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CREATING PRESENTATION

- **To open MS-PowerPoint:** Click on Start ->All programs ->Select Microsoft Office -> Select Microsoft Office PowerPoint 2007
  - ✓ In PowerPoint 2007 the **commands** are displayed on the **Ribbon** for easy access.
  - ✓ Tabs are designed to be task-oriented.
  - ✓ Groups within each tab break a task intosubtasks.
- **Ribbon**: An area across the top of the screen that makes almost all the capabilities of PowerPoint available in a single area.
- **Tab**: An area on the Ribbon that contains buttons organized in groups. The default tabs are **Home, Insert, Design, Animations, Slide Show, Review and View.**

- **Quick Access Tool Bar:** A customizable tool bar at the top of an active document. By default the Quick Access Tool Bar displays the Save, Undo and Repeat buttons and is used for easy access to frequently used commands.
- **Title Bar:** A horizontal bar at the top of an active document. This bar displays the name of the presentation and application. At the right end of the Title Bar Minimize, Restore and Close button appears.

- **Groups Categories:** A Group of buttons on a tab those are exposed and easily accessible.

  - ✓ The **Home** tab is organized in 7 groups mainly related to **slide layout and formatting**: Clipboard, Slides, Font, Paragraph, Drawing, and Editing.
  - ✓ The **Insert** tab is organized in 5 groups: Tables, Illustrations, Links, Text, and Media Clips, diagrams, charts, text boxes, sounds, hyperlinks, headers and footers.
- **Design tab:** It is organized in 3 groups.

  - ✓ Page Set up
  - ✓ Themes
  - ✓ Background

- **Animations tab:** It is organized in 3 groups.
  - ✓ Preview
  - ✓ Animations
  - ✓ Transition

  Using the above options you can give the animating effects to your presentations and slide transitions.
- **Slide show tab:** This is organized in 3 groups.
  - ✓ Start slide show
  - ✓ Setup
  - ✓ Monitor

- **Review tab**: It is organized in 3 groups:
  - ✓ Proofing
  - ✓ Comments
  - ✓ Protect.
- **View tab:** It is organized into 6 groups.
  - ✓ Presentation Views
  - ✓ Show/Hide
  - ✓ Zoom
  - ✓ Colour/Gray Scale
  - ✓ Window
  - ✓ Macros.
- **To open an existing presentation:** Click the Office Button ->Click Open -> From the Open dialogue box, navigate to the folder.

- **Creation of new slide:** Click on Home tab -> New Slide -> Right-click on the slide from the slides tab ->Select New Slide on the pop-up menu -> Click on a slide from the slides tab -> Press Enter
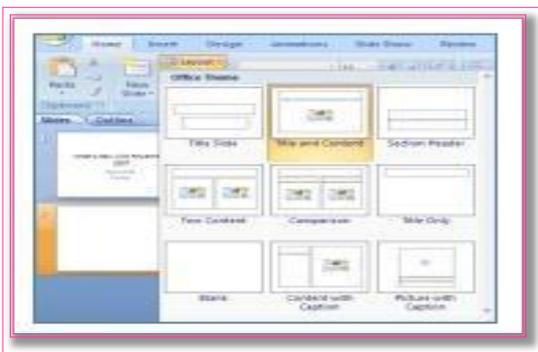
- **Deletion of slide:** Right-click the slide that you want to delete -> Click Delete Slide.

- **Text formatting:**

  - ✓ To enter text in a title field, click inside the field and type the text.
  - ✓ To change the appearance or colour of any text, select the text -> use the tools in the Font and Paragraph groups on the Home tab.
  - ✓ To add an additional text area to your document, click the Insert tab, then from the Text group -> click the Text Box button. Drag a box onto the slide using the mouse.
  - ✓ To reposition text on your slide click the border of the text area, then drag it to its new position.

  - ✓ To remove a text area from your slide, click the border of the text area, then press the Delete key.
- **Theme selection for Presentation:** Click on the Design tab, in the Themes group -> click document theme that you want or click more to see all available document themes.

- **Inserting Objects to the Presentation:**

  - ✓ **Inserting Pictures**: Click on Insert tab, in Illustrations Group -> Click Picture -> Double-Click on folder where picture is stored -> Double-click on the picture as desired

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- ✓ **Inserting Clip:** Click on Insert tab

- ✓ Illustrations Group -> Click Clip Art

** Note - *Once Picture or Clip Art is inserted, if you want to resize it or give it special effects. Click on the image and the Picture Tools appear on the Ribbon. Click the Format tab, and use buttons and options there to work with the picture.*

- **Inserting a Chart: Select the** slide where chart to be inserted -> On the **Insert** tab, in the Illustrations group -> click **Chart ->** From the Insert Chart dialog box, click chart -> click ok.

- **Inserting Smart Art:** Click on Insert tab, in the Illustrations group -> Click Smart art - > Choose a Smart art -> Click the type and layout.

- **Transitions Between Slides:**
  To choose an effect, click on the Animations tab

- **To view presentation:**
  - ✓ Click on slide show tab, to start from the first slide -> click from beginning option or choose from the current slide
  - ✓ The presentation opens in Slide Show view
  - ✓ Click to advance to the next slide

- **Creating a Show:** Click on office -> choose power-point show option

- **Printing Handouts and Notes Pages:**

- ✓ Click office button -> select print preview option
- ✓ Page set-up group -> click on print what box -> Click Notes pages to print and select Handouts to print

- ✓ To specify page orientation -> click on orientation -> Portrait or Landscape

**Note – You can print only one slide Thumbnail with notes per page when printing notes

CHECK YOURSELF

1._____ is a presentation program.

A. U-torrent

B. Mozilla Firefox

C. MS-PowerPoint

D. Slide Panel

2. In PowerPoint, the header and footer button can be found on the insert tab in what group?

A. Tables group

B. Text group

C. Object group

D. Illustrations group

3. Which is not the valid edition of MS PowerPoint?

(A) MS PowerPoint 2003

(B) MS PowerPoint 2007

(C) MS PowerPoint 2010

(D) MS PowerPoint 1920

4. The slide that is used to introduce a topic and set the tone for the presentation is called the

(A) Title slide

(B) Bullet slide

(C) Table slide

(D) Graph slide

5. The PowerPoint view that displays only text (title and bullets) is

(A) Outline view

(B) Notes page view

(C) Slide sorter

(D) Slide show

6. Which term is related with increasing or decreasing the space between characters?

(A) Page number

(B) Spacing

(C) Header

(D) Footer

7. What is the short-cut key to play the slide from the beginning?

A. ctrl+F7

B. F5

C. ctrl+F5

D. Alt+F5

STRETCH YOURSELF

1. Create a presentation on your village/city in 5 slides.

2. How to do slide transition?

3. Write down benefits of PPT

ANSWERS

Check Yourself:

1. C   2.B   3.D   4.A   5.A

6.B   7.B