



DIGITAL PRESENTATION – POWERPOINT



Objective of Learning

- 4.1 *MS PowerPoint : Introduction to PowerPoint*
- 4.2 *Creating, Saving, Opening Presentation*
- 4.3 *Concept of Slide Show, Basic Element of Slide*
- 4.4 *Different Elements of Slide Layout*
- 4.5 *Different Types of View of a Slide (Normal, Slide Sorter and Slide Show)*
- 4.6 *Editing and Formatting of Slide*
- 4.7 *Adding Title and Sub Titles, Text, Background, Water Mark*
- 4.8 *Header and Footer and Numbering of Slides*
- 4.9 *Inserting Pictures in Slide*
- 4.10 *Design Templates*
- 4.11 *Animations, Sound & Transition Effects*

◆ 4.1 MS POWERPOINT : INTRODUCTION TO POWERPOINT

Presentation software is an application software used to make presentations. These days many presentation software like Microsoft PowerPoint, Open Office.org Impress (Open source), Side Rocket are available in market. In this chapter we will discuss PowerPoint in detail.

PowerPoint is presentation program developed by Microsoft. It allows you to create lively and effective presentations. PowerPoint has many easy-to-use, predefined layouts and themes to make **presentations very quickly and easily.**

Starting PowerPoint

To work with PowerPoint first of all you have to open it. There are three ways to open PowerPoint :

- (i) Through Start button
- (ii) Through Search box
- (iii) Through shortcut on Desktop

(i) Through Start button : The steps to start PowerPoint through Start button are given below :

1. Click on the Start button.
2. Click on All Programs
3. Click on Microsoft Office
4. Click on Microsoft Office PowerPoint 2010

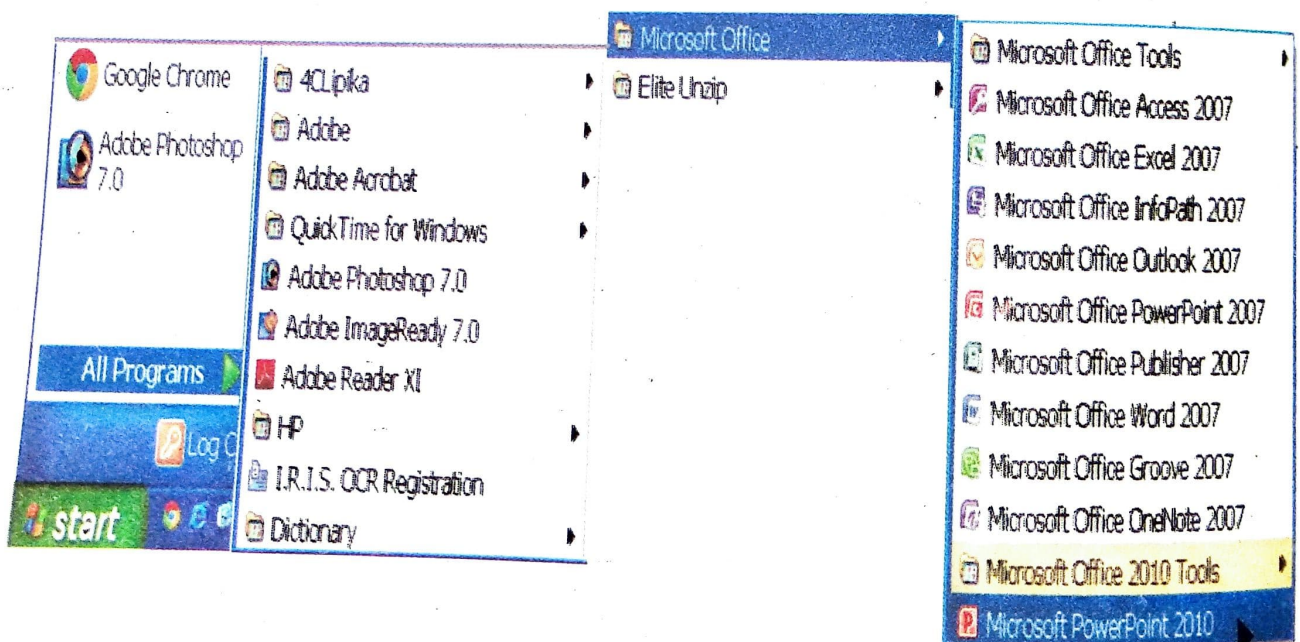


Fig. Opening PowerPoint

The PowerPoint window will open up and appear on the screen.

(ii) Through Search box :

(i) Click on Search Box : Click Start → Search button.

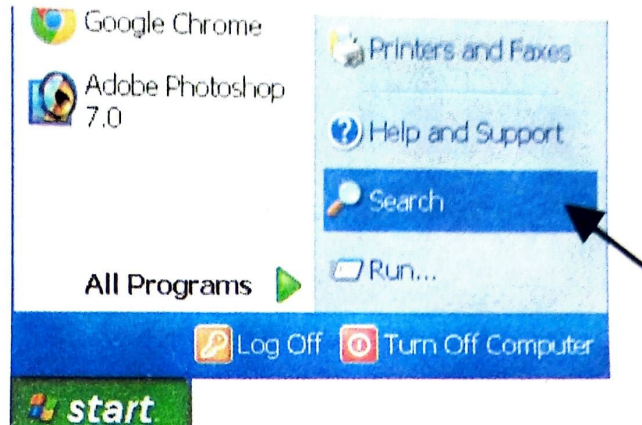


Fig. Displaying Searching option

(ii) Click on All files and Folders as shown in diagram (Sub menu of Search), type PowerPoint and Click to Search Button.

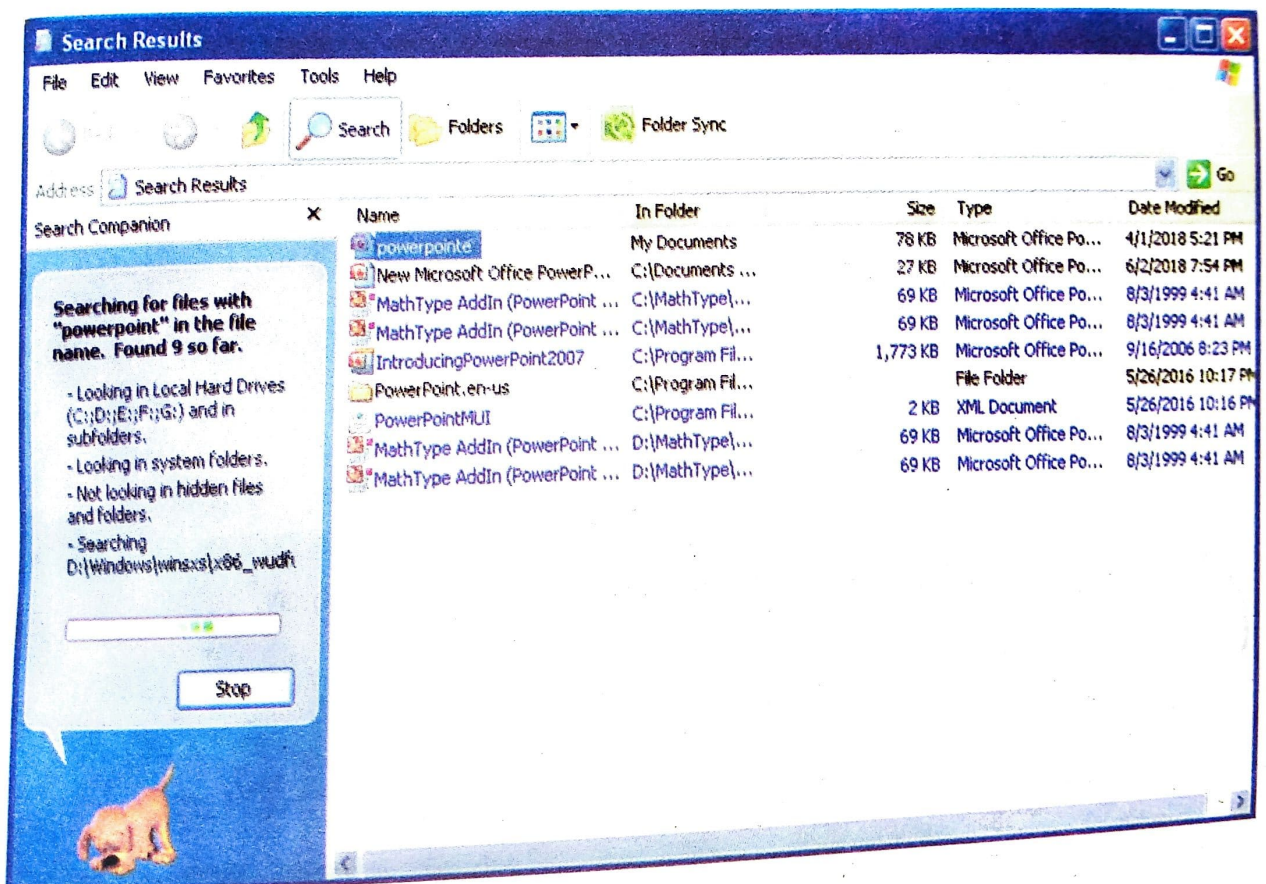


Fig. Displaying Searching of PowerPoint

The PowerPoint windows will open up and appear on the screen.

(iii) Through shortcut on Desktop : You can also open PowerPoint from desktop. If its shortcut is placed on the desktop then double click on its shortcut. PowerPoint windows will open up and appear on the screen.

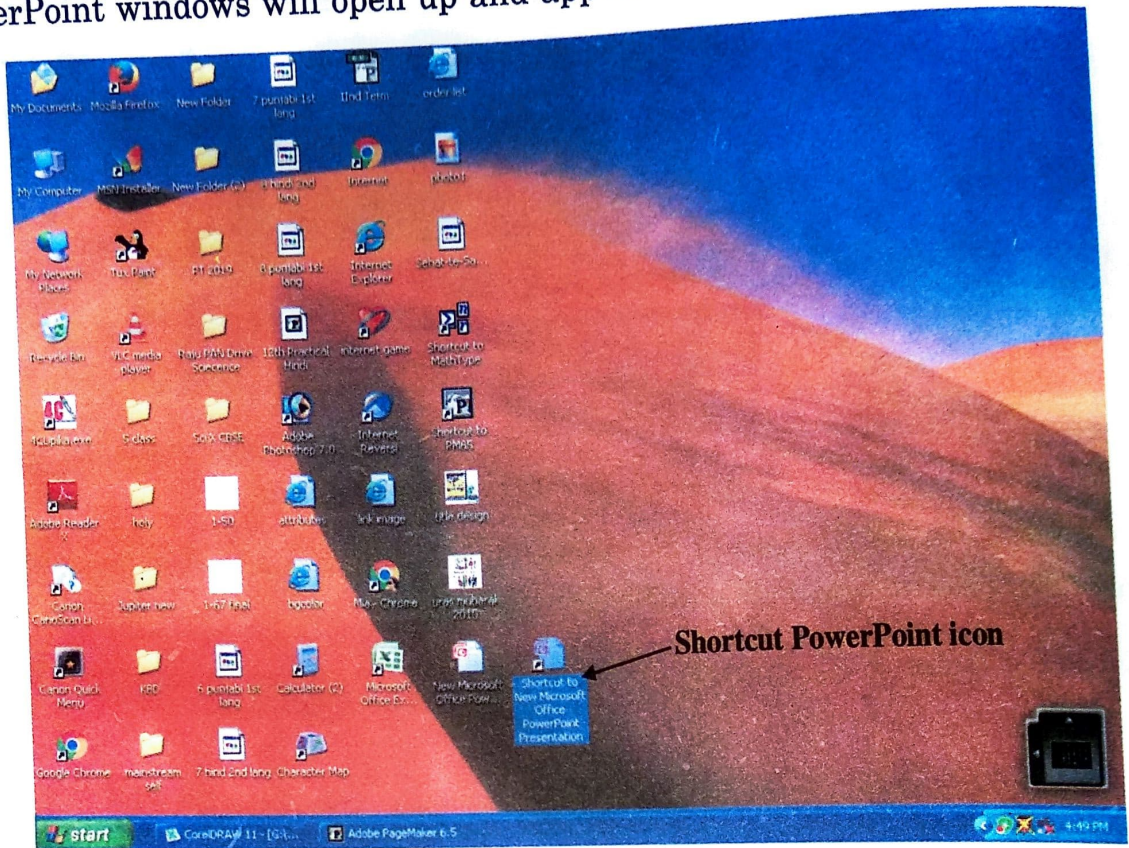


Fig. Steps for opening PowerPoint through icon on Desktop

◆ 4.2 CREATING, SAVING, OPENING PRESENTATION

4.2.1 Creating a presentation

Slide is a single or individual page of presentation. There are many methods to create presentation in PowerPoint. They are given below :

- (i) Blank presentation
- (ii) Recent templates
- (iii) Sample templates
- (iv) Themes
- (v) My templates
- (vi) New from existing

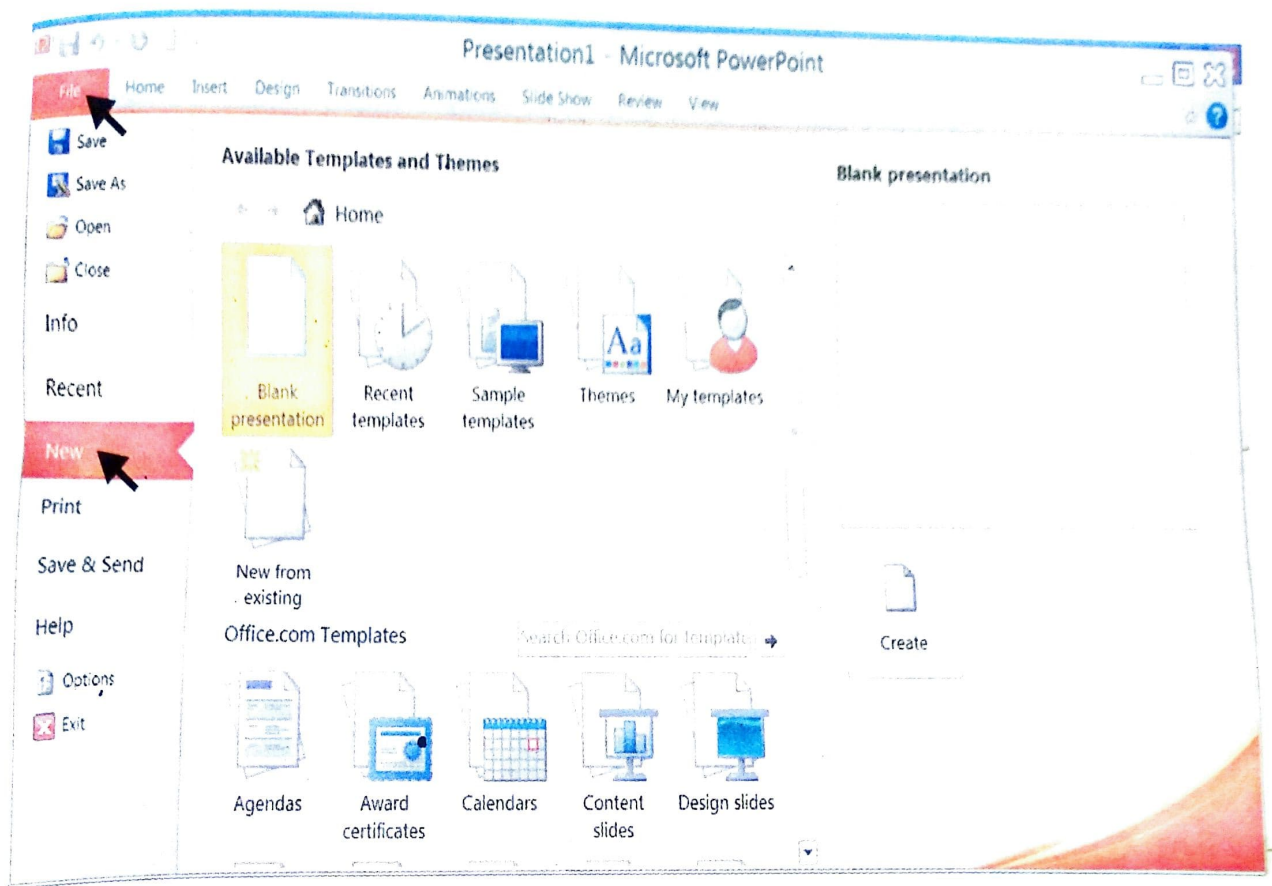


Fig. Showing different ways to create PowerPoint Presentation

(i) Blank Presentation : When you create a presentation using Blank Presentation option, a slide with a blank background will appear in the PowerPoint window. You can add text, graphics, audio and video to it.

Different methods to create Blank Presentation :

1. Click on File menu → New

Or

Press Ctrl + N from keyboard.

2. Under Available templates and themes, select template/theme.
3. Then press Enter button.

(ii) Insert New Slide

Perform the following steps to Add a new slide :

1. On the Home tab, in the Slides group, click New Slide.

Or

Press Ctrl + N to insert New Slide

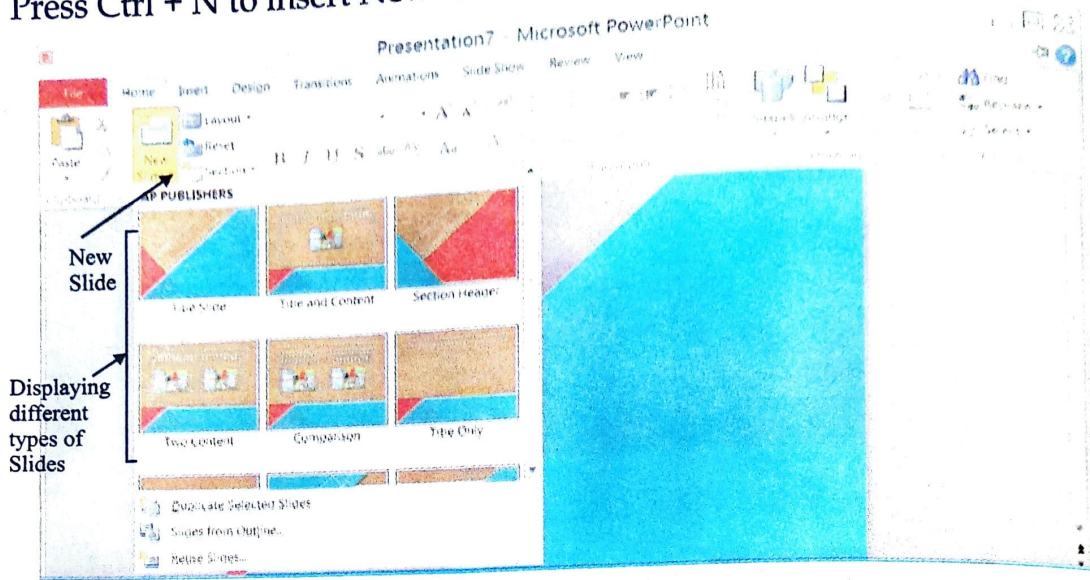


Fig. Showing different types of Slides

2. Choose a slide thumbnail from the layout gallery.

(ii) Recent Template : You can also create a presentation by using a recently used template. For this do the following:

(i) Click File → New

(ii) Under Available templates and themes, click on Recent templates.

(iii) Select the desired template and Press Enter.

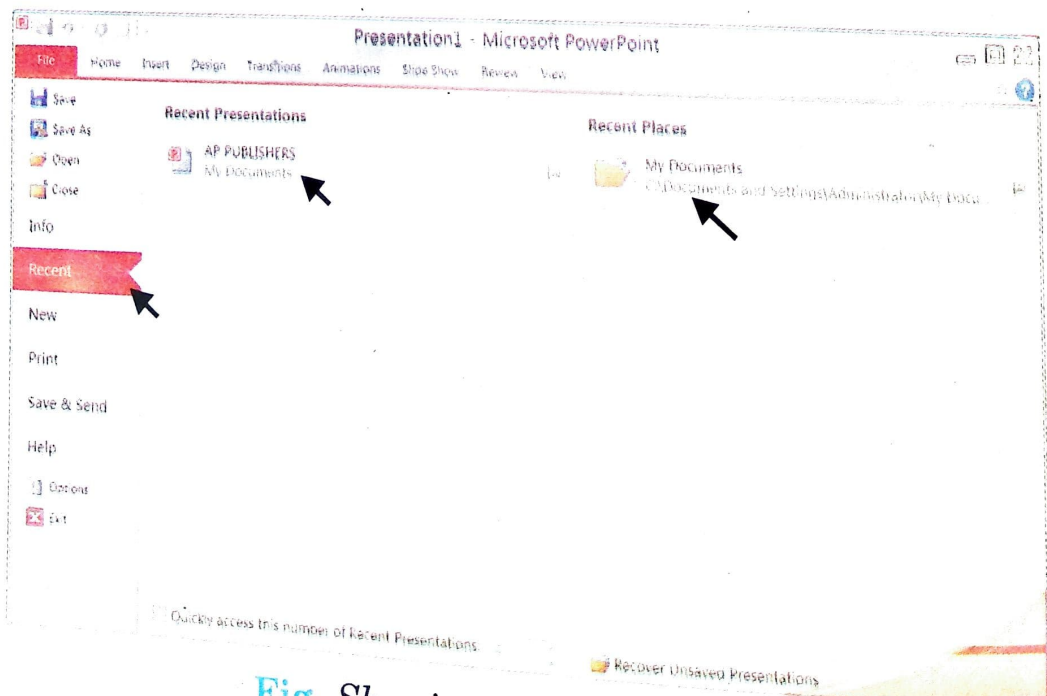


Fig. Showing Recent Template

(iii) Sample Templates : You can also make a presentation with the help of sample templates. You can even download more templates from internet.

Steps to create a presentation using Sample Templates are :

(i) Click on File menu → New.

(ii) Under Available templates and themes, select Sample templates icon.

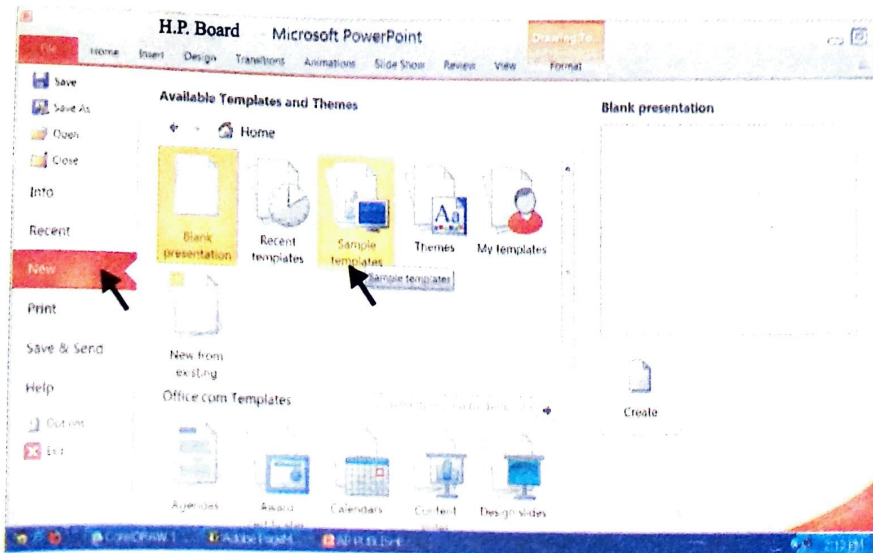


Fig. Showing Sample templates icon

(iii) Select the Sample template of your choice and press enter or click Create button.

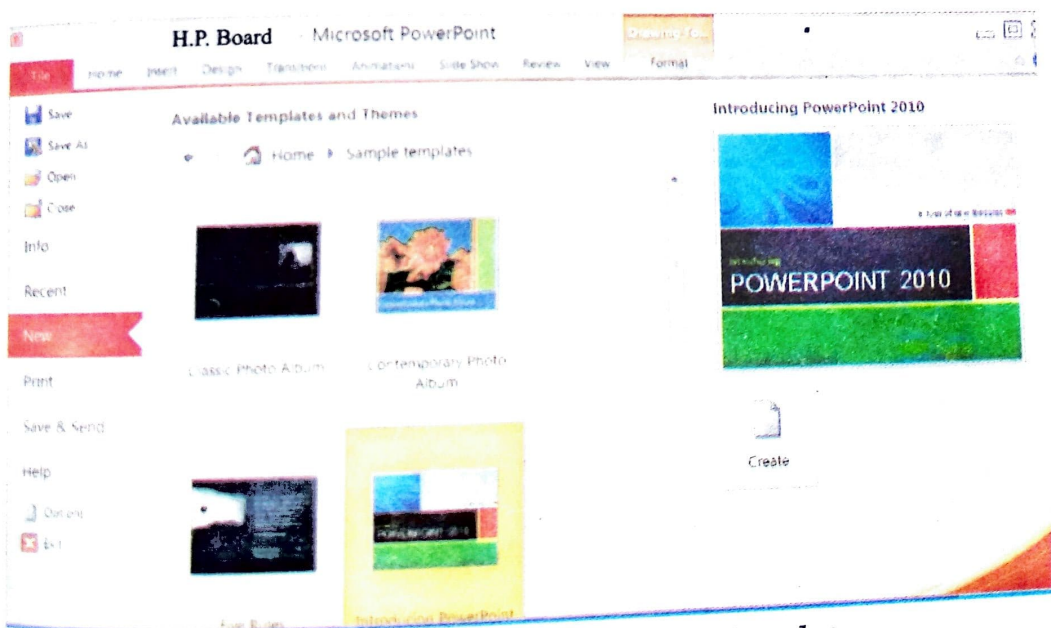


Fig. Showing different Sample Templates

(iv) **Themes** : A theme is a set of predefined colors, fonts and effects. A theme helps you easily create professional and well-designed presentations.

Perform the following steps to create presentation through Themes:

(i) Click on File menu → New.

(ii) Under Available templates and themes, select Themes.

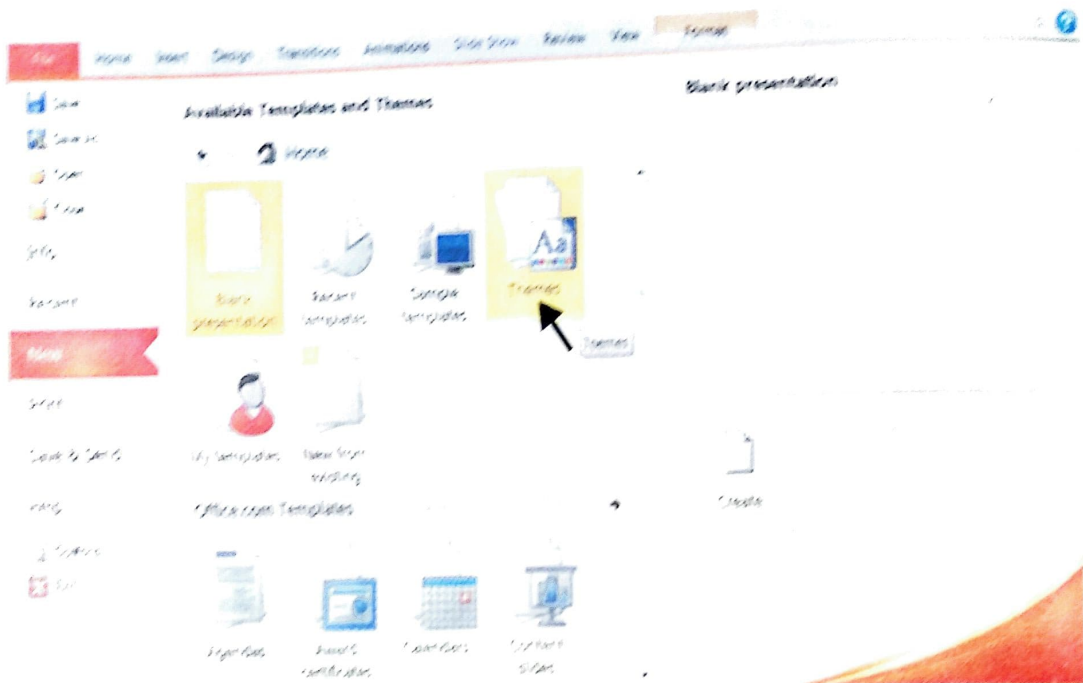
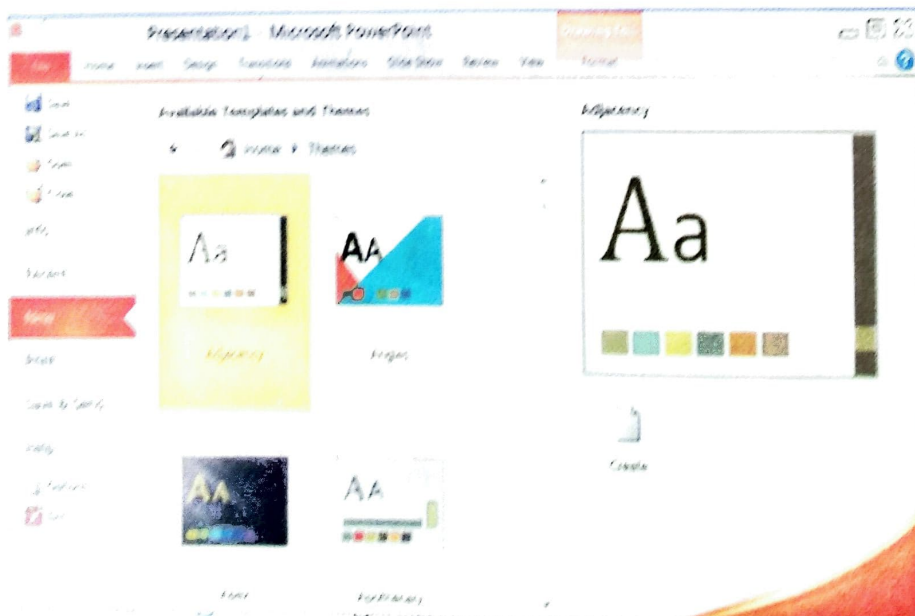


Fig. Showing Themes icon

(iii) Select the theme of your choice and press enter.



(vi) To create presentation through New from existing :

1. Click File → New.
2. Under Available templates and themes, click on New from existing.
3. Select the desired existing template and press Enter.

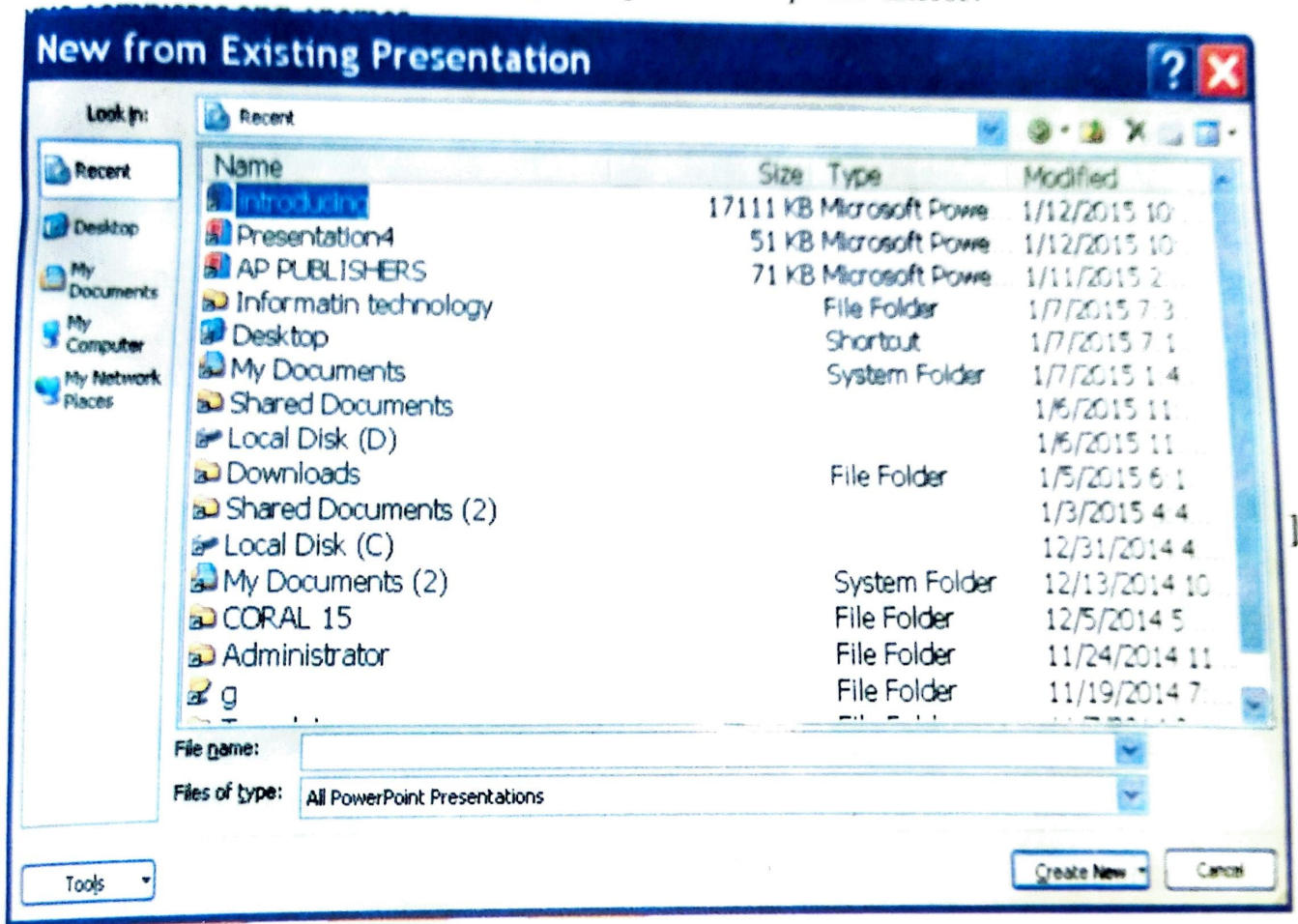


Fig. Showing New from Existing Presentation dialog box

4.2.2 Save Presentation

After making your presentation, you can save it for future use. A presentation can be saved in many ways. Following are some ways to save a presentation :

1. Through File Menu. or
2. By clicking Save button on Quick Access Toolbar. or
3. By Pressing Ctrl + S on keyboard

Save Presentation through File menu :

Perform the following steps to Save presentation:

1. Click on File menu → Save.

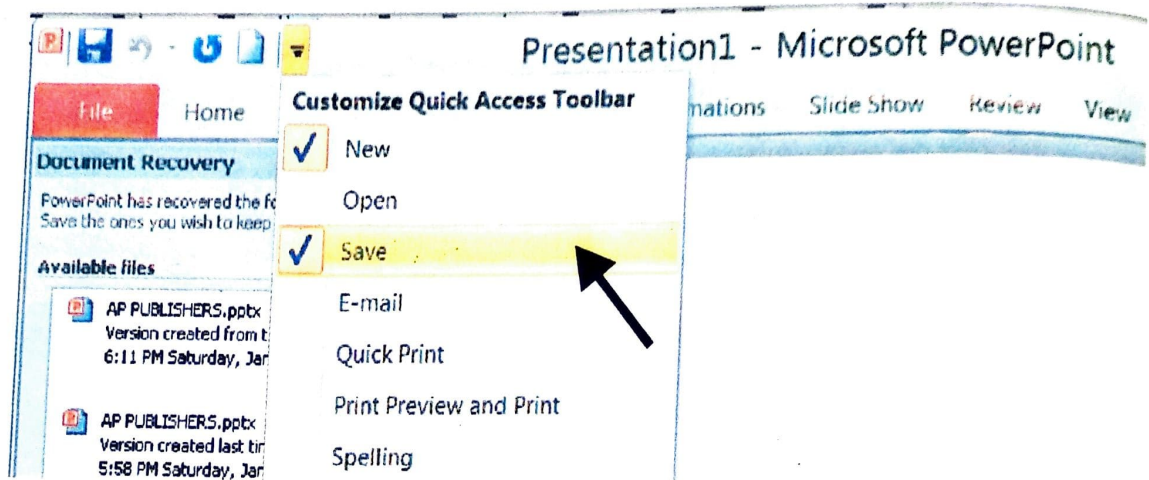


Fig. Displaying Save option

2. Save As dialog box will appear. Enter the File Name for the presentation and Click on Save button. You can also save your presentation in another drive or folder. To do this, select the drive or folder from the dropdown list of Save in box.

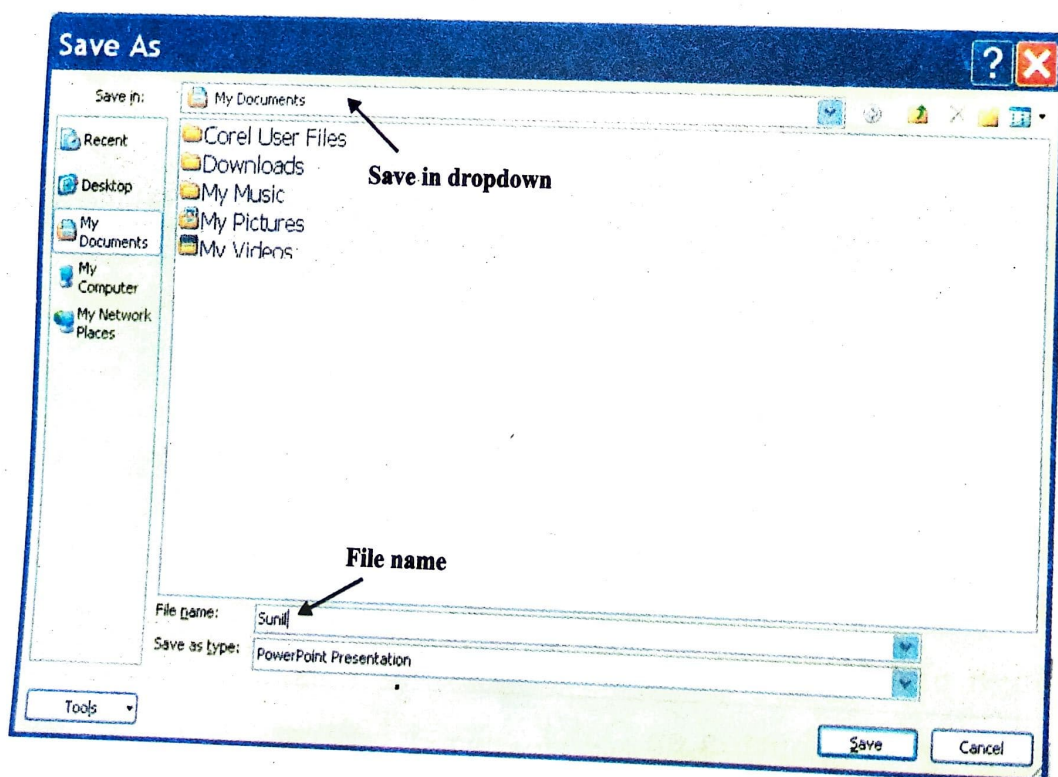


Fig. Displaying Save As dialog box showing File Name "Sunil"

4.2.3 Open Existing Presentation

You can also open already existing presentation. For this you must know the name of the presentation to be opened.

Perform the following steps to open Existing presentation :

(i) Click on File menu.

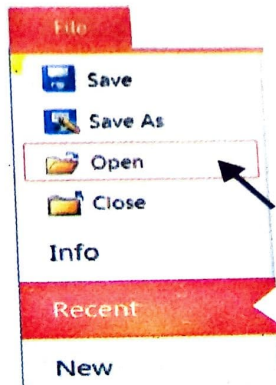


Fig. Displaying File Menu

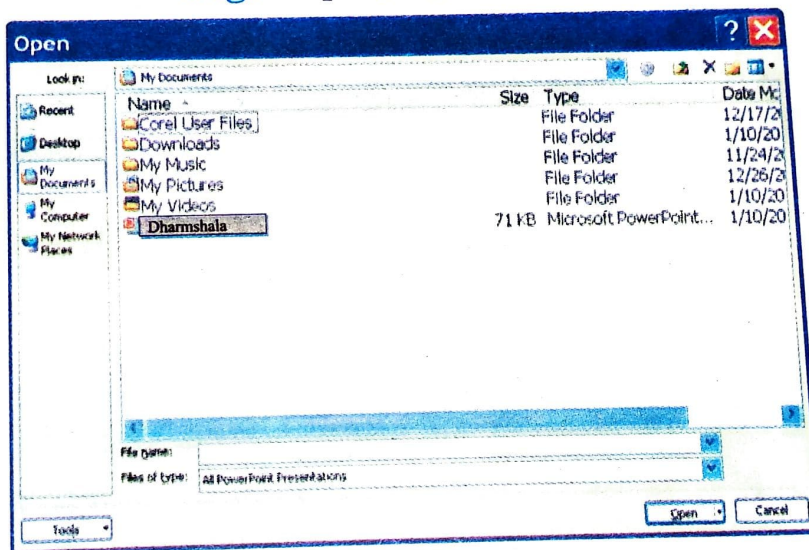


Fig. Displaying Open dialog box

(ii) Click Open and open dialog box will appear.

(iii) Type the name of the presentation to be opened in the File name box and click on open button. The presentation will open in PowerPoint window.

4.2.4 Exiting Powerpoint

When you have done your work in PowerPoint and saved it then you can Exit PowerPoint.

The steps to exit from PowerPoint are :

Perform the following steps to exit PowerPoint.

1. Click on File menu → Select Exit option.

Or

Click on Close button which is present on the right side of the title bar.

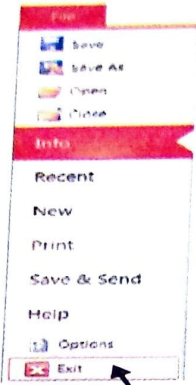


Fig. Exit option

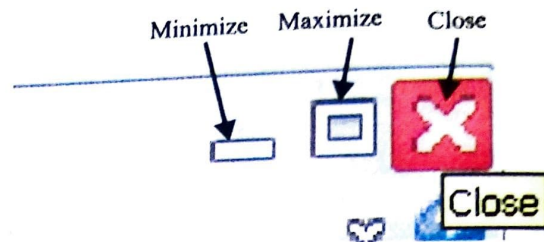


Fig. Displaying Minimize/Maximize/Close option

Or

Press Alt + F4 keys together from keyboard.

◆ 4.3 CONCEPT OF SLIDE SHOW, BASIC ELEMENT OF SLIDE

4.3.1 Slide And Presentation

Slide : A presentation is made of many slides. A slide is a single or individual page of a presentation. It is just like 35mm film based slide. Slides may contain text, graphics, audio/video, and other objects, which may be arranged freely on the slide. You can also add text, graphics, photos, clip art, sound and video to your slides.

Presentation : A presentation is a collection of individual slides that contain information on a topic. PowerPoint presentations are most commonly used in business meetings and for training and educational purposes. You can add animation effect, audio/video clips in slides to make effective presentation.

In other words, a presentation is a combination of slides, handouts, notes, and outlines all in one file.

Insert New Slide

Perform the following steps to Add a new slide :

1. On the Home tab, in the Slides group, click New Slide. Or Press Ctrl + M to insert New Slide

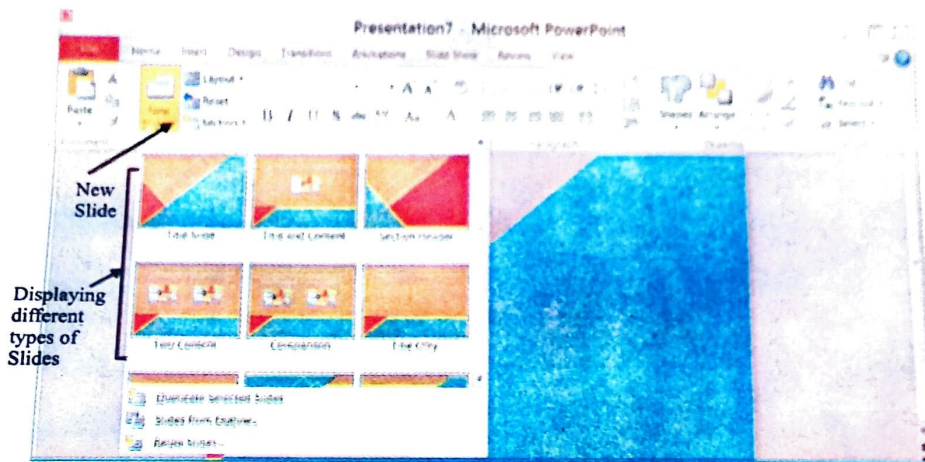


Fig. Showing different types of Slides

2. Choose a slide thumbnail from the layout gallery.

◆ 4.4 DIFFERENT ELEMENTS OF SLIDE LAYOUT

(i) **Layout** : "Layout" refers to the way things are arranged on a slide. A layout contains placeholders. Placeholders contains text such as titles and bulleted lists and slide content such as tables, charts, pictures, shapes, and clip art. Slide layout pane may contain following types of slides :

1. Tables, 2. Chart, 3. Clip Art, 4. Media clip, 5. Smart Art, 6. Picture

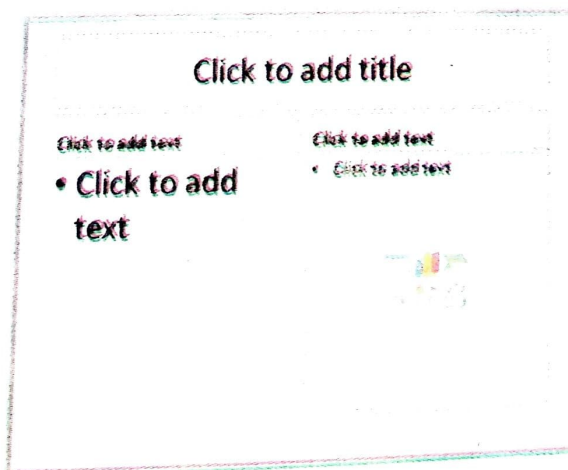


Fig. Displaying Title and Content Layout

When you add a new slide the slide layout will open automatically. Choose the layout of the slide according to the content of the slide. For example, if you want to show comparison of two things on a slide, then you should select Comparison layout from Layout pane.

Perform the following steps to apply Slide layout :

1. Click on Home ribbon
2. Select Layout tool and a pull down list will display.
3. Choose the required layout and press Enter button.

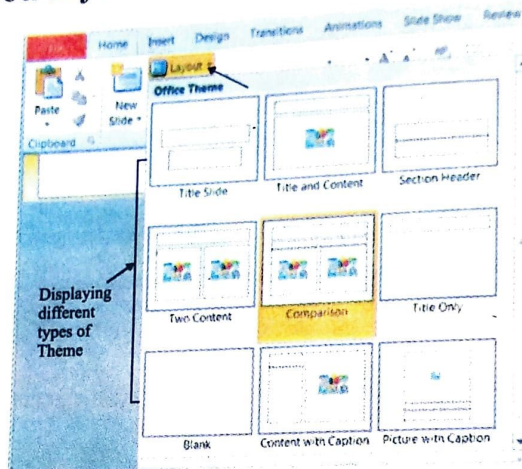


Fig. *Displaying different Slide Layout*

PowerPoint window has File menu, Menu bar tab, Ribbons, Slide Pane, Note pane, Status Bar, Slide tab.

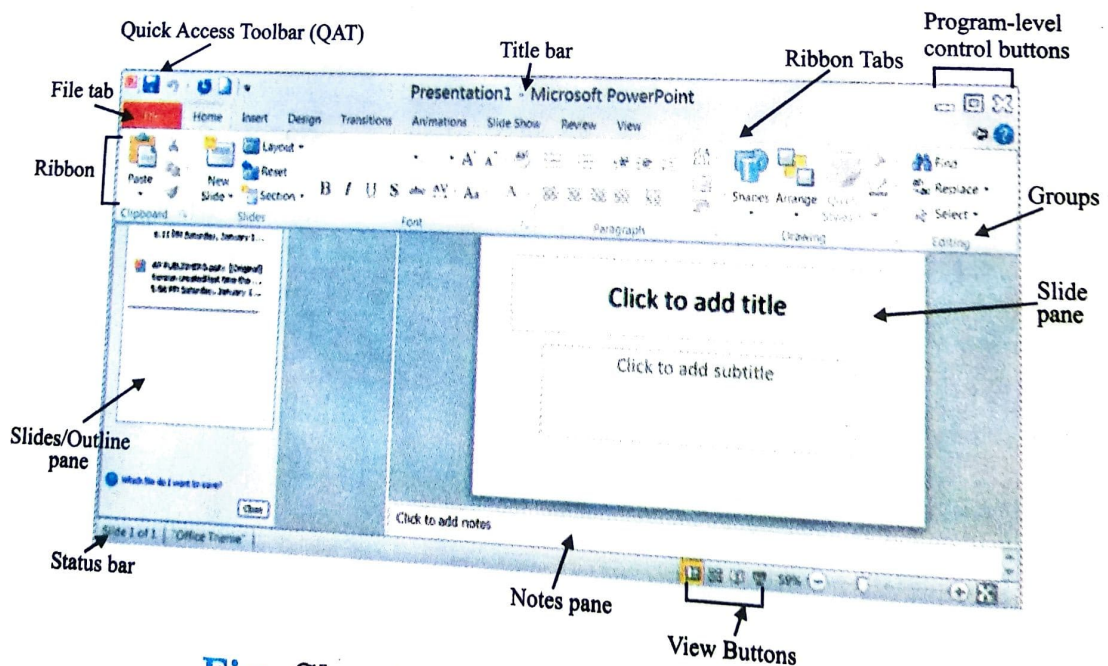


Fig. *Showing Parts of PowerPoint Window*

1. File menu : This menu is located at the left of home tab. It has New, Save, Save as, Open, Print, Save & Send, Help, Exit commands.

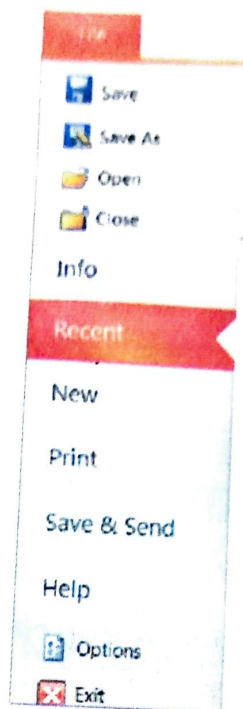


Fig. File menu

2. Quick Access Toolbar : It is located above the File menu. It has three buttons: Save as, Undo, Redo. It is a customize toolbar and you can add any button to it that you require frequently.

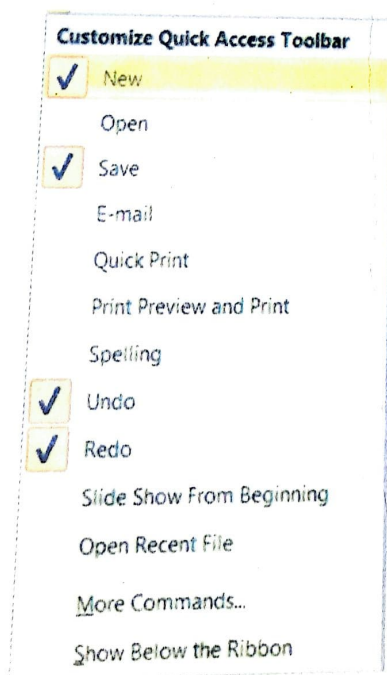


Fig. Customize Quick Access Toolbar

3. Menu Bar Tab : Each menu bar tab is task oriented and opens the ribbon that is divided into subtasks.

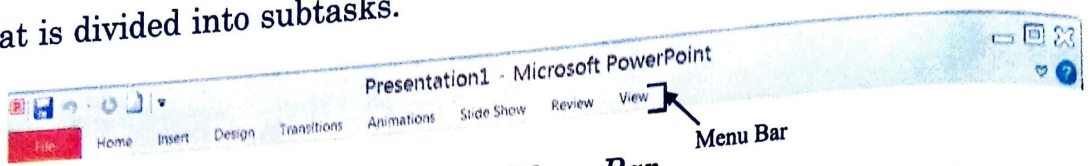


Fig. Menu Bar

4. Ribbons : Ribbon shows the tools and commands that are present on that tab.

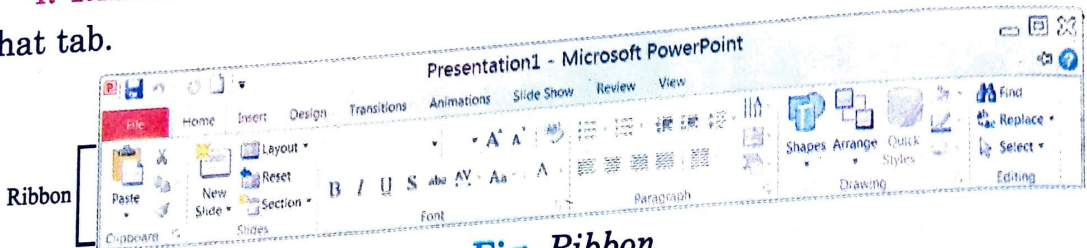
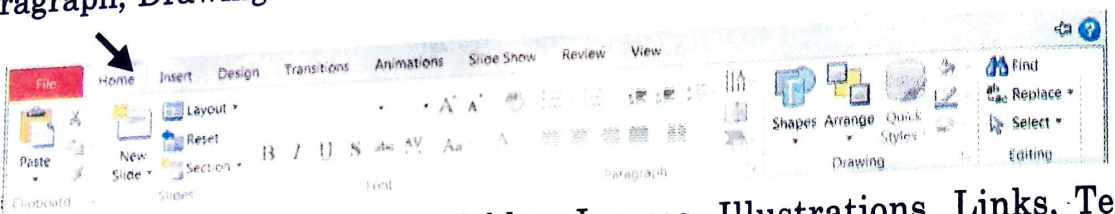


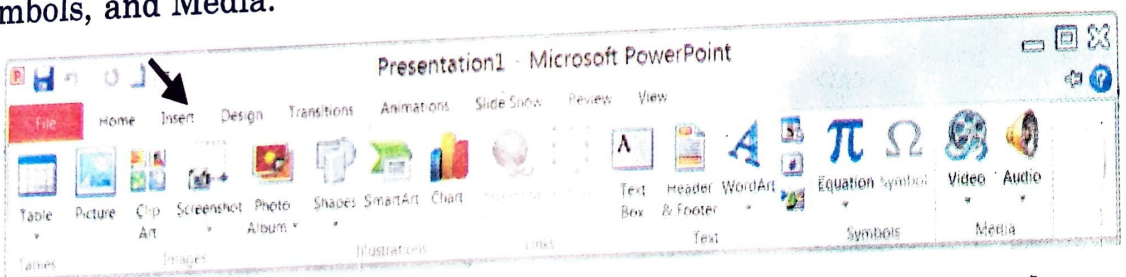
Fig. Ribbon

Different types of Ribbons and their function :

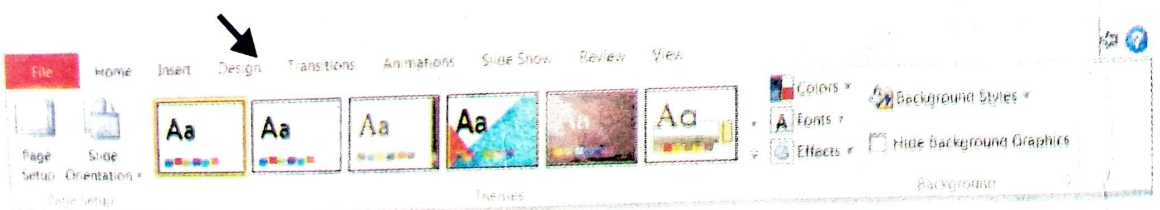
Home : It contains all the features related to Clipboard, Slides, Font, Paragraph, Drawing and Editing.



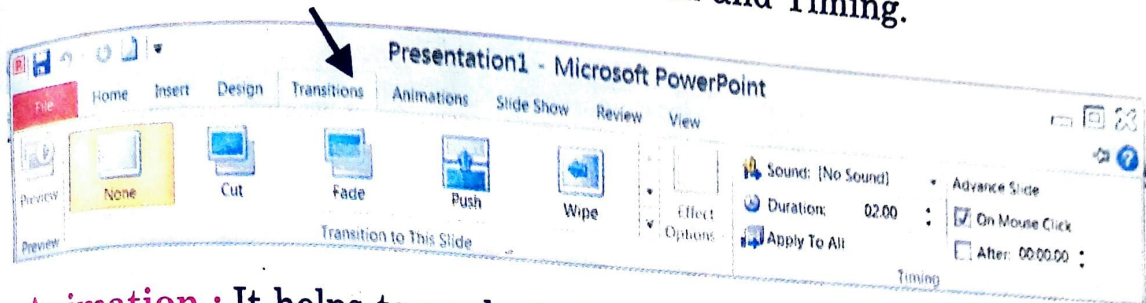
Insert : It helps to insert Tables, Images, Illustrations, Links, Text, Symbols, and Media.



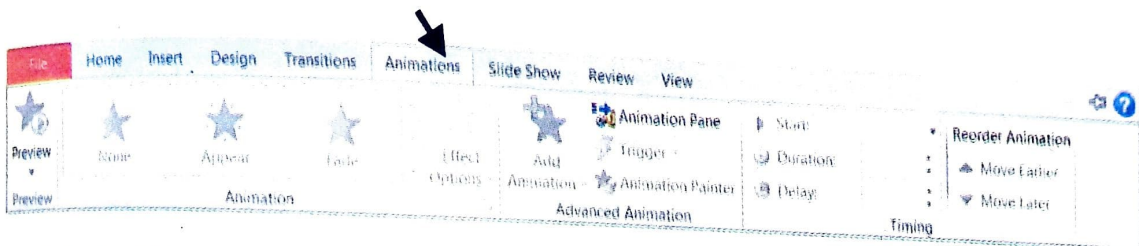
Design : It contains all feature related to Page Setup, Themes, Background.



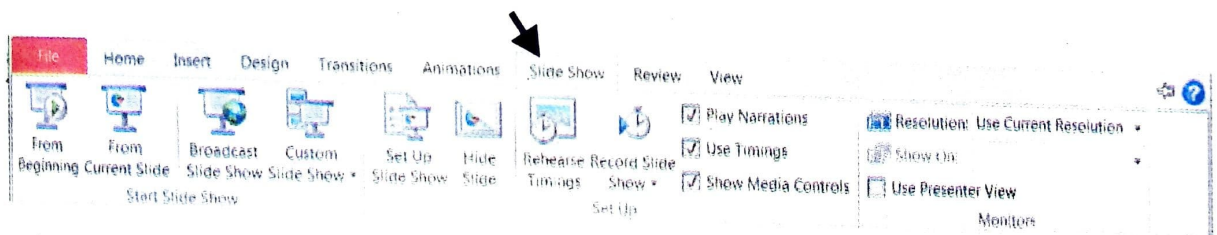
Transition : Slide transitions are the visual movements as one slide changes to another. PowerPoint has different transition effects like blinds horizontal, blinds vertical, box in, box out, dissolve, fade smoothly etc. You can control the speed, add sound, and even customize the properties of transition effects. It has features like Transition and Sound and Timing.



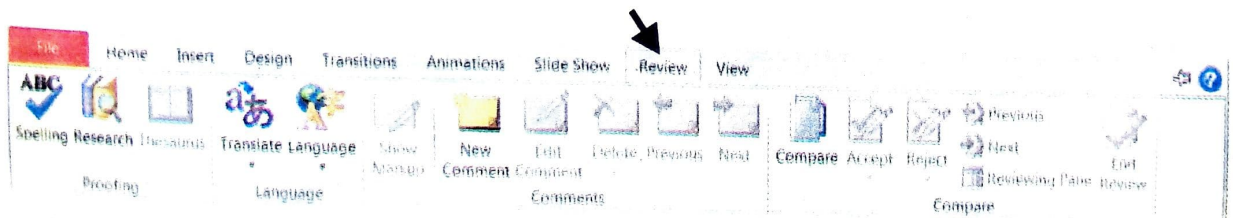
Animation : It helps to apply Animation.



Slide Show : It helps to start slide show and to set up Rehearse Timings and Monitor setting etc.



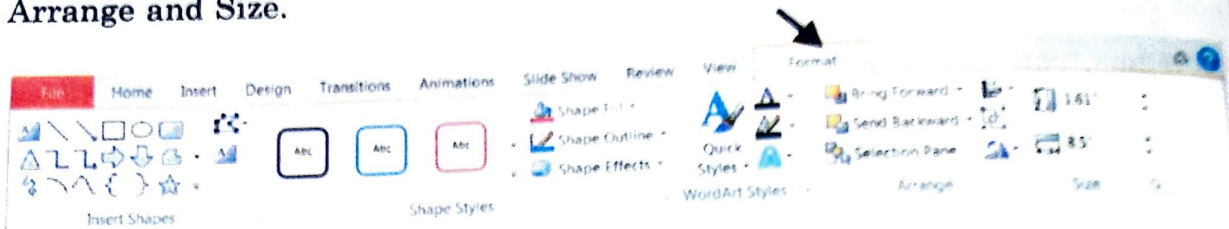
Review : It has features like Proofing, Language, Comments and Compare.



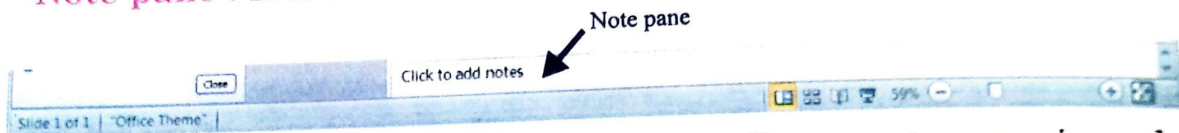
View : It helps to manage Presentation Views, Master Views, Window etc.



Format : When you write any text then a new tab named "Format" is displayed which has options like Insert Shapes, Shape Styles, WordArt Styles, Arrange and Size.



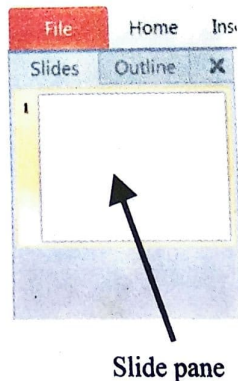
Note pane : It is used to enter speaker notes.



Status bar : It has view option and also allow you to zoom in and zoom out.



Slide tab/Pane : It shows the thumbnails of the slide and it also shows the order of slides in the entire presentation.



◆ 4.5 DIFFERENT TYPES OF VIEW OF A SLIDE (NORMAL, SLIDE SORTER AND SLIDE SHOW)

4.5.1 Views Of Powerpoint

View is way of displaying the contents of a presentation. PowerPoint allows you to view your slides in different ways. This can be done with the help of various views of PowerPoint. Views make it easier to manage the content of

your presentation. It also allows you to add notes to the slides in your presentation which are helpful for creating handouts.

Slide Show :

To exit Slide Show view : Press Esc button.

1. Normal View : Normal view is the default and main editing view. In this view you create and design your presentation. Normal view includes the Slides/Outline pane on the left.

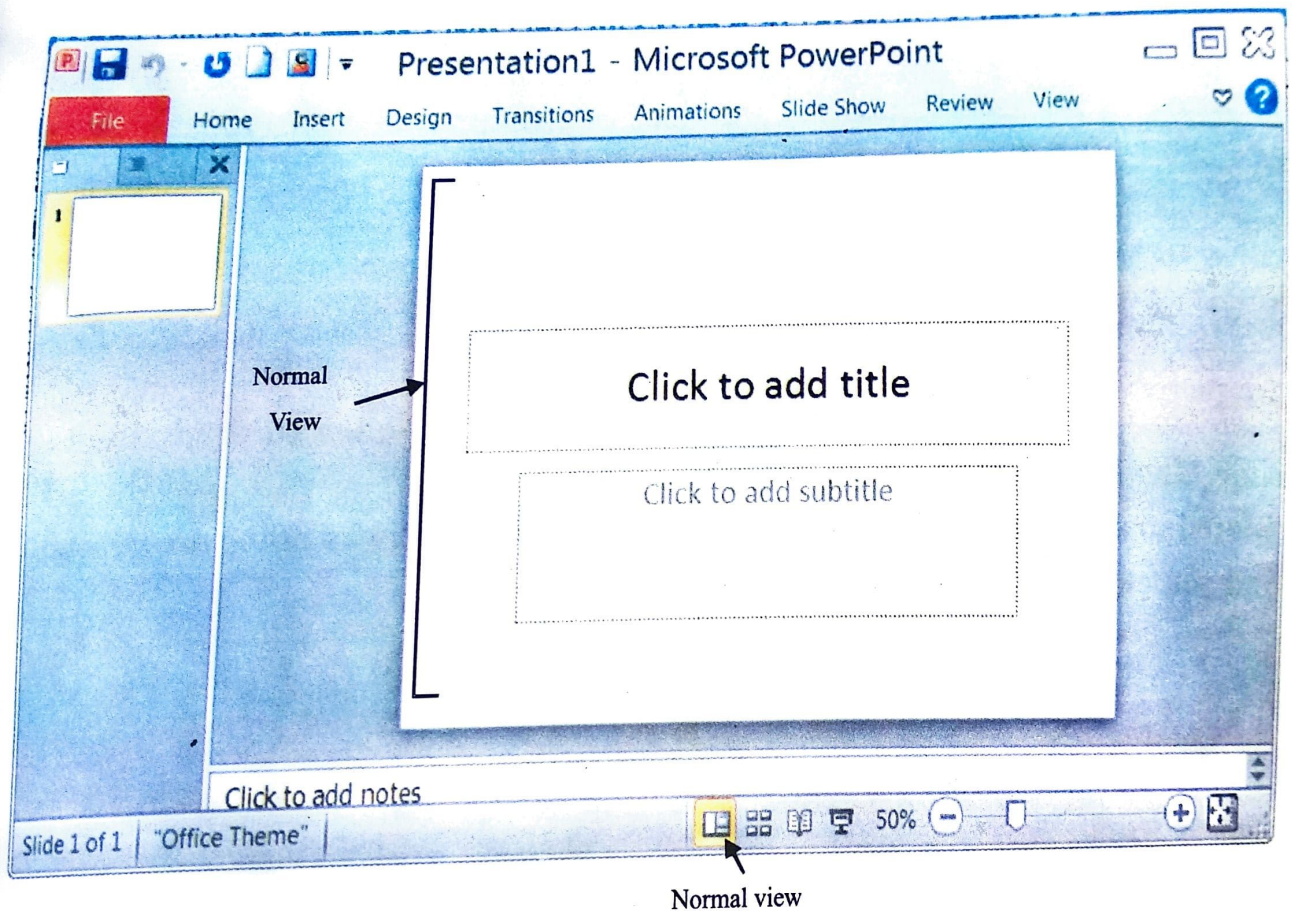


Fig. Normal View

2. Slide sorter view : Slide sorter view is very useful view of PowerPoint. Slide sorter gives you an overall picture of your presentation. In this view, you see a miniature (thumbnail form) of each slide. The Slide Sorter view allows you to sort, rearrange and hide your slides. You can add, or delete slides in this view. You can also preview your transition and animation effects in this view. You can not view, edit the text or images on the slide.

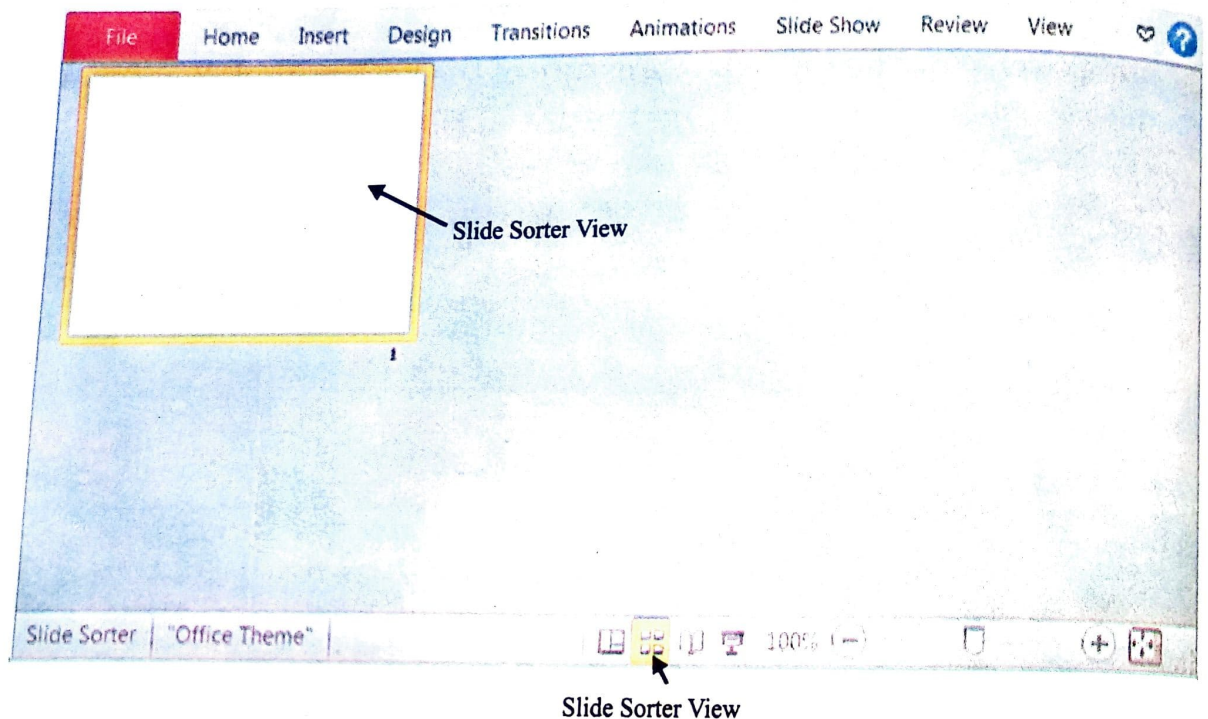


Fig. Slide Sorter View

3. Notes Page : This view is used to add notes related to the contents of slide. The slide selected in this view appears on the top corner and the notes related to slide can be written at the bottom portion. These notes are printable and you can give them to the audience.

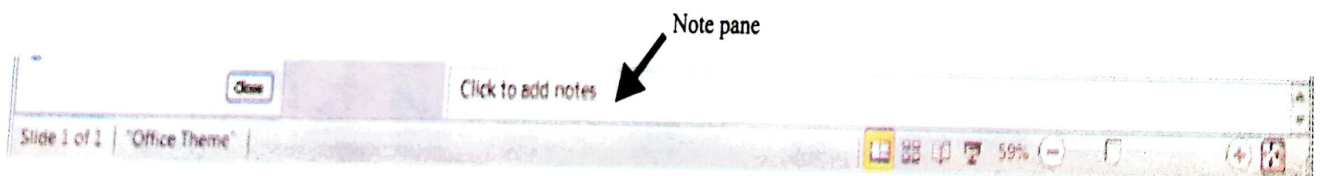


Fig. Displaying Notes Pane

4. Reading view : It display the slide within the window and this view is used to do proof reading. This view is not used to give presentation to audience.

5. Master views : It includes Slide, Handout and Notes view. In main slides it stores information about the presentation, including background, color, fonts, effects, place holder sizes & positions. In this view you can make universal style changes to every slide, notes page or handout associated with your presentation.

4.6 EDITING AND FORMATTING OF SLIDE

You can also change the Pattern or Texture of the background. You can also use pictures as the background of the slide. You can change the pattern and texture from the Background Styles button.

The steps to change the Pattern as Picture are given below :

1. Click on Background Styles button on the Design tab.

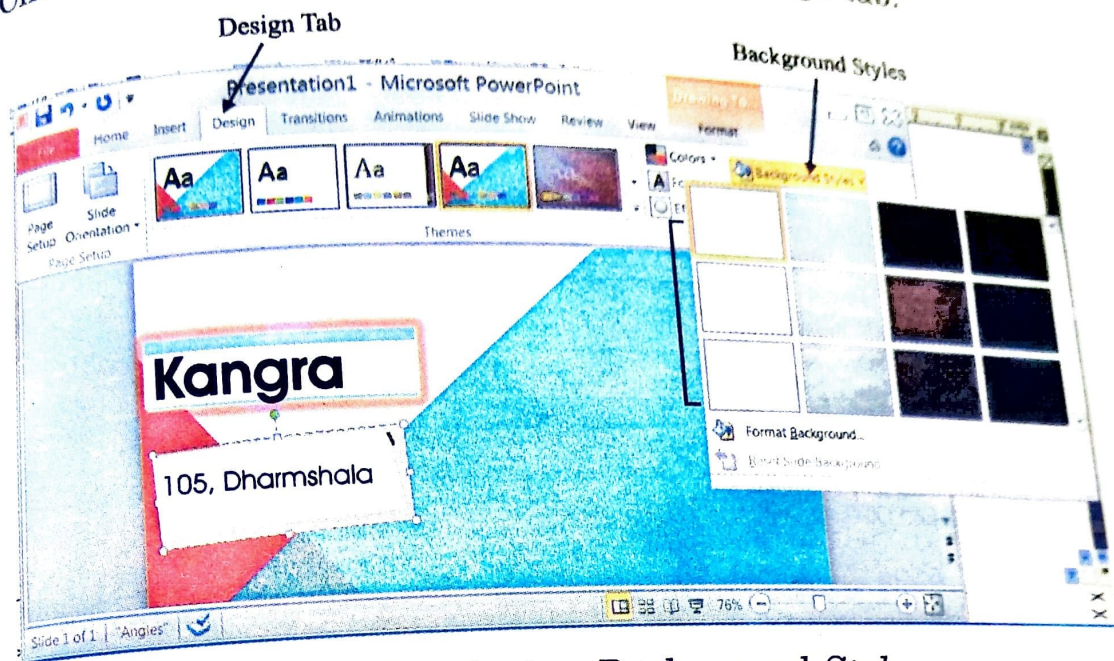


Fig. Displaying Background Styles

2. Click on Format Background. Format Background dialog box will appear on the screen.

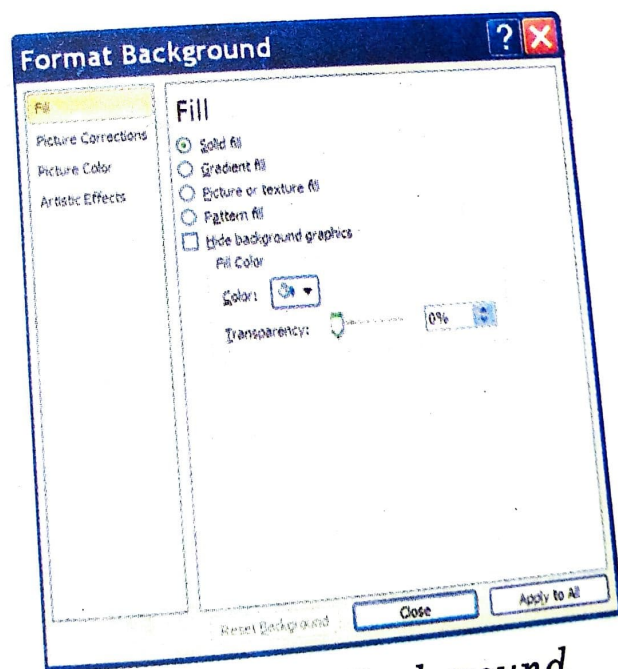


Fig. Format Background

3. Select Fill option, then select Picture or texture fill option

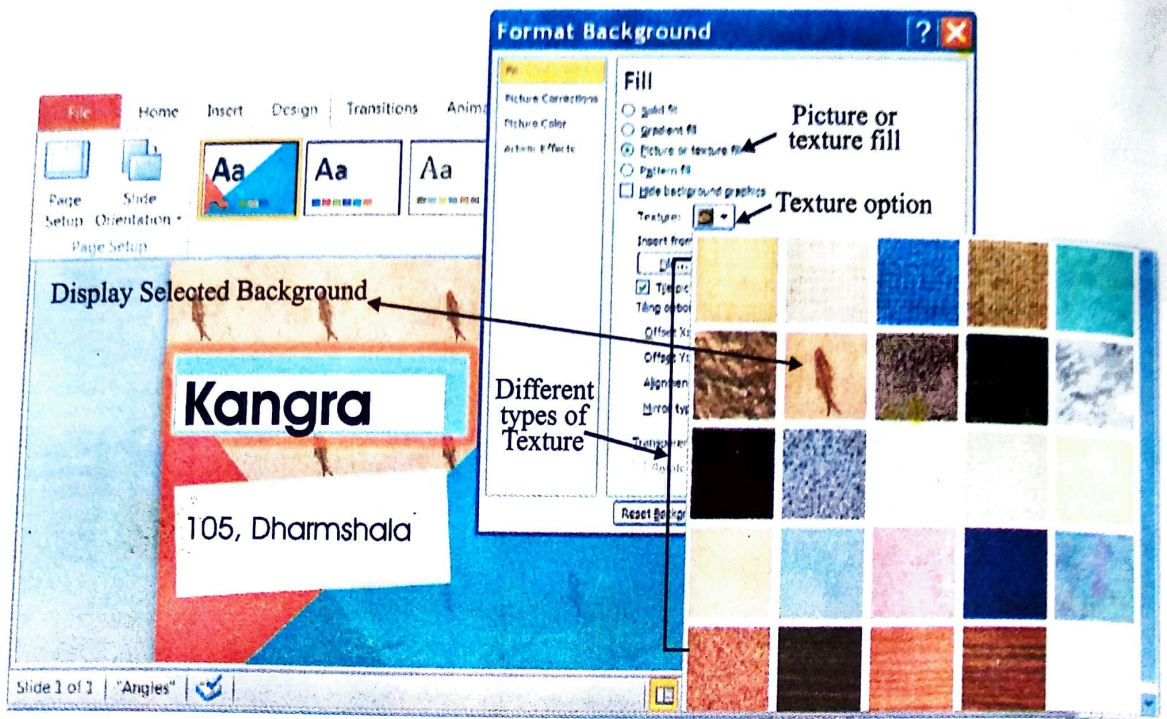


Fig. Displaying Format Background Dialog Box

4. Select any one from File...,Clipboard, Clip Art....

5. If you select Insert from File... option then Insert Picture dialog box will appear on the screen.

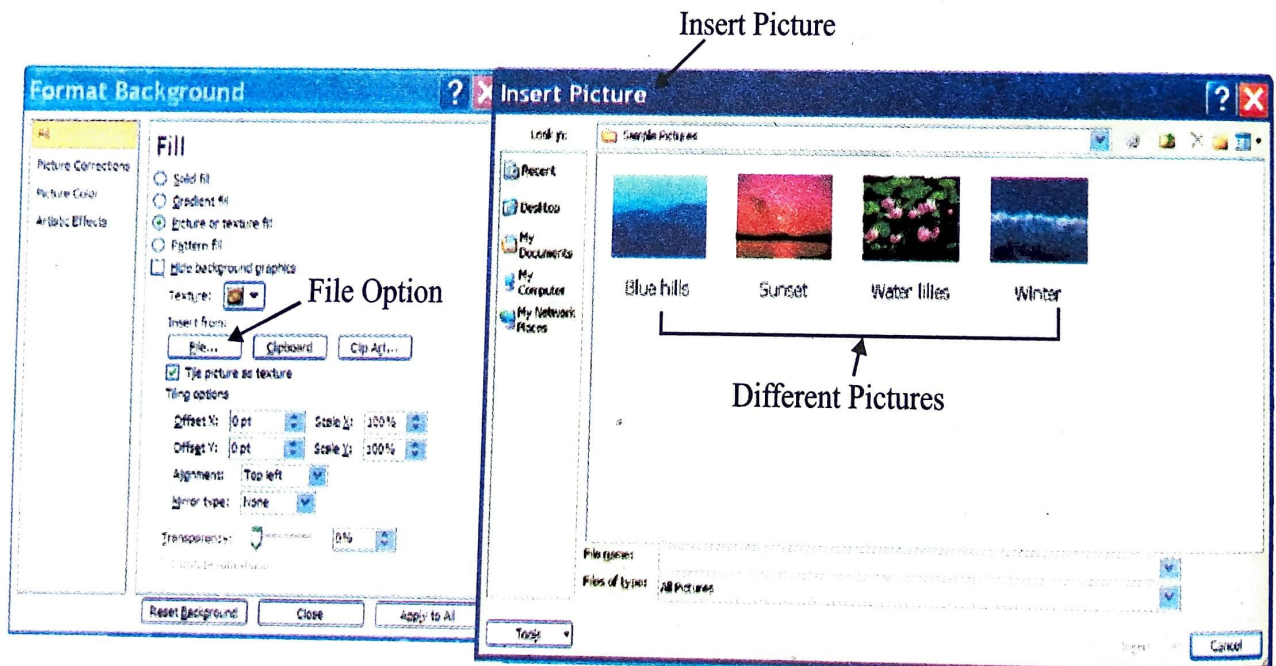


Fig. Steps for Changing Picture

6. Select the desired Picture.
7. Click on Insert button from the dialog box.
8. Click on Close button to apply this picture on selected slide or Apply to All button to apply this picture on all the slides in the presentation.



Fig. Changing picture in slide

The selected picture will be applied to your slide/slides.

The steps to change the Texture are given below :

1. Click on Background Styles button on the Design Ribbon.

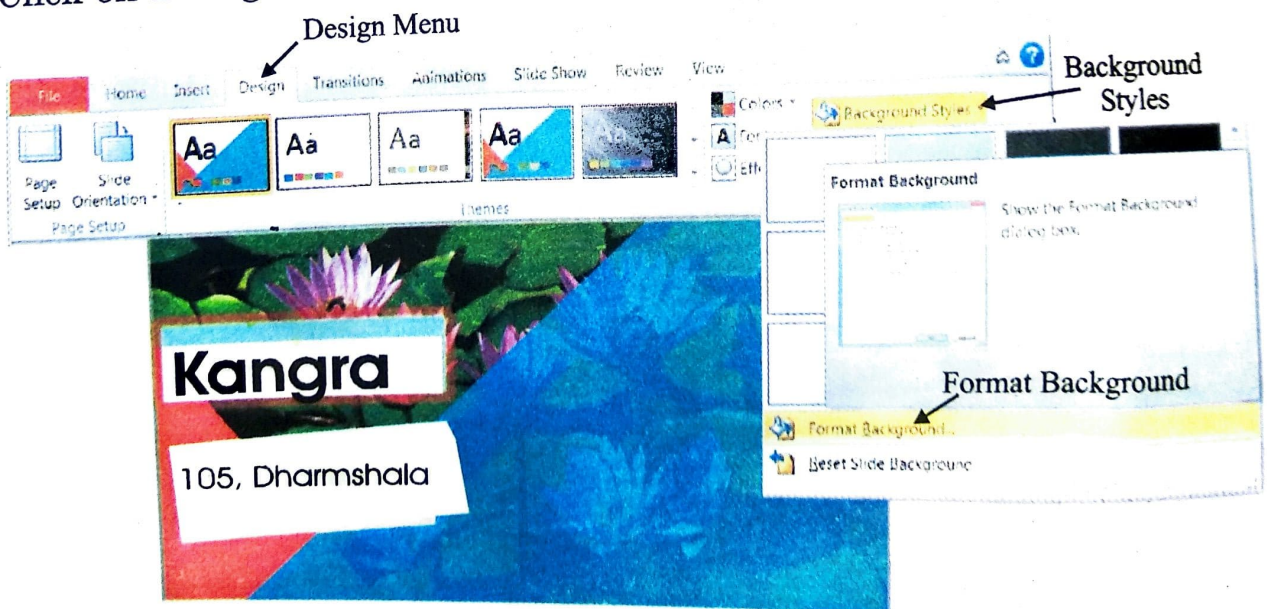


Fig. Steps for Changing Background Styles

2. Click on Format Background. Format Background dialog box will appear on the screen.

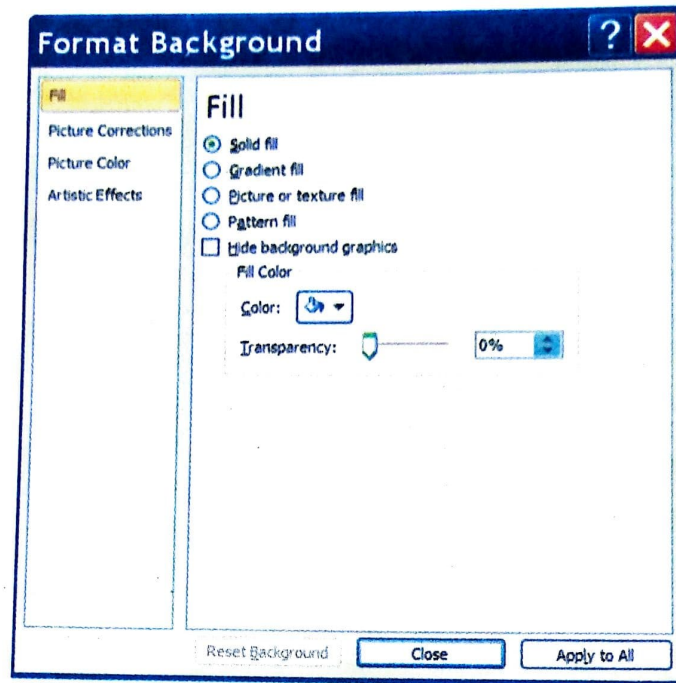


Fig. Format Background

3. Select Fill option, then select Picture or texture fill option.
4. Click on Texture drop down menu. A drop down list will be displayed.

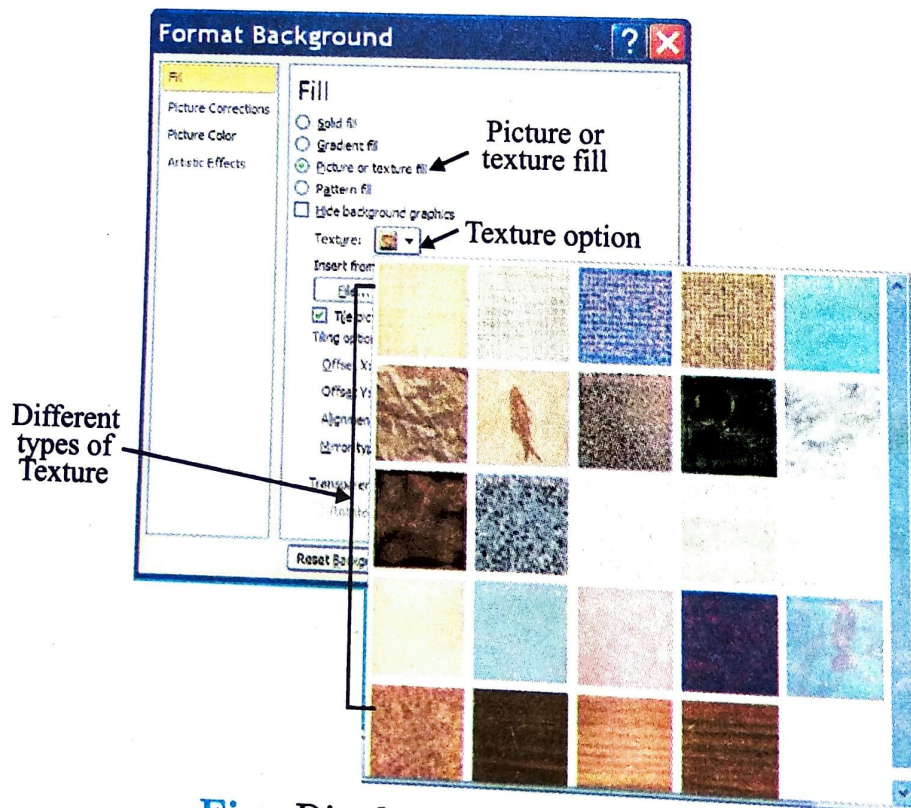


Fig. Displaying Texture Fill

5. Select the desired Texture from the list.
6. Click on Close button to apply this Texture on current slide or Apply to All button to apply this Texture on all the slides in the presentation.

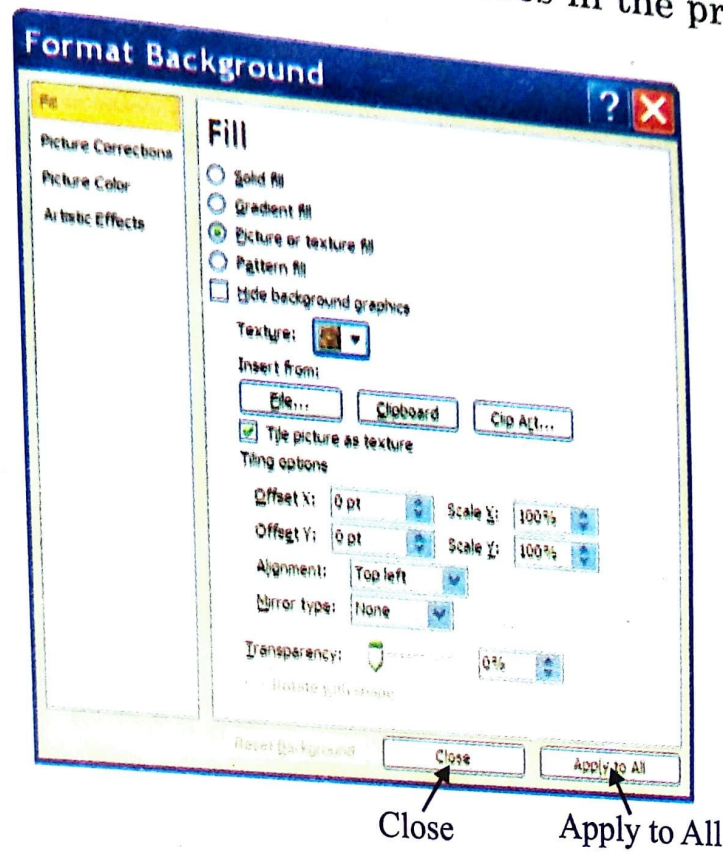
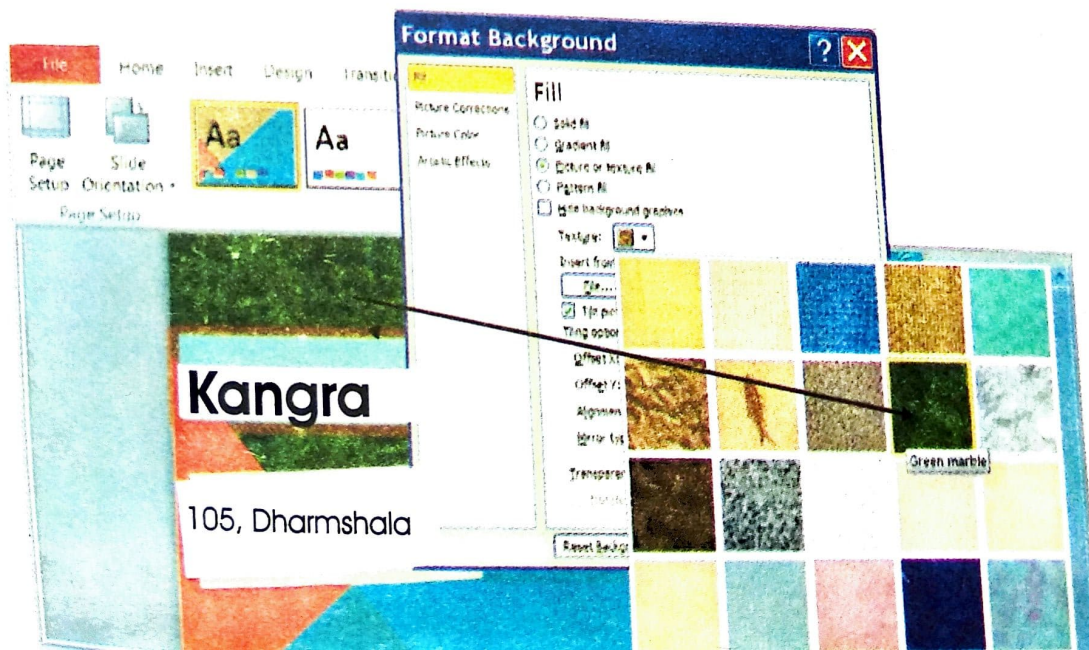


Fig. *Format Background Dialogue Box*

7. The selected texture will be applied to your slide/slides.

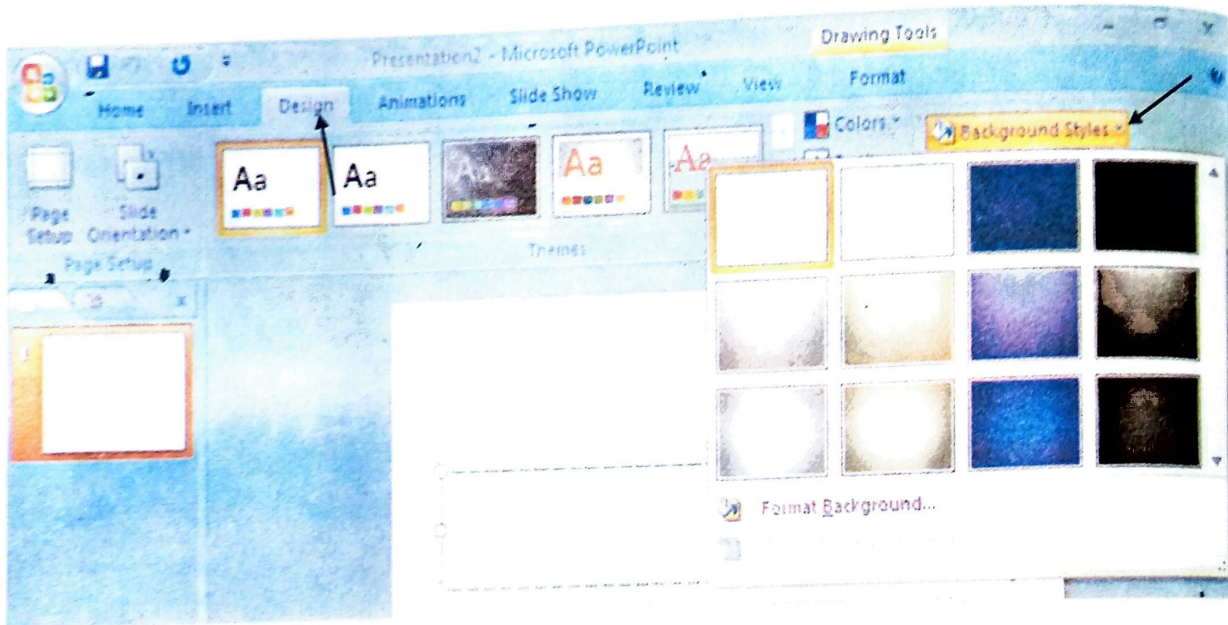


◆ 4.7 ADDING TITLE AND SUB TITLES, TEXT, BACKGROUND, WATER MARK

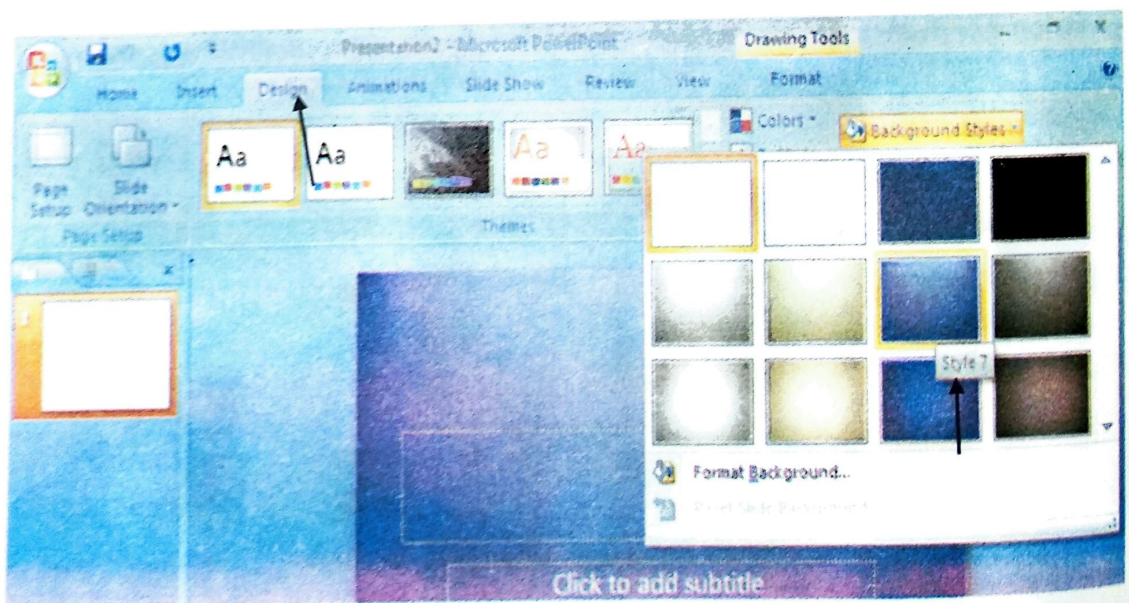
CHANGING THE BACKGROUND STYLES

You can change the background colour of selected slide or all the slides in a presentation. The steps to change the background style are :

1. Click on Background Styles button on the Design tab.



2. Move the mouse over any of the background style.
3. The selected background style will be reflected on the slide.



4. Click on the style that you like. The selected style will be applied to your slide.

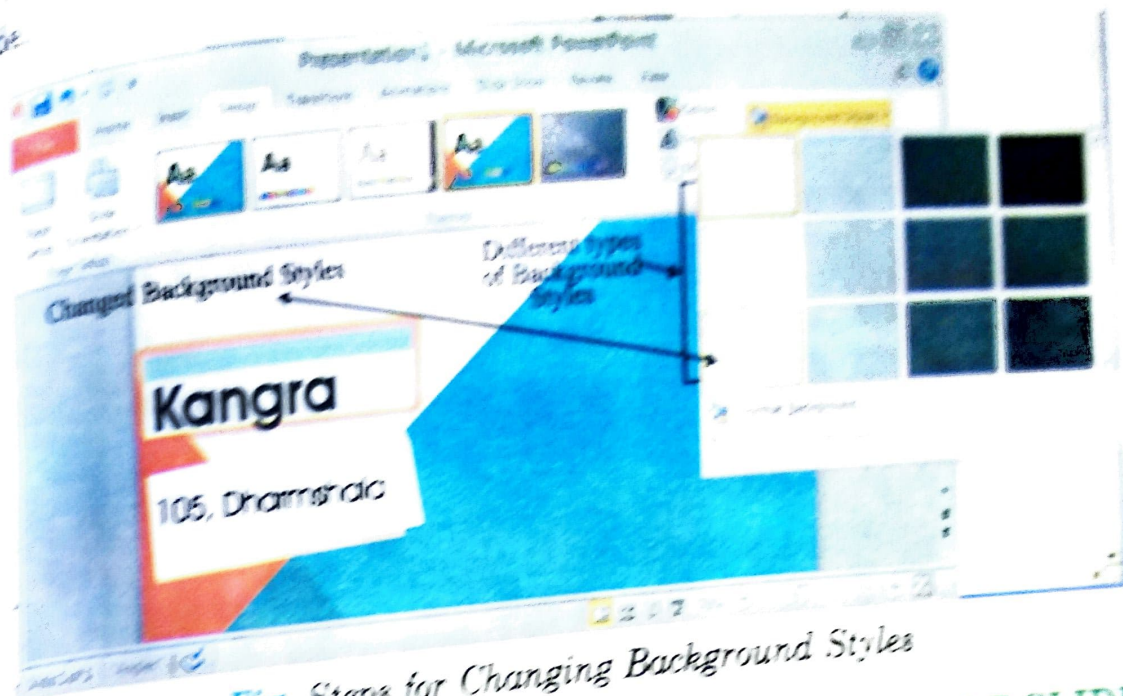


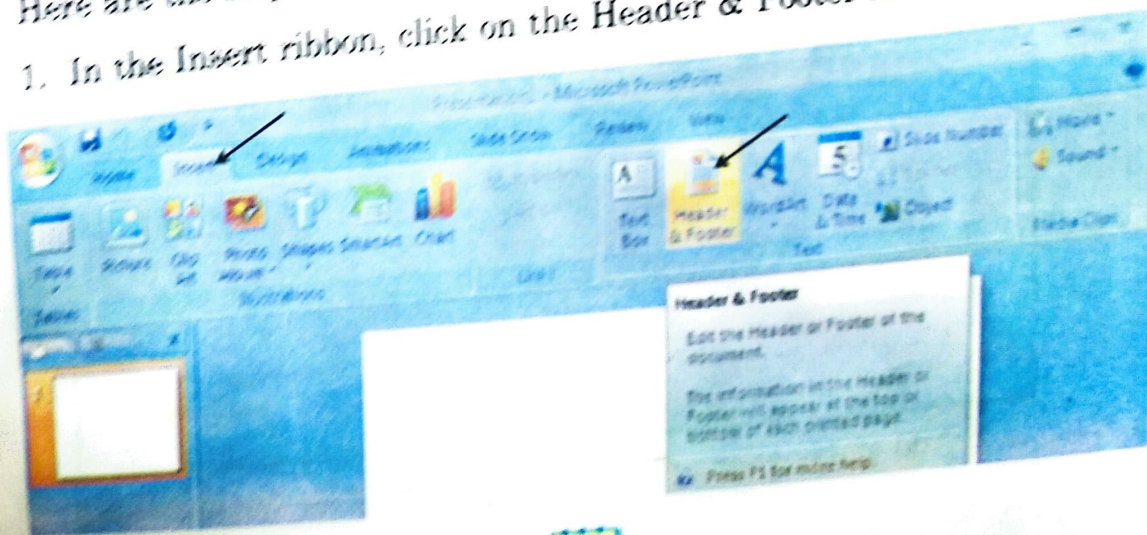
Fig. Steps for Changing Background Styles

◆ 4.8 HEADER AND FOOTER AND NUMBERING OF SLIDES

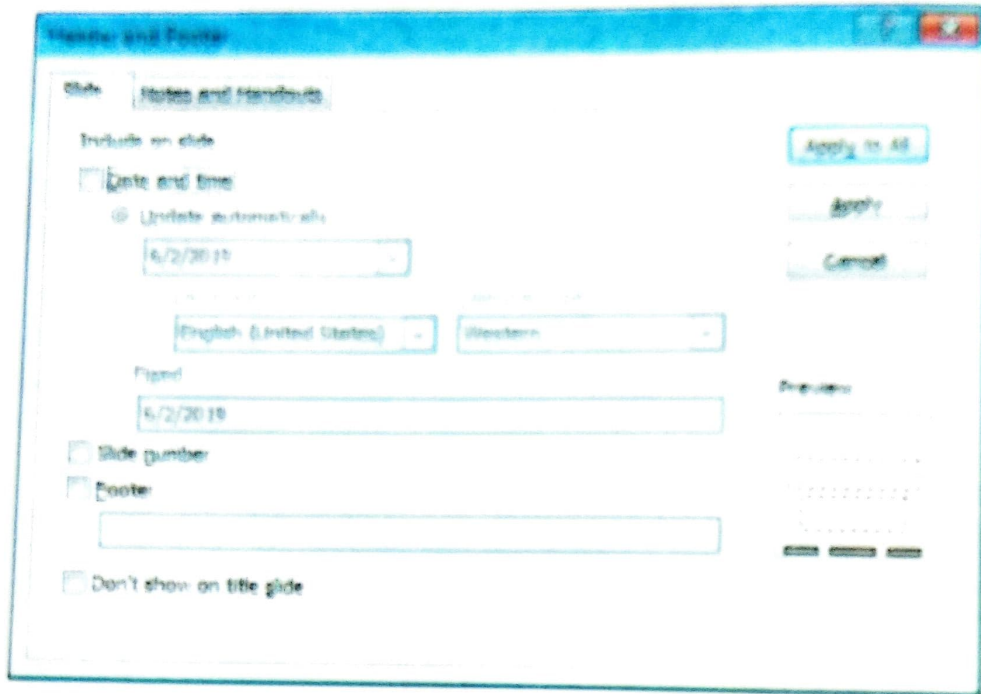
PowerPoint offers the ability to add header and footers to the slides. While having footers in presentations is logical, header may not be quite evident at first. Typically, the slide title would be the header in the main slide, however when it comes to printing out handouts a separate header would be quite useful.

Here are the steps to add header and footer information to slides

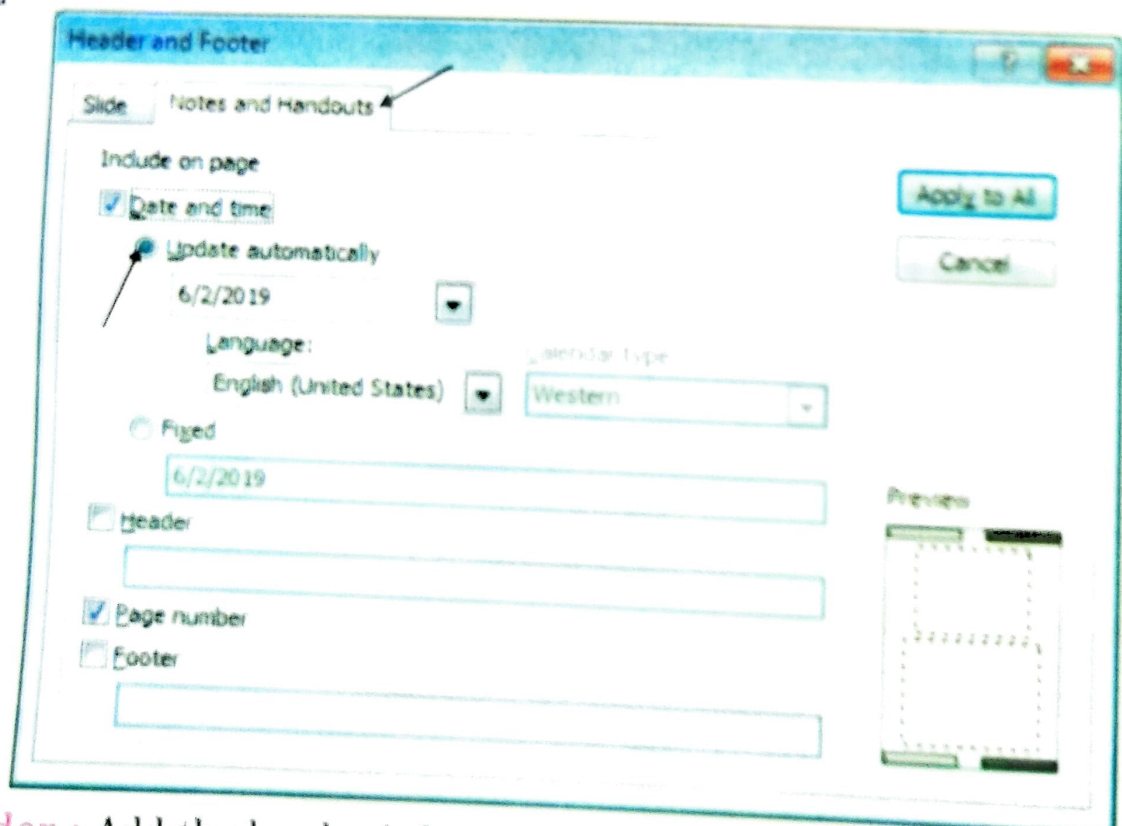
1. In the Insert ribbon, click on the Header & Footer menu item.



2. The Header and Footer dialog has two tabs – the Slide tab and the Notes and Handouts tab. The slide tab is appear in the figure.



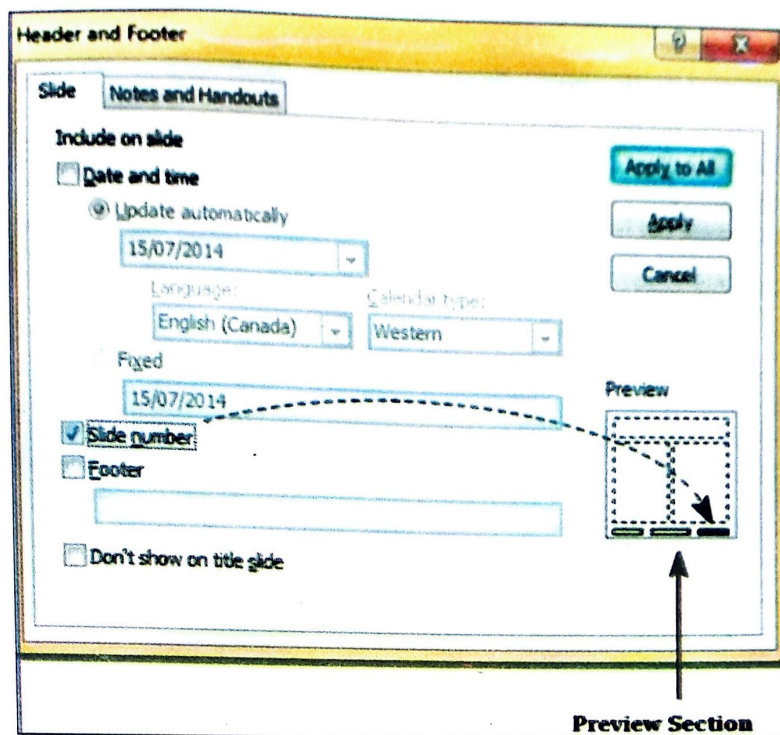
3. From the Notes and Handouts option you can add Date and Time in the footer



Header : Add the header information for every page on the handout

Page Number : Insert page number in the footer

When you check any of the header and footer checkboxes in either tabs, you can see the location where the detail is inserted in the preview section.



◆ 4.9 INSERTING PICTURES IN SLIDE

Clip Art : PowerPoint has picture gallery which is called Clip Art gallery. Clip Art is a single piece of ready-made art. Clip Art gallery contains clips of different categories. It contains clips related to different category like school, computer, books etc. Perform the following steps to insert Clip Art from gallery:

1. Click on Insert menu → Clip Art option.

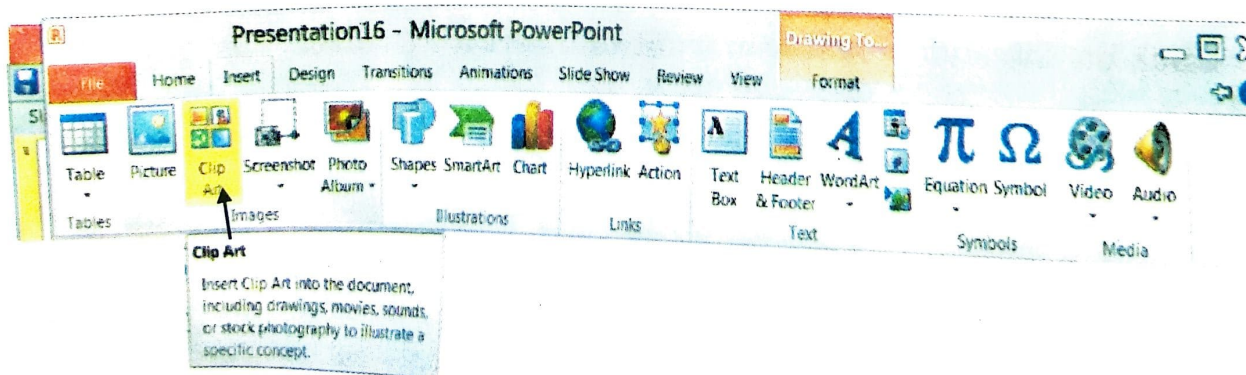


Fig. Displaying Clip Art menu

2. The Clip Art pane will appear on right hand of the window.
 3. A Search for box will appear, type the keyword related to the picture you are looking for.
 4. Press Enter button or click on Go button.
 5. Select the desired picture.
- The selected picture will be inserted in your slide.



Fig. Showing steps to insert Clip Art

INSERTING A PICTURE

You can also insert pictures in your presentation to make it more impressive. You can insert pictures from Clip Art gallery or from some file also. The steps to insert a picture from file are given below:

1. Click on the slide where you want to insert a Picture.

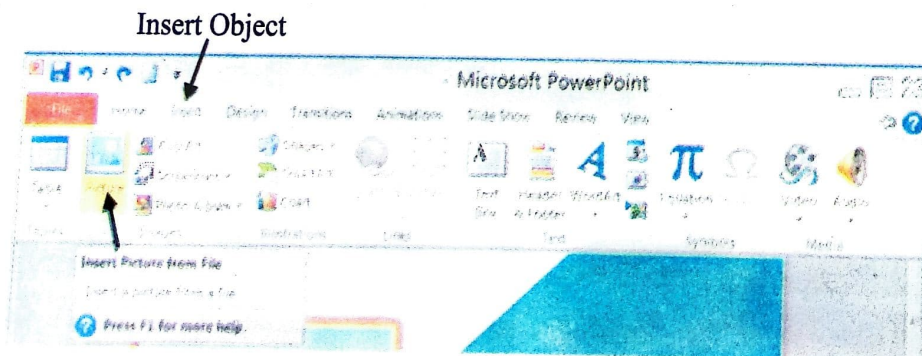


Fig. Insert Ribbon

2. On the Insert tab, click on Picture option in Illustrations group. The Insert Picture dialog box will appear.

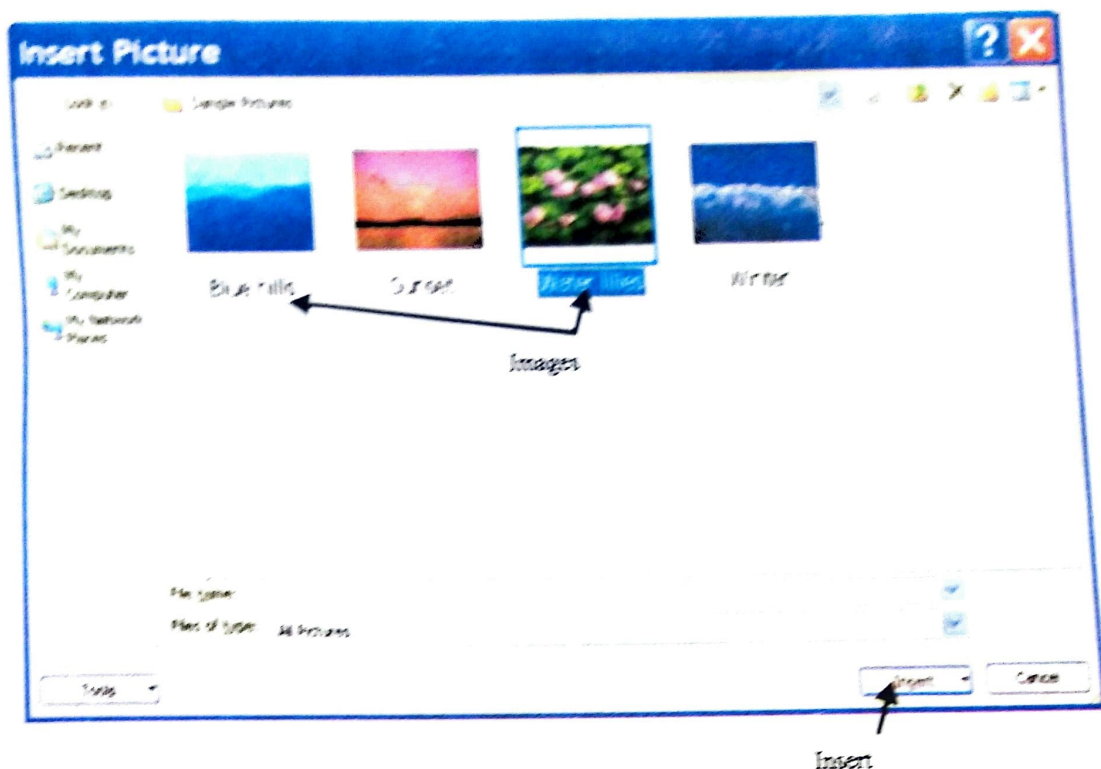


Fig. Insert Picture dialogue box

3. Select the picture which you want to insert.

4. Click on Insert button.

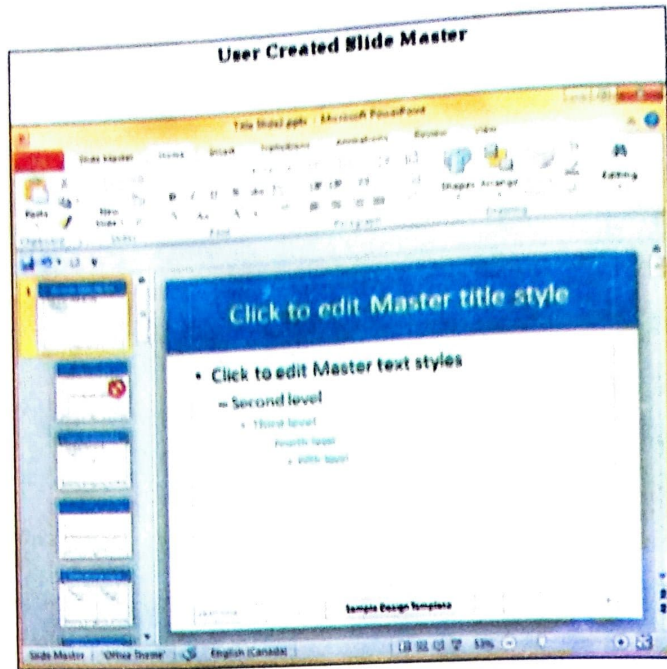
The picture will be inserted in your slide. You can change the size and position of the picture.

◆ 4.10 DESIGN TEMPLATES

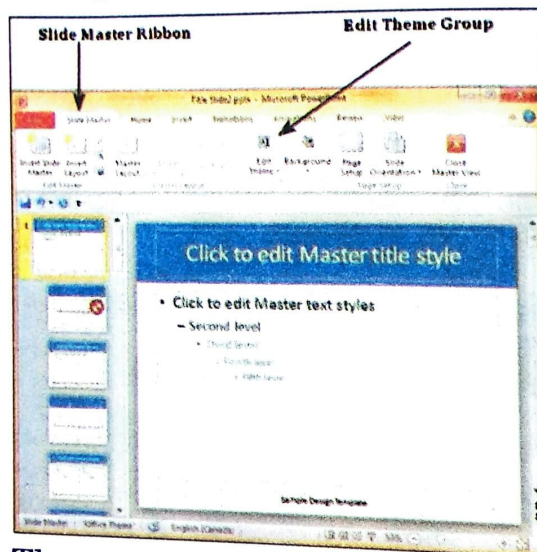
There are different aspects of a design which can be created and saved to ensure you can reuse the hard work you spent on creating the first copy.

Given below are the steps to save design templates :

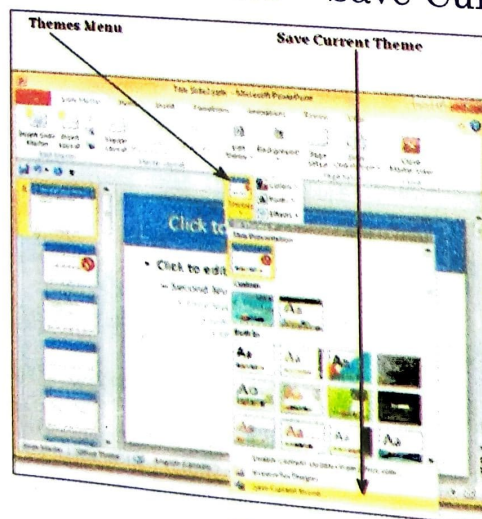
1. Create a new design template from the Slide Master view. Depending on your needs, this template can have different colors, images, logos or symbols included in the master slide and the layout templates.



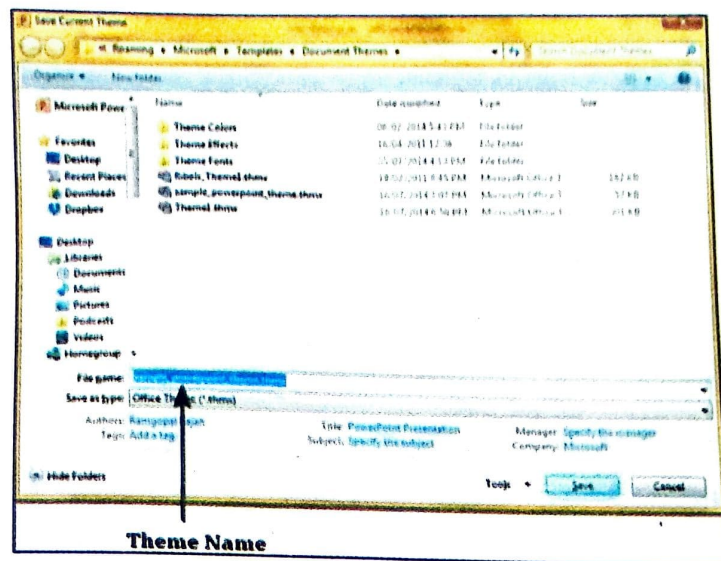
2. Go to the Edit Theme group under the Slide Master ribbon.



3. Navigate to Edit Themes > Themes > Save Current Theme...



4. In the Save Current Theme dialog, enter the Theme name and click Save.



◆ 4.11 ANIMATIONS, SOUND & TRANSITION EFFECTS

ANIMATION

Animation can help make a PowerPoint presentation more dynamic, and help make information more memorable. The most common types of animation effects include entrances and exits. You can also add sound to increase the intensity of your animation effects.

ANIMATION SCHEME

Animation Scheme is a very useful feature of PowerPoint. It is used to add preset visual effects to text on slides. PowerPoint provides simple as well as exciting animation schemes. Each scheme usually includes an effect for the slide title and an effect that is applied to bullets or paragraphs on a slide.

Steps to apply Animation Scheme are :

1. Click on Animation ribbon.

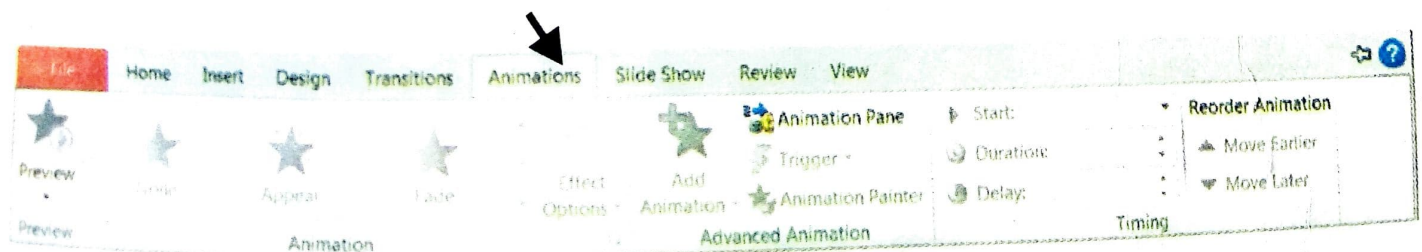


Fig. *Displaying Animations ribbon*

2. Select the object on which animation has to be applied.
3. Click on Animation and select the type of animation.

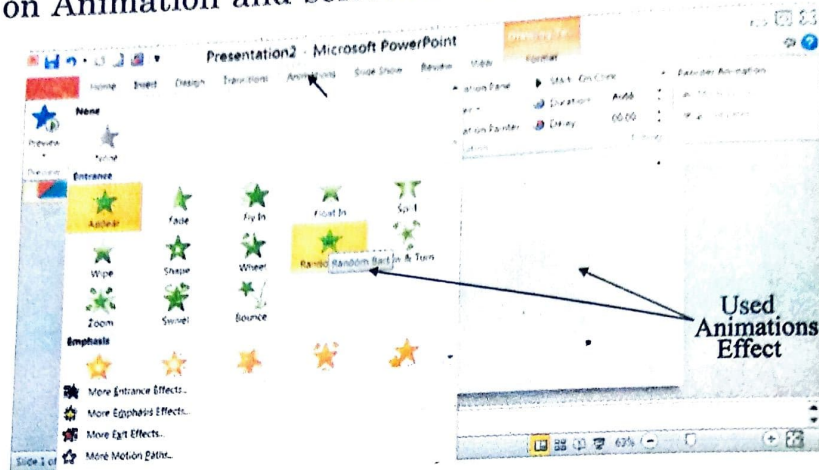


Fig. Animation Scheme

The selected animation scheme will be applied on your slide

(ii) Slide Transition : Slide transitions are the visual movements as one slide changes to another. PowerPoint has different transition effects like blinds horizontal, blinds vertical, box in, box out, dissolve, fade smoothly etc.

Perform the following steps to insert transition effect :

1. Click on Transition ribbon.
2. Select the transition type.

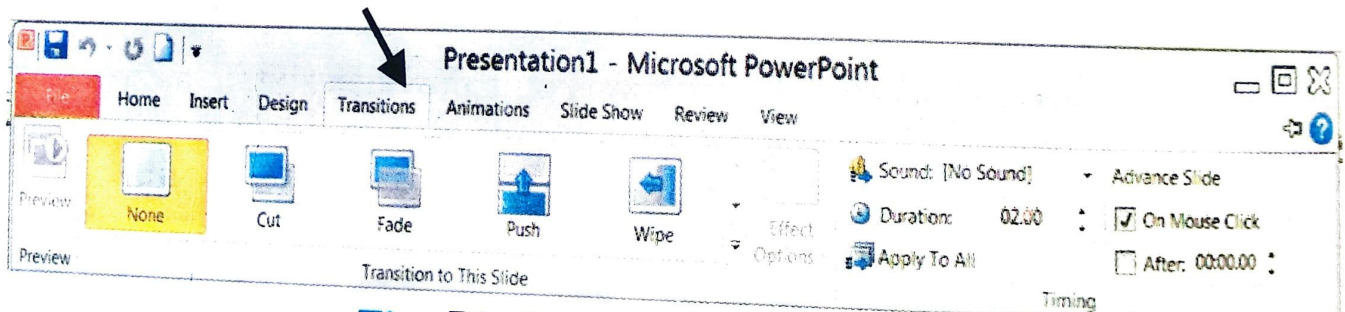


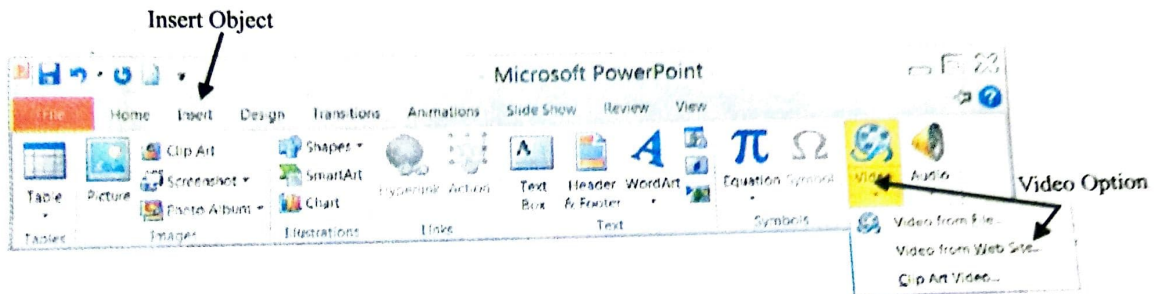
Fig. Displaying Transition ribbon

3. Select the transition sound, transition speed and advance slide option.

INSERTING MOVIES/VIDEO FILES

PowerPoint also allows you to add Movies/Video clips in your presentation. This is a very nice feature of PowerPoint. You can insert Movies/Video clips by using the following three options :

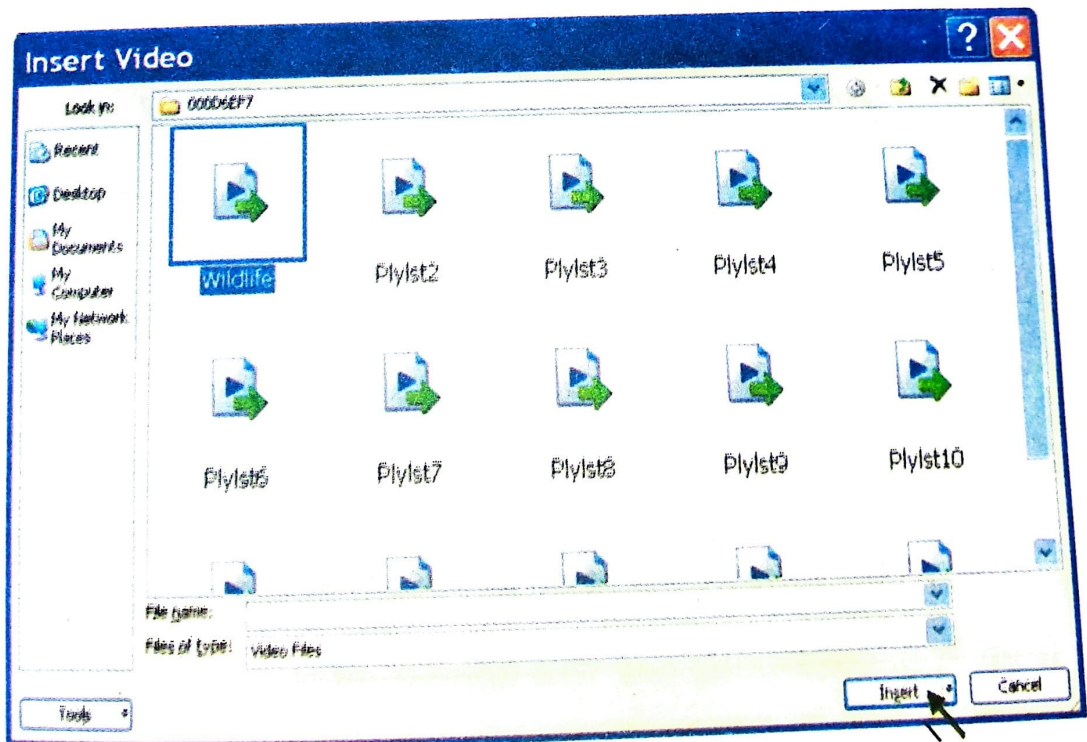
1. Movie from File....
2. Movie from Website
3. Movie from Clip Organizer...



VIDEO FROM FILE

The steps to insert Video from File are given below :

1. Click on the slide where you want to insert a Video.
2. Click on the Insert tab, point to Video under Media Clips group then click on Video from File option.
3. Insert Video Dialog box will appear on the screen.



4. Select the video you want to use and then click OK.

5. The video will appear on the slide.

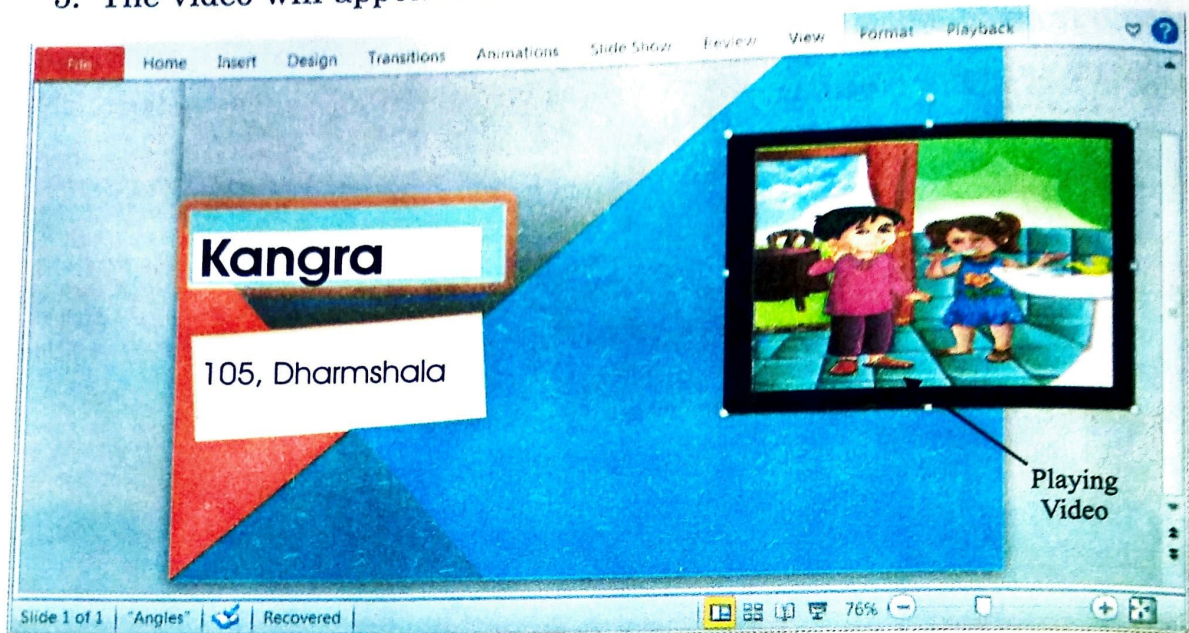


Fig. Showing Video is inserted

The Video Tools ribbon will appear when video is inserted in the slide.

VIDEO FROM WEBSITE

The steps to insert Video from Website are given below:

1. Click on the slide where you want to insert a Video.
2. Click on the Insert tab, point to Video under Media Clips group then click on Video from Website option.

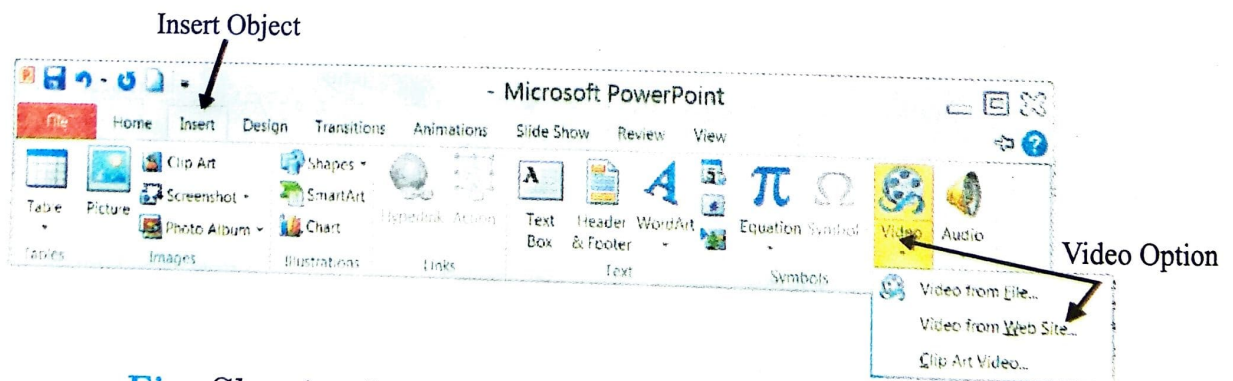


Fig. Showing Video from Web Site... under Video option

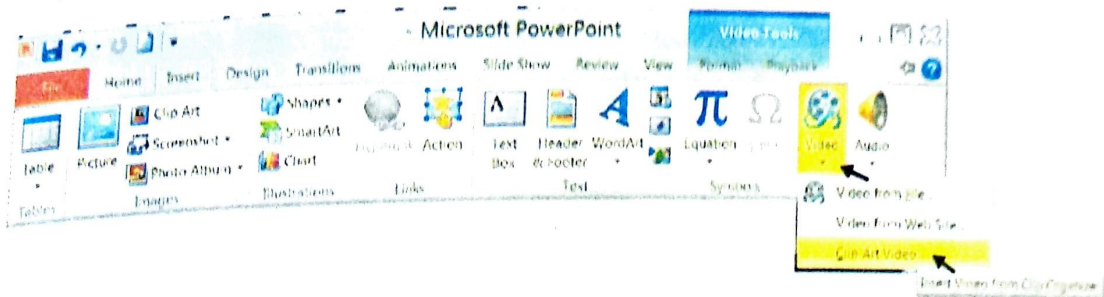
3. Video from Website Dialog box will appear on the screen.
4. Paste the embed code and then click Insert button.
5. The video will appear on the slide.

VIDEO FROM CLIP ORGANIZER

Clip Organizer is the Office tool that helps you organize all of the media clips like animated clips, videos and photos etc stored on your computer. Clip Gallery is collection of animated **Clip Art**.

The steps to insert Video from Clip Organizer are given below :

1. Open the slide in Normal view.
2. Click on the Insert tab, select Video under Media Clips group then click on Clip Art Video option.



3. Then Clip Art search box will appear. From here you can search the desired video clip.

4. Select the clip, the selected clip will be inserted in the slide.



Just Remember

1. PowerPoint is presentation program developed by Microsoft.
2. There are many methods to create presentation in PowerPoint e.g. Blank presentation, recent template and sample template.
3. A theme is a set of predefined layout colors, fonts and effects.
4. A slide is a single or individual page of a presentation.

Fig. Displaying Clip Art dialogue box

5. A presentation is a collection of individual slides that contain information on a topic.
6. Layout refers to the way things are arranged on a slide.
7. PowerPoint allows you to view your slides in different ways.
8. You can change the background color of the selected slide or all the slides in a presentation.
9. PowerPoint offers the ability to add header and footer to the slides.
10. PowerPoint has picture gallery which is called ClipArt gallery.
11. Animation scheme is used to add preset visual effects to text on slides.
12. Slide transition are the visual movements as one slide changes to another.
13. Clip gallery is collection of animated ClipArt.
14. PowerPoint also allows us to add Movies / Video clips in presentation.

EXERCISE



◆ Multiple Choice Questions

1. PowerPoint was developed by :
 - (a) Dennis Austin
 - (b) Thomas Pudkin
 - (c) Both (a) and (b)
 - (d) Name of above
2. The way to open PowerPoint is :
 - (a) Through start button
 - (b) Through search box
 - (c) Through shortcut on Desktop
 - (d) All the above
3. The method to create presentation in PowerPoint is :
 - (a) Blank presentation
 - (b) Recent templates
 - (c) Sample templates
 - (d) All the above

4. The method to save a presentation is :
 - (a) By pressing Ctrl + S on keyboard.
 - (b) By clicking save button on Quick Access Button
 - (c) Through file menu
 - (d) All the above
5. A PowerPoint offers the ability to add :
 - (a) Header
 - (b) Footer
 - (c) None of above
 - (d) Both (a) and (b)

◆ True or False

6. ClipArt is a single piece of ready made art. ☐
7. PowerPoint does not allow you to create lively and effective presentation. ☐
8. You can also create a presentation by recently used template. ☐
9. A theme helps you easily to create professional and well designed presentations. ☐
10. After making presentation you cannot save it for future use. ☐

◆ Fill in the blanks

11. Layout to the way things are on a slide.
12. File menu is located a the left of tab.
13. used to enter speaker notes.
14. View is way of displaying the contents of a
15. PowerPoint offers the ability to add header and footers to the

◆ Very Short Answer Type Question

1. What is PowerPoint ?

(9th)

2. What is theme ?
3. What is my templates ?
4. What is a slide ?
5. What is presentation ?
6. What is layout ?
7. What is a view ?
8. What is ClipArt ?

◆ Short Answer Type Question

1. Name the three ways to open PowerPoint.
2. How you will start PowerPoint through start button ?
3. How you will create presentation by sample template ?
4. How you will save presentation through file menu ?
5. Name the various type of view.
6. What is slide shorter view ?
7. How you can insert picture in a presentation ?
8. What are the steps to insert transition effect ?

◆ Long Answer Type Question

1. What are the methods to create presentation ? Describe them.
2. What are the different way to save a presentation ? Describe them.
3. Describe the different type of ribbons and their function ?
4. Describe the different types of views of a slides.
5. Write the steps to change the pattern and texture.

Answers Key

1. (c) Both (a) and (b), 2. (d) All the above, 3. (d) All the above, 4. (d) All the above, 5. (d) Both (a) and (b), 6. True, 7. False, 8. True, 9. True, 10. False, 11. arranged, 12. menu, 13. Thumbnail, 14. slide, 15. slides