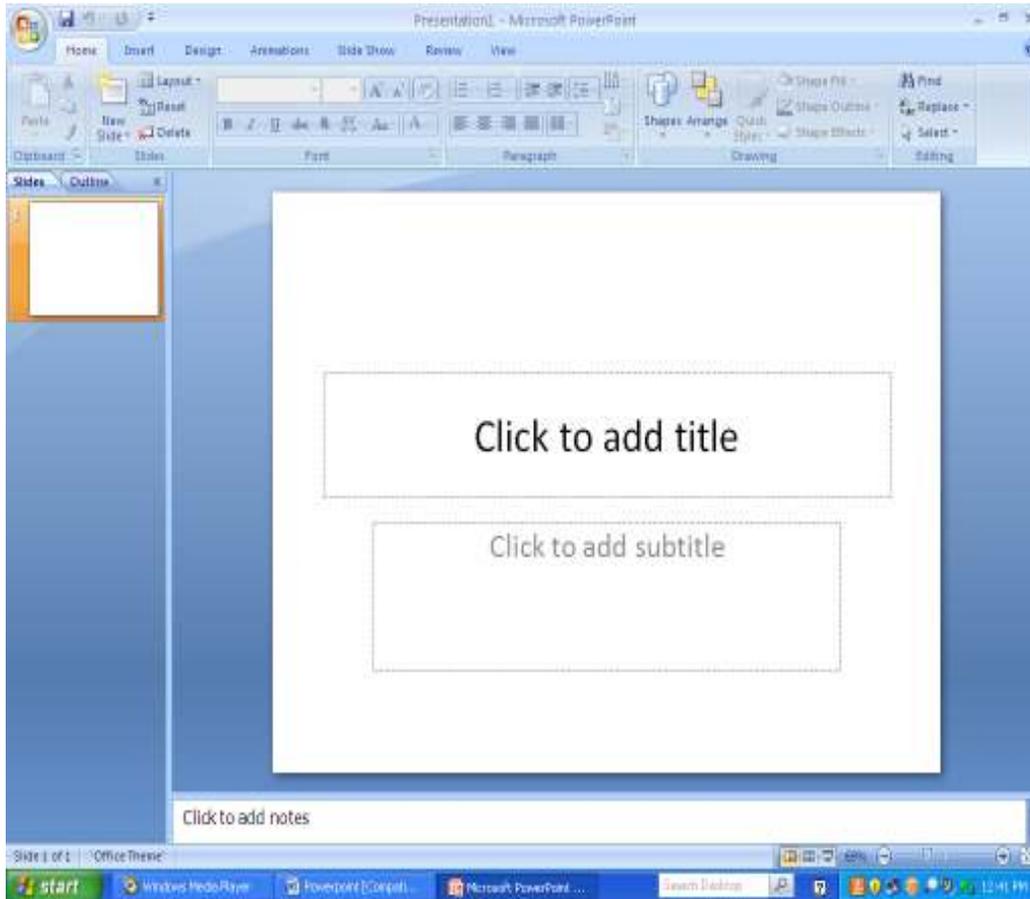


PowerPoint:

-Devendra Singh

PowerPoint is a presentation software program that is part of the Microsoft Office package. PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic. This program is widely used in business and classrooms and is an effective tool when used for training purposes.



Step 1: (i) click on start button → Programs → Microsoft office → Microsoft PowerPoint.

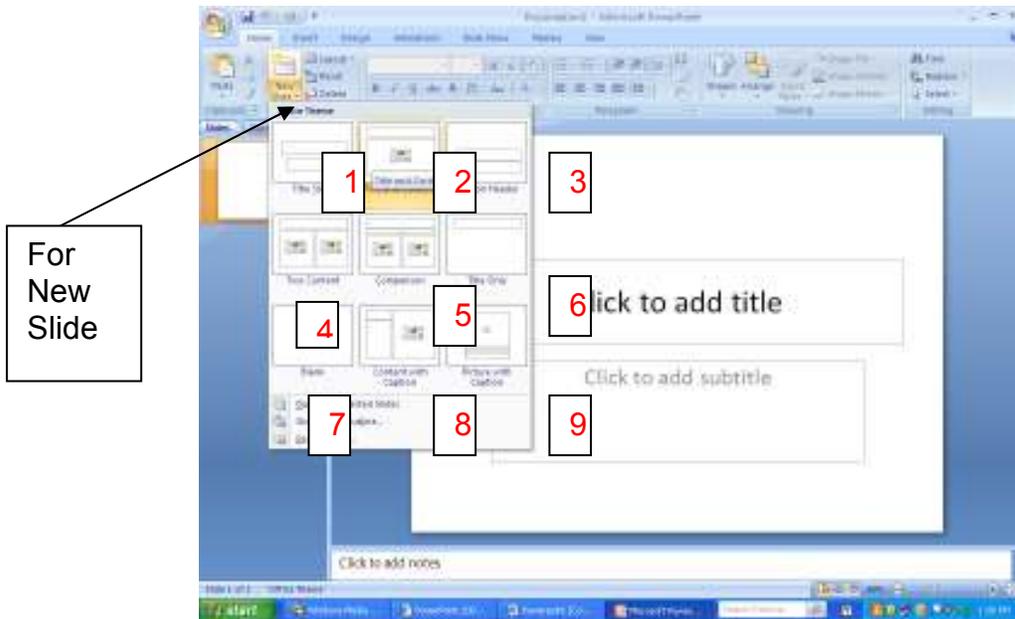
(ii) The screen appears as above.

(iii) Click on box and type the topic of presentation

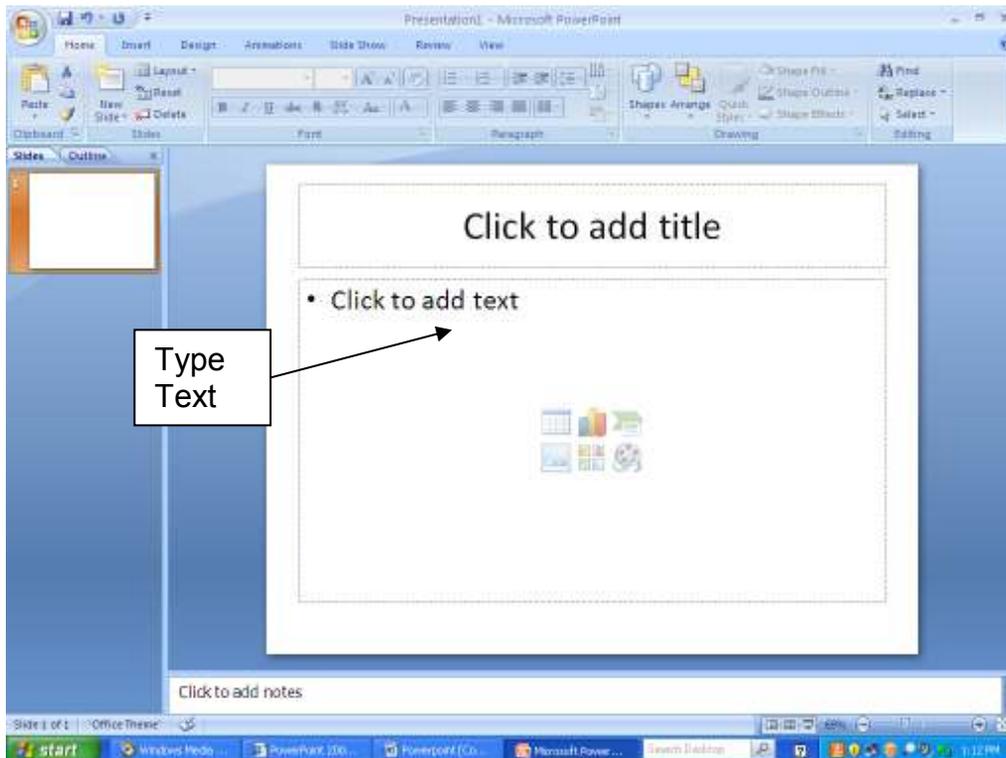
(iv) Click to add subtitle box and type the name of presenter

Step 2: to insert new slide click on **New slide**. The screen appears below.

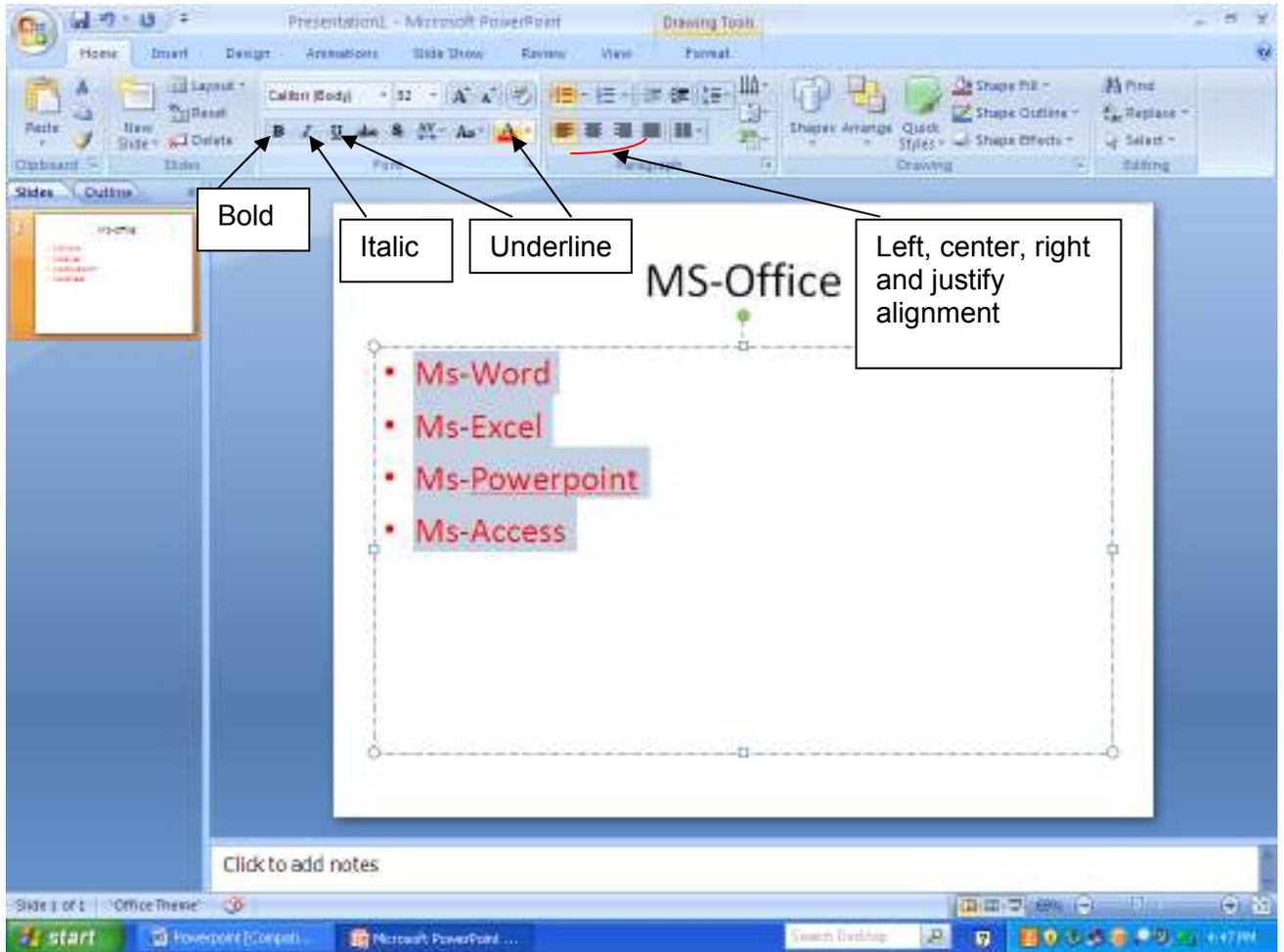
The Nine Different Slide Content Layouts in PowerPoint 2007



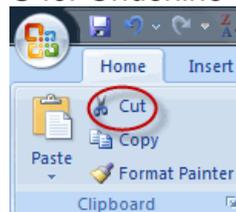
Step 3: Select the Layout and click on the Layout shown as above. The screen appears below



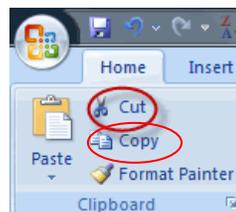
Step 7 (i) Select the text and click on font color as shown in the screen below .The selected text is color.



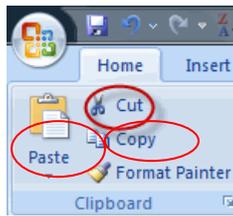
- (ii) Select the text and click on **B** for bold the selected text
- (iii) Select the text and click on **I** for Italic the selected text
- (iv) Select the text and click on **U** for Underline the selected text



- (v) Select the text and click on  for cut the selected text

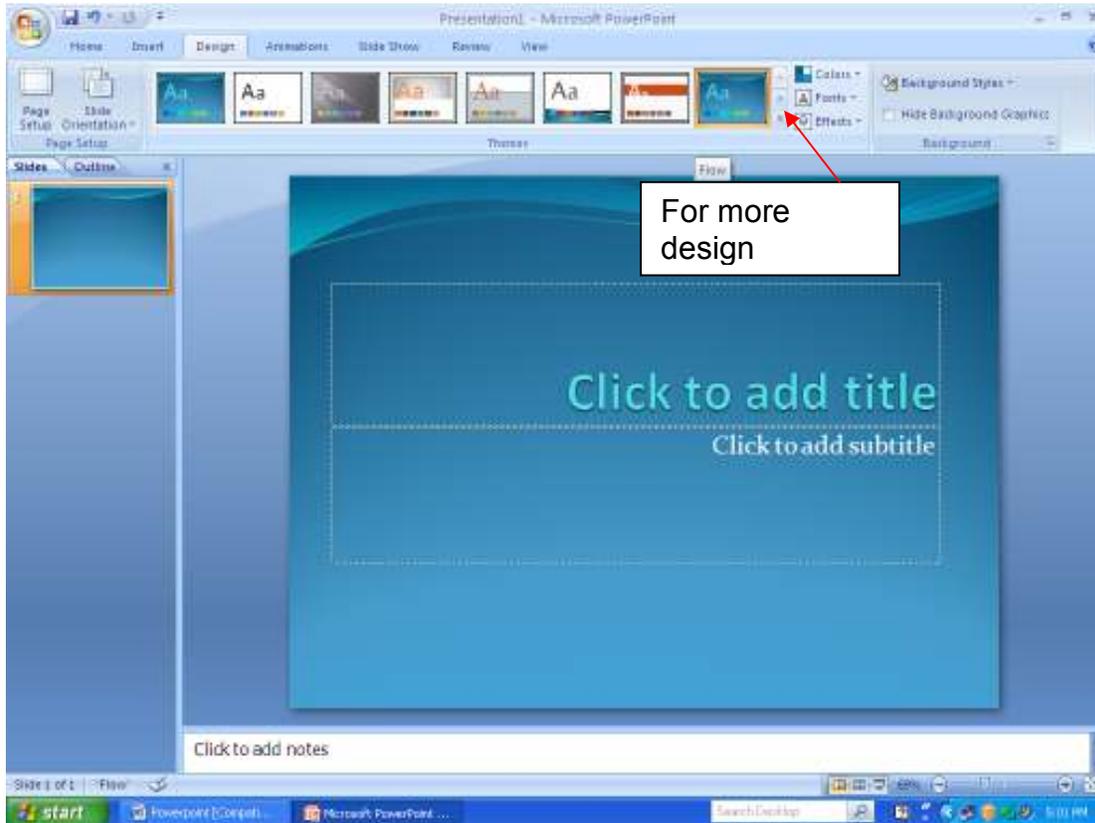


- (vi) Select the text and click on  for copy the selected text



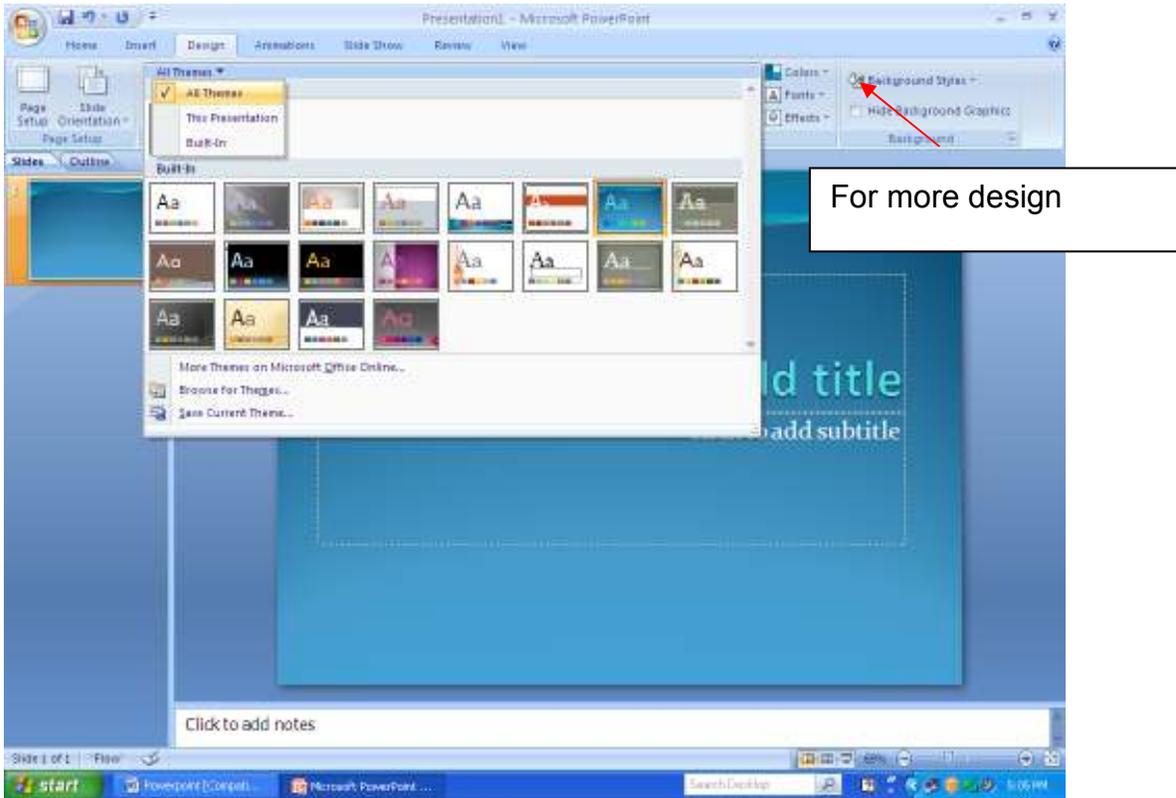
(vi) Paste the cut or copy text at the specified location.

Step 8: click on Design – Select the Design- click on design Template to apply the design on the slide

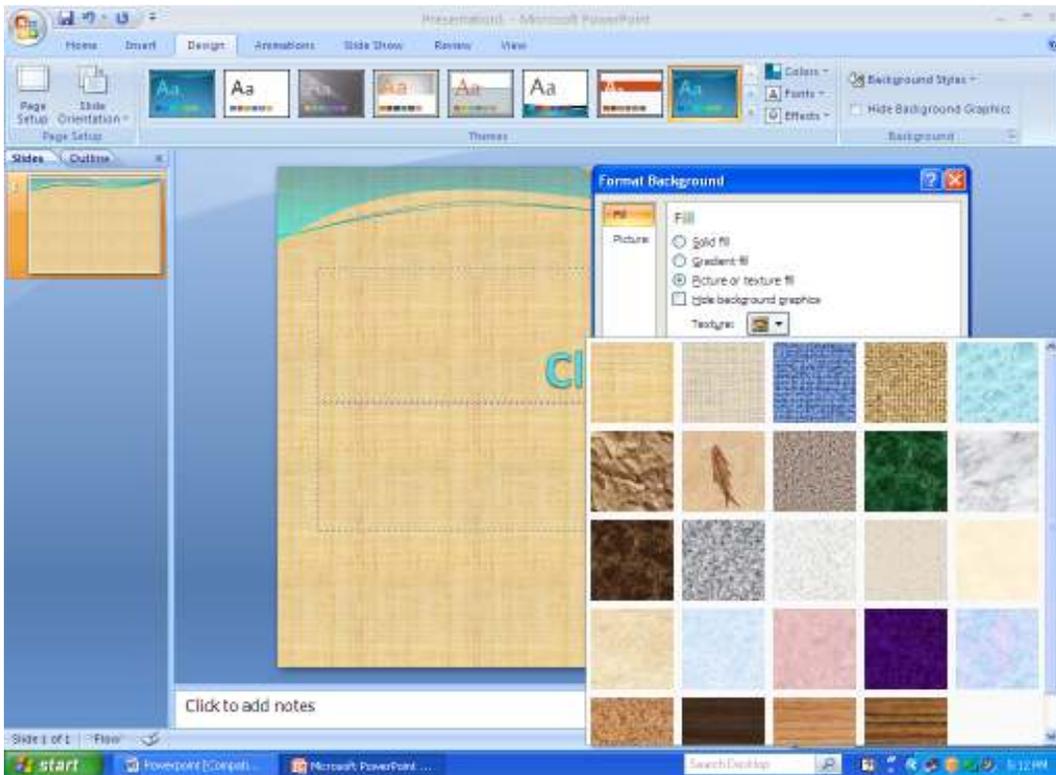


Step 9: The Design template applies on the slide as shown above.

Step 9: For more Design template click on arrow as shown on the template and select the design and click on selected design. The selected design applies on the slide as shown below.

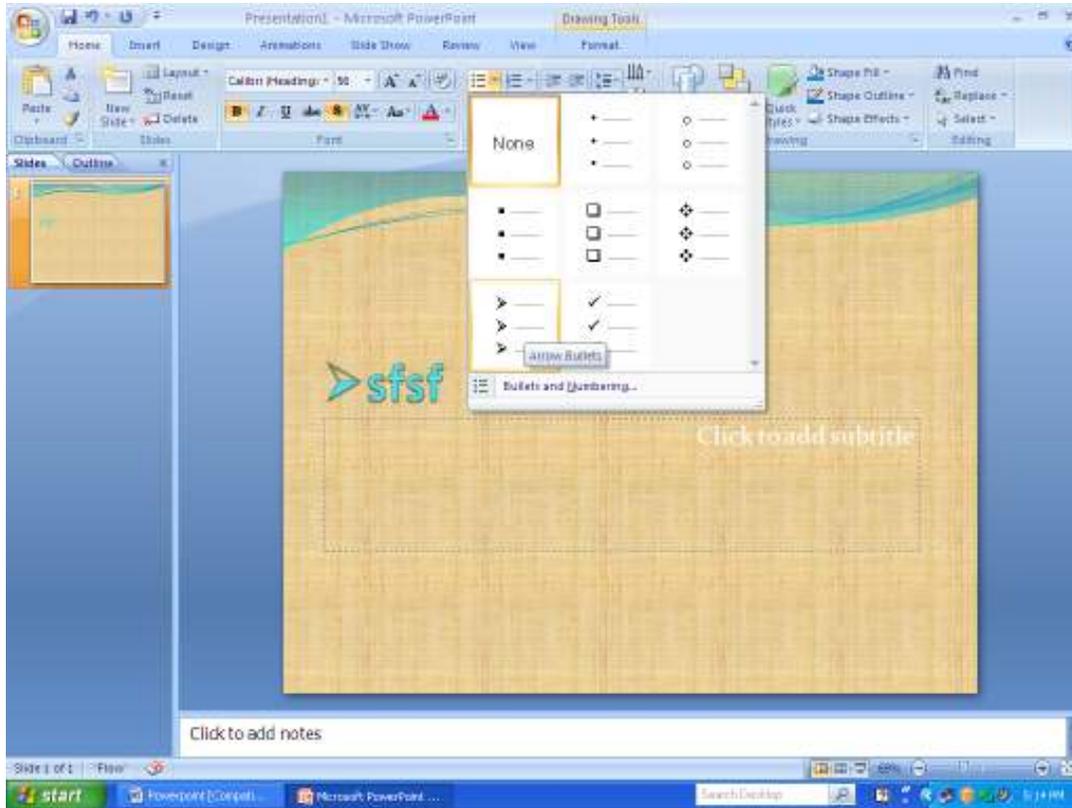


Step 9: For more Design template click on arrow as shown above on background styles and select the design and click on selected design. The selected design applies on the slide as shown below.



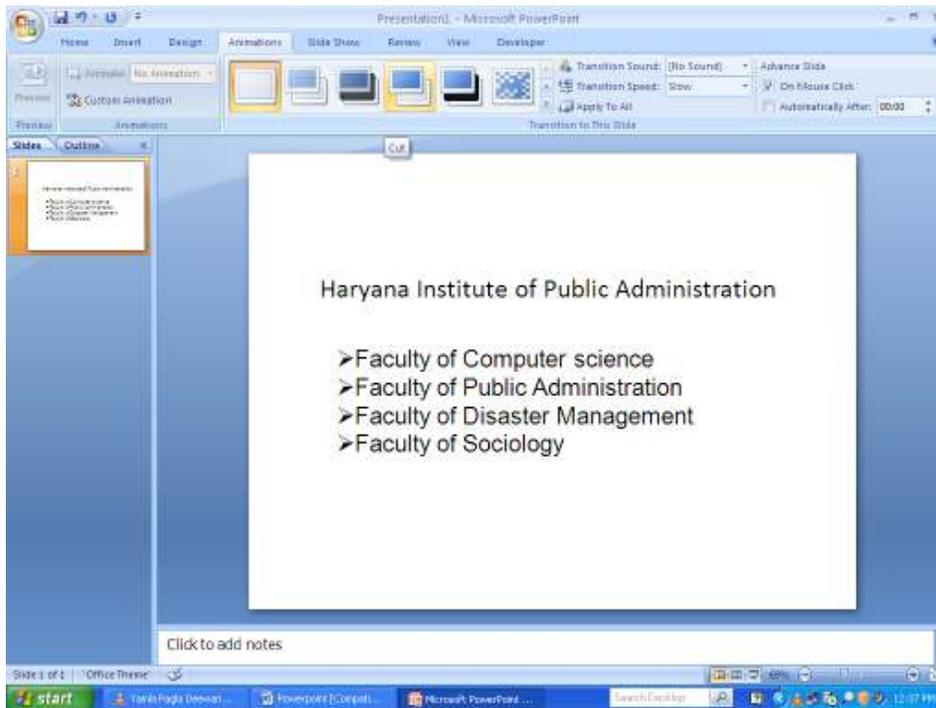
Bullets and Numbering: select the text then click on **Home**→**Bullets and numbering**. The screens appear below.

- (i) Click on Bulleted then choose the Bullet and click on **Ok**. The bullet applies on the selected text.

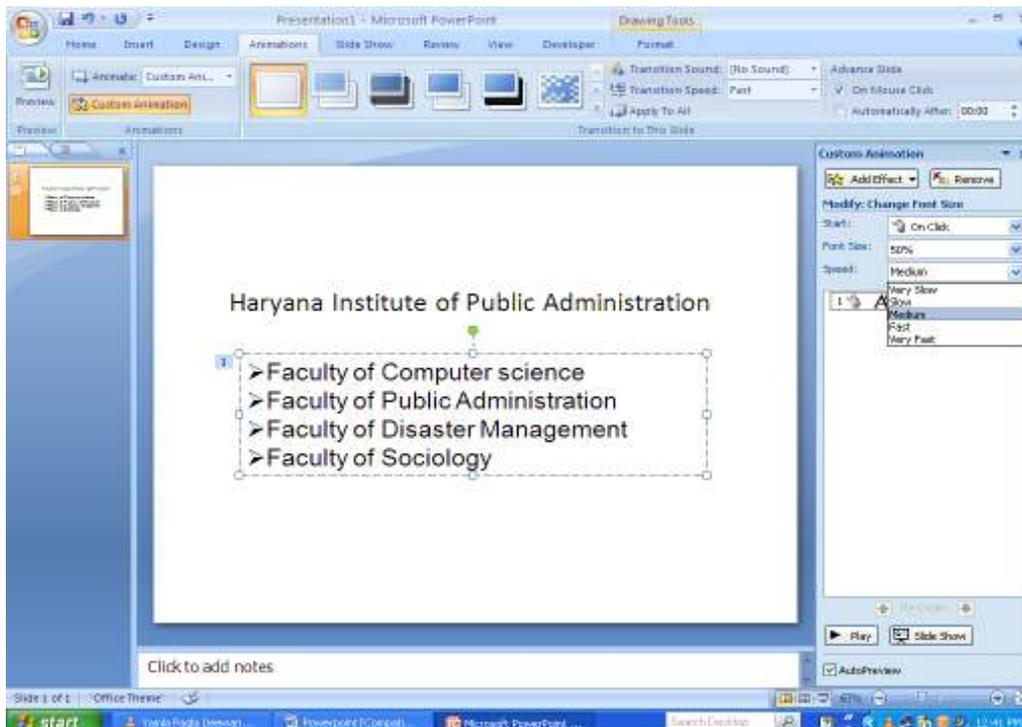


- (ii) Click on numbered then choose the Number and click on **Ok**. The numbered apply on the selected Text

Slide Transition: click on **Animations**→**Transition Speed**→on **Mouse click** or **automatically after** .The screens appears below.



After clicking custom Animation the screen appears below. Click add Effects and choose entry Animation and sound and click on Preview. As seen below of the screens.



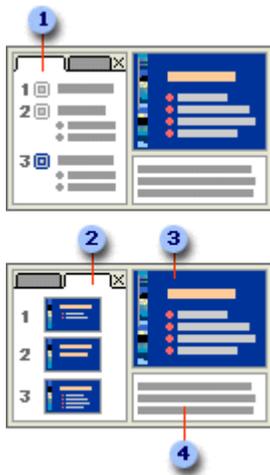
Overview of PowerPoint views

PowerPoint has four main views: Normal view, Slide Sorter view, Notes Page view, and Slide Show view.

What was known as the View menu in earlier versions of PowerPoint is now the View tab in Microsoft Office PowerPoint 2007. The View tab is located on the Ribbon menu.

Normal view

Normal view is the main editing view, where you write and design your presentation. This view has four working areas:



1 Outline tab This is a great place to start writing your content — to capture your ideas, plan how you want to present them, and move slides and text around. The Outline tab shows your slide text in outline form.

2 Slides tab This is a great place to view the slides in your presentation as thumbnail-sized images while you edit. The thumbnails make it easy for you to navigate through your presentation and to see the effects of any design changes. You can also easily rearrange, add, or delete slides here.

3 Slide pane In the upper-right section of the PowerPoint window, the Slide pane displays a large view of the current slide. With the current slide shown in this view, you can add text and insert pictures (picture: A file (such as a metafile) that you can ungroup and manipulate as two or more objects, or a file that stays as a single object

(such as bitmaps).), tables, SmartArt graphics, charts, drawing objects, text boxes, movies, sounds, hyperlinks, and animations.

4 Notes pane In the Notes pane below the Slide pane, you can type notes that apply to the current slide. Later, you can print your notes and refer to them when you give your presentation. You can also print notes to hand out to your audience or include the notes in a presentation that you send to the audience or post on a Web page.

You can switch between the Slides and Outline tabs. The Slides and Outline tabs change to display symbols if the pane becomes too narrow. To change the display of the Outline tab or Slides tab, see Show or hide Outline or Slides tab.

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Slide Sorter view

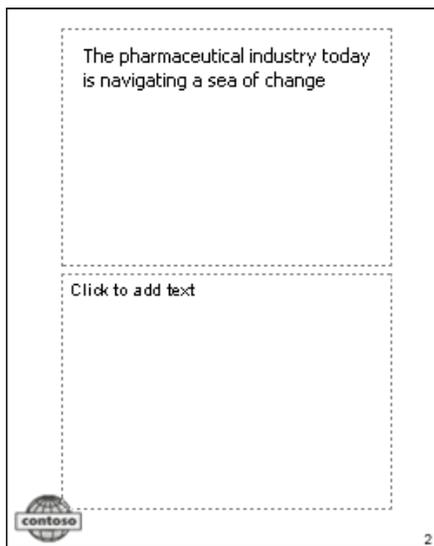
Slide Sorter view is a view of your slides in thumbnail form.



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Notes Page view

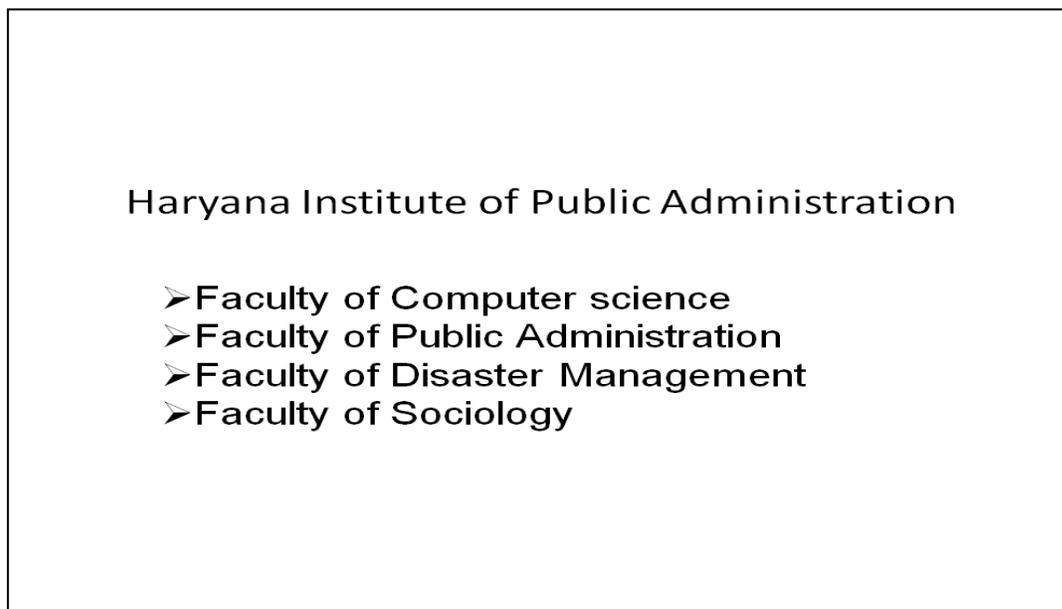
You can type your notes in the Notes pane, which is located just below the Slide pane in Normal view. However, if you want to view and work with your notes in full page format, on the **View** tab, in the **Presentation Views** group, click **Notes Page**.



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Slide Show view

Slide Show view takes up the full computer screen, like an actual presentation. In this view, you see your presentation the way your audience will. You can see how your graphics, timings, movies, animated (animate: 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.) effects and transition effects will look during the actual presentation.



Set a view as the default

When you change the default view to one that makes sense for your work, PowerPoint will always open in that view. Among the views that are available to set as the default are Slide Sorter view, Outline Only view, Notes view, and variations on Normal view.

By default, in Normal view, PowerPoint displays the pane that contains the Slides and Outline tabs. When you make changes to the size of panes in the view or to the view itself, the changes are saved and redisplayed with the presentation in which they are made. However, those customizations are not saved outside that presentation.

To make the default view apply every time you open PowerPoint, see Change the default view.

Write on slides during a presentation

When you use Microsoft Office PowerPoint 2007 to deliver your presentation, you can circle, underline, draw arrows, or make other marks on the slides to emphasize a point or show connections.

	Dolor	Laoreet
• Lorem ipsum dolor	1 Lorem ipsum	\$1.5M
• Ut wisi enim ad	2 Dolor sit amet	\$2.5M
• Lorem ipsum dolor sit amet, consectetur adipiscing elit.	3 Adipiscing elit	\$1.74M

To write on slides during your slide show, do the following:

1. In **Slide Show** view, right-click the slide that you want to write on, point to **Pointer Options**, and then click a pen or highlighter option.
2. Hold down the left mouse button and drag to write or draw on your slides.

Create Graph and chart in MS-PowerPoint: Microsoft Graph in PowerPoint to create several types of charts, including line, column, area and pie charts. You can

use Microsoft Organization Chart to create organization charts (for a company's internal structure, usually).

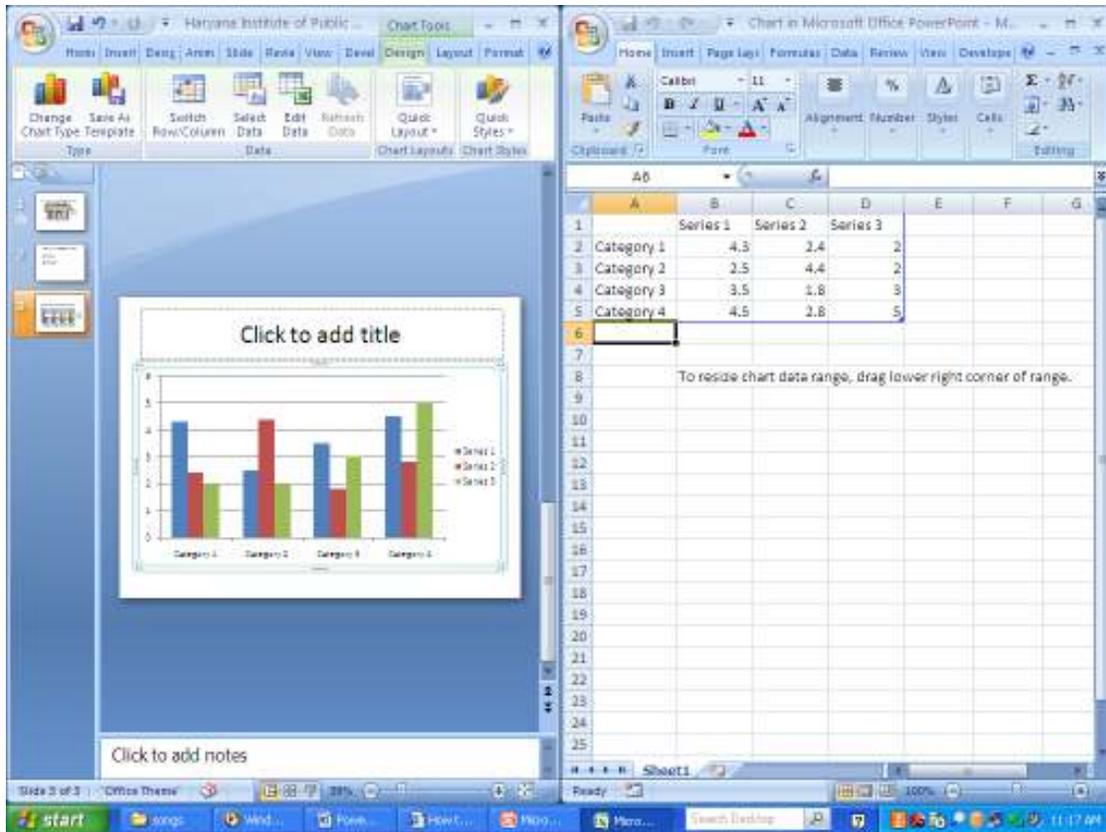
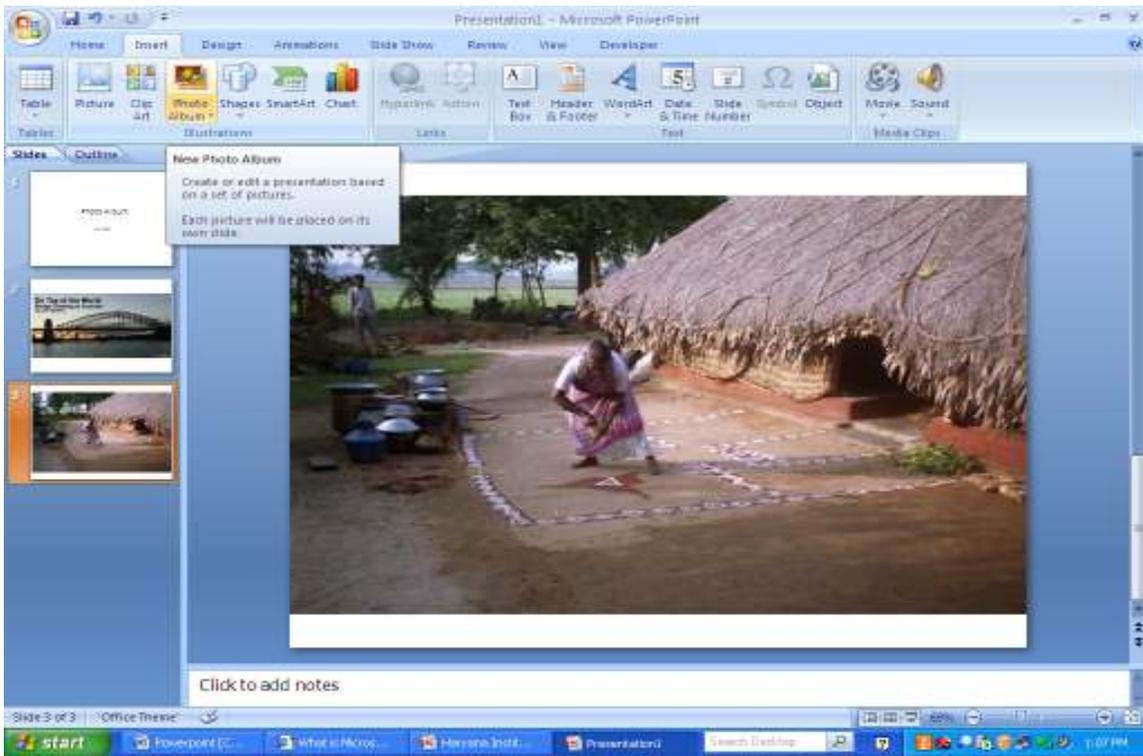


Photo Album:

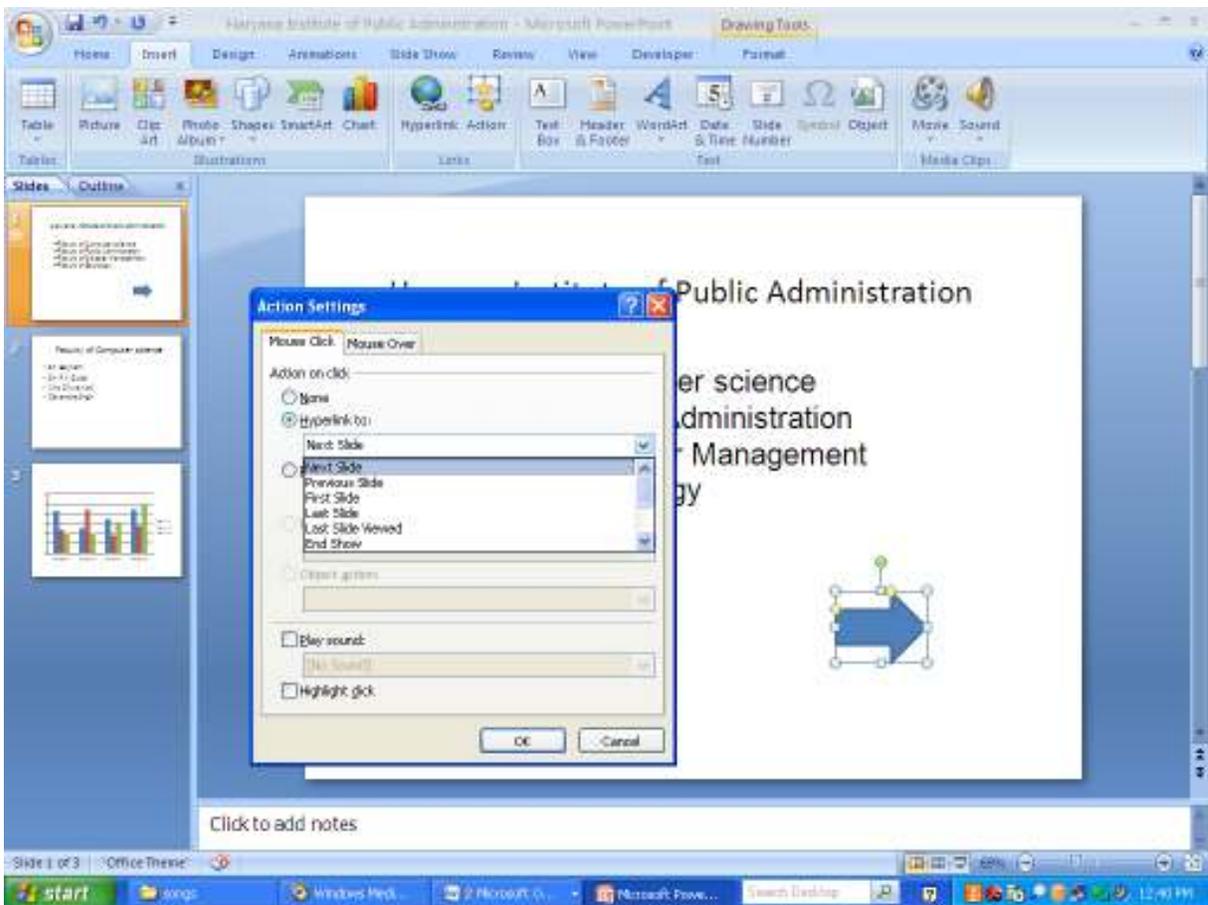
A PowerPoint photo album is a presentation that you can create to display your personal or business photographs. You can add effects that include attention-grabbing slide transitions (transition: One of a set of transitional display effects that are available in some Microsoft Office applications. Transitions specify how the display changes (such as fading to black) as a user moves from one item (such as slide or Web page) to another.), colorful backgrounds and themes (theme: A set of unified design elements that provides a look for your document by using color, fonts, and graphics.), specific layouts (layout: The arrangement of elements, such as title and subtitle text, lists, pictures, tables, charts, AutoShapes, and movies, on a slide.), and more. After the pictures are in your album, you can add captions, adjust the order and layout, add frames around the pictures, and even apply a theme to further customize the look of your album.

To share your photo album with others, you can send it as an attachment to an e-mail message, publish it to the Web, or print it.

Click on Insert > Photo Album> the screen appears below



Action button: Click on Insert > Click Action. The screen appears below. The action button is used to link one slide to another slide. Add a action to selected object to specify what should happen when you click on it or hover over it with your mouse



Hyperlink:

Create a link to a webpage, a picture an e-mail address, or a program or a file to selected text or object. The screen appears below.

