

**UNIT-4**  
**MS-PowerPoint**

**SYLLABUS : Introduction – Starting – Parts-Creating of Tables- Create Presentation – Templates Auto Content Wizard-Slide Show-Editing of Presentation-Inserting Objects and charts.**

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**1. What is power point and what are its features?**

A PowerPoint presentation is a presentation created using Microsoft PowerPoint software. The presentation is a collection of individual slides that contain information on a topic. PowerPoint presentations are commonly used in business meetings and for training and educational purposes.

**PowerPoint features:**

PowerPoint is a powerful instrument to present our ideas into a pictorial way. The following are the important features of power point.

**1) Readymade slides:** As power point is having powerful wizards, we can prepare the slides easily and quickly. The Auto content wizard option provides wizards to make the slides easily. The Template provides a wide range of readymade designs to us.

**2) Background colours and effects:** We can have a wide variety of background colors for slides in PowerPoint. In addition to colors, we can also get different textures and shades in slides. We can also change the colors of existing wizards and *templates*.

**3) Pictures:** Not only captions and different colors, we can introduce good pictures either from clipart or from scanning the pictures.

**4) Sounds:** Different sounds can be created while presenting the various slides. The sounds makes the presentation in attractive manner.

**5) Animation:** Different animation techniques are also available in the slides. The letters and pictures will fly from top to bottom and from left to right. Not only one technique, we can have many animation options. We can also get preview of various animation effects.

**6) Charts and Tables:** We can insert different charts and tables for expressing the data and information to the users. The different charts and tables in the MS Excel can be easily imported into MS PowerPoint.

**7) Time for Slides:** We can prescribe the time automatically or manually for running and exhibiting slides. For example, we can set the time for 5 or 6 seconds for each slide to play slide show on the computer.

**8) Other Features:** MS- PowerPoint includes many other features like macros, changing the colours to the slides, fonts etc. We can also change the slide numbers from any direction using slide sorter command.

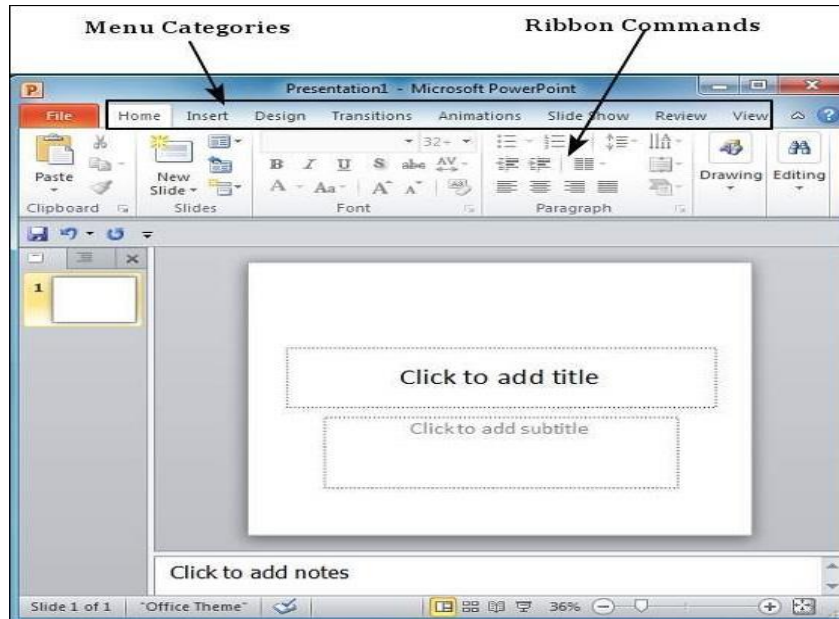
**2. What is power point and explain its components?**

**PowerPoint:** M.S power point is widely used program for designing professional presentations such as product profiles, research papers and advertisements. These presentations make use of slides to communicate information to the audience.

Power point is effective soft ware that offers tools and techniques for running and designing dynamic presentation. It can be used to design slides insert text and graphics and also animation of the shapes and the objects.

### Components of the PowerPoint window:-

The **PowerPoint** Window has many useful tools or components. There are different types of components in the **PowerPoint** and these components can be used to design our slides dynamically a few of the components given below.



1. **Title Bar:** - it displays the name of the currently open presentation.
2. **Menu Bar:** - it shows a list of commands used in power point for various tables.
3. **Standard Tool Bar:** - it contains buttons for commands like open, new, save, copy, undo, redo, cut, paste etc., facilities their easy selection. Each button contains an image that helps identify the functions it performs.
4. **Formatting Tool Bar:-** it contains buttons of the frequently used formatting options of the menu bar such bold, italic, under line, font size, font face, center, left, right, justify and other formatting tools.
5. **Slide Pane:** - it displays the current slide.
6. **View buttons:-** it provides buttons for quickly changing the display of the presentation screen.
7. **Drawing Tool Bar:** - it provides buttons for inserting various objects in the presentation like change the text color change the line color, draw the lines, rotate the images etc.
8. **Out Line Pane:** - it is used to organize and develop the presentation text and rearrange the bullet points, paragraphs and slides.

### 3. How to create a blank presentation?

#### Blank presentation:

An empty presentation is called the blank presentation. It will not display any text or images. There will be two titles, one is title and another is sub title.

## Creating a blank presentation steps:

- Open Power Point.
- Click the office button and then click new. A new presentation dialog box appears.
- In that click the blank presentation
- Click on create button.

A slide contains text, chart, table or images. These entire slides group is called one presentation.

## Enter title and subtitle:

- Click on click to add title and type the title.
- Click on the click to add subtitle and type the subtitle.

## Slide designs:

- Apply the slide designs to the slides by clicking Design → Themes.
- Select the theme and apply it to selected slide by right clicking on it.
- The theme appears for the selected slide.
- In the same way make all the slides and apply slide design themes.
- Finally save it by choosing Office button → Save with extension .pptx.

## 4. How to create a presentation using template?

Templates are predefined PowerPoint presentations based on that you can create your own presentation. We can replace text and graphics of templates with our own.

1. Click on the office button and a pull down menu appears.
2. Click on the **new** option. The New presentation dialog box appears.
3. Click on the Design Template tab in this dialog box. The list of all the design templates of power point is displayed.
4. Click on any one of the templates and click on the create button.
5. The opened templates will be created with many slides.
6. If you want to edit the design templates, edit them and change the title, subtitle etc.
7. Finally save the template design.
8. Go to the office button, click save.
9. Give the file name and save it.

## 5. How to insert or delete a new slide?

Inserting a new slide can be done in three ways:

1. **By using short cut key:** Press Ctrl + M.

## 2. By using Home:

- On the home tab, in the slides group, click the new slide button.
- To insert a new slide with different layouts click on the layouts you like.
- There will be number of layouts such as two content, title slides etc.

## 3. By using slide:

- Select the slide on the left side of slide panel and right click on it.
- A sub menu appears, select the new slide option.

## Deleting a Slide:

It can also be done in three ways:

- Select the slide that you would like to delete and press the Delete key on the keyboard (or)
- Right click on the selected slide and select delete Slide from the menu.(or)
- Click on home tab and click delete.

## 6. How to add pictures and clipart?

Pictures and clip art can be inserted from the Ribbon, as well as by using the commands that appear in certain placeholders. In both methods, the image is centered in the middle of any selected slide placeholders.

### a) Inserting Picture in Power Point Presentation

To insert a picture from the Ribbon:

- Select the Insert tab.
- Click the Insert Picture command in the Illustrations group. The Insert Picture dialog box will appear.



- Locate and select the picture you want to use
- Click Insert, and it will appear on the slide.
- Save the Presentation

### To insert a picture from a placeholder command:

- Click the Insert Picture command in the placeholder. The Insert Picture dialog box will appear.

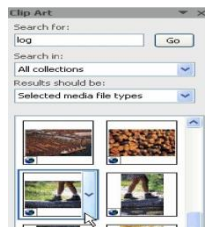


- Locate and select the picture you want to use.
- Click Insert, and it will appear on the slide.

## **b) Inserting ClipArt in Power Point Presentation**

### **To insert a clip art from the Ribbon:**

- Select the Insert tab.
- Click the Clip Art command in the Illustrations group. The Clip Art task pane will appear on the right
- Enter keywords in the Search field that are related to the image you want to insert.
- Click the drop-down arrow next to the collections field.
- Select every where to make sure PowerPoint searches your computer and online resources for an image that meets your criteria.
- Click the drop-down arrow in the media file types field.
- Deselect any file types you do not want to see. In this example, we only want photographs, so we'll deselect the other options.



- Click a clip art image to insert it, or click the drop-down arrow next to the clip art and select Insert from the menu. The clip art will appear in the slide.
- Click Go. A list of clip art images related to the search terms is displayed.

## **7. How to insert shapes, word art, other objects?**

Shapes are the different symbols which is used in the presentation to make it highlight.

### **Inserting shapes:**

- Click the Insert tab
- Click the shapes button.
- Click the shape you want.
- Drag the shape on the slide required.
- These shapes can be filled with different colours and also can be added 3D effects:
- The shapes can be applied different shape styles.

## **Inserting a photo album:**

This is used to share the pictures in the power point. This is the new feature in the ms power point.

### **To create a photo album:**

- Click the photo album on the insert tab.
- Click new photo album.
- Photo album dialog box appears.
- Click file/disk to add pictures.
- Select the picture and click insert.

## **Inserting word art:**

Word art is a text feature which includes effects such as shadows, outlines, colours, gradients, and 3D effects.

Steps to insert:

- Click the Insert tab.
- Click the word art and choose the style of word.
- Write your text.
- Chose the different text effects, text styles or text fill with colour.
- Click ok.

## **8. How to insert audio and video?**

Audio or video insertion makes the presentation in attractive form. Some of the videos and audios or sound clips will be in the computer. The sounds can also be inserted from clipart or music in the computer.

### **Inserting audio from clipart organizer:**

- Select the slide where you want to add sound.
- Select the insert tab
- Click the drop down arrow on the sound command and click the sound form clip organizer.
- The clipart task pane appears. Enter the type of sounds needed and click Go.
- Click a sound file in that to insert it.
- A pop up box will appear asking how you want to play the sound, automatically or when clicked.
- Choose the required one.
- A sound icon appears on your slide.

### **Inserting sound from file:**

- Select the slide where you want to add sound.
- Select the insert tab
- Click the drop down arrow on the sound command and click the sound form file.

- Insert sound dialog box appears.
- Select the type of sound file and click open.
- A pop up box will appear asking how you want to play the sound, automatically or when clicked.
- Choose the required one.
- A sound icon appears on your slide.

### **Inserting Video from clip art organizer:**

- Select the slide to which you wish to add a video.
- In the insert tab, click the movie button.
- Select the movie from the clip organizer.
- The clipart task pane appears. Enter the type of videos needed and click Go.
- Click a video in that to insert it.
- A pop up box will appear asking how you want to play the video, automatically or when clicked.
- Choose the required one.
- A black screen will appears on your slide.

### **Inserting video from file:**

- Select the slide to which you wish to add a video.
- In the insert tab, click the movie button.
- Select the movie. Click the drop down arrow and click the movie form file.
- Insert movie dialog box appears.
- Select the type of video file and click open.
- A pop up box will appear asking how you want to play the sound, automatically or when clicked.
- Choose the required one.
- A sound icon appears on your slide.

## **9. How to resize or scaling an object?**

Resize or scaling an object is used to reduce or increase the size of the object. The picture can also be cropped.

Steps to resize or scale an object:

- Click the Insert tab
- Click the object you want to insert.
- After inserting the object, select it.
- A format tab will appear after its selection.
- Click on the size command.
- A size and window box will appear.
- Adjust the width and height in the size and rotate.

- In the scale also adjust the height and width in percentages.
- Under crop option set the top, bottom, left and right measurements.
- Click ok.

## **10. How to apply the slide transitions?**

Transition effects or transitions are the movements applied to the slides. When a slide show is played at that time one slide can be made different from other slide by using slide transitions.

### **To apply a transition to one slide:**

- Select the slide you wish to apply the transition effect.
- Select the animations tab.
- Select the transition to this slide.
- A drop down arrow will appear showing all transition effects.
- Choose any transition effect and adjust the transition speed such as fast, medium slow and select transition sound such as arrow, hammer, camera, coin etc.

### **To apply a transition to all slides:**

- Select the slide you wish to apply the transition effect.
- Select the animations tab.
- Select the transition to this slide.
- A drop down arrow will appear showing all transition effects.
- Choose any transition effect and adjust the transition speed such as fast, medium slow and select transition sound such as arrow, hammer, camera, coin etc.
- Click on apply to all slides to apply the transition to all slides in the presentation.

### **To delete slide transition effects:**

- Select the slide you wish to delete.
- Select the animations tab.
- Select the no transition in the transition to this slide group.
- Click apply to all if you want to apply to all slides.

## **11. How to apply the animation effects?**

Text and objects can be moved with different positions called as animations. The custom animations can be applied to different shapes, pictures on the slide.

Applying animation effects:

- Select the object
- Click on the animations tab.
- Click on the custom animations in the animations group.
- A window will appear on the right.
- Click Add effect in that to add an animation effect to the object or shape.
- Select entrance, emphasis, and exit or motion path to display a sub menu of animations.
- Under entrance again select effects such as blinds, box, diamond and fly in.



- If you want select emphasis, or exit etc
- Select any of these to apply.

To remove an animation effect:

- Select the object on the slide.
- Select the animation tab.
- Click custom animation in the animations group. The custom animation box will appear on the right.
- Select the animation in the custom animation.
- Click Remove. The animation effect will be removed.