

# Microsoft PowerPoint

## Introduction:

'A Picture is worth a thousand words' is a proverb that refers to the idea that complex stories can be described with just a single still image, or that an image may be more influential than a substantial amount of text. It also aptly characterizes the goals of presentations where large amount of data must be absorbed quickly.

Presentation is the process of presenting a topic to an audience. It can be anything from a presenting a lesson to students about soil erosion in India to presenting the company mission statement to a group of new employees.

The traditional way of presenting information to people was to stand at the front of a room armed with a set of notes or prompt cards and to speak clearly and slowly. But with the development of presentation software such as Microsoft PowerPoint or Lotus Freelance around the mid 1980s, it quickly became the 'norm' to use a presentation show to illustrate the presentation content.

## Presentation Graphics Software:

Presentation graphics is another specialized type of graphics software. These programs are used to create professional-looking visual aids for an audience. The visual aids can be computer images, paper printouts, or photographic transparencies.

Some most popular graphics, multimedia and presentation packages are CorelDraw, Macromedia Director, and PowerPoint etc.

Microsoft PowerPoint is the presentation graphics part of MS-Office suite. Using PowerPoint, we can create various presentation materials like *charts, graphics, slides, handouts, overhands* etc. PowerPoint even creates slide shows, which are electronic presentations that we can run on our computer screen or a projection device.

## Steps To A PowerPoint Presentation:

A PowerPoint Presentation is a group of various slides. There can be as many slides in a PowerPoint presentation. A slide is nothing but an electronic page in presentation. To make a PowerPoint presentation, we can need to follow these steps:

### 1. Select way to start our presentation

PowerPoint gives us several way to create a presentation viz. *Autocontent wizard, Design Templates, Sample Presentation or a Blank Presentation*. Select any of these according to our requirements.

### 2. Create the slides

After deciding a way to start our presentation, we need to create slides in our presentation. Creating slides is no more difficult than filling in the blanks in PowerPoint.

### 3. Customizing the Presentation

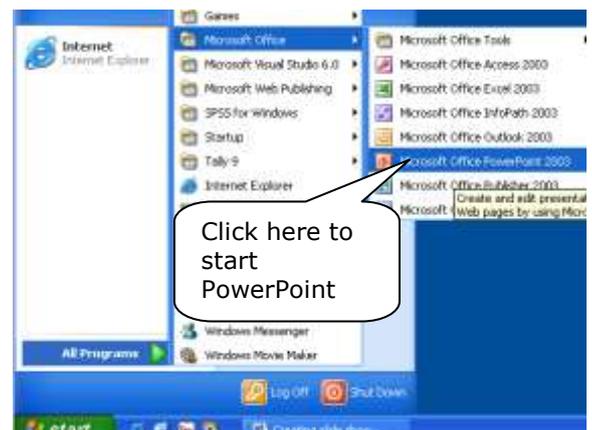
After creating slides, we can customize them according to our needs by rearranging them, editing them or formatting our presentation

### 4. Adding Illustrations to slides

We can embellish our presentation by adding illustrations like special graphics using PowerPoint's sophisticated drawing tools.

### 5. Creating slide show:

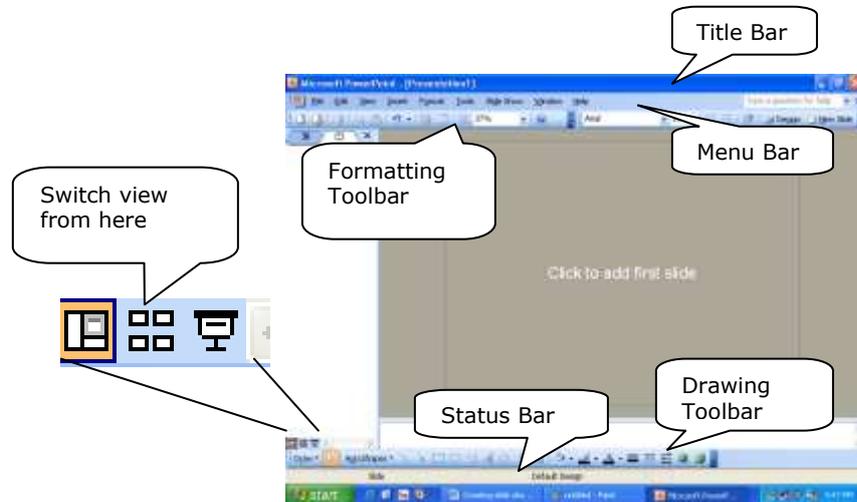
Power point's big payoff comes when you are ready to present. With power point's sophisticated tools, you can create an on-screen electronic presentation complete with TV like special effect and transition, and with sound.



**Starting power point:**

The power point is started in the same way as you start every application in ms office suit i.e. from all the programs menu, click at the desired program. To start power point, you need to follow these steps:

1. click the start button in the lower left corner
2. on the start menu, position the mouse pointer on all program, and click Microsoft power point.

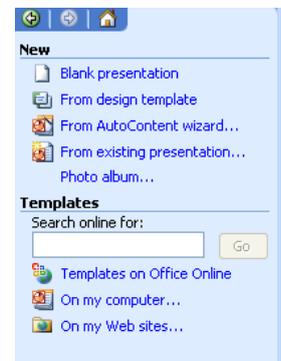
**Power point window:**

When you start power point, the power point window may look like the one shown in fig. The common components of power point window have been shown in fig.

**Creating new presentation:**

When you start a new presentation, power point offers several options in the new presentation dialog box. That is. You can create a new presentation in several different ways; you can create a new presentation through any of the following methods:

1. auto content wizard
2. design templates
3. sample presentation
4. blank presentation



Presentation creations methods are also available on the startup dialog that is, the dialog box that appears when you start power point for the very first time.



*New (Ctrl + N)*



Alternatively, you can click at new option on the file menu or click at new icon on the standard tool bar

**Using a sample presentation:**

Some time, you are not sure about how to go about creating a new presentation. In that case you may go for sample presentation.

To start with sample presentation, you need to follow the steps given below:

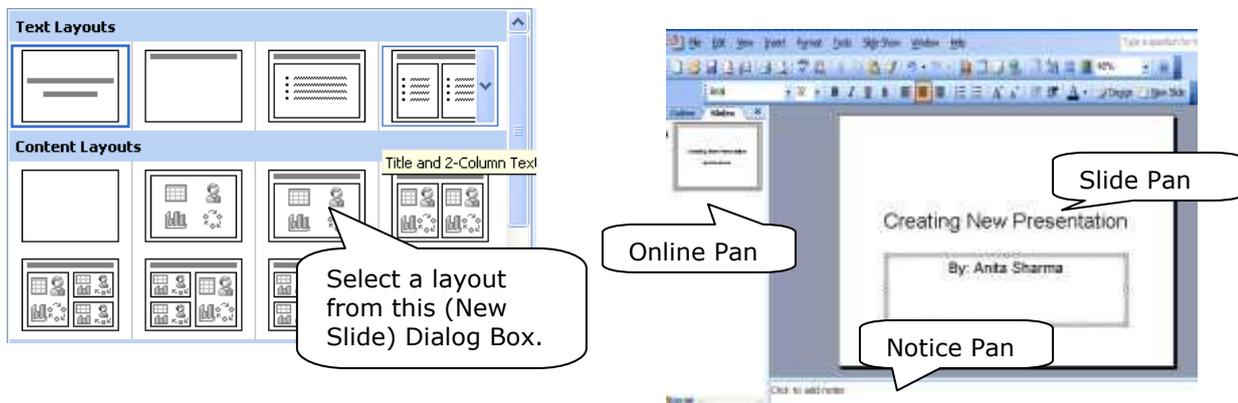
1. click at **New** on the **File** menu
2. Now the **New Presentation** dialog box opens up. In this dialog box, firstly click at **Presentation** tab and then select a sample presentation from the list and click at **Ok**. Notice that we have selected the sample presentation named "project over view "
3. Once you click ok, a new presentation opens in normal view. The presentation just opened contains some slide and each slide contains suggestions text.
4. Now you can use the suggested content for inspiration. It is easiest to change the content and rearrange the slides in out line view.

### Creating a Presentation from scratch: (Blank Presentation)

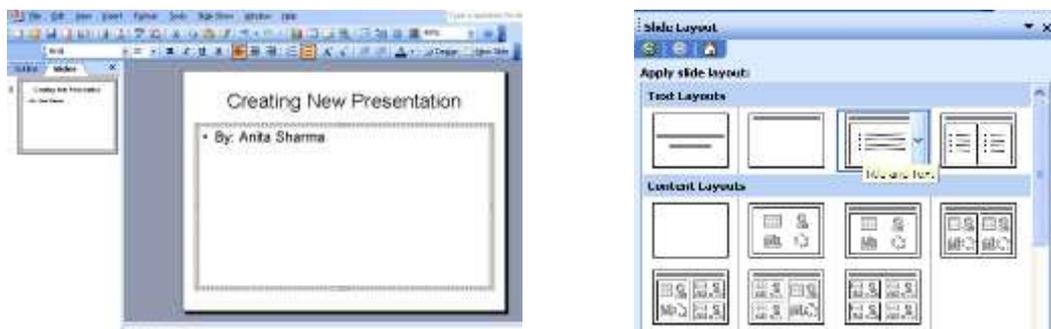
If you are quite sure of the layout and contents of your presentation and you want to create everything on your own, then you can create a new presentation from scratch.

#### To do so, you need to follow these steps:

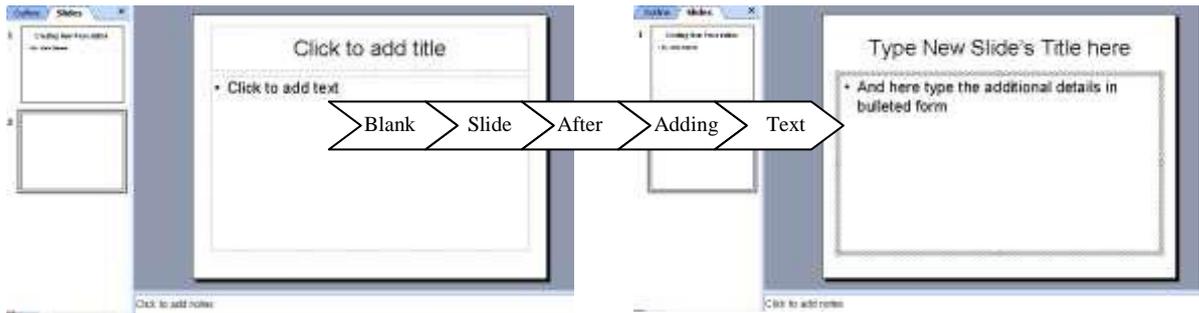
1. On the Standard Toolbar, click New Icon (  )
2. Now from the new slide dialog box, select the layout you want for your title slide.  
Type the title and any other content you want on the title slide. You can add text in either the slide pane or in the outline pane.



3. Click common tasks on the formatting toolbar, and then click new slide. Scroll to see more layouts, and then select a layout for the next slide.
4. Add the content you want.

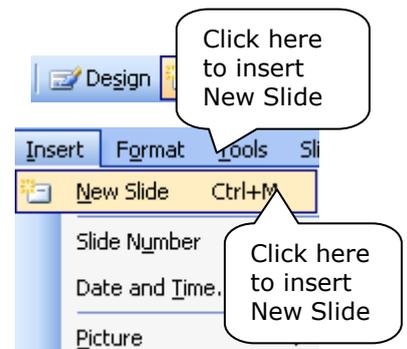


5. Repeat step 3 and 4 for each new slide.
6. change the presentation to suit your needs.
7. When you finish, click save on the file menu (same as you have done before), name your presentation and then click save.



### Adding new slides:

While designing presentation, you need to add more slides as and when you require. To add more slide into your existing presentation, all you need to do is just click at common tasks at the formatting tool bar and then click at new slide option. Alternatively, you can press the short cut key ctrl+m or even select new slide... from the insert menu. The moment you do so, the new slide dialog where from you may chose a lay out that suits your needs the best.



When you insert a new slide the slide is inserted with place holder to hold the desired object into the slide. For instance, if you have inserted a slide to hold a clip art, if you double-click at the place holder of clipart, then power point brings forward the insert clipart dialog box, where from you can select and insert a clipart. After inserting a clipart, your slide may look like the one shown in fig. Similarly, upon double-clicking the title place holder, you can add title; upon clicking the chart or table place holder, you can add a chart or a table respectively. Upon double clicking a chart place holder the default sample chart and its data sheet appears in the slide. You can make changes in the sample and data sheet and chart type to get the desired chart. Similarly, upon clicking the organization chart place holder, ms organization chart window opens where in you can create your organization chart. Upon double clicking the media clip place holder, a dialog box appears that lets you insert media clips.

### Editing and formatting a Slide:

During the development of your presentation you may encounter a stage where you are not satisfied with the outlook of your presentation. In such a case, you need not lose heart as there are very useful and flexible editing and formatting tools available in power Point. Let us learn how one can edit and format a presentation in power point. Following subsection discuss editing and formatting that can be done in a single slide. However, if you want to make changes for all the slides, you can opt for slide master. The slide master has been covered as part of text.

### Duplicating and Deleting slides:

You can duplicate and delete selected slides in slide sorter view and see the effect on the arrangement and flow of slide immediately.

To duplicate or delete slide (s), you need to

1. Select the slide or slides that are to be duplicated or deleted. To duplicate, press either ctrl + d or select duplicate option from edit menu.

To delete, press Del or ctrl+x or select delete option from the edit menu.

### Inserting auto shapes in a slide:

1. Click on auto shapes option on the drawing tool bar.

2. A menu will appear having various categories. Select the particular category according to your requirement and choose the particular shape.
3. Place the mouse pointer at the required position where you want the shape to be placed. You can drag up to the exact size.

### Creating slide shows:

Slide show, as you know, is the name of running electronic presentation. When you give a slide show on a computer, you can use special visual, sound and animation effects. Various effects that can be used in slide shows are:

1. **Animation and transition.** Transitions are special effects that introduce a slide in a slide show you can choose a variety of transitions and vary their speed. Animation is special sound or visual effects that you can add to text or other objects, such as a chart.
2. **Music, sounds and videos.** An occasional burst of music or sound during a transition or animation can focus the audience on the slide show. You can also play videos that emphasize on your presentation objective.

### Add transition to a slide show

1. In slide or slide sorter view, select the slide or slides you want to add a transition to.
2. On the slide show menu, click slide transition. You can even click at slide transition icon on the slide sorter tool bar.
3. In slide transition dialog box, in the effect frame, click the transition you want, then select any other option you want. To apply the transition to the selected slide, clicks apply. To apply the transition to all the slides, clicks apply to all.
4. Repeat the process for each slide you want to add a transition to.

### Animate text and objects

1. In normal view, display the slide that has the text or objects you want to animate.
  2. On the slide show menu, click custom animation. Now custom animation dialog box appears, here click the effects tab.
  3. To animate slide object, select the check box next to the text or object you want to animate.
  4. For entry animation and sound and to introduce text, select the option you want.
  5. Repeat steps 3 and 4 for every object you want to animate.
  6. Click the order and timing tab.
  7. To change the order of animation, select the object you want to change under **Animation Order**, and then click one of the arrows to move the object up or down in the list.
  8. To **set the animation timing**, select the object and then do one of the following:
    - A) To start the animation by clicking the text or object, click **On mouse click**.
    - B) To start the animation automatically, click **Automatically**, and then enter the number of seconds you want to have elapsed between the previous and the current one.
  9. To preview animation, click **Preview**.
- Inserting music or sound on a slide
1. Display the slide you want to add music or sound to.
  2. On the **Insert** menu, point to **Movies and Sounds**.
  3. Do one of the following:
 

To insert a sound from the clip gallery, click **Sound from Gallery**, and then locate and insert the sound you want. To insert a sound from another location, click **Sound from File**, and locate the folder that contains the sound, and then double-click the sound you want.

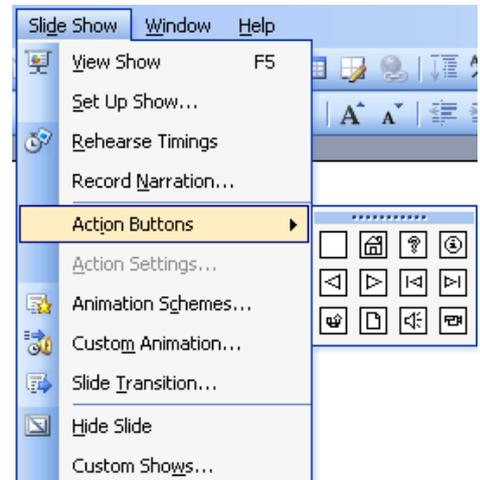
A Sound Icon (  ) appear on Slide.

4. A message is displayed. If you want the sound to play automatically during slide show, click **Yes**. If you want the sound to play only when you click the sound icon during a slide show, click **No**.
5. To play the sound in normal view, double-click the sound icon.

### Insert Action Buttons and Hyperlinks for a self-running or Web Presentation:

Action button are ready-made buttons that appear pressed in when we click them during a Slide Show.

1. Select the slide you want to place a button on.
2. Point to Action Buttons on the Slide Show menu, and then select the button you want to place for example **Home, Back** or **Previous, Forward** or **Next, Beginning, End** or **Return**.
3. To insert a button with a predefined size, click the slide. To change the size of the button, drag the shape to the size you want.
4. When the Action Setting dialog box appears, click Ok to accept the proposed hyperlink to list, or specify the link you want.



If you select the Slide... hyperlink, another dialog box appears wherefrom you can select the desired slide to hyperlink to.

Now during the slide show, if the user clicks upon the action button, he/she will be straightaway taken to the slide this button has been hyperlinked to.