**MS-PowerPoint** 

Unit -1

**Starting MS Power point** 

Unit -2

Working with textboxes and slides

Unit -3

Features of Power Point {Part -1}

Unit-4

Features of Power Point {Part -2}

Unit-5

Sharing a presentation

### Learning objectives

After the Completion of this unit you should be able to know

- 1) What is MS Power point 2010 and what are its functions
- 2) What are the components of Power point 2010
- 3) The tools used in MS Power point 2010 and their use

### Introduction

In the earlier days people depended on transparent sheets on which they used

to write and present it to the audience by the help of projector which was a

very heavy machine. The main problems that arose were

- 1. Writing on transparent sheets was costly and time consuming.
- 2. Occupied a lot of space and difficult to transport
- 3. Difficulty to update and modify with change in time
- 4. Had to be kept free from moisture and heat

### Definition

*PowerPoint* is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. *PowerPoint* offers word processing, outlining, drawing, graphing and presentation management tools.

### Some uses Of PowerPoint

- 1. Used to present a person's idea within a few words and pictures.
- 2. Used to describe about the project /company and its related issues. Profit making company identify profit /loss , purchase/sale.

## Step-1



## Step-2

Ele Hone Insert Design	Transitions Anim	tions Slide Show	Presentation1 - Microsoft PowerPoint (Product Activatio Review View	in Failed)		
Parte of Parmat Parmer Clipboard 12	ayout * teset iection * i	<ul> <li>A' A' <sup>™</sup></li> <li>Ae <sup>AV</sup><sub>4</sub> → A -</li> <li>Fort</li> </ul>	IΞ · IΞ · I II · III · IIII · III ·	Alloo Alloo Annee Quis Syles Drawing	Shape Fill +     Shape Fill +     Shape Outline +     Shape Outline +     Shape Unlets +     Shape Unlets +     Stage Unlets +     Editing	
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### 1.3.1 Components of MS PowerPoint 2010



# <u>File Tab</u>

Sl.No	Icon	Function		
1	🛃 Save	Saves the c	urrent Power point Presentaion	
2	🔜 Save As	Saves the current presentation in another		
		format		
3	🚰 Open	Opens Anot	her Presentation	
4	🚞 Close	Closes the c	current presentation	
5		This option comprises of the following as shown below		
	Info			
		Left Side		
		1. Prod	luct activation :- Whether the	
		curre	ent product is activated or not	
		2. Pern	nission :-Whether anyone can	
		oper	n, change any part of the	
		pres	entation.	
		3. Prep	are for sharing :-Sharing the	
		power point.		
		4. Vers	sions :- Open if there were any	
		earlier versions of this file		
		Right SideProperties of the current slide		
		Size	Size of the File	
		Slides	No of slides in the presentation	
		Hidden	No of hidden slides	
		Slides		
		Title	Title of the slide	
		Tag	Tags if existing	
		Category	Belongs to which caegory	
		Last	Last modified when	
		Modified		
		Created	Created when	
		Last	Last printed when	
		Printed		
		Author	Author Name	
		Manager	Manager Name	
6	Pocont	This option	opens the recent files in the	
	Recent	recent locati	ions	

7	New	This option creates a new presentaion
8	Print	Prints the current presentation
9	Save & Send	<ul> <li>This option is used save and send a file via</li> <li>1. Email</li> <li>2. Fax</li> <li>3. XPS</li> <li>4. Share it in the web</li> <li>5. Convert it to a PDF File</li> <li>6. Create a video file</li> <li>7. Package presentation for CD</li> <li>8. Create Handouts</li> <li>9. Broadcast slide show</li> <li>10. Publish slides</li> <li>11. Save files in different formats</li> </ul>

# Home Tab

Once the home tab is clicked it opens up the home ribbon which is comprised of the following parts

Clipboa	ard	
1	👗 Cut	This option is used to cut text or images
2	🗎 Сору 🔻	This option is used to copy text or images
3	Paste	This option is used to paste cut or copied images/text
4	💞 Format Painter	Used to copy formatting from one place to the other
Slides		
1	×	This option is used create a new slide
	New Slide ₹	
2	Section 🝷	Change the layout of the selected slide
3	lavout z	Reset the positions ,size and formatting of the slide placeholders to their default setting
4	Reset	Organize slides into sections

Font		
1	Calibri (Headings] 🔻	Font face
2	44 -	Font size
3	В	Make the text Bold
4	I	Make the text italized
5	Π	underline the text
6	S	text shadow
7	abe	Strike thru
8	AV →	Character Spacing
9	Aa ▼ Sentence case. Jowercase UPPERCASE Capitalize Each Word tOGGLE cASE	Change case
10	A	Increase the font Size
11	Ă	Decrease the font size
12		Clear all formatting
13	<u>A</u> -	Change font colour
Paragra	aph	
1	= -	Bullets
2	Table A	Numbering
3	.	Decrease list level
4		Increase list level
5	*≡~	Increase line spacing between lines in a paragraph
6		Align Text Left
7	=	Align Text Centre
8		Align Text Right
9		Justify text
10		Split the text into 2 or more columns
11	IIIA Text Direction ▼	Change the text direction
12	🚔 Align Text 🔹	Change the alignment of the text
13	Convert to SmartArt	Convert text to smart art

Drawin	Drawing			
1	≅\\	Insert drawing objects		
2	Arrange	Arrange drawing objects		
3	Quick Styles +	Change the visual style of the inserted object.		
4	🌆 Shape Fill 🔻	Fill the selected shape with a solid colour, gradient, picture or text area.		
5	Shape Effects •	Change the shape effect of the inserted object.		
Editing	, ,			
1	😤 Find	Find the selected text in the document		
2	ab Gac Replace ▼	Replace found text with another text		
3	🔓 Select 👻	Select		

# Insert Tab

Tables		
1		Used To insert a table
	Table	
Images		
1		Used to insert a picture
	Picture	
2	Clip Art	Used to insert a clip art
3	Screenshot	Used to insert a screen shot
4	Photo Album *	Used to inset a photo album

Illustra	tion	
1	Shapes	Used to insert shapes
2	SmartArt	Used to insert smart art
3	Chart	Used to insert chart
Links		
1	(Q) Hyperlink	Create a link to a web page, picture, an email address or a program.
2	Action	Add an action to the selected object to specify what should happen when you click on it or hover over it with your mouse.
Text		
1	A Text Box	Used to insert a textbox
2	Header & Footer	Insert the Header and Footer on the slide or all slides.
3	WordArt	Insert a word art
4	5 Date & Time	Insert Date And Time
5	Slide Number	Insert slide number
6	Object	Insert objects

Symbol	Symbols			
1	$\pi$	Inserts an equaltion		
	Equation			
2	Ω	Inserts a symbol		
	Symbol			
Media		, ,		
1	Video	Insert a video		
2		Insert an audio		
	Audio			

## Design Tab

Page Se	etup			
1		Set the page setup to portrait or landscape		
	Page Setup			
2		Sets the slide orientation as portrait /Landscape		
	Slide Orientation *			
Themes	Themes			
3	Aa Aa Aa	Aa     <		
	Themes			
	Change the design theme			

Background			
1	lackground Styles 👻	Set Background Styles	
2	Hide Background Graphics	Hide Background Graphics	

# **Transition** Tab

Used to set the transition of the power point presentation

Preview		
1 Province		Used to preview the transitions
Transition to th	nis slide	
Subtle		
1	None	Sets the transition to none
2	Cut	Sets the transition to cut
3	Fade	Sets the transition to fade
4	Push	Sets the transition to push
5	Wipe	Sets the transition to wipe
6	split	Sets the transition to split
7	Reveal	Sets the transition to reveal
8	Random Bars	Sets the transition to Random Bars
9	Shape	Sets the transition to shape
10	Uncover	Sets the transition to uncover
12	Cover	Sets the transition to cover
13	Flash	Sets the transition to flash

Exciting		
1	Dissolve	Sets the transition to dissolve
2		Sets the transition to Checkerboard
3	Blinds	Sets the transition to Blinds
4	Clock	Sets the transition to clock
5	Ripple	Sets the transition to Ripple
6	Honeycomb	Sets the transition to Honeycomb
7	Glitter	Sets the transition to Glitter
8	Vortex	Sets the transition to Vortex
9	Shred	Sets the transition to Shred
10	Switch	Sets the transition to switch
11	Flip	Sets the transition to Flip
12	Gallery	Sets the transition to Gallery
13	Cube	Sets the transition to Cube
14	Doors	Sets the transition to Doors
15	Box	Sets the transition to Box
16	Zoom	Sets the transition to zoom

17	Pan	Sets the transition to Pan
18	Eerris Wheel	Sets the transition to Ferns Wheel
19	Conveyor	Sets the transition to Conveyor
20	Rotate	Sets the transition to rotate
21	Window	Sets the transition to window
22	Effect Options	Sets the effect options to horizontal and vertical
Timing		
1	🖺 Sound: [No Sound] 🔹	Add a sound to the power point file
2	Ouration: 02.00	How long the sound will remain
3	🗊 Apply To All	Apply effect to all slides
4	🕢 On Mouse Click	Run effect on mouse click
5	After: 00:00.00 🗘	Effect takes place after certain number of seconds

# Animation Tab

				-				
None								
None								
Entrance								
Appear	Fade	Elvin	Float In	Split	Wine	the shape	Wheel	Random Bars
-	e Ha	*	*	Spin	mpe	Shape		Nandom bars
Grow & Turn	Zoom	Swivel	Bounce					
Emphasis						14		
Pulse	Color Pulse		Spin	Grow/Shrink	Desaturate	Darken		
*	*	*	*	*	*	1	B	×
Object Color	Complemen	Line Color	Fill Color	Brush Color	Font Color	Underline	Bold Flash	Bold Reveal
Exit								
Disappear	Fade	Fly Out	Float Out	Split	+ Wipe	Shape	Wheel	Random Bars
Shrink & Turn	Zoom	Swivel	Bounce					
More Ent	rance Effects							
More Em	phasis Effects							
More Exit	Effects							
A More Mo	tion Paths							
	n Verhs							
W DECAULO	11 4 21 10 2111							

The Animation tab is used to induce animation to a particular slide or all slides

# Slide show Tab

1	From	Slide show from the beginning of the power point
2	From	Slide show from the current slide
	Current side	
3	Broadcast Slide Show	Broadcast Slide Show so that it can be viewed by remote users who can watch in a web browser
4	Custom Slide Show	Create or play a custom slide show . A custom slide show only display the slides that you want to display
5	Set Up Slide Show	Sets up slide show.
6	Hide Slide	Hide the current slide from presentation
7	Rehearse Timings	Set timings for each slide
8	Record Slide Show *	Record Slide show.
9	Play Narrations	Play back audio narrations and audio pointer gestures during slide show.
10	☑ Use Timings	Play back slide and animation timings during slide show. You can record slide and animation timings using rehearse timings and slide show
11	Show Media Controls	Show play control when you move the pointer over audio and video clips during the slide show
12	Resolution: Use Current Resolution 🔹	Change resolution of the image.
13	I Show On: ▼	Choose a monitor on which to display the full screen slide show. If you are using a monitor or are using a laptop without an external monitor attached this command is disabled.

14	Use Presenter View	Show the full screen slide show using
		presenter view. This view allows you to
		project the full screen slide view to one
		monitor that includes timings and speaker
		notes. This feature requires multiple monitors
		or a laptop with dual display capabilities.

# **Review Tab**

1	ABC	Checks the spelling of the
	×	text in the power point
	Spelling	presentation and corrects the
	8	spelling.
2	44	Open the research task pane
	LIQ.	to search through reference
	Research	materials such as
		dictionaries, encyclopedias
		and translation
		Services.
3		Suggests other words with
		the similar meaning to the
	Thesaurus	word you have selected
4	ล้ะ	Translate a selected text to
	66	another language.
	Translate	
5	*	Salast Language Options
5		Select Language Options
	672	
	Language	
6	25	This option is used to add a
		new comment to a Power
	New	point presentation.
	Comment	
7		Edit comment
	Edit	
0	Comment	Delete comment
8		Derete comment
	Delete	
0		Previous comment
2		ricerous comment
	Previous	

10		Next comment
	Next	
11		Compare and combine
		another presentation with
	Compare	the current presentation.
12	De	Click this button to access
		other options such as
	: Accept	accepting other changes in
	· ~	the document.
13	Da	Click this button to access
	<u>M</u>	other options such as
	Reject	rejecting other changes in
		the document.
14		Navigate to the previous
	💮 Previous	revision of the document so
		that you can accept or reject
		it.
15		Navigate to the next revision
	🞲 Next	of the document so that you
		can accept it or reject it.
16	E Reviewing Pane	Show reviewing pane when
		reviewing changes
17		End review
	End	
	Review	

# View Tab

1	Normal	Normal format
2	Slide Sorter	Slide sorter
3	Notes Page	View notes page to edit the speaker notes as they look when they print them out.
4	Reading View	View the presentation as a slide show that fits within the window.

5		Open slide master to change the design and layout of the master slides
	Slide	ayout of the master sides
6		Open hand out master view to change the design and layout of printed layouts
	Handout Master	
7		Open Notes master.
	Master	
8	Ruler	View the rulers used to measure and line up objects in the document
9	Gridlines	Turn on gridlines to which you can align objects in the document
10	Guides	Show adjusted drawing guides to which you can align objects on the side.
11	Zoom - +	Show the Zoom control dialogue to specify the zoom level of the document.
12	Fit to Window	Zoom the slide so that it fills the Window.
18	Color	View the presentation in colour mode
19	Grayscale	View the presentation in gray scale mode
20	Black and White	View the presentation in Black and White
21	New Window	View the current presentation in a new window
22	Arrange All	Tile all open program windows side by side on the screen
23	🔁 Cascade	Cascade the open document windows on the screen so that they overlap.
24	ार्ग Move Split	Move the splitters which separate the different sections of the window. After checking this button use the arrow keys to move the splitters and then press enter to return to the document.
25	Switch Windows -	Switch to a different currently open Window

26 Macros	Create ,view, run, delete a macro.	
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# <u>Format Tab</u>

1	■ ヽ ヽ □ □ ↓ C + C + Edit Shape * ▲ ጊ ↓ ↓ ↓ G + ● Text Box 々 ヽ ヘ { } ☆ マ Insert Shapes	Used to insert and edit shape, add text box
2	Abc       Abc       Abc       Abc       Abc       Image: Shape Fill v         Abc       Abc       Abc       Image: Shape Outline v       Image: Shape Effects v         Shape Styles       Image: Shape Styles       Image: Shape Styles       Image: Shape Styles	Shape Styles
3	▲ Text Fill ▼ ▲ Text Fill ▼ ▲ Text Outline ▼ ▲ Text Effects ▼ WordArt Styles	Word Art Styles
4	Image     Bring Forward ▼     Image     Align ▼       Image     Send Backward ▼     Image     Group ▼       Image     Selection Pane     Image     Rotate ▼	Arrange
5		Size

### Let us sum up

In this unit we have learnt what is Power point and how it is a powerful tool to describe a person's ideas in front of many. Microsoft PowerPoint presentations can be distributed via internet and via pen drives and other secondary storage devices. We have discussed the various tools that are used in this software. Theyare broadly classified into 10 tabs. These are file, home, insert, design, transition, animation, Slide show , review, view and format tab .These tabs have a specific role and specific functionality for the preparation of power point presentation. Use of power point quickened the speed of presentations than the plastic sheets which were very costly, laborious to prepare in the yester years.

### Learning objectives

After the Completion of this unit you should be able to know

- 1. What is a textbox and how it can be incorporated on the slide
- 2. What is a slide and its manipulation?
- 3. What is a slide note and how it is used?
- 4. What is a side bar and why it is used?
- 5. The components of the side bar which are the slide section and outline section
- 6. What is a slide section and how it is used?
- 7. What is an outline and how it is used?

### Introduction

After knowing the tools this is the half way of our learning. We should know how to be smart in power point. This comes after we know working with textboxes which are vitally required for entering data into the presentation. Working with slides involves slide adding, deleting, modifying and sorting. Slides those that are prepared by a person may not be understood by another person. At this time the slide note comes to use which describes what for the slide was prepared. Slides those that are prepared need immediate textual verification. In such cases we work with outline. At times the PowerPoint can be very large. Example of large presentations involve presentations of organizations such as schools, colleges, universities, hospitals where departments are many. In such cases we take the help of sections. With this we summarize and close the unit.

### Definitions

**Textbox:** - Textbox is a tool used to write text on a power point slide. It also acts as a placeholder to hold text where it is dragged and placed. The textbox can be rotated at any degree according the need of the user.

**Slide :-** A slide is a single page of a presentation created with software such as PowerPoint

**Outline :-** Outline View shows all the text of all slides in the presentation, in PowerPoint. This view is useful for editing purposes and can be exported out as a Word document to use as a summary handout.

**Section:-** A feature of power point software so that slides can be organized in a particular fashion for easy understanding and quick review.

### Working with textboxes

Power point allows users to add text to the Power point presentation.

4 types of textboxes are there

- 1. Title Textbox
- 2. Subtitle Textbox
- 3. Content Textbox
- 4. Text Only Box

### Working with title and subtitle textboxes



Title textbox :- This option allows the user to add title to the slide which may be the topic of the presentation

Sub title textbox :-This option allows the user to add subtitle to the slide which includes Created by author and author credentials.

### Working with content textboxes

<ul> <li>Click to a</li> </ul>	dd text		
		<i>G</i> 3	

This option allows the user to add

- 1. Text
- 2. Graphs
- 3. Smart art
- 4. Pictures
- 5. Clip arts
- 6. Videos

## Working with text only box

Click On Insert Tab and then click on Textbox icon as shown below



This option is used to add text to the slide.

## Add a new slide

### Step-1



# Step-2

P J 7 . U ] J F	Jesian Transitions Animations Slide Show	my presentation - Microsoft PowerPoint Rintew View	- 8 X
A Cut Paste Var Copy - Paste Vipboard Fainter Side - Side -	$\begin{array}{c c} \hline \\ \hline $	↓     ↓ </th <th></th>	
1	*		
		Click to add title	
		Click to add subtitle	
	Click to add notes		
Slide 1 of 1 "Office Theme" 🛛 🍼	English (India)	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	+ 5
🚱 🍘 🚞	0 🛛 🖾 🖓 🖸	💽 🦪 🐨 - M R 🖉 - M R 🖉	19:52

# Delete a new slide

To Delete a slide right click on the slide shown on the left pane as shown below

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Flic Home Insert Design Transitions Animations Slide Show	Review View	a 🕜
M Cut         Image: Copy -         Image: Copy - <th>b III - III - I BR BR   III - III Direction - B III - III - I BR BR   III - III Direction - B IIII - III - IIII - IIII - IIII - IIII - IIIII - B IIIII - IIIII - IIIII - B IIIII - IIIII - IIIII - B IIIIII - IIIIIIIIIIIIIIIIIIIIIIIIIIII</th> <th></th>	b III - III - I BR BR   III - III Direction - B III - III - I BR BR   III - III Direction - B IIII - III - IIII - IIII - IIII - IIII - IIIII - B IIIII - IIIII - IIIII - B IIIII - IIIII - IIIII - B IIIIII - IIIIIIIIIIIIIIIIIIIIIIIIIIII	
Slides Outline x		
	Click to add title	
	Click to add subtitle	
Click to add notes		-
		*
		19.52 12-12-2015

Click the delete button.

### <u>Edit a slide</u>

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File	Home	Insert	Design	Transitions	Animations	Slide Show	Review	View	Format								۵ ()
Normal	Slide Notes Sorter Page esentation View	Reading View	Slide Mester M	Handout Notes Master Master aster Views	Ruler Gridlines Gridles Show	Zoom Fitte Winds Zoom	Gr Gr Gr Gr Gr Gr Gr Gr Gr Gr Gr Gr Gr G	<mark>kor</mark> ayscale ack and White ar/Grayscale	e New Window	Artange All Cascade Move Split Window	Switch Windows	Macros					
Slides	Outline		×				-							-			
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# **Rearranging slides**

Slide-1

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May Frest Side, Bisano	My First Slide	
Click to add notes		
Slide 1 of 1 "Office Theme" S English (U.S.)	2 <i>I</i>	■ 20:35 • I <sup>III</sup> III ● 20:35 • I <sup>III</sup> III ● 20:35 12:12-27:015

Slide-2

## Add A New Slide

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Fig         Hore         Inset         Design         Transbors         Animations         Side Show         R           Image: State Show	effery View Google Goog	~ 🔮
Silices Oudine x 1 Wy Fritz II Se Wexame Wexame Service Serv	My First Slide By Author	
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Slide-3

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Presentation Views	Master Waster Waster - Zoom Color/Grajscale Window Marros	
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My, First Slice b. / other	MY SECOND SLIDE • CONTENT1 • CONTENT2 • CONTENT3 • CONTENT4	
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Slide 2 of 2 "Office Theme"	English (U.S.)	🔲 🕮 🛱 😨 55% 💬 🖵 🛞 🔯
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# Step-4

Suppose you want to swap slide 2 to slide 1 click the slide2 and pull it

upward and place it 1 position

💌 🚽 🤊 = O 🗋 🧭 = 👘	ny presentation - Microsoft PowerPoint	8
ter Hame Insert Design Transitions Animations Slide Show H	Review View	a 🕜
Normal Side Note: Reading Side Handout Notes Matter	Calar:     Console     Co	
Slides Outline 🗙		
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		ţ
Click to add notes		×
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### **Importing slides**

This option is used when you want import slides from presentation 2

to presentation 1

### Step -1

Let us consider the presentation presentation-1 as shown below



### Step-2

Let us consider the presentation presentation-2 as shown below



# Step-3

Now to include the slides of presentation 2 into presentation1

You select the slides of presentation 2

### For continuous slides like 1.2.3

- 1. click on view and slide sorter
- 2. click on first slide and then click shift + left mouse click the second slide
- 3. click on copy

- 4. open presentation1
- 5. click below the slide where you want to insert
- 6. click paste

#### For non-continuous slides like 1,3,5

- 1. click on view and slide sorter
- 2. click on first slide and then click ctrl + left mouse click the second slide
- 3. click on copy
- 4. open presentation1
- 5. click below the slide where you want to insert
- 6. click paste

### Working with slide notes

#### What are slide notes

Slides notes is a powerful tool to store the notes of the slide which is prepared. These Notes are not visible during the Power point presentation but can be printed along with the slides so that the presenter can know in detail about each slide in the notes and accordingly deliver lecture.

### How to prepare slide notes









## Step-3

Save Save As	Print Copies: 1	
Close	Print	
Info	Printer	
Recent	Verzenden naar OneVote 2010	
New	Printer Properties	My First Slide
Print	Settings	By Author
Save & Send	Print entire presentation	
Help	Slides: Notes Pages Print slides with notes	This is my first side. Why 64 is prepare the first side 1 begins the subsets boost the power point presentation.
Exit	Collated 1,2,3 1,2,3 1,2,3	<ul> <li>a episo de recia tota n la pore por presentos.</li> </ul>
	Portrait Orientation 🗸	
	Color 🗸	Click Here To Print
	Edit Header & Footer	
		т
		4 2 of 2 ▶

### **Advantages of slide notes**

It helps the presenter to store notes for each slide that he/she prepares and it helps in presenting large presentations which need heavy documentation .

#### Working with side bar



#### As discussed the sidebar is used to

- 1. Insert a new slide anywhere in the presentation.
- 2. Delete the slide anywhere in the presentation
- 3. Insert slides from other power point files into this presentation
- 4. Break Power point presentation into many sections.
- 5. This feature is comprised of 2 features namely slide view and outline view which we shall be discussing shortly

Manage sections which involve creation, deletion, renaming, moving up and down the sections and slides.

#### Working with sections

#### What is slide section

Slide section is used when working with very large presentations. Suppose the presentation is a very large presentation and this presentation can be done by 10 people for 10 parts of the presentation. In such cases 10 people work separately on various parts. Finally all parts are integrated into 1 power point presentation as sections.

#### Managing slide section

# Adding slide sections at the end of the presentation



Slides Outi	ne	×	
4 Default Section			
1 School Ma By	nageme	nt System	School Management System
	¥	Cu <u>t</u>	
		<u>С</u> ору	
		Paste Options	By V.S.SANDILYA
	1	<u>N</u> ew Slide	
	1	Add Section	
			This is my first slide.         Why did I prepare the first slide         1. To explain the students about the power point presentation.         2. To explain the various tools in the power point presentation.

### Step-2

Slides Outline X  Default Section	
1 School Management System	
BY V.S.SANDIDA	
	School Management System
Untitled Section	
	By V.S.SANDILYA
	This is my first slide. Why did I prepare the first slide

To explain the students about the power point presentation.
 To explain the various tools in the power point presentation.

# **Renaming the sections of the presentation**

Step-1	
--------	--

Slides	Out	ine	×		
⊿ Defa	ult Section				
1	School Ma	nage	ment System	School Management Sy	vstem
Untit	led Secti	Ţ	Rename Section		
		×	Remove Section		
		R	Remove Section &	& Slides By V.S.SANDILIA	
		×	Remove All Section	ons	
		*	Move Section Up		
		×	Move Section Doy	<u>wn</u>	
			C <u>o</u> llapse All		
			Expand All		
				This is my first slide. Why did I prepare the first slide 1. To explain the students about the power point presentation. 2. To explain the various tools in the power point presentation.	

# Step-2

Slides Outline 🗙	
Default Section	
School Management System     Py VEANDUR	Rename Section P 33 gement System Scion new: CLASS MANAGEMENT Bename Cencel SANDILYA
	This is my first slide.           Why did I prepare the first slide           1. To explain the students about the power point presentation.           2. To explain the various tools in the power point presentation.

# Step-3

Slides Outline X	
Default Section	
1	
School Management System	
By VSSANDIA	
	School Management System
CLASS MANAGEMENT (0)	
	By V.S.SANDILYA
	· · · · · · · · · · · · · · · · · · ·

# **Breaking slide presentation into various sections**

Step -1



Step-2

	Glides Outline	х		
۵	Default Section	A		
1	School Management System	=		
۵	Untitled Section			CLASS ENTRY
2	CLASS ENTRY			
3	DELETE CLASS		Click to add note:	
4				
	CLASS RENAME	¥		

Step-3



Step-4

Slides Outline 🗙	K	
Default Section      School Management System     Ry VSSANDOR		
Untitled Section (3)	Rename Section Rename Section Rename Section Rame: Section Name: CLASS MANAGEMENT Rename Cancel	ITRY

# Step-5



## **Removing slide section from a presentation**





# **Removing slide sections and slides from a presentation**Step-1

Right click on the section to be deleted



# Step-2

Slides Outline X Default Section	
School Management System By VISANDON	School Management System
	By V.S.SANDILYA
### Removing all slide sections from a presentation Step-1:-

Right click on a section and select remove all sections

SI	ides Outline		×		_
4	Default Section		<b>A</b>		
1	School Management Syste	em	E		
4	CLASS MANAGEMENT	đ	Rename Section	CLASS ENTRY	
2		X	R <u>e</u> move Section Re <u>m</u> ove Section & Slides		
	CLASS ENTRY	R	Remove All Sections		
		▲ ▼	Move Section <u>Up</u> Move Section Do <u>w</u> n		
3		4	C <u>o</u> llapse All E <u>x</u> pand All		
	DELETE CLASS				

# Moving sections up/downStep-1

Select the section with left mouse click and move it upwards.



# Step-2

Slides Outline x  Default Secton  School Management System  FVIESHOOK	
SECTTON MANAGEMENT     CLASS MANAGEMENT (3)	CLASS ENTRY

# Working with outlines

This option is used when a presenter wishes to see all the textual part rather than the textual part and the graphical part.

Sildes Outline x  School Management System By US.SANDIYA CLASS EITRY DELFE CLASS CLASS RENAME	
	School Management System
	By V.S.SANDILYA

### Learning objectives

After the Completion of this unit you should be able to know

- 1. What is a view and what are various kinds of views in Power Point
- 2. Cut and paste operations in PowerPoint
- 3. Copy and paste operations in PowerPoint
- 4. Content translation
- 5. Set language type
- 6. Duplicating content
- 7. Using special characters on the slide

### Introduction

We have covered so far about the power point presentation in the earlier units .In this unit we shall be working on some features which would help us work faster and in an elegant fashion. We shall be discussing about the various views of the power point, editing a presentation which involves changing the background, style ,fonts so that the presentation looks attractive, adding new language such as Hindi in the existing presentation, duplicating content which is a feature to reduce retyping in order to prepare a new slide. The use of special characters helps us to incorporate special characters onto the presentation.

### Definitions

Views :- The views in Microsoft PowerPoint 2010 is a feature that is used to edit, print, and deliver your presentation

Presentation Background:- A feature in power point by which the background of the presentation can be changed for a single slide and all slides.

### Views in PowerPoint

### Presentation view is of 4 types



#### Normal view

This is a default view to

- a) Add
- b) Edit
- c) Delete
- d) Change slide order



### Slide sorter view

This option is used to

- a) Change the order of the slides
- b) Add Slides
- c) Edit Slide delete the slides seen
- d) Add sections
- e) Remove sections
- f) Rename Sections
- g) Move sections



### **Reading view**

This option is used to read the power point presentation as if were a presentationview with an exception that in power point presentation the entire screen is taken up by the slide but in this case the task bar is seen.

# School Management System

By V.S.SANDILYA

0 S 🛚 🖻

Slide show view

# School Management System

By V.S.SANDILYA

The slide show view is used to run the slide show of the power point presentations. This option is used to run the presentation and show to the audience.

#### Setting presentation background

This option is used to change the presentation background of the slide. This option is activated by going ro the **Design Option** 

- 1. Changing the themes of the presentation
- 2. Changing the colours
- 3. Changing the fonts
- 4. Changing the effects

- 5. Changing the Background Styles
- 6. Hide Background Graphics

# <u>Setting presentation background by changing the themes of the presentation</u>



### Setting presentation background by changing colors







# Setting presentation background by changing fonts





Setting presentation background by changing background style





### Setting presentation background by hiding background graphics



# Setting presentation background by changing format background

	School Management System By V.S. SANDILYA	
Backgrou	armat Background	
	Fill         Picture Corrections         Picture Color         Artistic Effects         © gradient fill         © Pattern fill         © Hide background graphics         Fill Color         Color:         Transparency:         0%	
	Reset Background Close Apply to Ali	
	* School Management System By V.S. SANDILYA	

### Cut and paste operations

Cut and paste operation is used to remove a content at a particular location of a slide of a presentation and paste it in

- 1. Same slide of the same presentation
- 2. Another location of a different slide of the same presentation
- 3. Another location of slide of different presentation

### How to cut and pasteStep-1

#### Prepare a new slide in a new presentation



# Select How From the title in the slide **Step-2**



### Step-3

Click on the Cut option which is under the Home Tab as shown below



### Step-4

Once the cut option is clicked How is cut from the screen and available in the memory



Step-5
Paste
Paste Options:
🖹 📝 🗟 🔒
Paste <u>S</u> pecial

# The 4 options of pasteing

Image	Document
	Use Destination Theme
	Keep Source Formatting
	Paste As Picture
A	Keep Text Only
Paste <u>S</u> pecial	Paste Special       ? S3         Source:       Unknown Source         As:       OK         Paste Special       ? S3         Paste Ink       Picture (PNG)         Picture (IF)       ?         Potrice (Independent Bitmap       ?         Bitmap       ?         Result       Paste the contents of the Clipboard into your presentation as a PNG picture.

This option is used to save the cut text in		
1. HTML {Hyper Text Markup	This option allows you store	
Language}	the text in Hyper Text	
	Markup Language	
2. Picture(GIF)	Store the copied text in a	
	image format	
3. Picture(JPEG)	Store the copied text in a	
	picture format	
4. Device Independent Bitmap	Store the copied text in a	
	device independent bitmap	
5. Bitmap	Store the copied text in a	
	bitmap	
6. Picture Enhanced Meta File	Store the copied text in	
	Picture Enhanced Meta File	
7. Picture Windows MetaFile	Store the copied text in a	
	Picture Windows MetaFile	
8. Formatted Text	Store the copied text in a	
	formatted text	
9. Unformatted Text	Store the copied text in a	
	unformatted text	

### **Copy and paste operations**

Copy and paste operation is used to copy a content at a particular location of a slide of a presentation and paste it in

- 1. Same slide of the same presentation
- 2. Another location of a different slide of the same presentation
- 3. Another location of slide of different presentation

### 3.6.1 How to Copy and paste

# Step-1

### Prepare a new slide in a new presentation

#### How Are You

Click to add subtitle

#### Select How From the title in the slide

### Step-2



### Step-3

Click on the Copy option which is under the Home Tab as shown below

🖹 Сору 🔹

### Step-4

Once the copy option is clicked How is cut from the screen and available in the memory

How Are You

Click to add subtitle

# Step-5



# The Paste has 4 options as shown above

Image		Document		
Use		e Destination Theme		
Kee		p Source Formatting		
	Pas	te As Picture		
A	Kee	ep Text Only		
Paste <u>Special</u>	Paste Sj Source: Past Past	Decial     P EX       Unknown Source     OK       As:     Cancel       HTML Format     Picture (PKG)       Picture (GF)     Picture (GF)       Picture (GF)     Device Endependent Bitmap       Bitmap     Pastes the contents of the Clipboard into your       Presentation as a PNG picture.     Picture (SF)		
This option is used to save the	is option is used to save the cut text in			
1. HTML {Hyper Text Markup This option allows you store the te		This option allows you store the text		
Language}		in Hyper Text Markup Language		
2. Picture(GIF)		Store the cut text in a image format		
3.Picture(JPEG)		Store the cut text in a picture format		
4. Device Independent Bitm	nap	Store the cut text in a device		
		independent bitmap		
5. Bitmap		Store the cut text in a bitmap		
6. Picture Enhanced Meta Fi	le	Store the cut text in Picture		
		Enhanced Meta File		
7.Picture Windows MetaFile	e	Store the cut text in a Picture		
		Windows MetaFile		
8.Formatted Text		Store the cut text in a formatted text		
9.Unformatted Text		Store the cut text in a unformatted		
		text		

### Find and replace

The Find and Replace Operation is used to find the text in a presentation and replace it with another text in the presentation.

How Are Yo	u
Find	? <mark>- x -</mark>
 Find what:	Find Next
Match <u>c</u> ase	Close
Find whole words only	Replace

- Find what :- what is the text you want to find
- Match case :- Match the case as how it is written in the text box
- Find whole words Only :- The document is scanned to find words How
- Find Next :- Used to find the next occurrence of the word How
- Close :- This closes the existing find operation
- Replace :- Used To replace the found text with another text

How Are You	L
eplace	?
i <u>n</u> d what:	Eind Next
How 👻	
eplace with:	Close

Replace with:	Close
Where 💌	Replace
Match case	
Find whole words only	Replace <u>A</u> ll

- ➤ Replace With :- Replaces the found text with another text
- Replace All :- Replaces all the found text How with Where

### **Content translation**

This option is used to translate the content to some other language such as English to Hindi.

### Step-1



### Step-2

Now Right Click and the screen is shown below. Click on Translate







# Step-4

Click on the Insert Button To insert the translation

Step-5



Above the word you is translated to Hindi and Shown.

# Set Language type

# Step-1

# Click on Review ->Language ->Language Preferences

eneral coofing ave anguage dvanced Lastomize Ribbon uick Access Toolbar dd-Ins ust Center Choose Display and Help Languages Set the language priority order for the buttons, tabs and Help () Display Language I. Match Microsoft Windows <default> Dutch (Netherlands) Set as Default Louth (Neterlands) Set as Default Louth (Neterlands) Set as Default Lug anguage I. Match Microsoft Windows <default> Dutch (Neterlands) Set as Default Lug anguage Lug ang</default></default>	werPoint Options		?
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Add additional languages to edit your documents. The editing languages set language-specific features, including dictionaries, grammar checking, and sorting Add additional languages to edit your documents. The editing languages set language-specific features, including dictionaries, grammar checking, and sorting Editing Language Editing Language Editing Languages to edit your documents. The editing languages set language-specific features, including dictionaries, grammar checking, and sorting Editing Language Editing Languages to edit your documents. The editing languages set language-specific features, including dictionaries, grammar checking, and sorting Editing Language Editing Language Editing Language Editing Languages to edit your documents. The editing languages set language-specific features, including dictionaries, grammar checking, and sorting Choose Display and Help Languages Set the language priority order for the buttons, tabs and Help () Display Language priority order for the buttons, tabs and Help () Display Language edit Windows <default 2. Dutch [Nederlands] 3. English Set as Default &gt; Uiew display languages installed for each Microsoft Office program Set your ScreenTip Language Set your ScreenTip Language () Match Display Language from Office.com? Choose ScreenTip Language () Match Display Languages from Office.com? Choose ScreenTip Languages from Office.com? Choose ScreenTip Languages from Office.com? Choose ScreenTip Languages from Office.com?</default 		Change Edition Languages	
Add additional languages to edit your documents. The editing languages set language-specific features, including dictionaries, grammar checking, and sorting by anced ustomize Ribbon uick Access Toolbar dd-Ins ust Center Arabic (Egypt) Not enabled % Installed Dutch (Netherlands) Not enabled % Installed English (India) Not enabled % Installed English (India) Not enabled % Installed Choose Display and Help Languages Set the language priority order for the buttons, tabs and Help 0 Display Language 1. Match Display Language <default> 2. Dutch (Nederlands) 3. English Set as Default Set as Default Set as Default Set as Default Set as Default Set as Default Set as Default Mud o L get more Display and Help Languages from Office.com? Choose ScreenTip Language Set tyour ScreenTip Language Mud ch Language from Office.com?</default>	Save	Choose Editing Languages	
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ustomize Ribbon uick Access Toolbar dd-Ins ust Center	dvanced	Editing Language Keyboard Layout Proofing (Spelling, Grammar)	
uick Access Toolbar         dd-Ins         ust Center         Arabic (Egypt)         Arabic (Egypt)         Imstalled	ustomize Ribbon	English (U.S.) <default> Enabled ABC Installed Rem</default>	ove
uick Access foolbar         dd-Ins         ust Center         Choose Display and Help Languages         Set the language priority order for the buttons, tabs and Help ()         Display Language         1. Match Microsoft Windows <default>         2. Dutch [Nederlands]         3. English         Set as Default         Mow do I get more Display and Help language         Match Display Language         Match Display Language</default>		Arabic (Egypt) Not enabled 😣 Not installed	) of a cub
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Set your Screen <u>T</u> ip language Match Display Language		Choose ScreenTip Language	
Set your Screen <u>T</u> ip language Match Display Language			
How do I get more ScreenTip languages from Office.com?		Set your Screen <u>T</u> ip language 💿 Match Display Language 💌	
		How do I get more ScreenTip languages from Office.com?	
OK Car		ОК	Cancel



Step-2 :- To Add A Default Language

Select the language to be added and click on Add button to add a

language

# Step-3

Click on Set as default to set the language as the default and remove button to remove the language from the list. Click on Ok button to confirm .

Warning :- The contents of the entire power point will be

changed.

### **Duplicating content**

Duplicating a content can be done in 3 ways

- 1. Cut and Paste :- Already described earlier.
- 2. Copy and Paste :- Already described earlier.
- 3. Duplicate a slide :- this is done by right clicking the slide and click duplicate slide as shown below.









**Special characters** 

To insert special characters to the Power point presentation click on insert and then click on symbol as shown below.

### Step-1



## Step-2

9	Symbo	ol														?	23
I	Eont:	(norm	al text	)			ŀ	•	S <u>u</u> bse	t: Cur	rency	Symbo	ols				•
	¢	ଜ	F	£	m	₩	Pts	Rs	₩	Ы	<u>đ</u>	€	¥	¥	Ďр	ß	*
	₽	¢	A	€	¢	"	$\bigcirc$	%	e	N⁰	P	SM	тм	Ω	e	Н	
	⅔	Н	⅓	⅔	⅓	⅔	⅔	⁴⁄₅	1⁄6	5⁄6	1⁄8	⅔⁄8	5∕8	7∕8	Y	С	
	С	←	$\uparrow$	$\rightarrow$	$\checkmark$	$\leftrightarrow$	\$	К	7	К	V	<u>‡</u>	9	Δ	Π	Σ	+
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													Insert		C	ancel	





### Learning objectives

After the Completion of this unit you should be able to know

- 1. Zoom in and zoom out a PowerPoint presentation
- 2. Font management
- 3. Text decoration
- 4. Paragraph indentation
- 5. Set line spacing between 2 lines of a text
- 6. Borders and shading
- 7. How to create a design template
- 8. How to work with pictures
- 9. Working with shapes on a slide
- 10. Adding audio and video to a slide
- 11. Working with charts on a slide

### Introduction

We have covered so far about the power point presentation in the earlier units .In this unit we shall be working on some features which would help us work faster and in an elegant fashion. We shall be discussing about the following topics slides zoom in out, font management, text directions, paragraph indentation, set line spacing, borders and shading, creating a design template, managing a picture on a slide, working with shapes on a slide, adding audio and video to a slide, adding charts to a slide.

### Definitions

Zoom in out :- A feature given in PowerPoint to zoom in and zoom out a side.

Font management :- A feature used to manage the font type, size

Text decoration :- A feature used to change the decoration of text

Paragraph indentation:- A feature of PowerPoint to change the indentation of a paragraph

Set line spacing:- A feature to set the spacing between the lines in a textbox.

Border:- A feature to set the border of a drawn shape or a textbox.

Design template :- A format designed by the user so that it could be used in other presentations.

#### Slides zoom in out

The zoom in and out is as shown below clicking on + symbol magnifies the slide and clicking on - symbol minimizes the slide projection.



### Font management

Font management is used to change the fonts of the power point text. This is done by font type and font size as shown below .the font size can be increased or decreased and so the font type can be changed

Calibri (Body) 🔹 11 📑 🗚 🔺

#### **Text decoration**

### The text can be decorated in the following ways

в	To make the text Bold
I	To make the text italized
U	To make the text underlined
abe	To strike through the text
×	To create a subscript of the text
ײ	To create a superscript of the text
A۲	To create a text effects
aby -	To create a text highlighter
<u>A</u> -	To change the font colour
AB	To clear formatting from the selection
	Change to Sentence Case

	Change to Lower Case
Aa⊤	Change to Upper Case
	Change to Capitalize Each Word
	Change to Toggle Case

10.1			
+Body	Regular	11	
+Body +Headings Adobe Arabic Adobe Caslon Pro Adobe Caslon Pro Bold	Regular Italic Bold Bold Ital	a 8 4 9 10 11 12 ▼	
Font <u>c</u> olor: Un Automatic (r Effects	derline style: Ur none) 💌	Automatic 💌	
Strikethrough		Small caps	
Double strikethrough		All caps	
Superscript		Hidden	
Subscript			
Preview			
	+Body		

# Paragraph indentation

Paragraph can be indented in 4 ways

	Left Align
≣	Center Align
=	Right Align
	Justify

# Set line spacing

To set the line spacing in a power point select the paragraph and sent the line spacing tool under the home tab as shown below



### **Borders and shading**

Borders and shading is used to change the look and feel of the

- 1. Table
- 2. Drawing

### TableStep-

1

Click the insert tab and click on table button as shown below



# Step-2

	5555	
1.1		
1.1		

# Step-3

Select the table as shown below by left clicking and dragging as shown below


# Step-4

Change the borders and shading with the options given below

😢   🚽 🕫 - O 🗋 😂   = 🚾 🚥	Land_packe(001 - Microsoft PowerPoint (Product Activation Failed) Table Trank	မ စာ သ
Fle Home Insert Desi	gn Transcions Animations Silde Show Review View Design Layout	ي 🕲
Header Kow     Hirst Column     Totol Row     Last Column     Banded Rows     Banded Column     Table Style Options	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	
Slides Outline 🗙		-
2 AreV/J 1000 000 000 2 AreV/J		
		-
	Click to add notes	A
Slide 3 of 3 Coff or Thema: 3	andich (11.5)	M 등 exe ()() 전
	N K 🖸 🛈 🚫 S 💹 🔡 🛷	→ P G all ⊕ 21:55 16-12-2015

# Step-5

Modified borders and shading



# **Borders and shading of shapes**



Borders and shading of shapes is done by 4 methods

- 1. Quick styles
- 2. Shape Fill
- 3. Shape Outline
- 4. Shape Effects

### **Ouick styles**

Step-1

### Draw a shape as shown below











# <u>Shape fill</u>









Use the shape fill to fill the shape.

You can fill it with

- 1. Colors
- 2. Pictures
- 3. Gradient
- 4. Texture

# Shape fill with colors



# Shape fill with pictures



# Shape fill with change in gradient



Shape fill with change in texture



# Shape outline

This option is used to change the shape outline of the shape



This is done in 4 ways

- 1. Changing outline colors
- 2. Changing the weight of the shape
- 3. Dashes
- 4. Arrows

# Shape outline with changing outline colors



Shape outline with changing the weight of the shape



**Dashes** 



### Arrows

This option is used in case of lines that you draw using the shape tool

Step-1

Using the Arrow effect on the line

Step-2

Using slide master to create design template

This option enables you to create your own theme for the presentation instead of depending on Power point default themes to make your presentation colourful and lively .The simple way to make changes to different sections of the slide is by using Slide Master.

### Step-1

Click on View an click on Slide Master an select one of the slides on

the left to prepare the slide theme

¥a <mark>D</mark> ¥a	
	Click to edit Master title style
	Click to edit Master subtitle style
	12/17/2015 Footer /

### Step-2

Click on the Format option and select the effects that you ant to add. Here for simple understanding I use Shape Fill.



# Step-3

### Now to save the theme follow the following steps as below

- 1. Click on slide master and click themes
- 2. Click on save current theme as show below


Organize 🔻 New fo	lder				= - 0
	•	Name		Date modified	Туре
词 Libraries		Theme Colors		06-06-2015 10:38	File folder
Documents		I Theme Effects		06-06-2015 10:38	File folder
Music		📕 Theme Fonts		06-06-2015 10:38	File folder
Pictures		🖷 shanu		17-12-2015 10:26	Microsoft Office-
Videos :		Theme1		29-11-2015 12:07	Microsoft Office-
. Commune		Theme2		17-12-2015 10:31	Microsoft Office-
Local Disk (C:)		Theme3		17-12-2015 10:33	Microsoft Office-
New Volume (D:)					
- New Volume (F:)	- 4		m		
File name: roh	iit				
Save as type: Off	ice Tł	neme			
Authors: SHA	NU		Tags: Add a tag		

- 3. Give a name to theme and click save
- 4. Close the entire presentation without saving
- 5. Now create a new power point presentation

6. Go to design and you find the theme is in your name as shown below



# Manage a picture on a slide

# Add a picture

To add a picture into a power point click on insert picture.

# Edit a picture

To edit the picture follow the following steps

Remove Background	Removes the background from the image					
Corrections	Correction such as brightness and contrast, sharpen and soften theimage					
Color	Change the colour of the image					
Artistic Effects	Bring artistic effects to the image					
Compress Pictures	Compress the picture					
🚰 Change Picture	Change the picture with a new one					
🐄 Reset Picture 🔻	This option is us picture	sed to undo all changes made to the				
This option is used to change the picture style						
📿 Picture Bord	ler *	Used to change the picture border				
Picture Effects *		Used to change the picture effects				
🔄 Bring Forward 🔻		Use when multiple pictures are on a slide and one picture is to come forward and other picture has to be sent behind				
唱 Send Backv	vard 👻	Used to send the current picture backward and the picture behind forward.				

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Ē	Align <u>L</u> eft				
흑	Align <u>C</u> enter				
⊒	Align <u>R</u> ight				
T	Align <u>T</u> op				
•0[]•	Align <u>M</u> iddle				
<u>uÜ</u> 1	Align <u>B</u> ottom	Align selected images			
8-8-0	Distribute <u>H</u> orizontally				
훕	Distribute Vertically				
	<u>A</u> lign to Slide				
$\checkmark$	Align Selected Objects				
	View Gridlines				
##	<u>G</u> rid Settings				
۰ ط	iroup *	Group 2 images so that they are			
		treated as one			
	<u>U</u> ngroup	Used to ungroup grouped images			
🐴 R	otate 🔻				
21	Rotate <u>R</u> ight 90°				
42	Rotate <u>L</u> eft 90°				
-	Flip <u>V</u> ertical	Rotate an image			
4	Flip <u>H</u> orizontal				
	More Rotation Options				
Cro	p	Crop an image from slide			
	Height: 9.85 cm ‡	Set the height and width of the image			

### **Delete** a picture

To delete a picture select and press the delete key

### Working with screenshots on a slide

The screen shot is used to explain the process step wise in a computer. For example if I want to add a screenshot about the Windows 7 computer screen I follow the following steps

Step-1

Click\_Screenshot \_which is under insert menu

#### Step-2

Click screen clipping and drag it across the slide as shown below



Working with shapes on a slide

#### **Shape insertion**

This option is used to insert shape on slide Click on Insert Tab and Go for shapes as shown below **Step-1** 



# Step-2

Choose a shape and drag the mouse with left click pressed



# Shape alteration

To alter the above shape follow the following steps Step-1

Click on format

Click on the shape and click

# Step-2

Click on

- 1. Change Shape to change the shape
- 2. Edit points to completely modify the shape of the image

### **Change Shape**





# **Shape formatting**

To format the shape click on format tab and format the shape as per your liking



### Shape deleting

To delete the shape select the shape and press the Delete key

### Arranging shapes and pictures on a slide

Select the shapes and pictures on the slide and click on Format tab

and then click Align or you can select an image of shape with your

mouse left click and drag it where you want to place it.

### Adding audio and video to a slide

To add a Audio and video select the slide where you want to insert audio and click insert and





And



To add audio

# Working with charts on a slide

### **Inserting charts**

To insert a chart on a slide do the following

### Step-1

Click on Insert Tab and Select the chart button as shown below



### Step-2

Select the type of chart you wish to insert and left mouse Click

Insert Chart		8 🔀
🚞 Templates	Column	<u> </u>
Column		0 00 un
🖄 Line		
🕒 Pie		
Bar		
Area		
X Y (Scatter)	I JAAI JAAI JAAI JA	
titi Stock		
🐻 Surface	Line	
Oughnut		
Sa Bubble		
🙍 Radar	Pie	
		-
Manage Templates	Set as Default Chart	OK Cancel

# And click OK Button







# **Modifying charts**





### **Deleting** charts

To delete a chart select the chart and press the Delete button

### **Check your progress**

- 1. What are the ways to decorate a text?
- 2. What is the way to indent a paragraph?

#### Learning objectives

After the Completion of this unit you should be able to know

- 1. How to convert a power point to PDF
- 2. How to convert a power point to video
- 3. How to create an image from power point
- 4. How to print a power point
- 5. How to broadcast a Power point presentation

#### Introduction

Presentation of an author is his sole property.at times these presentations are taken by some others and they make a fortune out of it. He/she may like to share it another form except the power point presentation form. Here Power point comes as a handy tool which can be used to convert from power point presentation format to PDF, image, video, print, broadcast.So we shall be learning how to do all the above by few clicks of a mouse button

#### Definitions

Sharing a presentation is a process to convert from existing power point presentation to other formats basing on the needs and requirements of the user

## Convert a Power point to Pdf

### Step-1

Open the power point presentation

F	lle Home Insert	Des	ign Trans	itions Ar	nimations	Slide	Show	Review	View			
T	🐻 🛄 🔲	0	-	-		E.	N)	🔽 Play N	larrations	Resolution:	Use Current Resolution 🔹	
F	rom From Broa	dcast	Custom	Set Up	Hide	Rehearse	Record SI	ide Use T	imings	Show On:		
Beg	inning Current Slide Slide	Show	Slide Show *	Slide Show	Slide	Timings	Show *	Show	Media Controls	Use Presente	er View	
cı	Start Slide Sho	w					Set Up				Monitors	
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### Step-2

Enter the new name of the file and enter save as type as PDF

```
File name: COMMUNICATION SKILLS fri-5
Save as type: PDF
```

### Step-3

Click on the save button

# Convert a Power point to video Repeat the earlier step 1 in 5.3

Enter the new name of the file and enter save as type as Windows Media Video

•

```
File name: COMMUNICATION SKILLS fri-5
Save as type: Windows Media Video
```

Click on the save button

## **Convert a Power point to image**

### Repeat the earlier step 1 in 5.3

Click on the save button

Enter the new name of the file and enter save as type as JPEG format

File name:	COMMUNICATION SKILLS fri-5	•
Save as type:	JPEG File Interchange Format	•

#### Print a power point

To Print a Power point presentation select file and print as shown below.

Save Ar	Print			
Open Close	Print Copies: 1 \$			
5	Printer	COMMUNICATION SKILLS (fri-5/8/16)		
cent	Verzenden naar OneNote 2010			
2W	Printer Properties Settings	Communication is two way process "If speaking is silver Listening is gold" Communication :-when sender expresses		
int Cond	Print All Slides			
ave & send	Slides:			
Options	Full Page Slides   Print 1 slide per page	-a feeling		
Exit	Collated 1.23 1.23 1.23	-a thought		
	Color	-creates an idea		
	Edit Header & Footer	-senses the need to communication		
		Communication process gets triggered of he shares a message with another person.		

#### **Broadcast a power point**

This option is used to broadcast a power point presentation by means of internet.

### Step-1

Click on Slide show and click on Broadcast Slide Show as shown below



Step-2



.

### Step-3

Click on start broadcast. Enter your credentials to broadcast to other emails

Connecting to broa	dcast.officeapps.live.com
	Enter your Windows Live ID credentials
E-mail address:	<b>2</b> -
Password:	
	Sign me in automatically
	OK Cancel
	Passport . Microsoft
Get a .NET Passport	<u>Help</u>