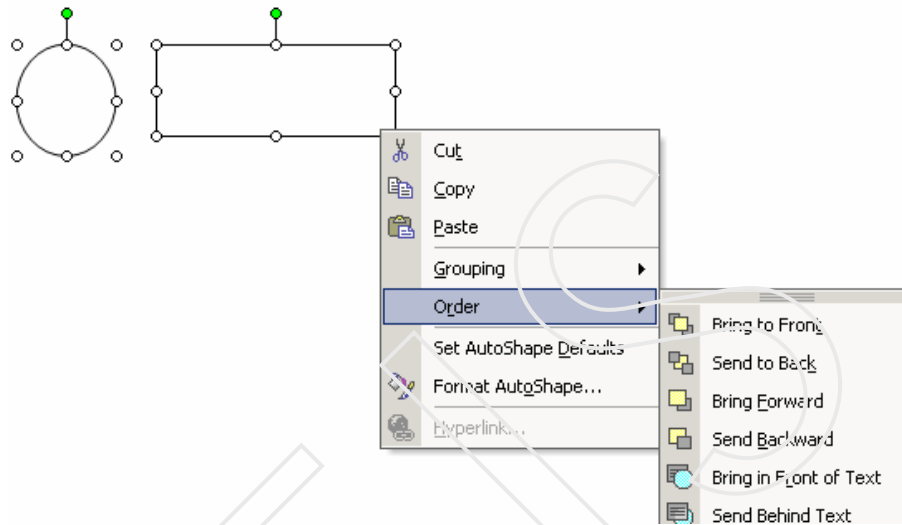


Figure 3.8 Setting the order of AutoShape

- **Format Auto Shape** – By clicking on this option the **Format auto shape** dialog box appears as in the (Fig 3.9)

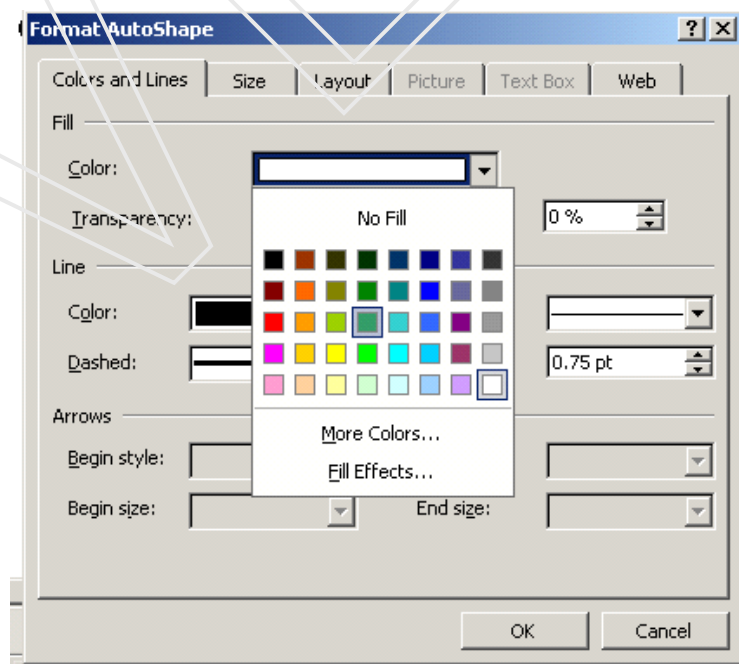


Figure 3.9 Format AutoShape

It is use to change the fill color, style and thickness of border lines,

- **Hyperlink** option is used to create link using Auto shape, *Hyperlink has been discussed in detail in the next unit.*

Insert a slide in the same Presentation (Electronic Data Interchange) and draw the following graph using different Auto Shapes

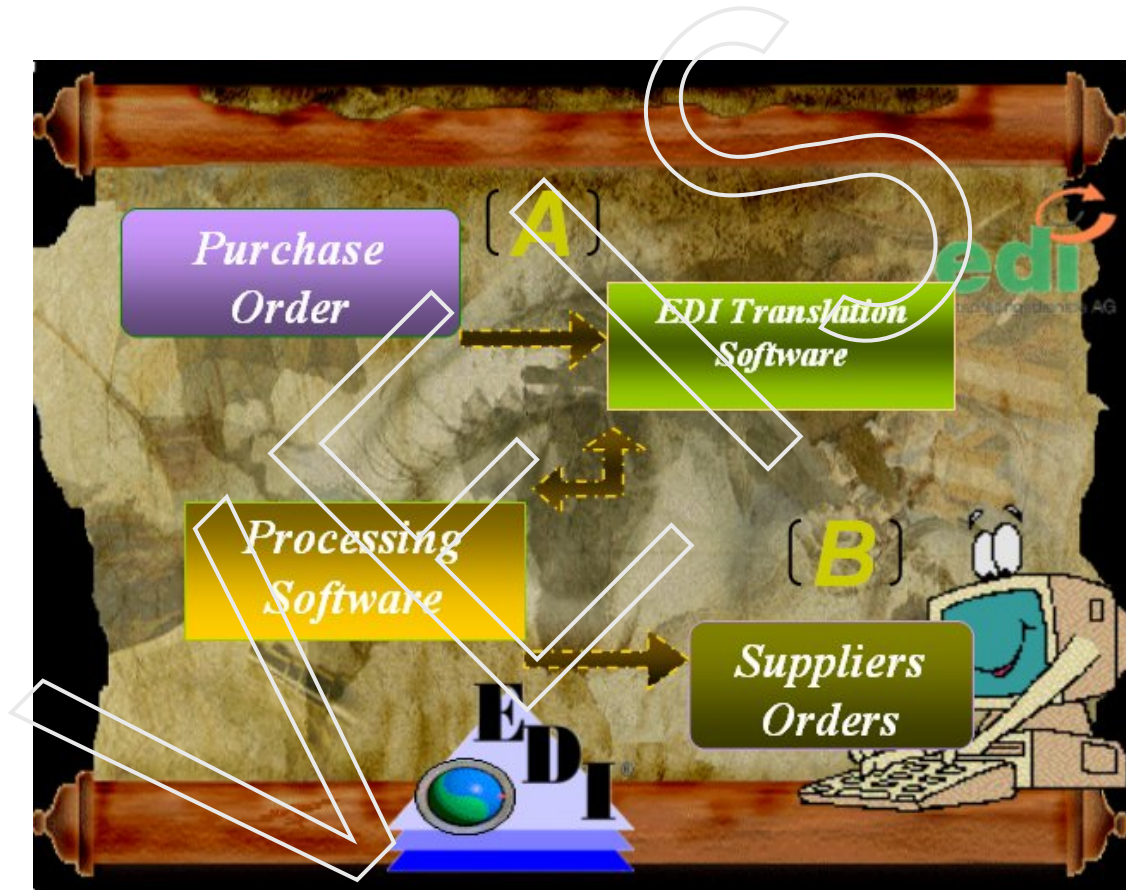


Figure 3.10 Graph created using AutoShape

3.5.3 Change a shape to another shape

1. Select the **AutoShape** that you want to change.
2. On the **Drawing toolbar**, click **Draw**, point to **Change AutoShape** then point to a category, and click the shape you want.

3.5.4 COMPONENTS OF CHARTS

- | | |
|------------------|------------------|
| 1. Chart Area | 2. Chart Title |
| 3. Category Axis | 4. Data Series |
| 5. Value Axis | 6. Category Name |
| 7. Plot Area | 8. Legend. |

3.5.4.1 CREATING A CHART

To Create a chart on a slide, follow these steps

1. Choose **New Slide** option, from the **Insert menu**.
2. A **New Slide Dialog Box** appears.
3. Click on **Chart Slide**.
4. A new slide appears with a **Title and Chart layout placeholders**.
5. Click on title placeholder. The cursor will blink at the center.
6. Type **“Weekly Expenses”**.

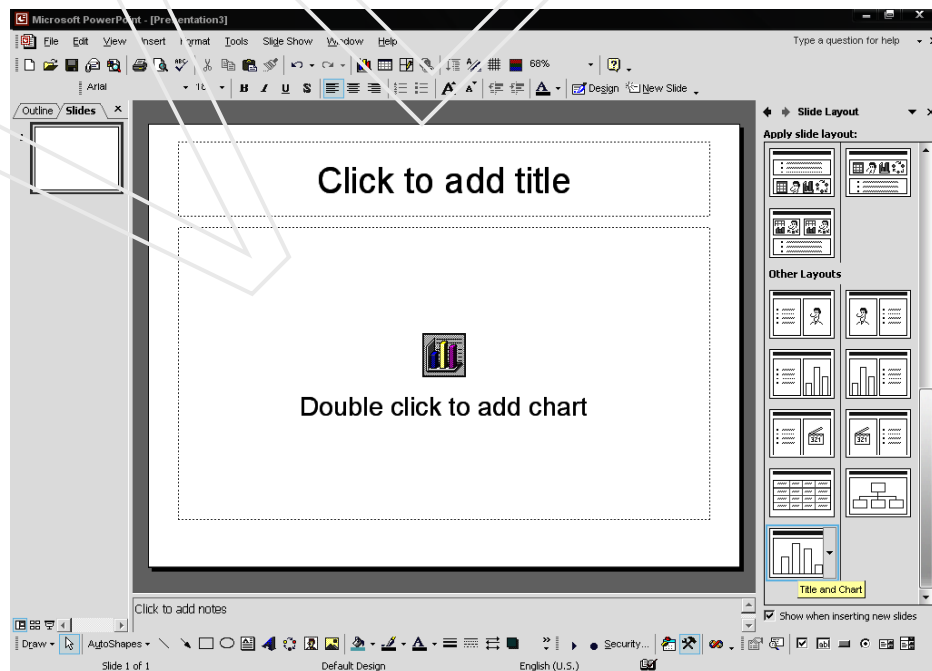


Figure 3.11 Title and ChartLayout Slide

7. Double click on **Chart Layout Placeholder** i.e. on the icon.
8. Chart will be displayed with a Datasheet that contains default data

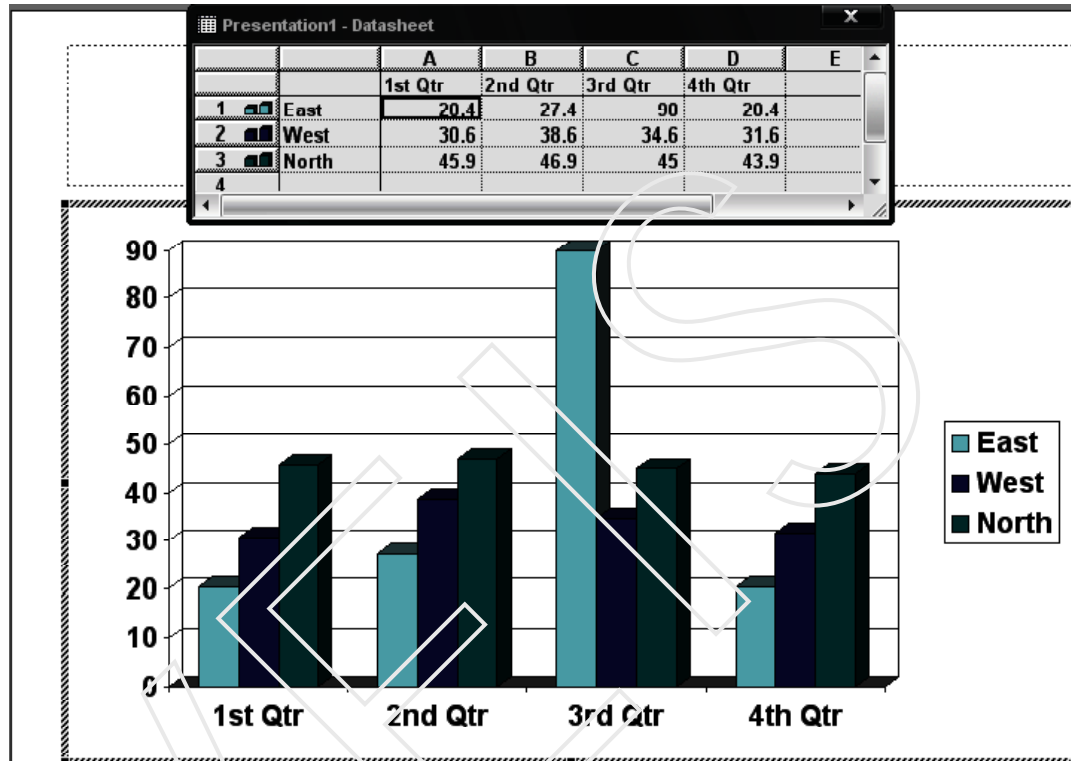


Figure 3.12 Bar Graph for default values

9. You can enter your own data in a datasheet.
10. Click on cell immediately below the **Column A**. Type **Monday**, press **Tab Key**. Type **Tuesday**, press **Tab Key** and type **Wednesday**.
11. Press **Enter**. Click on the cell immediately to the right **Row 1**. Type **Ice-Cream**, press **down arrow Key**. Type **chocolates**, press **Down Arrow Key** and enter **Biscuits** and then type **Juices** in next row.
12. Click on cell **A1**. Type **200**. Press **Tab key**. Type **100**. As you enter the data, the chart is automatically plotted. Similarly, Type the entire data as shown in the datasheet.

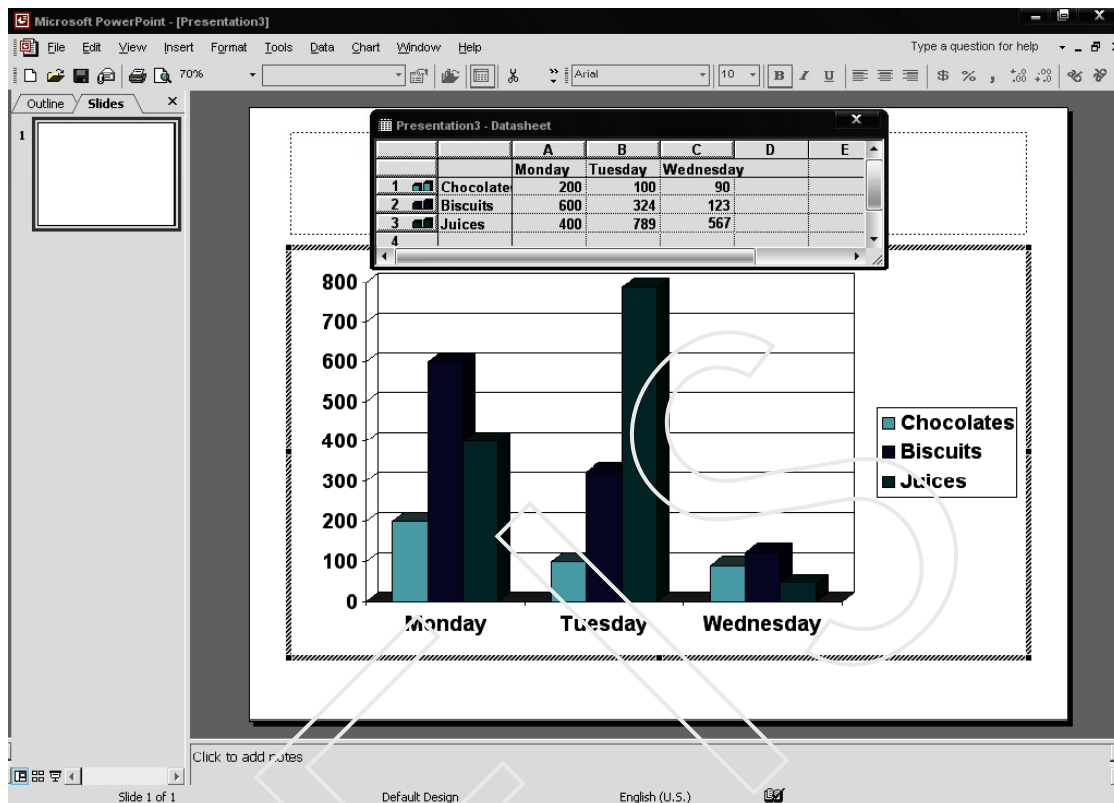


Figure 3.13 Bar Graph of the data entered by the user

- 13 To close the datasheet, either click on close button on Title bar of datasheet or Click on **Grey area outside** the slide. **The chart will be displayed** on the slide.
- *YOU CAN ALSO INSERT A CHART USING INSERT CHART BUTTON ON STANDARD TOOLBAR.*

3.5.3 EDITING CHART DATA

You can make changes in chart data after creating a chart.

1. **Right Click** on the chart present on the first slide.
2. Shortcut menu will appear. **Click on CHART OBJECT> EDIT**
3. Datasheet menu will appear .Click on the cell immediately to the right of Row 2.

4. Type toys Press Tab key Type 300.
5. Similarly you can change the other data. The modifications that you make in a datasheet will be applied automatically to the chart .
6. Select **Format > Font. Font Dialog Box opens**. Change Font Size to 14 and Font from respective list boxes.
7. Choose Blue color from color List box. **Click OK**. The formatting effects will be applied to the entire datasheet.

3.5.4 FORMATTING A CHART

Formatting improve the appearance of a chart. You can format the chart to add Titles, change the text, font, change the line color, width, border style of a chart, legends, data series etc.

3.5.5 FORMATTING A LEGEND

Legend is a box that identifies the patterns or colors assigned to the data series in a chart. Legends mostly appear to the right of the chart. You can place them left or below the chart also. It helps in reading the chart accurately.

1. You can format the text, background, boundary and color of the legend.
2. **Double Click** on the **Legend boundary**.
3. The **Format Legend dialog** box will open.
4. Click on **Patterns Tab**, if it is not activated.
5. Click the **Custom option** button in the Border section. Click on the **Style list combo box**.
6. Select the desired style from the list .Similarly, click on the color **List box** and select the shade.

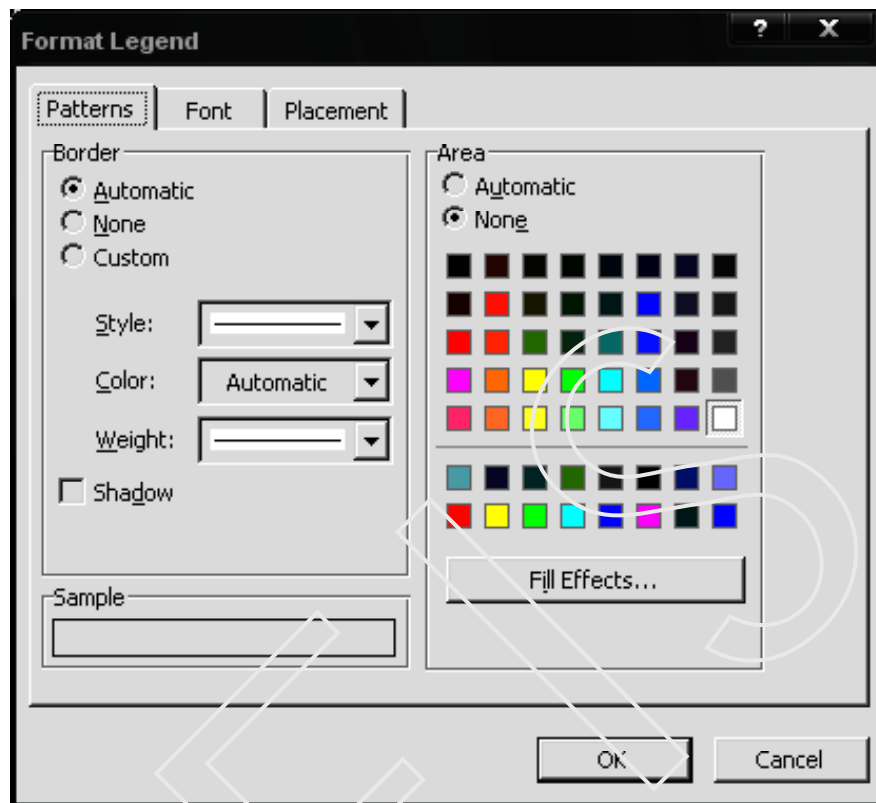


Figure 3.14 Format Data Series dialog box

7. Click on the Weight list box and select the thickness of your choice and view the **New legend** Border in Sample Section.
8. To position the legend on the chart, Click on the **Placement** tab in the **Form Legend** dialog box.
9. Press the Bottom option button. Click OK. The Legend will be placed at the Bottom of the chart.

Note :

- Similarly you can change Data Series, Value Axis etc. Double clicking on text can modify text font, size, or border.

3.5.6 Changing background colors and, patterns

You can modify the chart by changing its colors, patterns and background.

1. **Double click** on the **Plot Area**.
2. Format **Plot Area** dialog box as displayed.

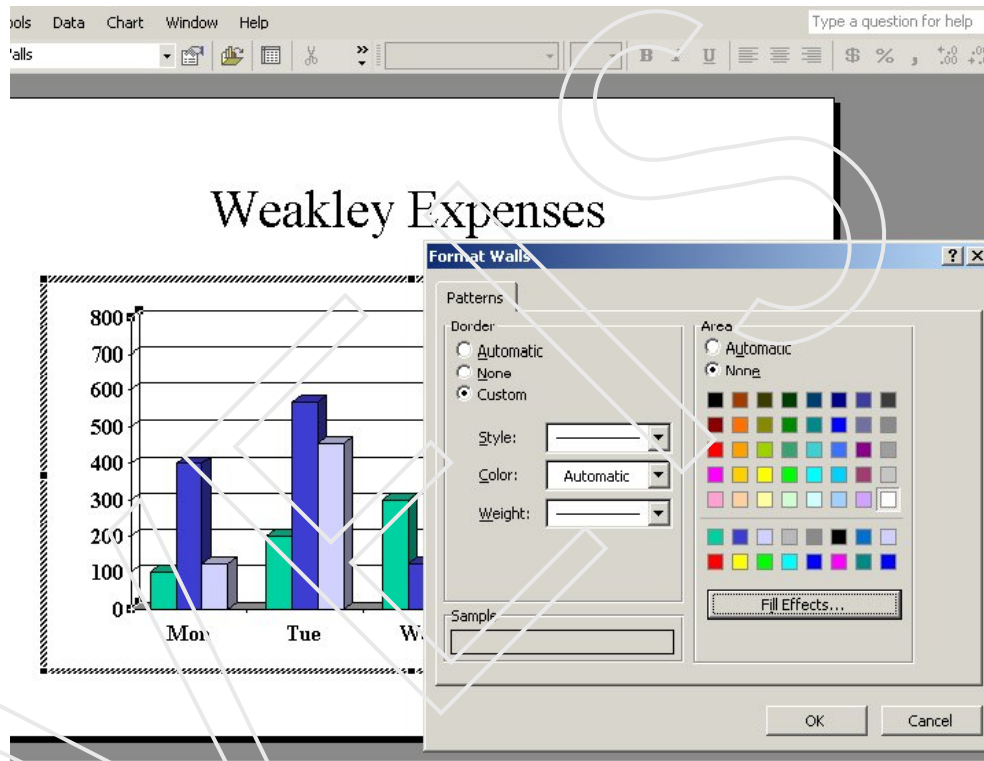


Figure 3.15 Format Data Series dialog box

3. Select the suitable **border style, color and weight**.
4. Press the **Fill Effects** button.
5. The Fill Effects dialog box will open.
6. Click on **Pattern tab**.
7. Select the pattern and click **Foreground and Background** color.
8. Click OK and observe the change.

3.5.7 APPLYING NEW CHART TYPE

1. Double click on the chart, the data sheet will appear.
2. Right click on any bar of the chart, click on the chart type option.

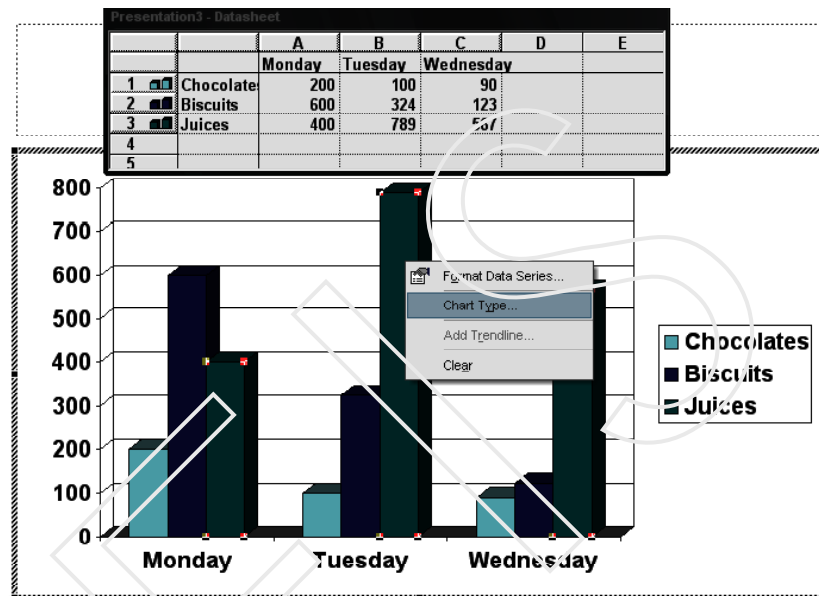


Figure 3.16 Changing the Chart type

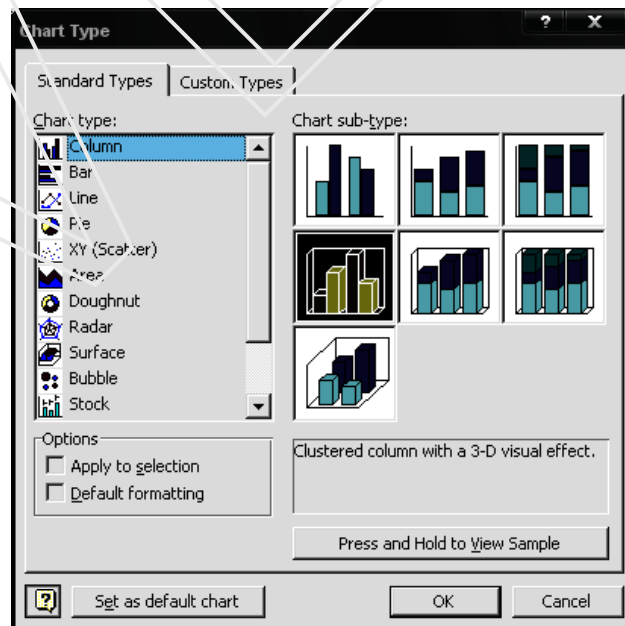


Figure 3.17 Different types of Charts

Some of the most commonly used charts are :

BAR - This chart displays data in the form of long rectangle rods also called bars that are placed vertically or horizontally on the Chart Area.

Pie - This chart displays data in the form of circle.

Line - This chart is in the form of lines. It is very similar to plotting a graph on the graph paper that read its values on the X and Y-axis Column Chart is also commonly used chart that displays data in the form of bars.

3.4 Organization Charts

The organization chart is used to illustrate hierarchical relationships, such as of department, managers and employees within a company.

3.4.1 Add an organization chart

1. You can use the diagramming tool  on the **Drawing toolbar**
2. The **Diagram gallery dialog box** appears on the screen



Figure 3.18 Diagram Gallery dialog box

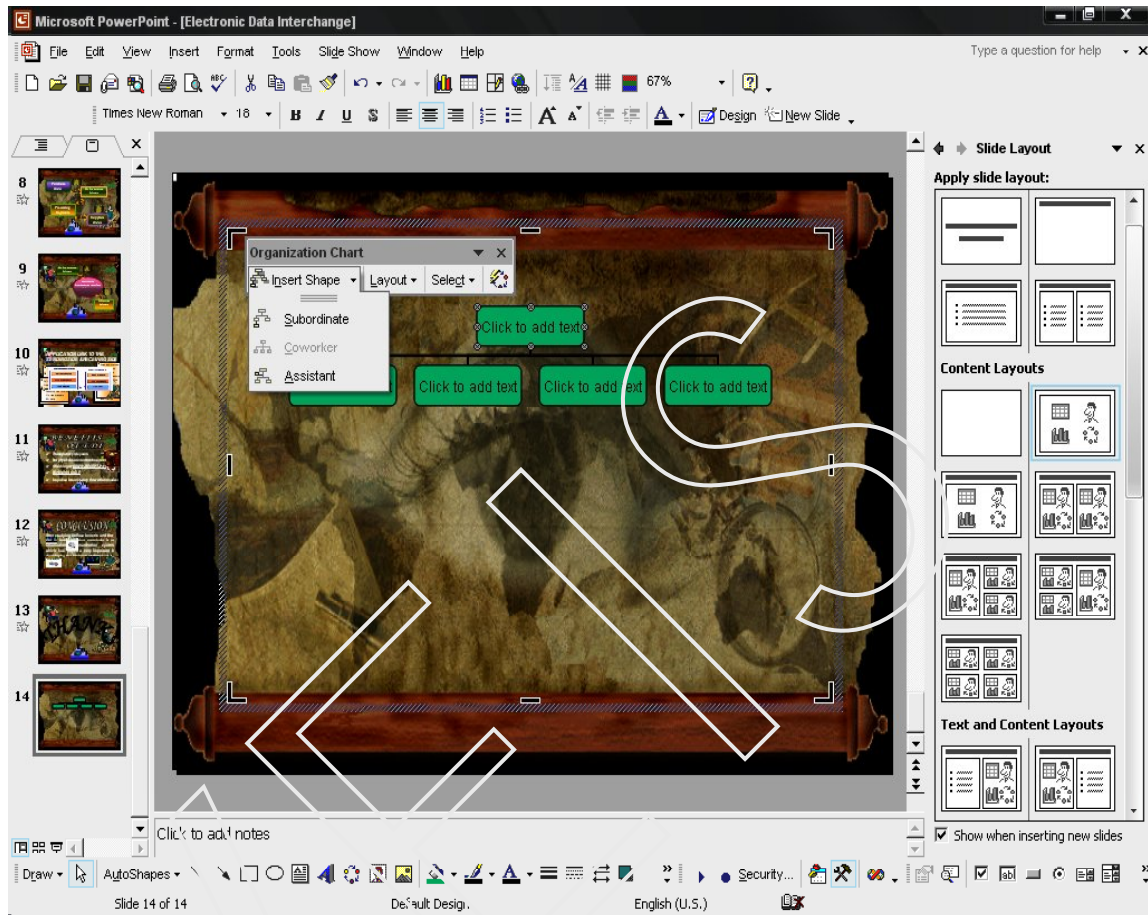



Figure 3.19 Inserting Shapes to Organisation Chart

3. Select any chart and click on OK button
4. If you want to add a shape, select the shape you want to add from **Insert Shape** option on the **Organization Chart** tool bar.

If you want to add a preset design scheme,

1. Click **AutoFormat**  on the **Organization Chart** toolbar.

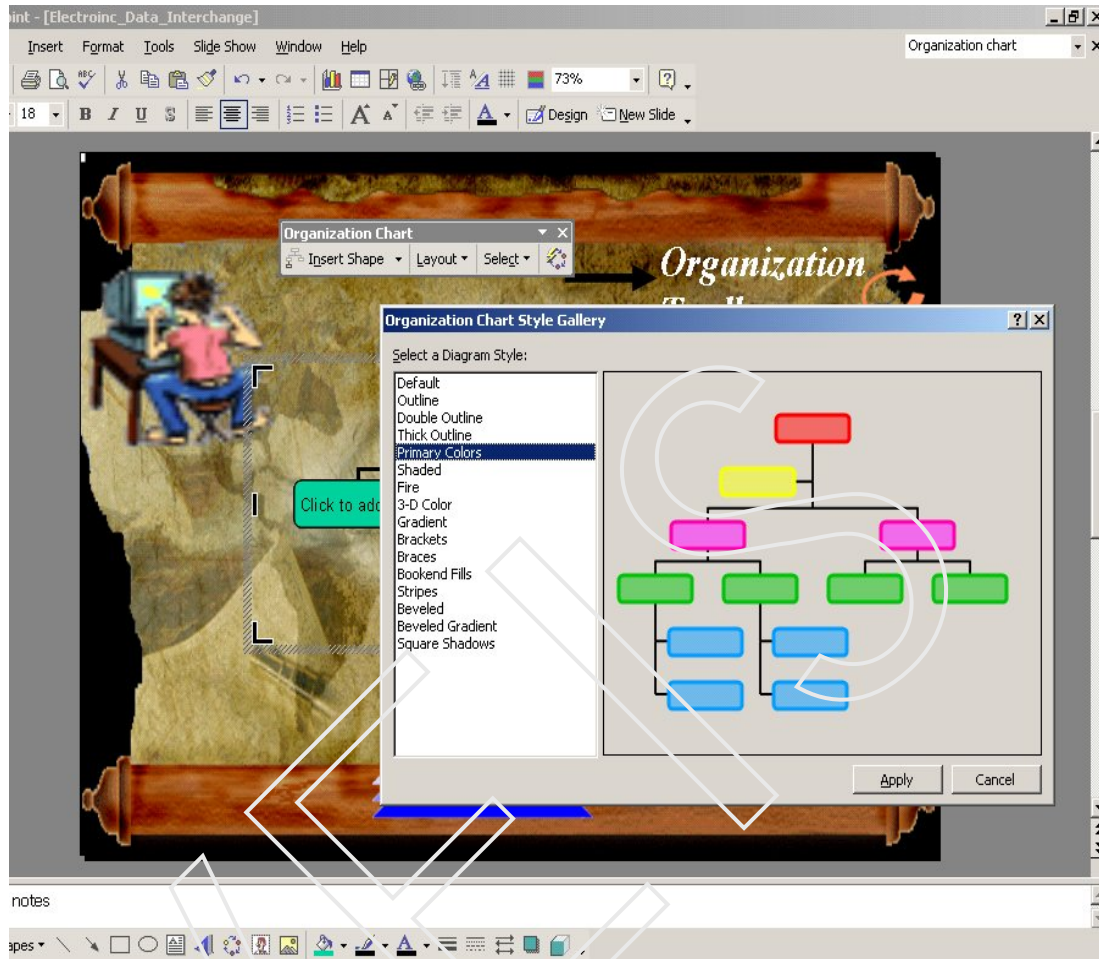


Figure 3.26 Organisation Chart Gallery

2. Select a style from the **Organization Chart Style Gallery**.
3. Click outside the drawing when you have finished.
 - Superior shape: In an organization chart, a shape that is placed above and connected to any other shape, such as an employee (sub-ordinate, coworker or assistant shape.)
 - Assistant shape: In an organization chart, a shape that is placed below and connected to any other shape with an elbow connector. This shape is placed above any additional subordinate shapes for the particular superior shape it is attached to.

- Subordinate shape: In an organization chart, a shape that is placed below and connected to a superior or manager is employee of the superior shape
 - Coworker shape: In an organization chart, a shape next to another shape that is connected to the same superior (or manager) shape. This is also a subordinate of the superior shape
1. Click on the box in which you want to add text.
 2. Text cannot be added to lines or connectors in organization charts.

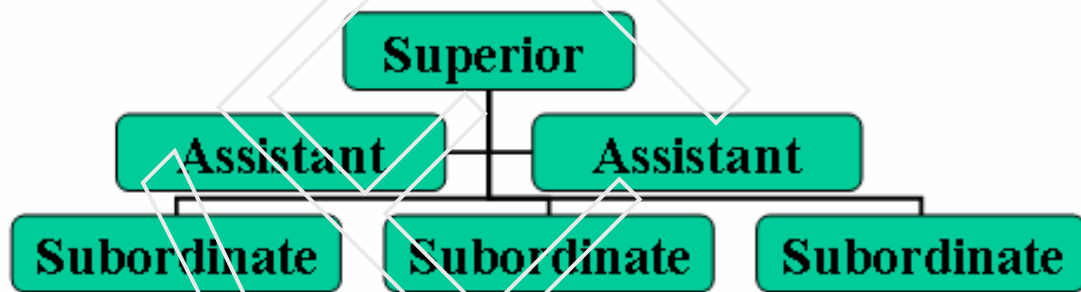


Figure 3.21 Organisation chart with different shapes

Note :

When you add or change an organization chart, the organization chart appears with drawing space around it, outlined by a non-printing border and sizing handles. You can size the organization chart by using sizing commands to make the drawing area larger so you have more space to work, or you can get rid of extra space by fitting the border more closely to the diagram.

Format the entire organization with preset styles; or, format pieces of it like you format shapes — add color and text, change line weight and style, and add fills, textures, and backgrounds. Add shapes — such as manager (superior), employee (subordinate), assistant, or coworker — or change branch layout options with the **Organization Chart** toolbar, which appears when you insert or select the diagram

CREATING AN EMBEDDED WORD TABLE

1. To create an embedded word table, do this-
2. Click **Insert Menu** and **Select Object**. After that insert object dialog box appears as shown in (Fig 22)
3. In the **Insert Object** dialog box, select the **Create New** radio button.
4. In the **Object Type** box, click **Microsoft Word Document**, and then click OK
5. After that slide changes to some different look similar to that of Word as one in figure.

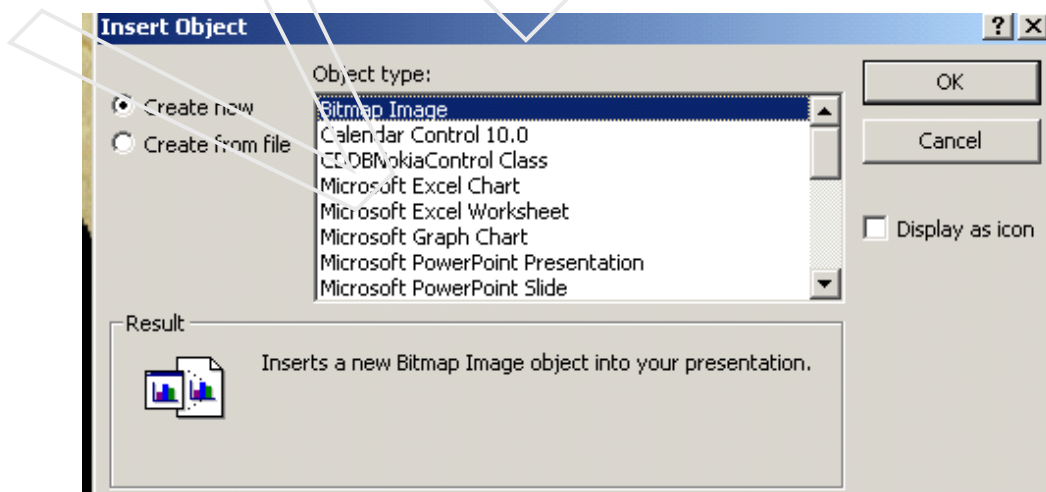


Figure 3.22 Embedding Word Table

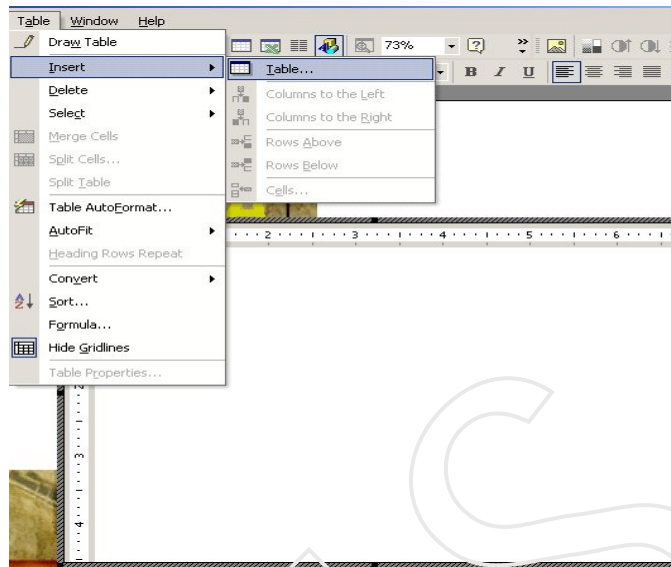


Figure 3.23 Inserting a table

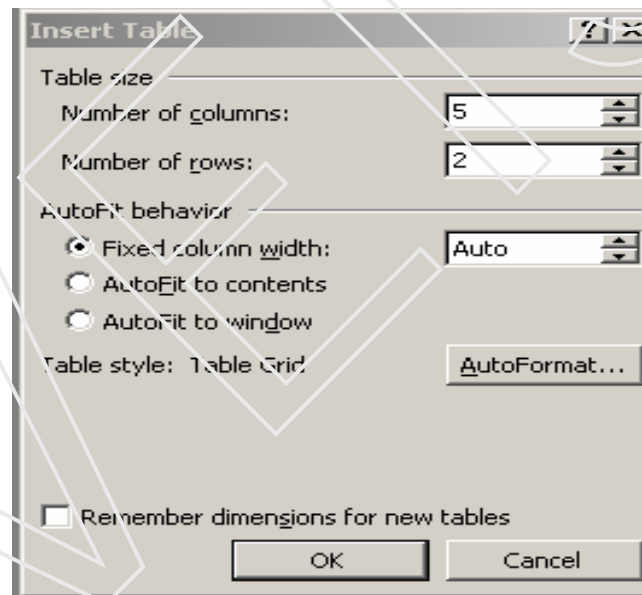


Figure 3.24 Insert table dialog box

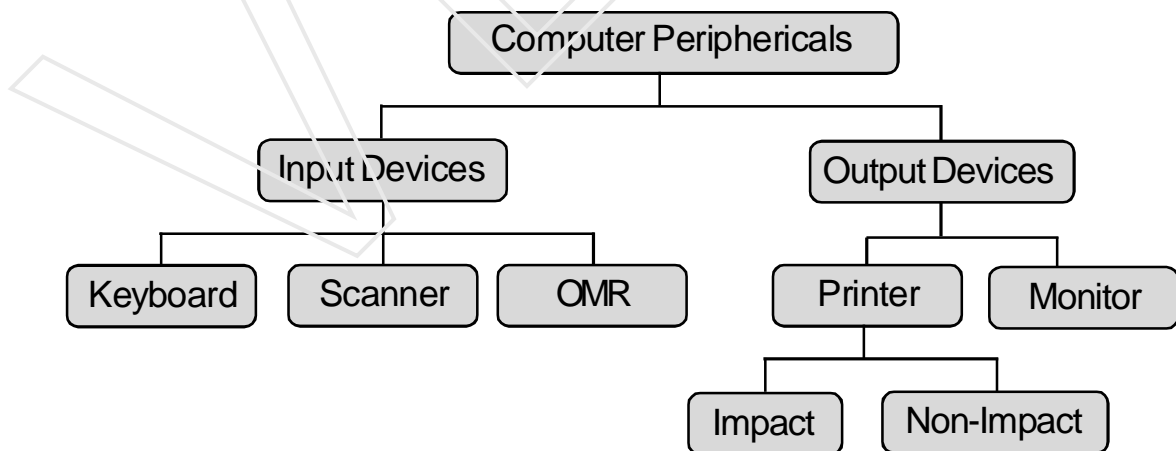
1. As in Figure you will see one more change that on the menu bar **Table menu** has appeared to facilitate table creation in your presentation.
2. Click Table, point to Insert and select table After that Inset table dialog box. appears as shown in fig 3.24. Select number of rows and columns in Number of columns and Number of rows spinner text box respectively under Table size, and click on OK.

Self - Assessment Questions

1. Explain briefly different types of objects, which are inserted on the slide, mention at least two uses of each?.
2. What type of objects can be embedded on a slide ?

LAB SESSION

- Open the existing presentation “MY FIRST POWER POINT PRESENTATION”
- The first slide on which you applied picture as background using word art write "COMPUTER PERIPHERALS" as the topic of your presentation. Format it using Word Art and give the word art an appropriate shape.
- On the third slide using Organization Chart prepare the following :



- On the fourth slide, insert pictures of any two input devices.
- On the fifth slide, insert pictures of any two output devices.

Unit
4

Creating Links

Objective :

- ✓ *Explaining the various ways by which links can be inserted in a power point presentation.*
- ✓ *Discussing the use of action Button in Creating Link.*

Structure :

- 4.1 Introduction**
- 4.2 Inserting Links Using Text**
- 4.3 Inserting Links in the same Show**
- 4.4 Inserting Links Using Objects**
- 4.5 Change the Hyperlink destination**
- 4.6 Changing the display of Hyperlink**
- 4.7 Convert Hyperlink to regular text**
- 4.8 Using Action Button to create link**

4.1 Introduction :

In Microsoft PowerPoint a hyperlink is a connection from a slide to another slide, a custom show, a Web page, or a file. The hyperlink itself can be text or an object such as a picture, graph, shape, or WordArt. An action button is a ready-made button that you can insert into your presentation and define hyperlinks for.

- ◆ **Hyperlink**


- ◆ **Action button**

If the link is to another slide, the destination slide is displayed in the PowerPoint presentation. If the link is to a Web page, network location, or different type of file, the destination page or file is displayed in the appropriate application or in a Web browser like Internet Explorer or Netscape Navigator.

Note :

- In Power Point, hyperlinks become active when you run your presentation, not when you are creating it.
- When you point to a hyperlink, the pointer becomes a hand, indicating that it is something you can click. Text that represents a hyperlink is displayed underlined and in a color that coordinates with your color scheme

4.2 Inserting Links using Text

1. Select the text or picture you want to display as the hyperlink.
2. Click Insert Hyperlink on the Standard toolbar or choose Hyperlink Option  from the insert menu. Under Link to, click Existing File or Web Page

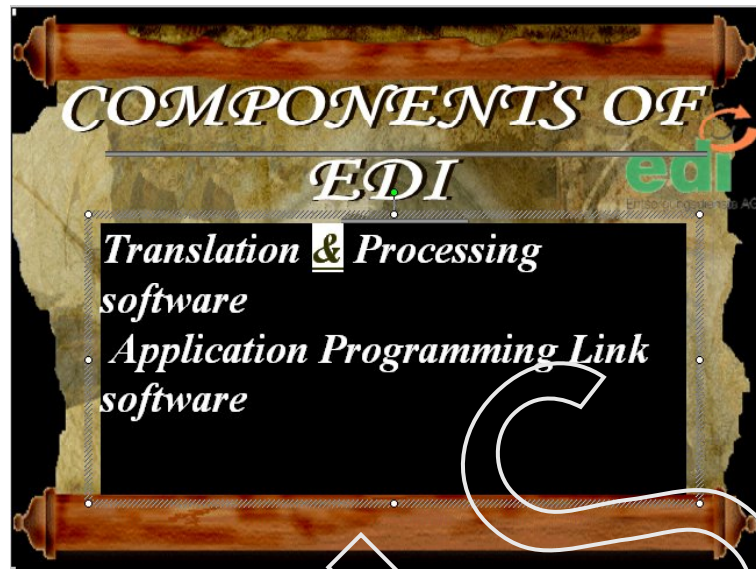


Figure 4.1 Selecting text for creating link

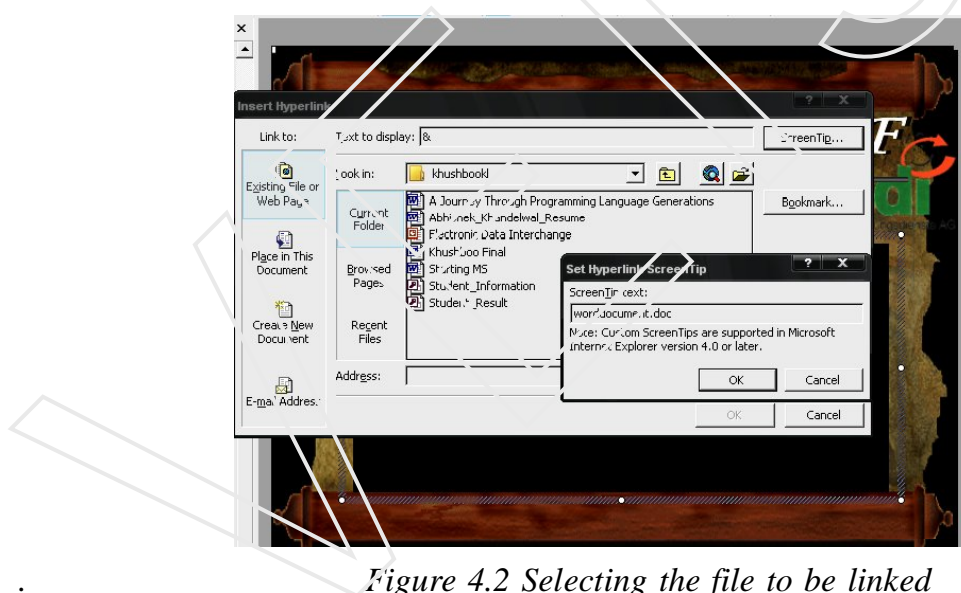


Figure 4.2 Selecting the file to be linked

Do one of the following:

- If you know the address you want to link to, type it into the **Address** box or else.
- Click one of the locations under **Look in**, and then locate and select the link you want.

1. To assign a ScreenTip to be displayed when you rest the mouse over the hyperlink, click **ScreenTip** and then type the text you want.
2. Click on Ok Button

Note :

1. ScreenTip is displayed when you rest the mouse over the hyperlink.
2. The file to be linked can be a word document , Ms-Excel Sheet another Power Point Presentation or any other file. The screen Tip appears at the time of Slide Show View.

4.3 Inserting Links in the Same show

1. To link to a place in the current document, you can use bookmarks
2. In the current document, do one of the following:
3. Select the text or object you want to represent the hyperlink.
4. On the **Standard** toolbar, click **Insert Hyperlink**. Under **Link to**, click **Existing File or a Web Page**

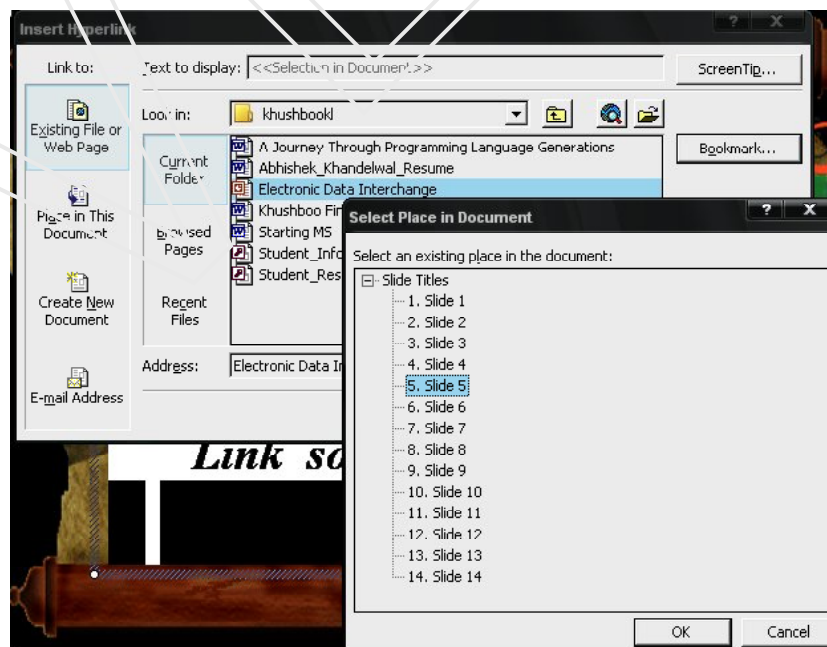


Figure 4.3 Selecting the slide to be linked

5. In the list, select the bookmark you want to link to. (Slide 5)

4.4 Creating Links using Object

1. Select the text or object you want to use as hyperlink.
2. On the **Standard** toolbar click on the hyperlink icon ,or click **Insert Hyperlink** option from **Insert** menu..
3. Under **Link to**, click **Place in This Document**.

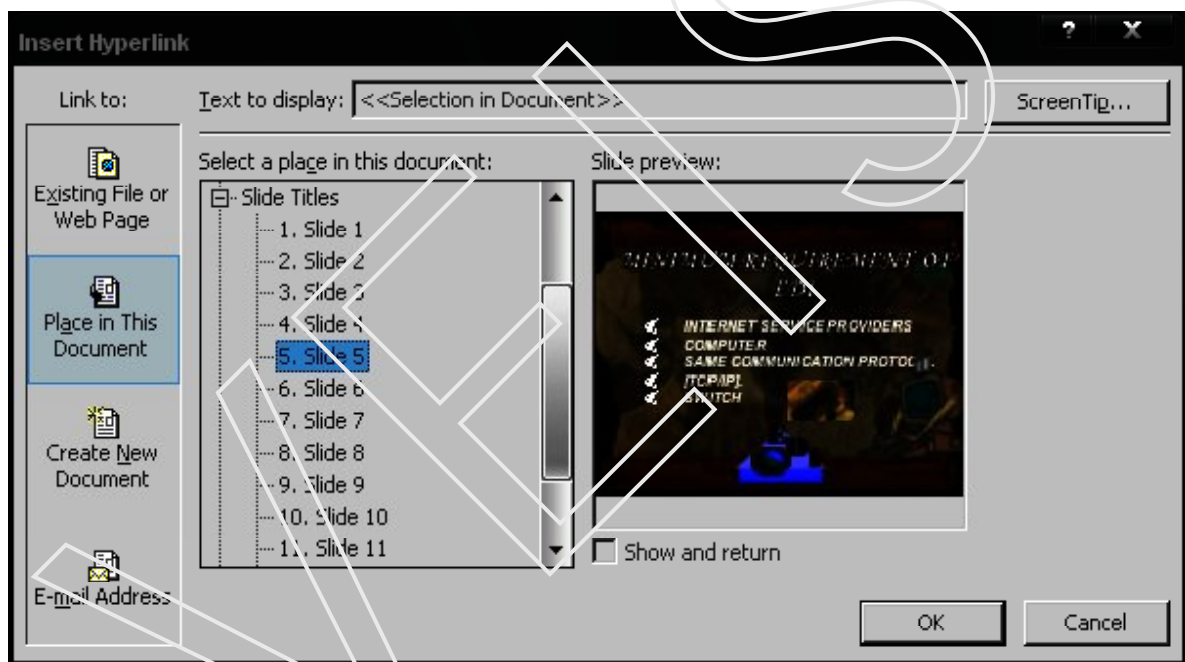


Figure 4.4 Selecting the slide to be linked using object

4. In the list, select the Slide you want to link to. (Slide 3)

Note :

- You can also copy and paste text as a hyperlink to achieve the same effect. Copy the text you want to the **Clipboard**, click where you want to insert the text, and then click **Paste as Hyperlink** on the **Edit** menu.

- You cannot drag and drop drawing objects, such as AutoShapes, to create hyperlinks. Use the standard hyperlink procedure to create hyperlinks for drawing objects.
- In (Figure 4.4) an object on the slide has been selected to insert an hyper link

4.5 Change the Hyperlink destination

1. Right-click the **hyperlink** you want to change, and then click **Edit Hyperlink**.
2. Enter a new destination address for the hyperlink.

4.6 Change the display text of a Hyperlink

1. Select the **hyperlink** text.
2. Type the new text in the "Text to display" text Box.

Note :

You can also right-click the hyperlink, click **Edit Hyperlink**, and then type new text into the **Text to display** box.

4.7 Convert a Hyperlink to regular text

- Right-click the **hyperlink**, and then click **Remove Hyperlink**.

4.8 Use of Action Button to create links

Use action buttons when you want to include buttons with commonly understood symbols for going to the next, previous, first, and last slides. PowerPoint also has action buttons for playing movies or sounds. Action buttons are most commonly used for self-running presentations — for example, at a booth or kiosk.

Insert an action button

4.8.1 Insert an action button on a single slide

1. Select the slide you want to place a button on.
2. From the **Slide Show** menu, click on to **Action Buttons**, and then select the button you want — for example, **Home**, **Back** or **Previous**, **Forward** or **Next**, **Beginning**, **End**, or **Return**

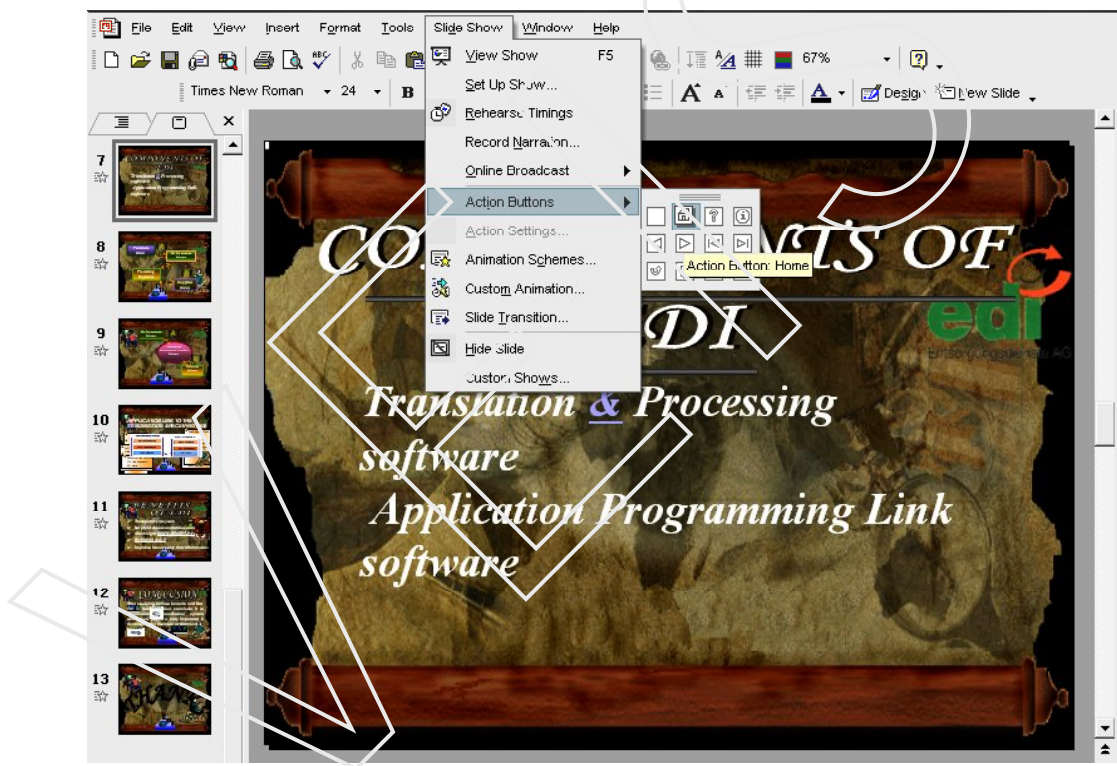


Figure 4.5 Inserting Action Button

3. Click on the **Action Button**
4. Click on the Slide, take the mouse pointer where you want to place the action button and drag the Mouse, the home action button will appear.

Action Button to go on the first slide (Home)

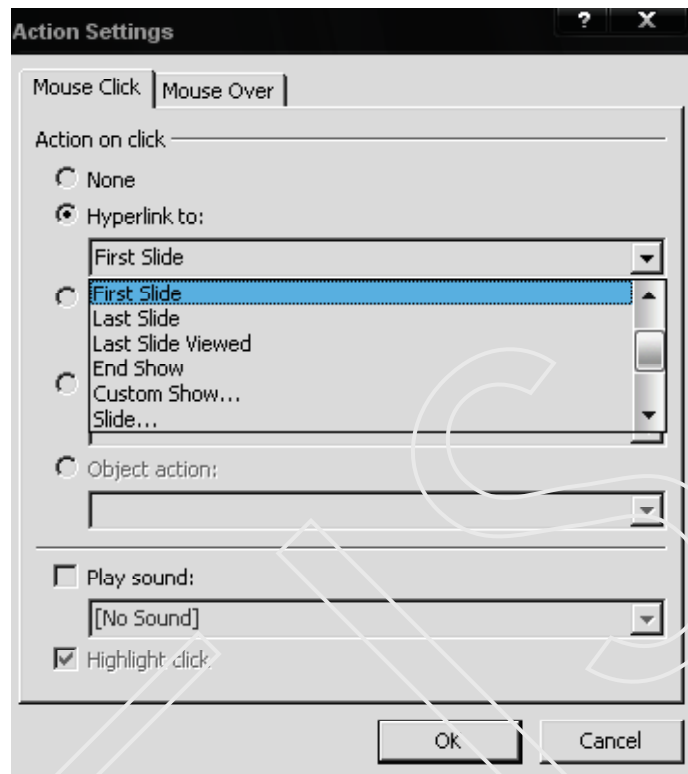


Figure 4.6 Linking slide using Action Button

5. Make sure that **Hyperlink to** is selected.
6. Select the slide from the drop down list to be hyperlinked.

Insert an action button on every slide

If using one **slide master**, you can insert an action button on the master and the button is available throughout the presentation.

Note :

- If you add action buttons to the title master, they will only be displayed on slides with the title layout.
- To change the size of a button, drag the shape to the size you want. To maintain the shape's width-to-height ratio, hold down SHIFT as you drag one of the corner sizing handles.

Self-Assessment Question

1. Briefly explain the uses of Hyperlinks
2. Write the steps for creating links using text and objects
3. What is the significance of Action Buttons?
4. What is the use of screen tip?

LAB SESSION

- Open the existing power point presentation “MY FIRST POWER POINT PRESENTATION
- Open slide 2 having the title “Contents” in the normal view. Link the topic “Different types of computer Peripheries” to slide number 3
- Place the action button “Home” on every slide and link it to slide 1
- Run your presentation in the slide show view and check whether the hyper links created are working as required

Unit
5**Custom Animation and Slide Transition****Objective :**

- ✓ *Discussing the concept of Slide Transition*
- ✓ *Explaining the different types of animation which can be applied to the object & text*

Structure :

- 5.1 Introduction**
- 5.2 Slide Transition**
- 5.3 Custom Animation**

5.1 Introduction

Custom Animation and Slide Transition are the unique feature of this application. These two help in giving visual effects to various objects on the slide and the slide itself.

5.2 Slide Transition

It adds or changes the special effect that introduces a slide during slide transition

5.2.1 Adding transitions between slides

Add the same transition to all slides in a slide show presentation

1. On the **Slide Show** menu, click **Slide Transition**.
2. From the list, click the transition effect you want.
3. Click **Apply to All Slides**.

5.2.3 Adding different transitions between slides

Repeat the following process for each slide you want to add a different **transition** to.

1. On the **Slides** tab in normal **view**, select the slides you want to add a transition to.
2. On the **Slide Show** menu, click **Slide Transition**.
3. From the list, click the transition effect you want
4. The transition will be applied to the selected slide.
 - **Speed** option is used to set the speed of the slide transition as **Slow, Fast or Medium**.

- **Sound** option is used to apply a sound which can be heard at the time of transmittion.
- Using the **On Mouse click** option the user has to click the **mouse for transacting** between slides
- Through **automatically after** a certain time is set after which the slides change on their own.

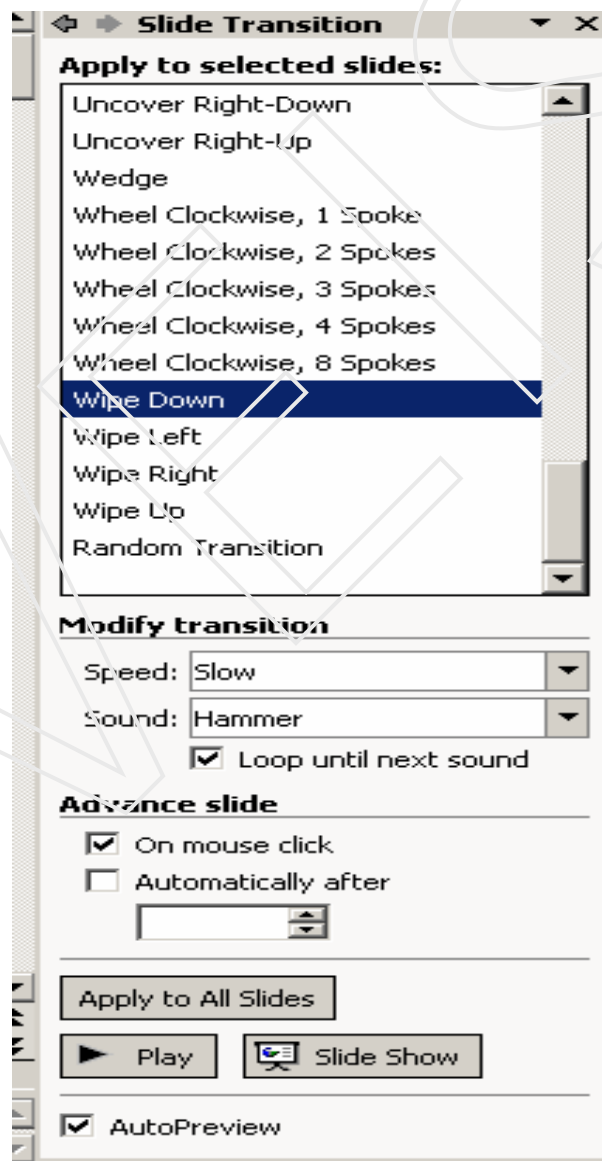


Figure 5.1 Slide Transition dialog box

5.3 Custom Animation

Animate is to add a special visual or sound effect to text or an object. For example, you can have your text bullet points fly in from the left, one word at a time, or hear the sound of applause when a picture is uncovered.

5.3.1 Animating Text and Objects

Open the presentation you want to add animation

Apply a preset animation scheme

1. If you only want to apply the animation scheme (animation scheme: Adds preset visual effects to text on slides. Ranging from subtle to exciting, each scheme usually includes an effect for the slide title and an effect that is applied to bullets or paragraphs on a slide.) to a few slides, click the **Slides** tab, and select the slides you want.
2. On the **Slide Show** menu, click **Animation Schemes**.
3. In the **Slide Design**, under **Apply to selected slides**, click an animation scheme in the list.
4. If you want to apply the scheme to all slides, click the **Apply to All Slides** button.

Apply a Custom Animation

1. Create a slide as shown in (**Fig 5.2**)
2. You are required to put any image in center as in the slide
3. Make three different text boxes and enter any data to them of your choice place all these object in the same manner as they are placed in the (**Fig 5.2**) that will help you to understand the concept of animation clearly

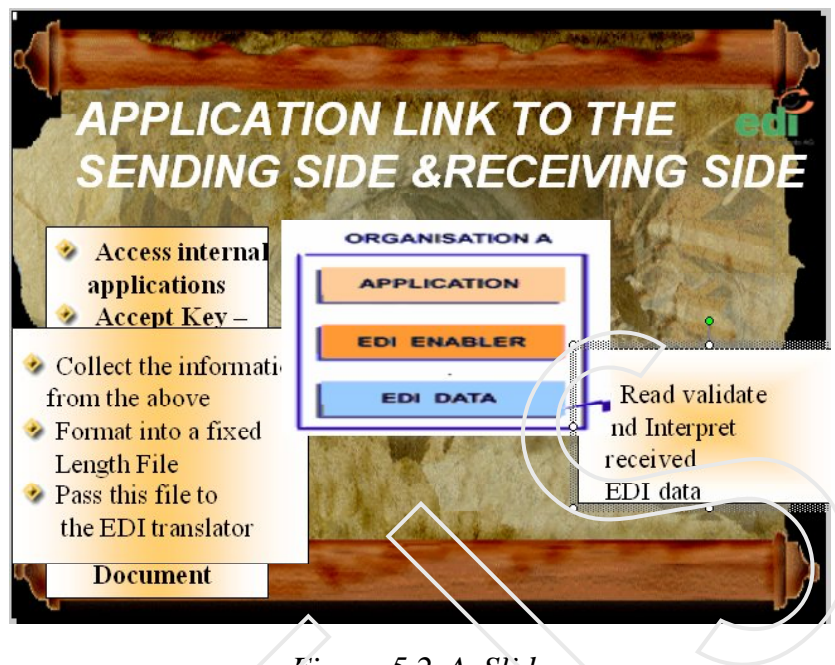


Figure 5.2 A Slide

4. In normal view, display the slide.
5. Select the first text box which you placed on the slide
6. On the **Slide Show** menu, click **Custom Animation**

If you want to make the text or object enter the slide show presentation with an effect, point to Entrance.

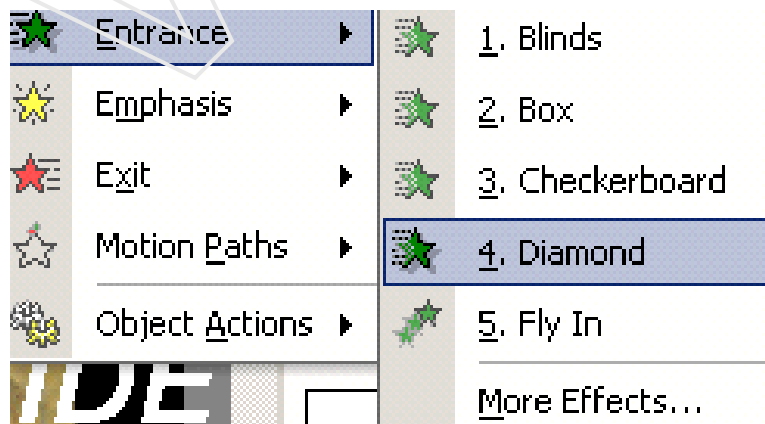



Figure 5.3 Entrance Effects

7. Choose an **Entrance option** for the **First text box** then click and from the start option choose **After Previous** an effect. Set the **speed** as **medium**

*If you want to add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect* 

8. **Choose an Emphasis option for the first text box and then click an effect, from the Start option choose After Previous. Set the speed as Medium**

*If you want to add an effect to text or an object that makes it leave the slide at same point, point to **Exit** and then click an effect.*

9. Now choose an Exit effect for the text box ,from the **Start** option choose **On Click**. Set the **speed** as **Very Fast**



Figure 5.4 Motion Paths

*If you want to change, the location of a picture at the time of slide show point to **Motion Path**  and choose the required.*

10. Select the image which you have placed in the center and choose a motion path “**Up**” for it and from the **Start** option choose **With Previous**. Set the speed as Fast.

Now perform the following steps for applying effects to the Second text box.

1. Choose an **Entrance** option for the **Second** text box, from the **Start** option choose **On Click**. Set the **speed** as Very Fast.
2. Choose an **Exit** effect for **Second** text box, from the **Start** option choose **With Previous**. Set the **speed** as **Very Fast**.
3. Select the image which you have placed in the center and choose a **Motion Path** “**Left**” for it, from the **Start** option choose **With Previous**. Set the **speed** as **Medium**

Perform the following steps for applying effects to the Third text box.

1. Choose an **Entrance** option for the **Third** text box, from the **Start** option choose **On Click**. Set the **speed** as Very Fast.
2. Now choose an **Exit** effect for **Third** text box, from the **Start** option choose **After Previous**. Set the **speed** as **Very Fast**.

Note:

The effects appear in the Custom Animation list (Custom Animation list: The list of animation sequences for a slide. Items are listed in the order they are added, and include icons that indicate timing in relation to other animation events.), top to bottom, in the order you apply them.

The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view

If you preview animations for a slide using the **Play** button on the **Custom Animation**, you do not need to click to trigger any animation sequences

Self Assessment Question

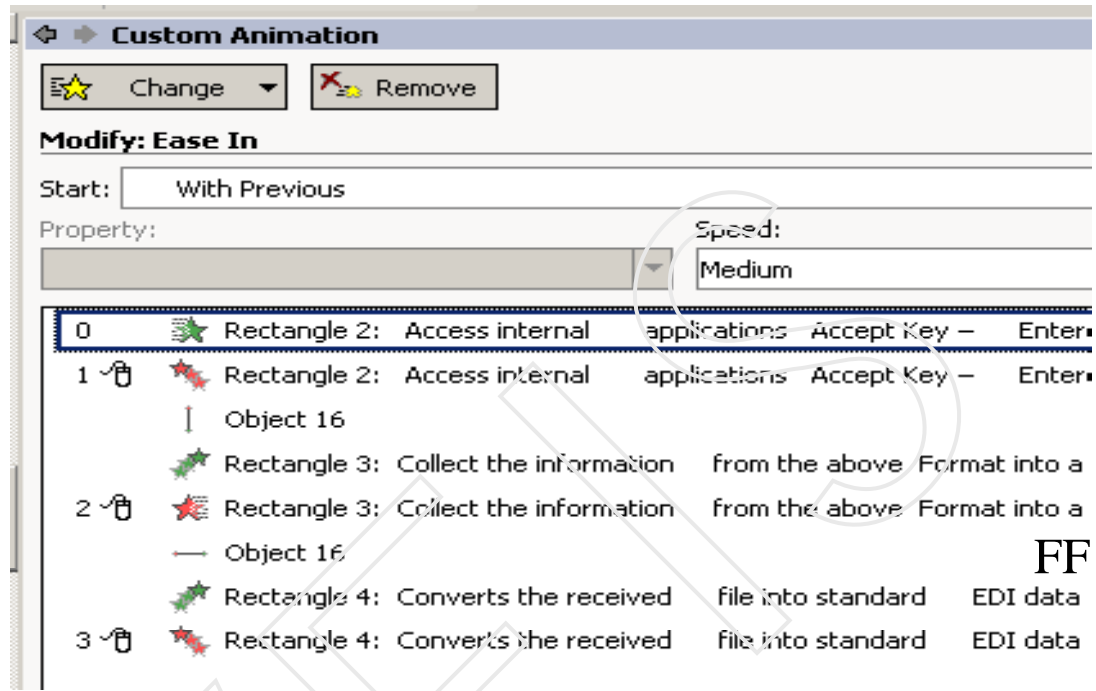


Figure 5.5 Custom animation Task Pane

1. Define slide transition
2. Write the steps for applying custom animation to the various objects and text on a slide

LAB SESSION :

- Apply a different transaction to all the slides of the presentation”**My First Presentation**”
- Apply custom animation to the objects and text on the side of the presentation” **My First Presentation**”.

Unit
6

Inserting Sound

Objective :

- ✓ *Discussing the ways to insert audio and video.*
- ✓ *Explaining the method of adding Narration*

Structure :

- 6.1 Introduction**
- 6.2 Inserting Sound**
- 6.3 Animation Sound**
- 6.4 Inserting Video to a slide**
- 6.5 Animation Video**
- 6.6 Recording a Sound or a Voice Narration**
- 6.7 Recording a Voice narration**
- 6.8 Pausing or Stopping Voice Narration during recording**
- 6.9 Recording Sound on a single slide**
- 6.10 Deleting Sound & Narration from a slide**

6.1 Introduction

Power Point facilities inserting of sound to are slides we can record are own narration for explanation and even a video clip

6.2 INSERTING SOUND

1. Select **Insert** menu.
2. Under the **Insert Menu**, click **Movies and Sound** as highlighted below.

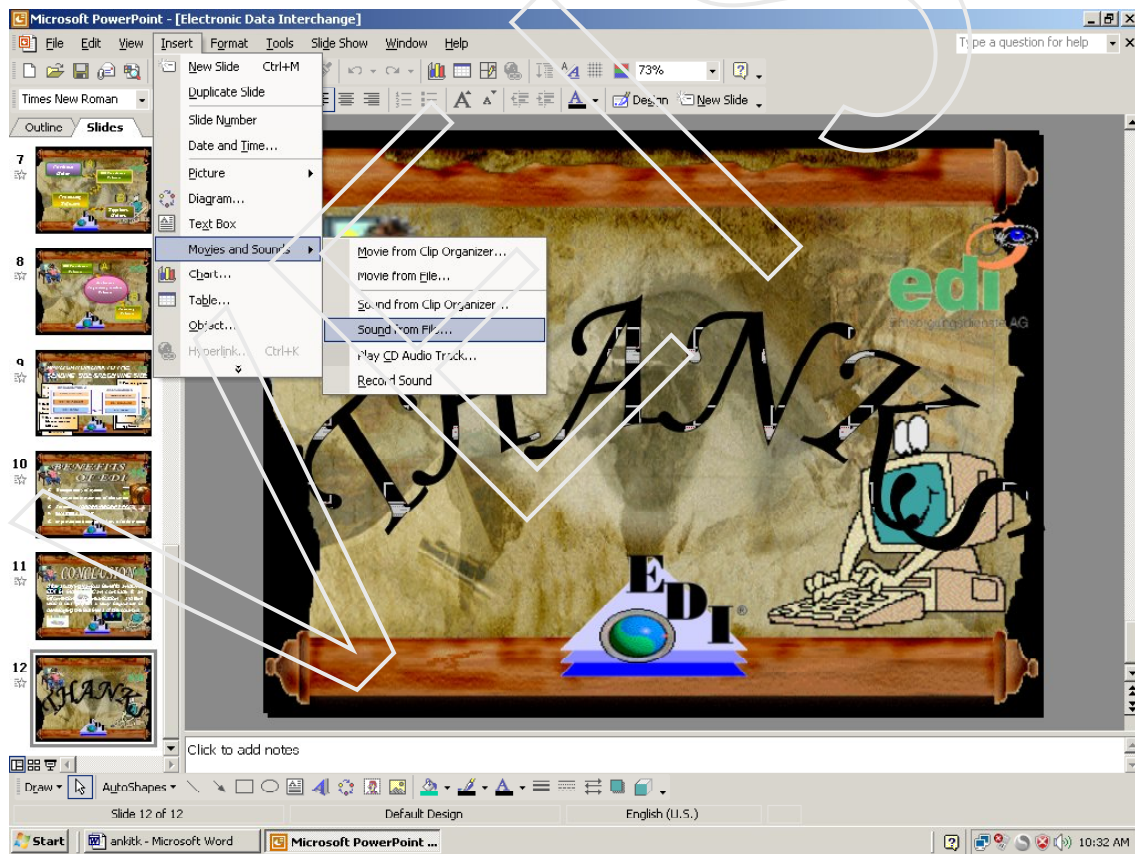


Figure 6.1 Inserting Sound

3. The **Movies and Sound** submenu should appear.
4. Click Sound from **File** as highlighted in the (Figure 6.2)

5. The **Insert Sound** screen appears. If you are not already in the Media folder,
6. Click the down arrow button which is located to right of the Look in text box.

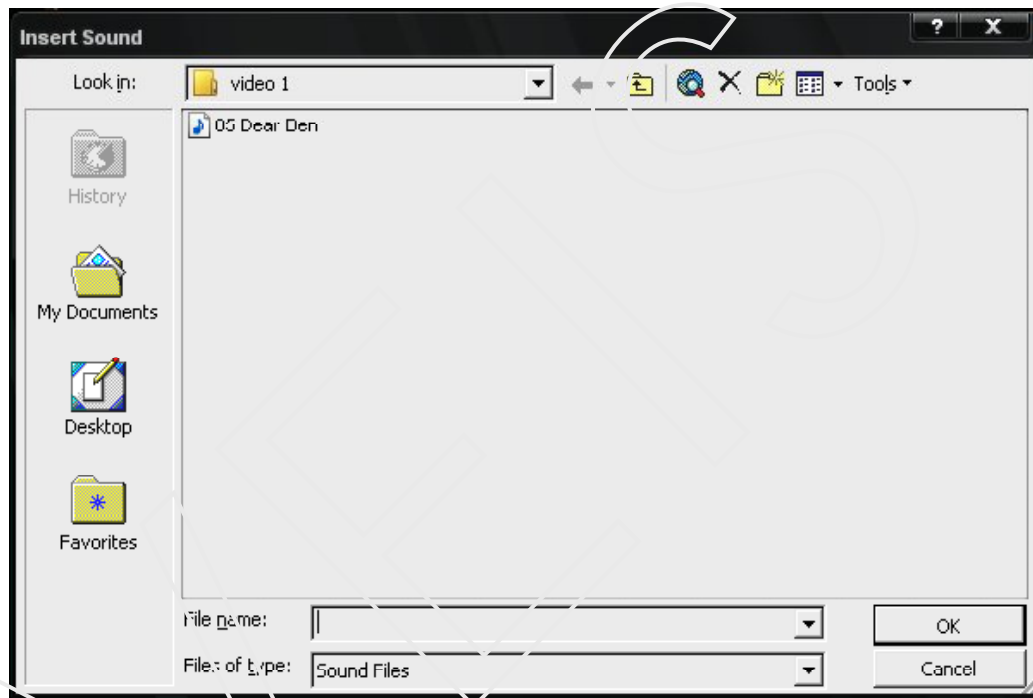


Figure 6.2 Choosing the sound file to be inserted

7. In the **C drive**, go to the **Windows directory** and click the **Media folder**. The screen should look like the one displayed above. (the path in your computer may be different.)
8. There are two different ways to select a file. You may double-click **start.wav** or you may type the name in the box next to file name and click **OK**. *You can tell that start.wav is a sound file because it ends with .wav.*

9. After you have **double-clicked start.wav**, a sound icon should appear in the center of your screen.



6.3 ANIMATING SOUND

1. Click on the Sound icon. Continue to hold the mouse button right corner of the screen. Now, the icon is not blocking any words or graphics.

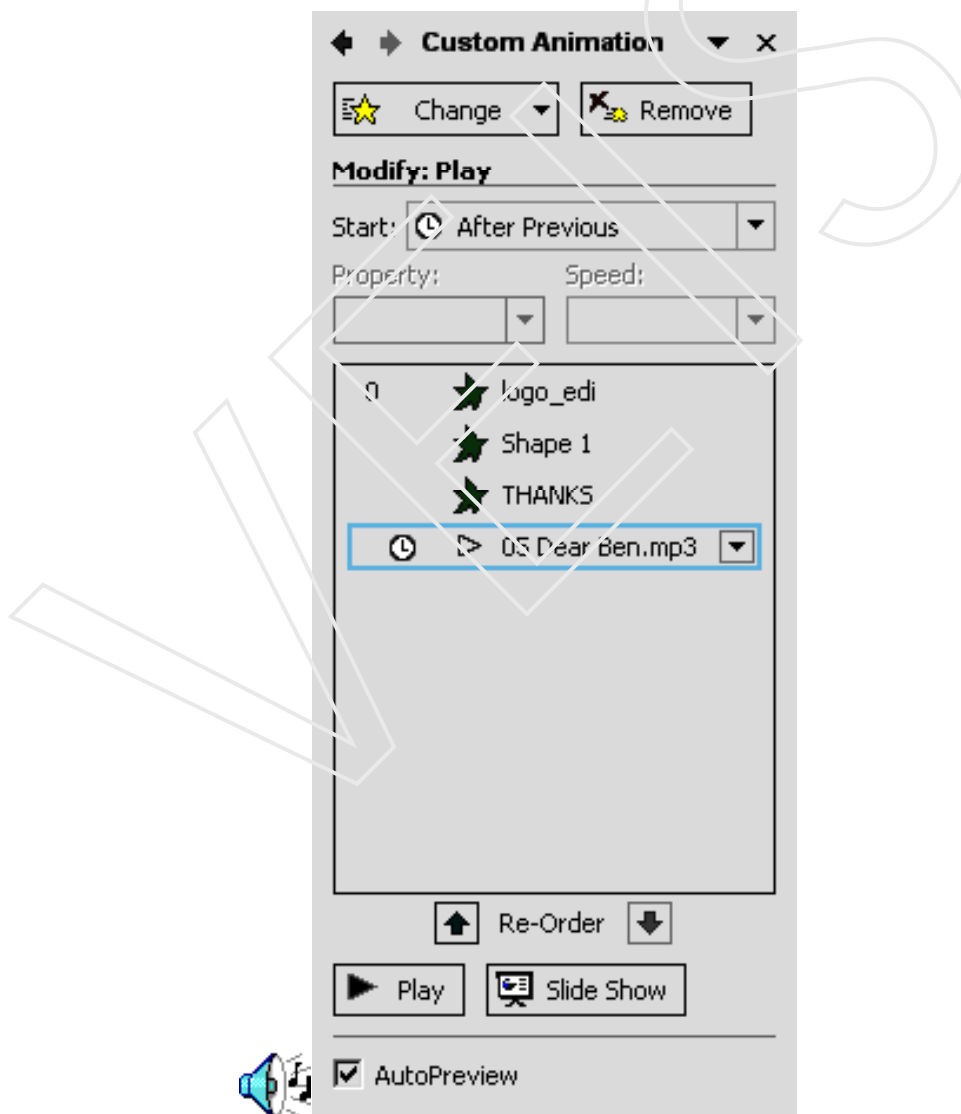


Figure 6.3 Animating Sound

2. Click the sound icon using the right mouse button .Click **Custom Animation**.
3. This option will allow you to move the sound object from its present location. in the animation order list to the location of your choice by moving it up and down using **“Up and Down arrows”**.
4. Once you are finished, click OK.

6.4 Inserting video to a slide

1. In the **Main Menu**, click Insert
2. Under the **Insert menu** click **Movies and Sounds**
3. The **Movies and Sounds** sub menu should appear. Click **Movies from Files**.
4. The **Insert Movie Screen** appears..
5. Search and Select a **movie file** by clicking on its name then press on **Ok Button**.
6. After you selected the movie icon should appear in the center of your screen.
7. You can double-click the movie icon to see the movie.

6.5 Animating Video

1. Click on the **Video Icon**. Continue to hold the mouse button down and drag the icon to the top right corner of the screen. Now, the icon is not blocking any words or graphics.
2. Click the video icon using the right mouse button. Click on Custom Animation.
3. The Custom Animation screen should appear.

4. This option will allow you to move the sound object from its present location. in the animation order list to the location of your choice by moving it up and down using **“Up and Down arrows”**.
5. On the right side of the screen, click the box next to Hide while not playing. This will hide the video icon at all times expect when the computer is playing the video.

6.7 RECORDING A SOUND OR A VOICE NARRATION

You can record a narration before you run a slide show or you can record it during the presentation. You can also record separate sounds on selected slides or objects

NOTE :

Voice narration takes precedence over all other sounds. If you are running a slide show that includes both narration and other sounds, only the narration will be played

6.8 RECORD A VOICE NARRATION

You need a microphone to record a voice narration.

The steps are:

1. On the Slide Show menu, click Record Narration. A dialog box appears showing the amount of free disk space and the number of minutes you can record
2. If you are recording for the first time, click Set Microphone Level and follow the directions to set your microphone level.

3. Now do one of the following:

To insert the narration on your slides as an embedded object and to begin recording, click Ok

Or

To insert the narration as a linked object, select the link narrations in check box and then click Ok to begin recording.

4. Advance through the slide show and narration as you go

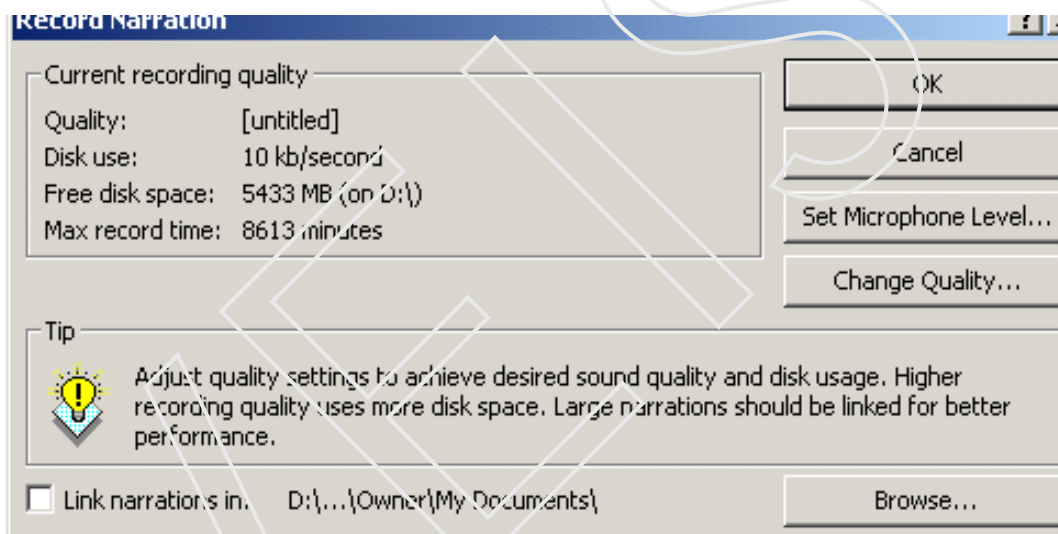


Figure 6.4 Record Sound dialog box

5. At the end of the show, a message appears

To save the timings along with the narration, click Yes to save only the narration, click No. a sound icon appears in the lower –right corner of each slide that has narration.

NOTE :

When you run slide show, the narration will automatically play with the show. To run slide show without narration, click Set Up show on the Slide show menu and then select the Show without narration check box.

6.9 PAUSING OR STOPPING VOICE NARRATION DURING RECORDING

To stop voice narration during recording, right-click and then click Pause Narration on the Shortcut menu. To resume recording, right-click and then click Resume Narration

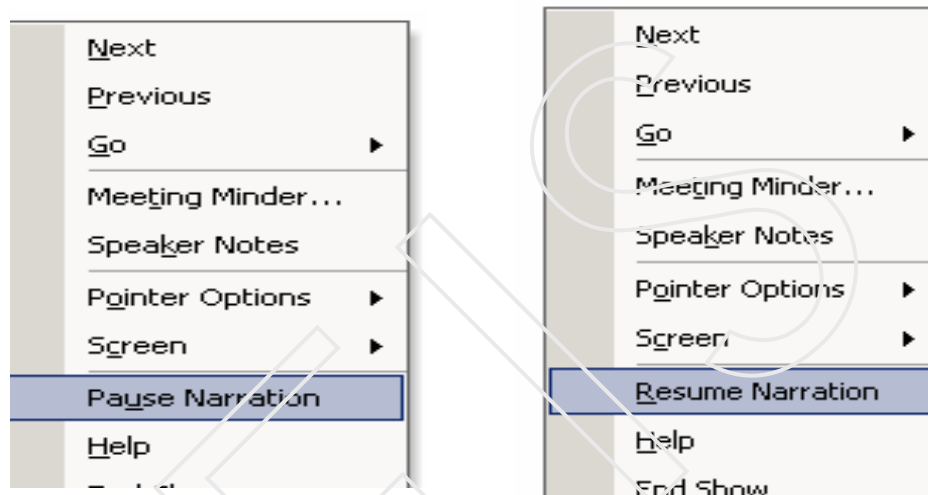


Figure 6.5 Pop-Menu to Pause and Resume narration

6.10 RECORDING SOUND ON A SINGLE SLIDE

You need a microphone to record sound on a slide. The steps are :

1. Display the slide to which you want to add a sound.
2. Choose **Insert- Movies and Sounds – Record Sound**
3. The Record Sound dialog box appears.
4. To record the sound, Click Record
5. When you have finished recording, Click stop
6. In the Name box, type a name for the sound and then click OK.
A sound icon appears on the slide

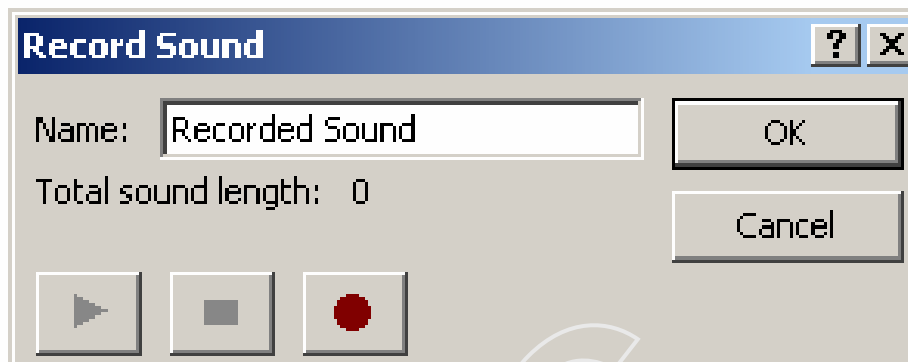


Figure 6.6 Record Sound dialog box

6.11 DELETING VOICE NARRATION OR SOUND FROM A SLIDE

To delete voice narration or sound from a slide, select the sound icon and then press Delete. Repeat steps for each slide for which you want to delete the narration or sound.

SELF ASSESSMENT QUESTION

- 1 Mention the two different ways by which you can add sound to your presentation
- 2 Write the steps to add a video clip to your presentation

LAB SESSION :

- Record voice narration your presentation. "My First Power Point Presentation"
- Add a video clip to your presentation "My First Power Point Presentation"

Unit **7**

Power Point Wizards and Templates

Objective :

- ✓ *Discuss the steps for Creating Power Point presentation using Wizards and Templates*
- ✓ *Explain the Concept of Slide Master and Custom Shows.*

Structure :

- 7.1 Introduction**
- 7.2 Auto Content Wizard**
- 7.3 Design Template**
- 7.4 Custom Show**
- 7.5 Slide Show**
- 7.6 Printing Slides.**

7.1 Introduction

Both Templates and wizard provide a very easy way to apply backgrounds to the slide giving them a very attractive look

7.2 CREATING A PRESENTATION WITH AUTO CONTENT WIZARD

To create a presentation with the help of Auto Content Wizard, follow the steps ahead -

1. Click **From Auto Content Wizard** button under **New** in the **New Presentation** task pane. On the screen. Select the Auto Content Wizard and click OK.
2. After this Auto Content Wizard dialog box as in opens. Click the next button again.

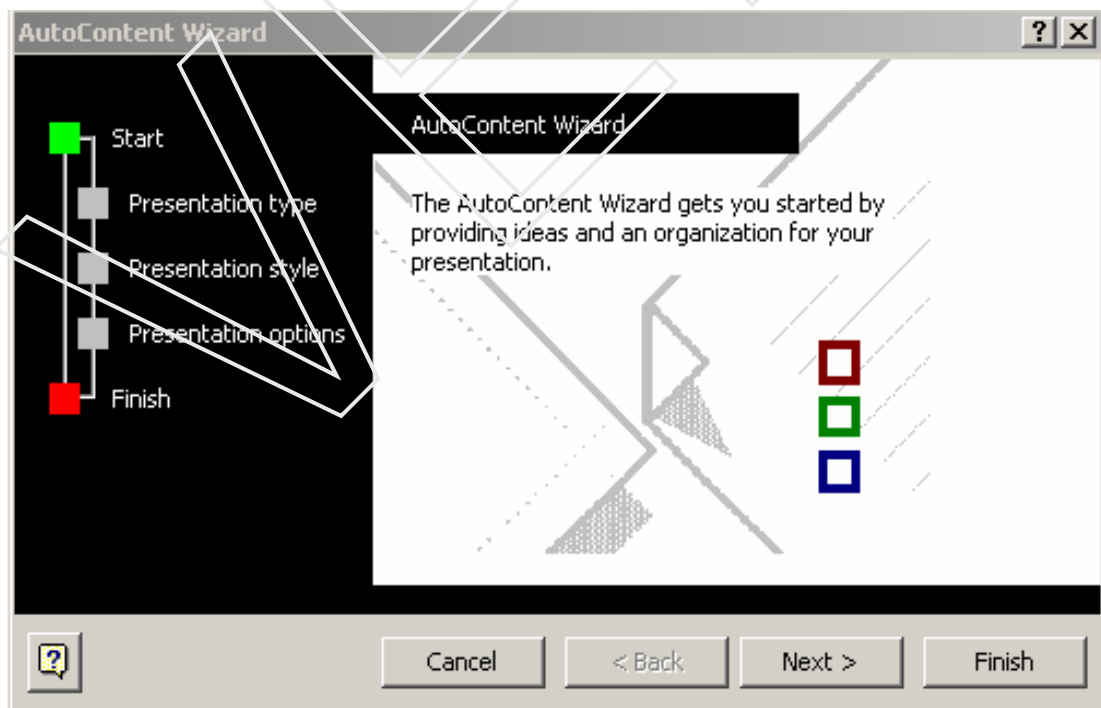


Figure 7.1 Auto Content Wizard

3. Select the type of presentation you want to create, for example, general and select the topic like Recommending a Strategy
4. Click the next button.

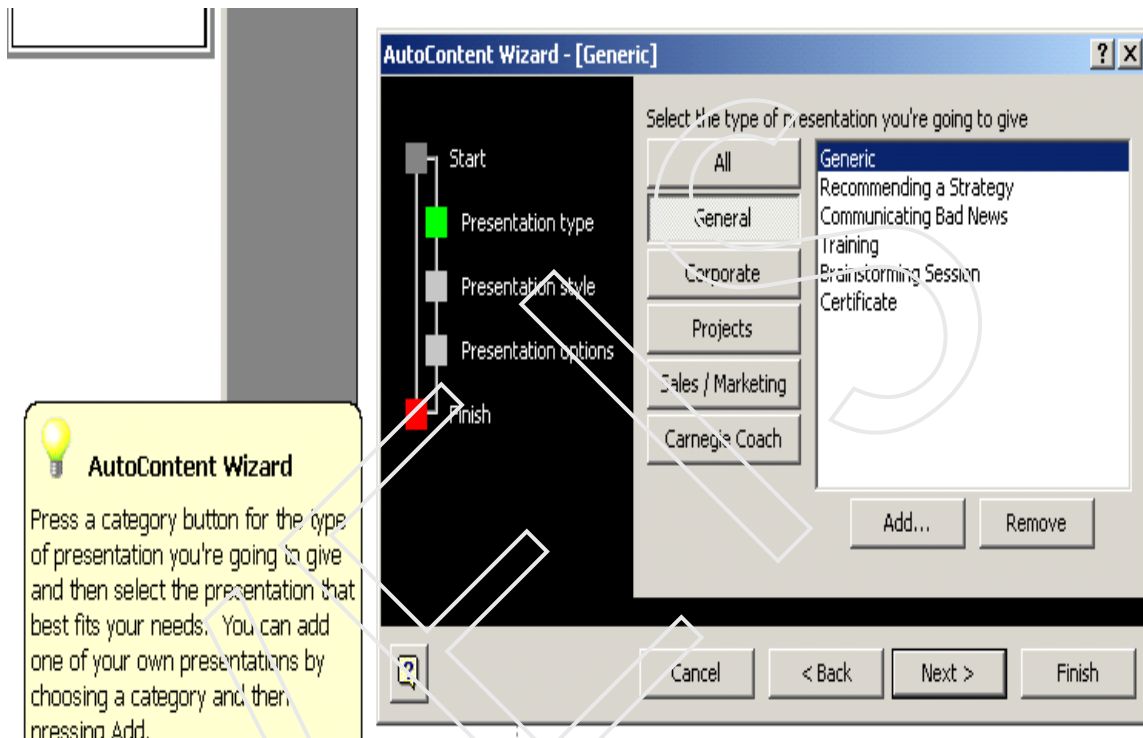


Figure 7.2 Selecting the type of presentation from the auto content wizard

5. Specify the mode of output for your presentation .Different options are as follows:
 - On- Screen Presentation
 - Web Presentation
 - Black and White overheads
 - Color overheads
 - 35 mm Slides

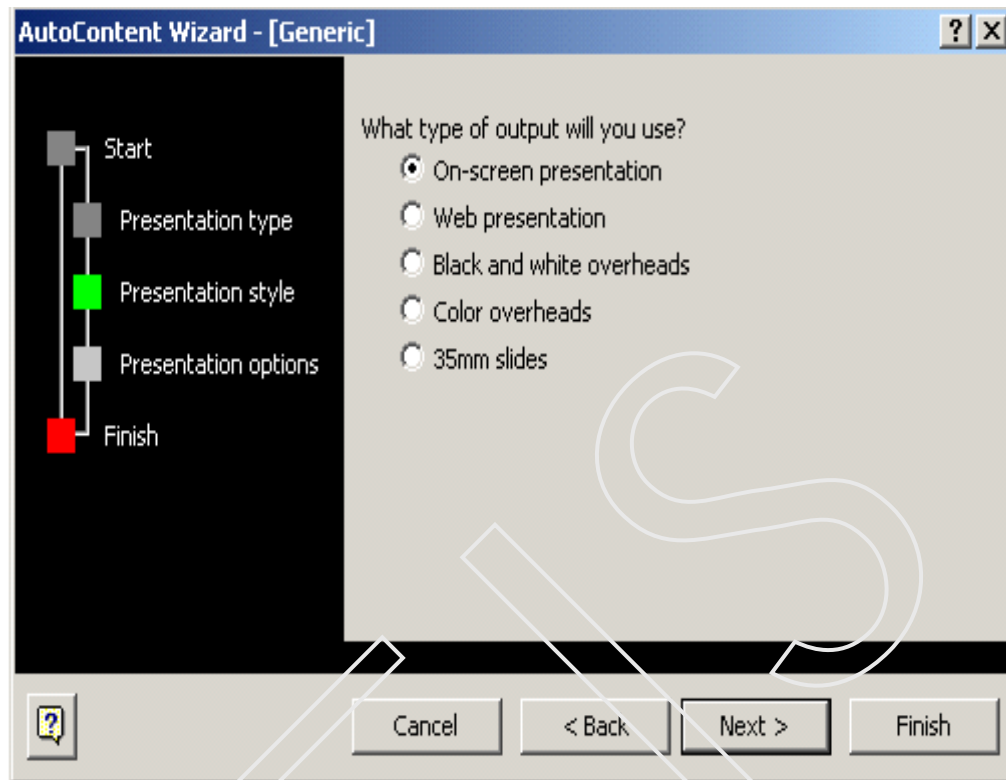


Figure 7.3 Selecting the Mode of output from Auto Content Wizard

- Select On- screen Presentation and click **Next**.
- The next dialog box of wizard appears .Type title of the Presentation in the **Presentation title** text box. Type footer in the **Footer** text box.

DATE LAST UPDATED - This option is used to display Last Updated Date in the slides.

SLIDE NUMBER- To display the serial no.of slide select the check box.

6. Click the **Next**.
7. The final dialog box of the wizard appears. Click the **Finish**.

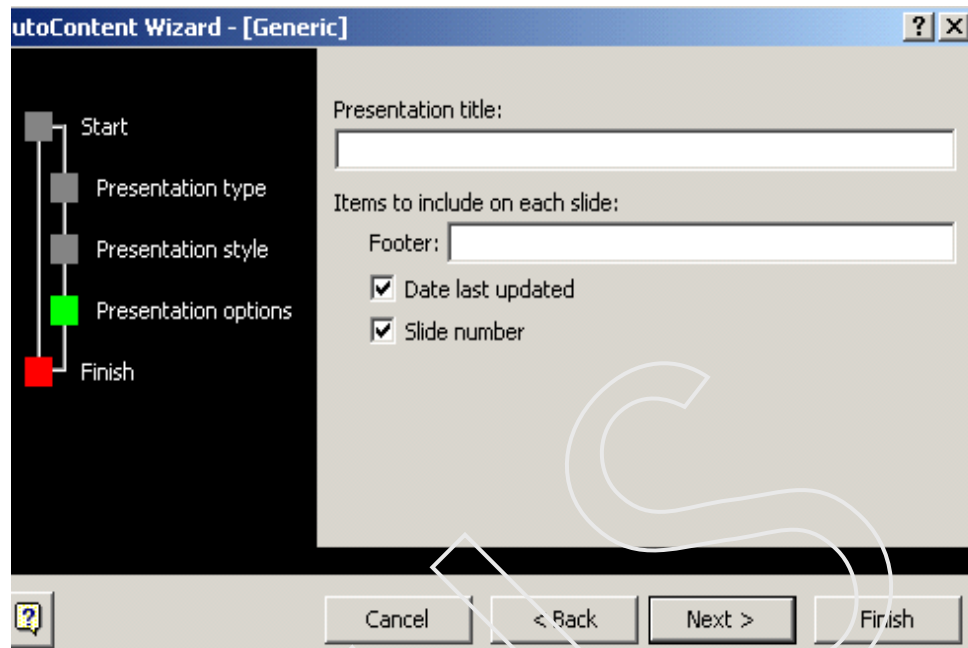


Figure 7.4 Specifying presentation title in the dialog box

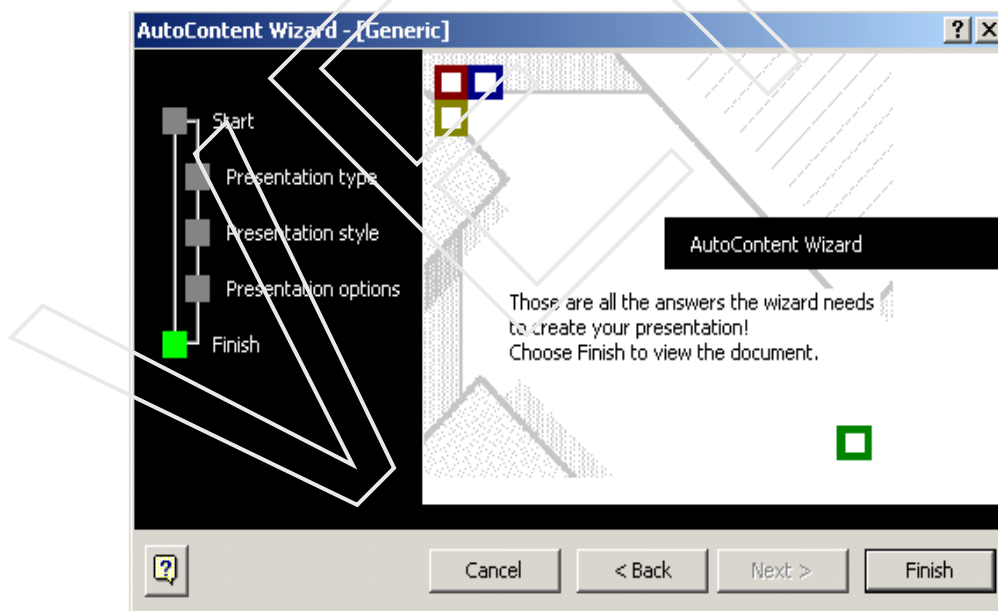


Figure 7.5 The Final Dialog Box of Auto Content Wizard

7.3 CREATE A PRESENTATION USING A DESIGN TEMPLATE

1. Click from **Design Template** under **New** in the **New Presentation** task pane. After that Slide Design task pane appears as on one in (Fig 7.6)]



Figure 7.6 Slide Design Task Pane

2. In the Slide Design task pane, click a design template that you'd like to apply
3. If you want to keep to the default title layout for the first slide, start working on the slide

*If you want a different layout for the first slide, click **Format** and select **Slide Layout** after selecting that Slide*

4. Layout task pane appears. Click the layout you want
5. To insert a new slide, click **New Slide** on the standard toolbar, and click the layout you want for the slide.
6. To apply an additional design template select the drop down arrow and point to design template.
7. Select the required design Template.

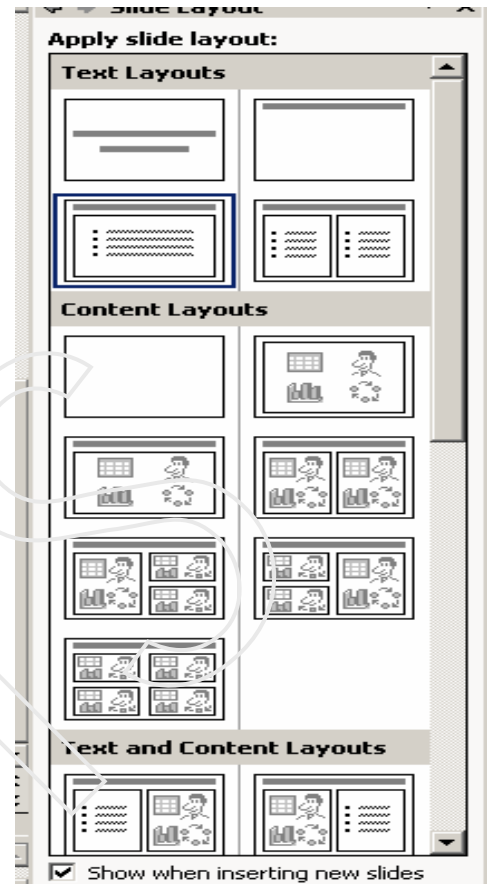


Figure 7.7 Slide Layout Dialog Box

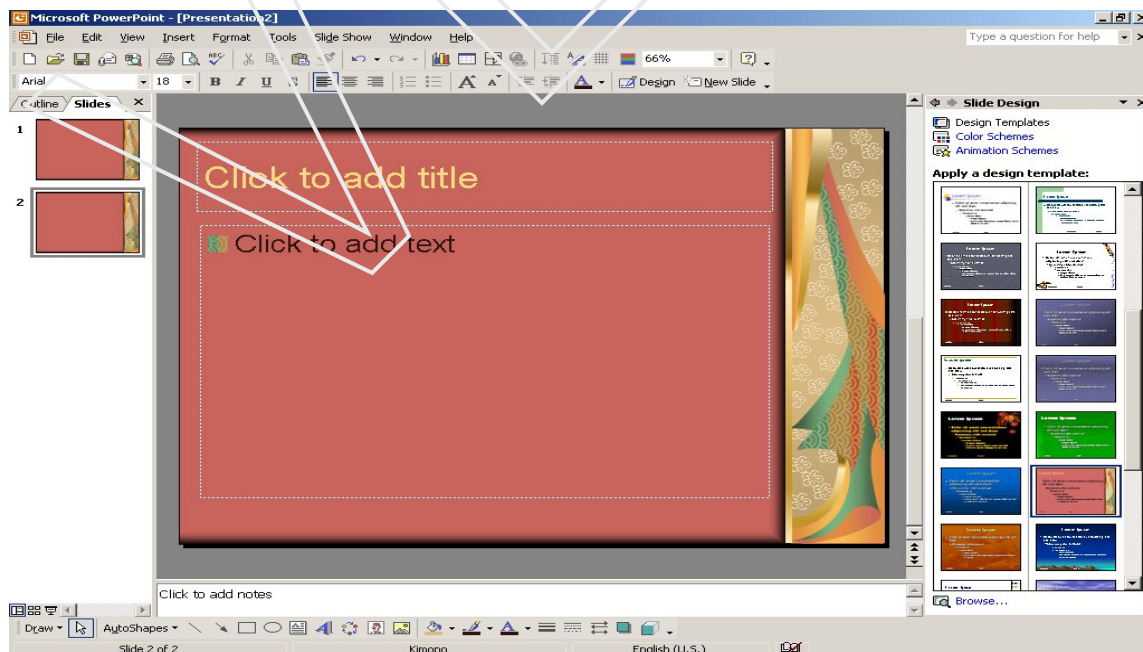


Figure 7.8 Slide after applying Design Template

7.3.1 OPENING THE SLIDE MASTER

Choose View Menu - Master- Slide master

Formatting of the slide master can be done as you format any other text. You can add any graphics text etc.



Figure 7.9 Slide Master

Title Master – By using title master in Power point slide, you can apply it to slides in your presentation. It uses the title slide layout. You can use it, when you wish to give same format to your title. You can create this slide different form the other slides of yourpresentation

- **Choose View Menu - Master- Slide Master**
- **Slide Master view toolbar – Insert new Title Master**

You can format the title and subtitle text boxes as your title.

You can add any graphics, media clips or background patterns or color you like.

7.3.2 HANDOUT MASTER

With the help of handout master your audience can easily follow your presentation. The handouts master works just like the slide master but instead of slides, it lets you print formatted handouts

7.3.3 OPENING THE Handout MASTER

- Choose View Menu - Master- Handout Master

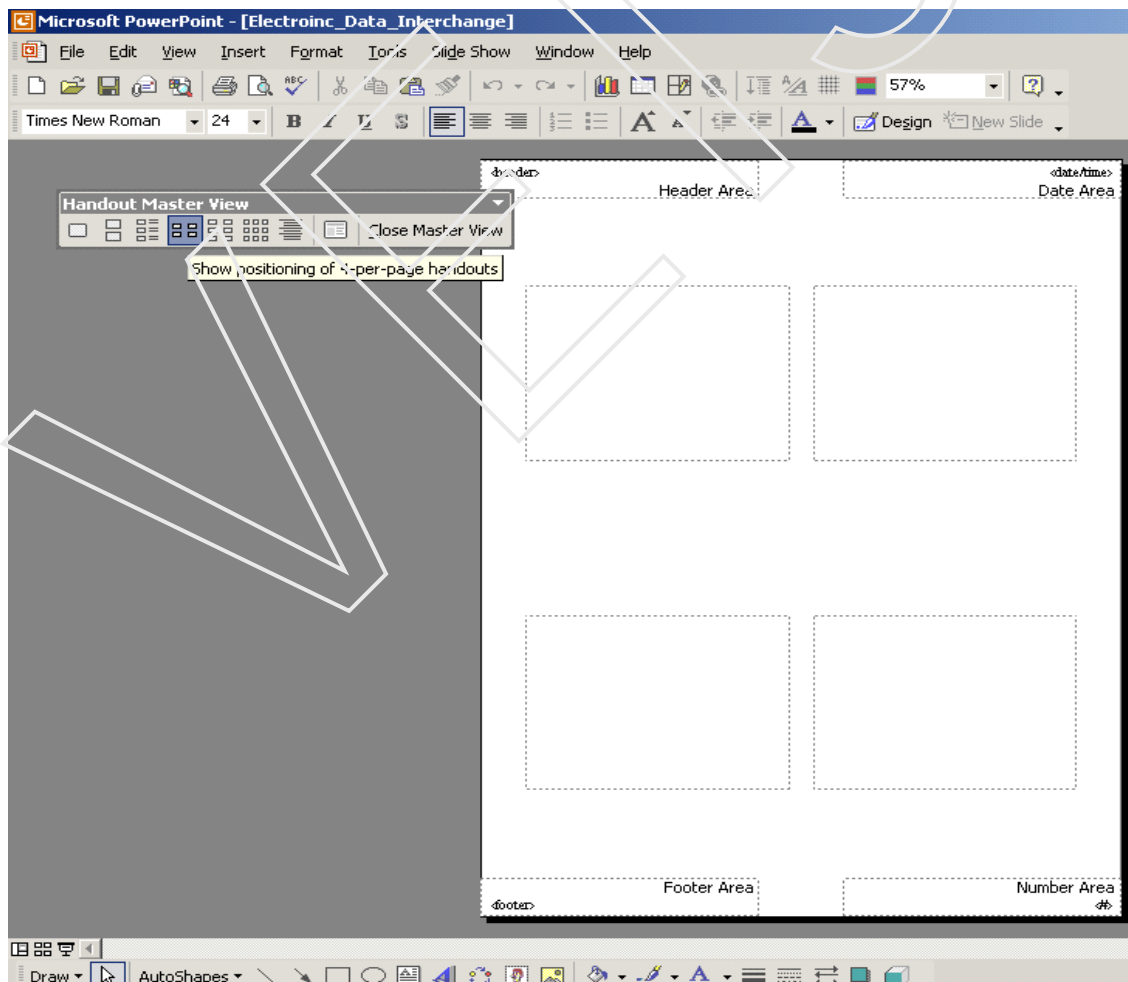


Figure 7.10 Handout Master

For printing handout you can choose many different layouts from the print dialog box. Power point has preview options, which helps you to design handouts perfectly. You can also use handout master toolbar, The boxes in the main body of the Handout Masters represent images of slides.

- Handout Master view include

Print layout includes – 2 slide per page 3 slide per page – so on up to nine slide per page or no slides per page-only the outline.

- You want to make any other changes- you do-like-if you want to add text, graphics background etc. – will appear on every handouts.
- When you finished with the formatting – click close on the Master Toolbar.

To print Hand out – choose file- Print and then Choose Handouts from print what list box in the print dialog box after finishing within the options – click- OK

7.3.4 NOTES MASTER

Note master the most more useful feature; it can be used to provide additional information about individual slides. Notes master page contains image of an individual guide with a text area underneath. You can enter notes in normal view in the notes pane directly under the slide view pane. Notes master enables you to set default format for the text you enter into notes, relocate or change the size of slide image that appears on each notes page and add any other graphics fills or background, you want.

- **Choose View Menu - Master- Notes Master**
- A small box appears at top of Notes Master.
- You can change the size and format the text, the way you want.
- Add any graphics if you want to appear on all notes pages with borders, fills or backgrounds.

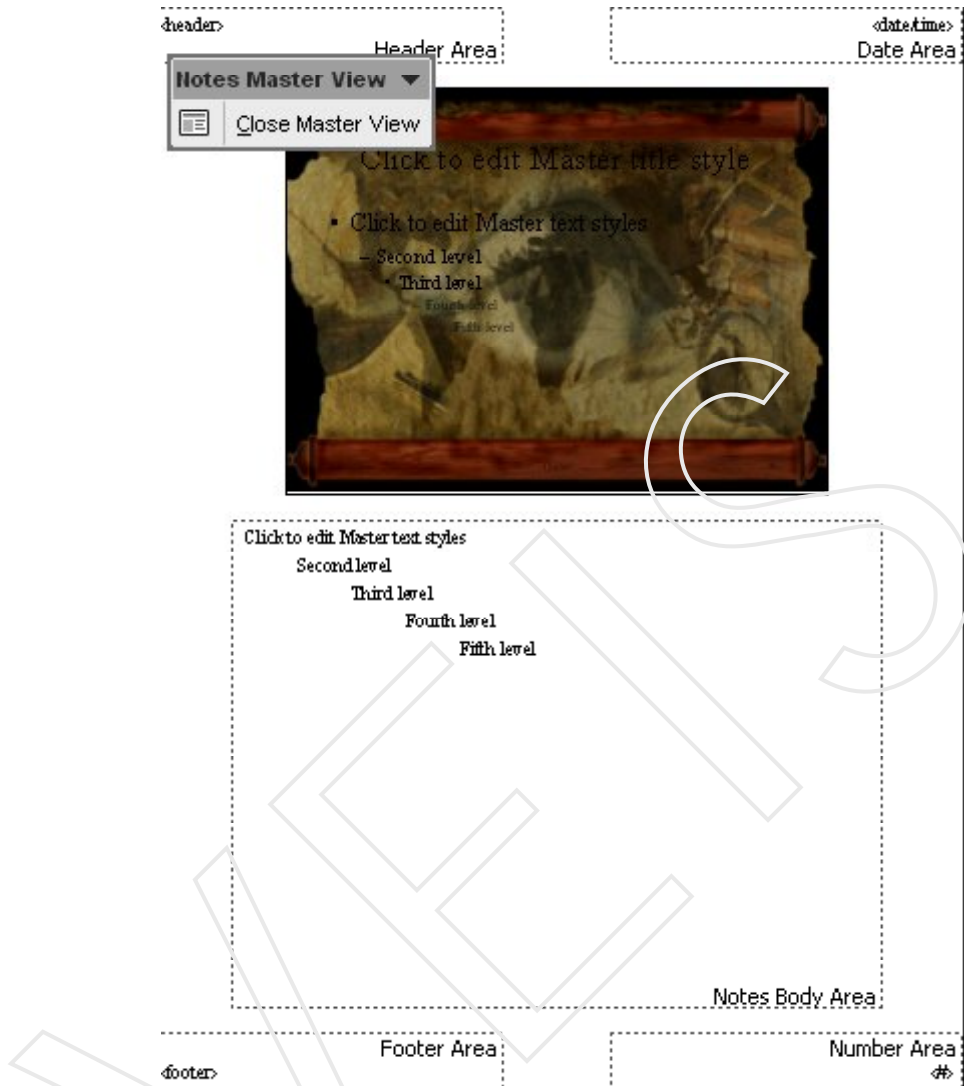


Figure 7.11 Notes Master

- If you have finished click close on the master toolbar.
- Print your notes pages by choosing File- Print and after that notes pages from the print what list box in the print dialog box.

7.4 Custom Show

It is a presentation within a presentation. When you create a custom show, you group slides in an existing presentation so you can show that

section of the presentation to a particular audience. For example 3/4 within a presentation for both students and teacher, and the remaining 1/4 only for teacher you might create one custom show having just half of it for the Management.

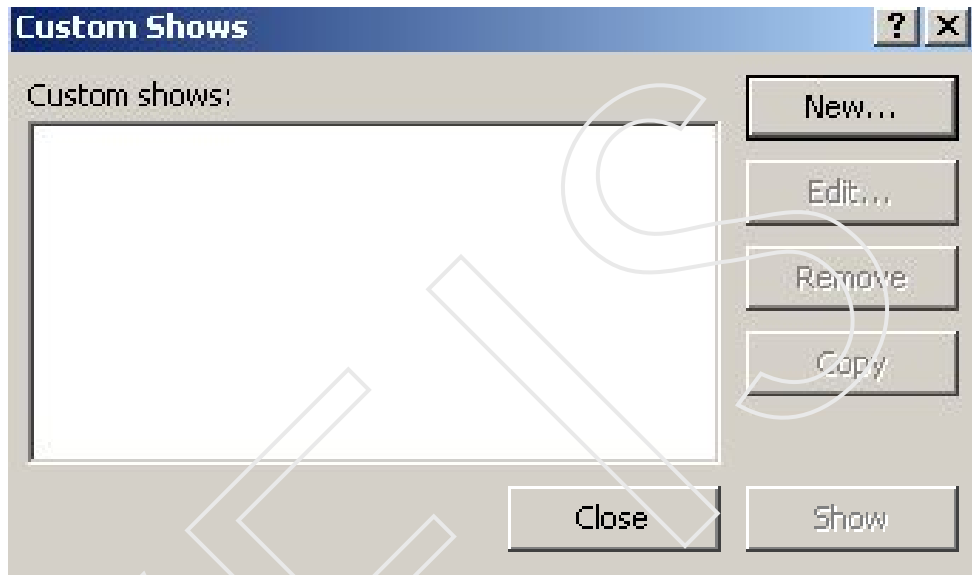


Figure 7.12 Custom Show Dialog Box

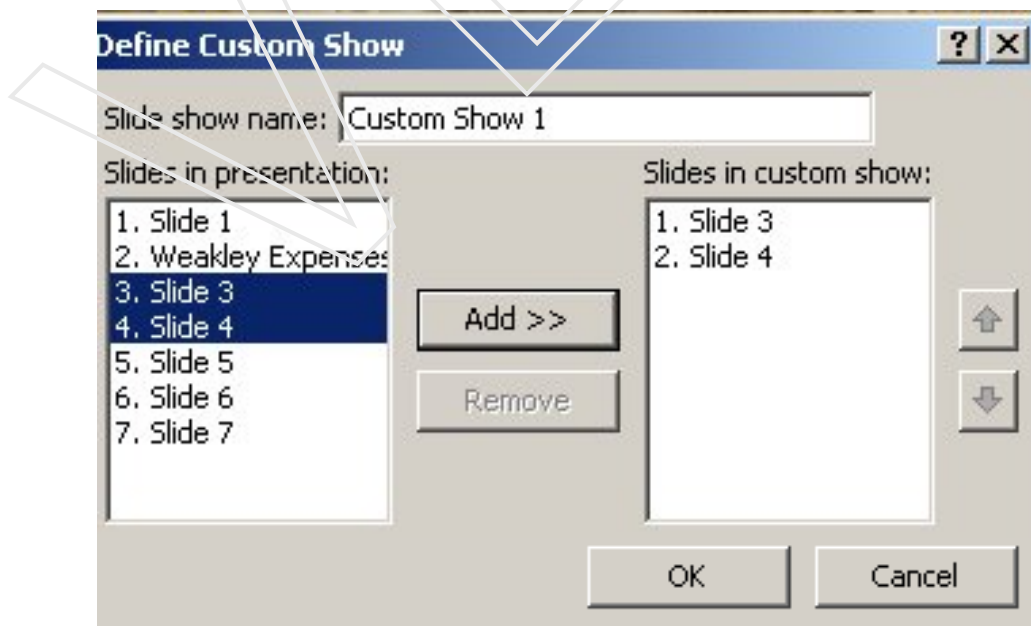


Figure 7.13 Customizing Shows

7.5 SHOWING SLIDES

1. Open the file you want to show
2. Click **Slide Show** and select **View Show. Or, press F5**
3. To end the show right click on the screen and from the pop-up menu Click **End Show**.



Figure 7.14 Slide in slide view

7.6 PRINTING SLIDES

Click **File** and select **Print**. Or Click **Print icon** on the **standard toolbar**. Or, press **Ctrl and P** together from the keyboard.

Select slides from **Print what**. Click the radio button of **Current slide** in **Print range** section to print current slide print a specific slide, type the slide serial no. in the **Slides** text box.

To print more than one copy of slides, select the number of copies from Number of copies scroll box.

Click OK

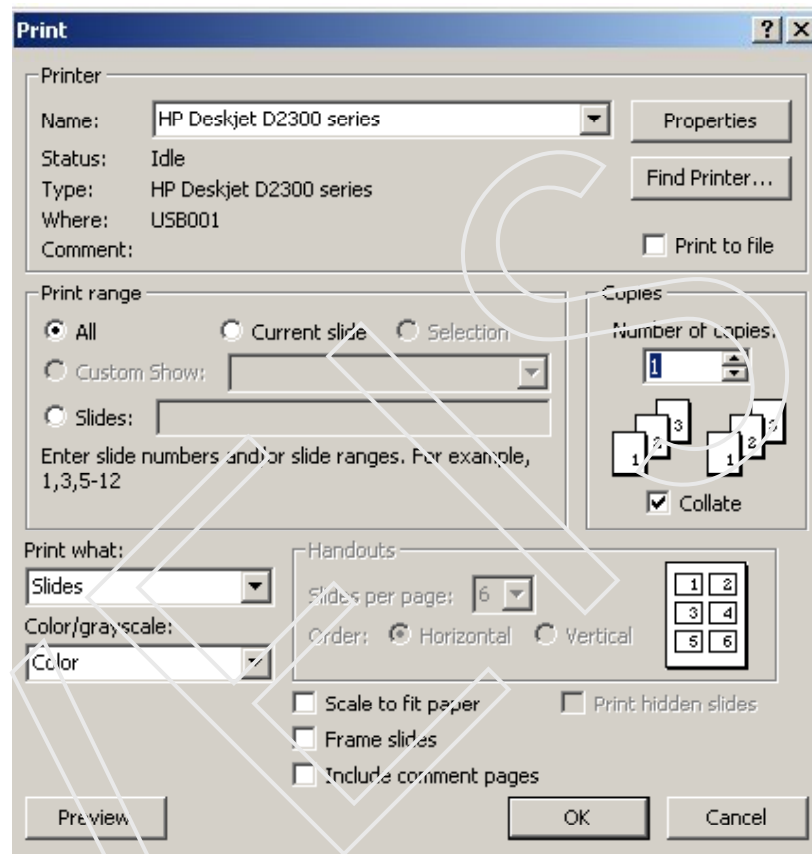


Figure 7.15 Print Dialog Box

Self Assesement Questions

- 1 Explain the concepts of master in detail
- 2 Write the steps of creating a presentation using auto content wizard

LAB SESSION :

Using the slide master insert a object like a picture on your slide

Insert slide number on every slide

