

UNIT – 3

WORKING WITH MS POWER POINT

1.Introduction to MS power point

- MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.
- Microsoft PowerPoint is a powerful presentation software developed by Microsoft. It is a standard component of the company's Microsoft Office suite software, and is bundled together with Word, Excel and other Office productivity tools.
- Microsoft PowerPoint is a software application that is particularly used to present data and information by using text, diagrams with animation, images, and transitional effects, etc in the form of slides. It helps people to better understand the idea or topic in front of the audience practically and easily.

Use of MS Power Point :

1. Power Point in education

- Teachers can use PowerPoint to teach subjects lessons and chapters of any book.
- It gives the opportunity to the teacher to cover a topic in the different t slides. And in each slide, they can manage, highlight, mention, and teach important points that are essential to cover on that topic.
- On the contrary, students can create their own presentations for self-learning or can create for teachers to show them.

2. PowerPoint in business:

- PowerPoint helps people in business to create a plan, structure related to the business or organization.
- In the case of the training team, you create and showcase the methods with the help of diagrams, images, and circles.

3. PowerPoint for job seekers

- Through PowerPoint, job seekers can create digital resumes or multimedia resumes and it will become a unique way of presenting skills and knowledge in front of interviewers.

4. Use PowerPoint to Make Tutorials

- For the purpose of training or educational contexts, PowerPoint can be easily used to create worksheets and tutorials.

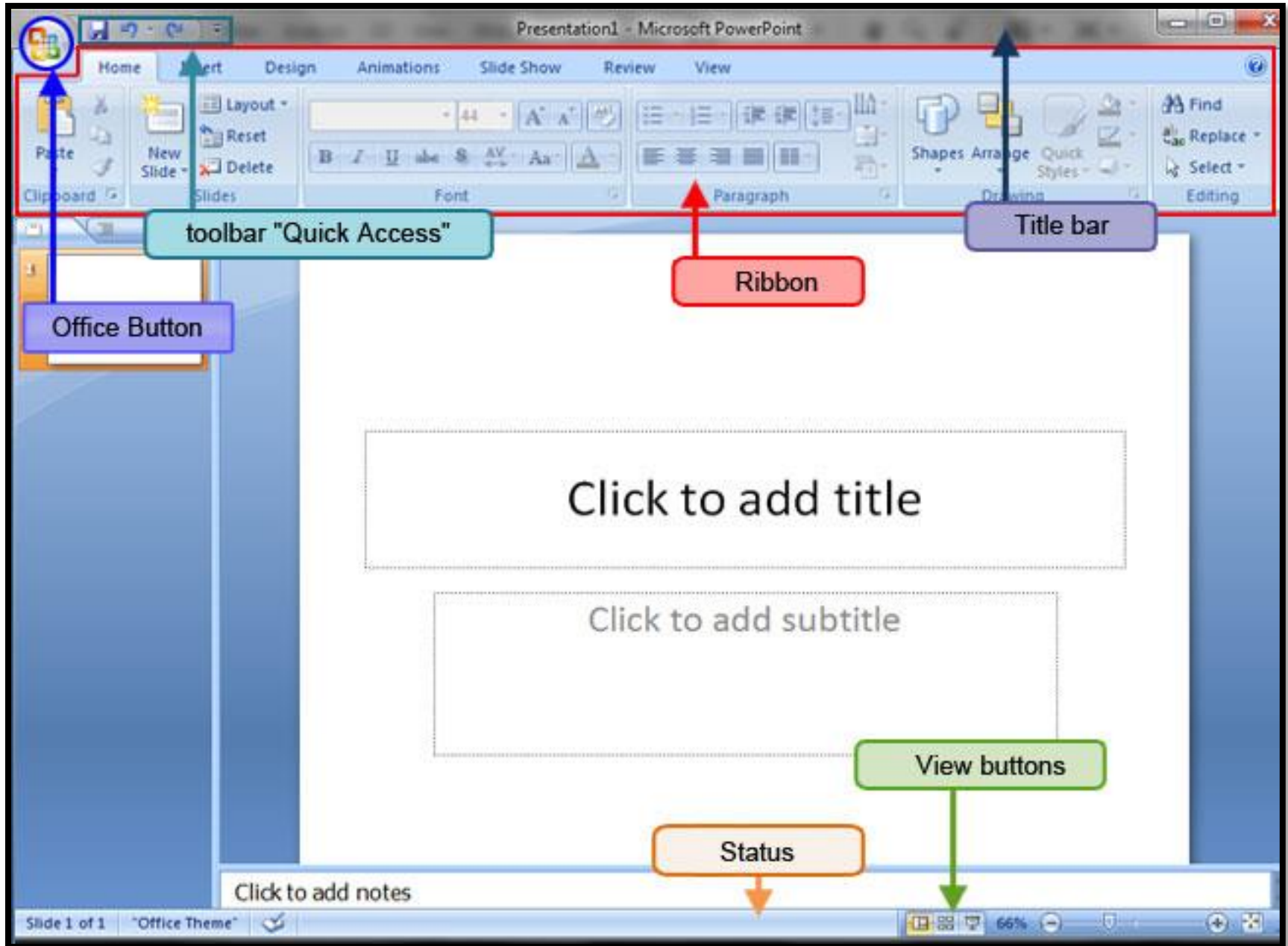
5. Use PowerPoint as a Photo Slide Show

- By using PowerPoint, you can create photo slide shows or digital album for personal promotional uses. For instance, you can create a touching tribute to your family members.

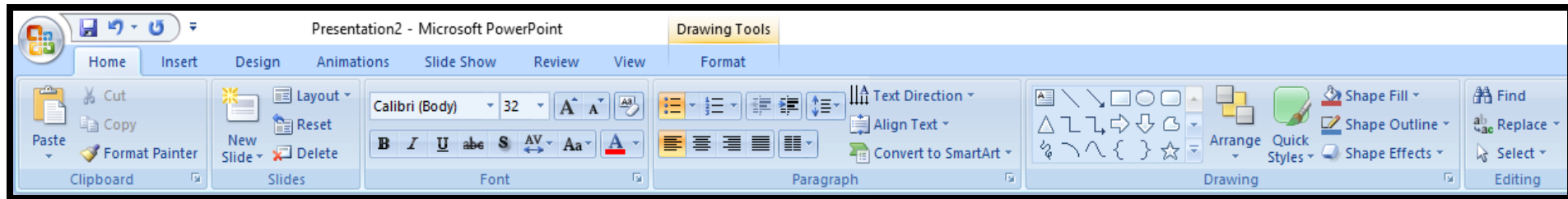
2. The elements of presentations are

- 1. Slides :** Slides are the individual pages of your presentation. Slides can have titles, text, graphs, drawn object, shapes, ClipArt, drawn art etc.
- 2. Handouts :** These are the printed copies of our presentations. They can be one per page or reduced.
You can also print your slides as handouts with two, three, four, six or nine slides on a page that your audience can use for future reference.
- 3. Speaker's Notes :** These provide the presenter with a page which corresponds to each slide and contain a small image of the slide along with additional notes. These are the reminder notes.
- 4. Objects :** These are the individual elements which make up the presentation. These objects can be text, clipart, pictures, charts or other types of graphics .
- 5. Place holder :** These let us to quickly add the type of element we are likely to put in a particular portion of the slide.

Overview of Power Point



3. The Ribbon



The ribbon consists three areas :

- 1. Tabs :** these are at the top of the ribbon eg : Home, Design, Animations etc.
- 2. Groups :** Each tab has its own set of groups – eg : The home tab contains the Clipboard slides, Font, Paragraphs, Drawing and editing group etc.
- 3. Commands :** These are the buttons, Boxes or menus relative to each group for eg : the alignment and bullets and numbering, buttons are in paragraph group. While find and replace are in editing group.

Microsoft Office Button

- Microsoft Office Button is located on the upper-left corner of the PowerPoint window.
- See the image:



Figure : Office button

- **New:** To create a new presentation
- **Open:** To open an existing presentation
- **Save:** To save changes made in the open presentation
- **Save As:** To save the presentation with a specific name to a preferred location in the computer
- **Print:** To print the hard copy of the open presentation
- **Prepare:** To prepare the presentation for distribution
- **Send:** To send the copy of the presentation to others
- **Publish:** To distribute the presentation to others
- **Close:** To close the open presentation

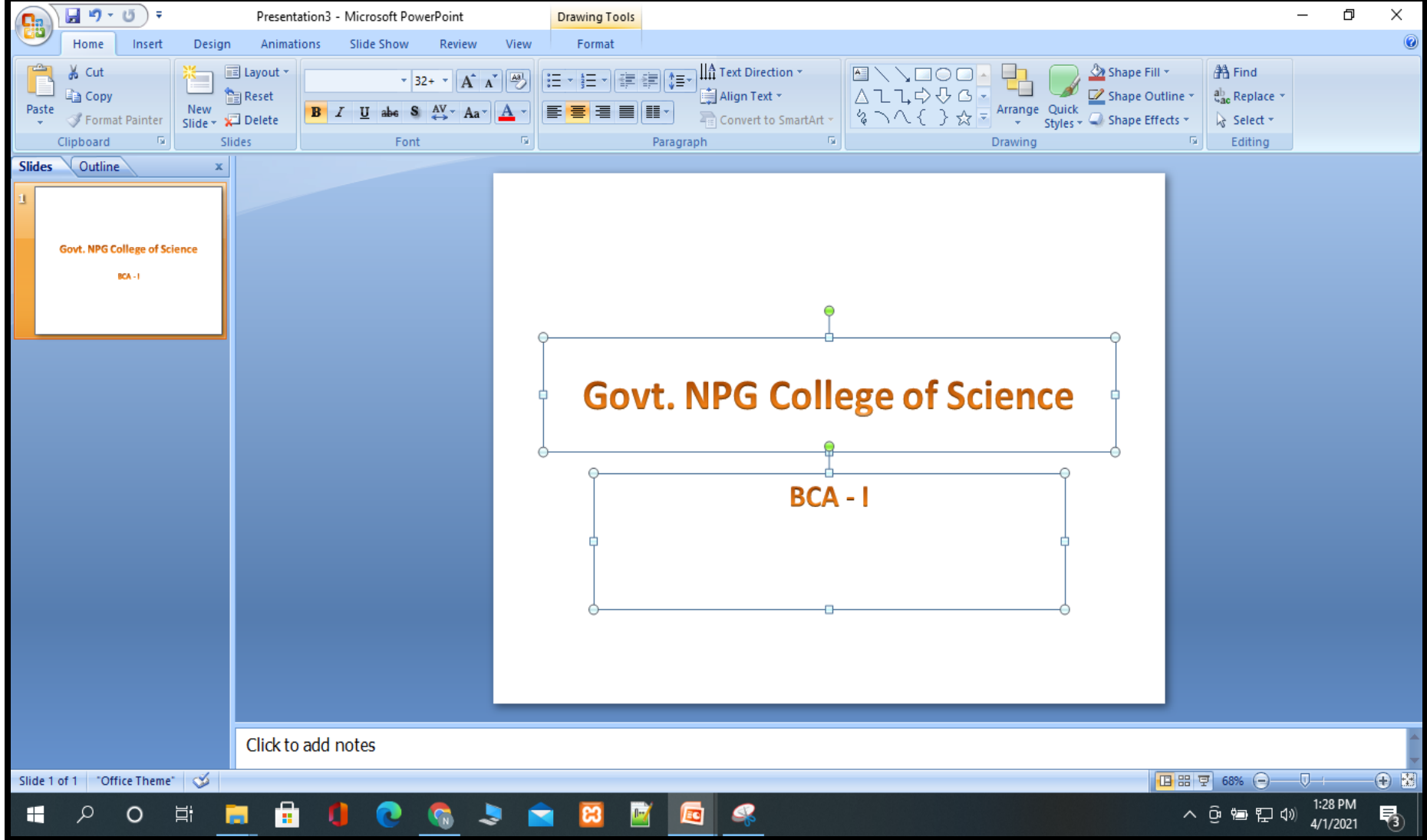
4.Creating a presentation

STEPS :

Step1: Open Microsoft Power point.

Step2: Go to File at the top of the screen and click New. A box that says “Blank/New Presentation” should appear on the right side of your screen.

Step 3: Slide Title/ Subtitle Give any title and subtitle to your ppt on slide1.



Step 4: As per your choice apply different formatting options to format the text and pictures.

Step 5: Add new slide by clicking on new slide on formatting bar or by right clicking and selecting new slide option.

5. Save the Presentation

Step 1 : click on the office button

Step 2 : click on the save button

Step 3 : the following dialog box will appear.

Step 4 : Give the name to your presentation.

Step 5 : click on OK Button

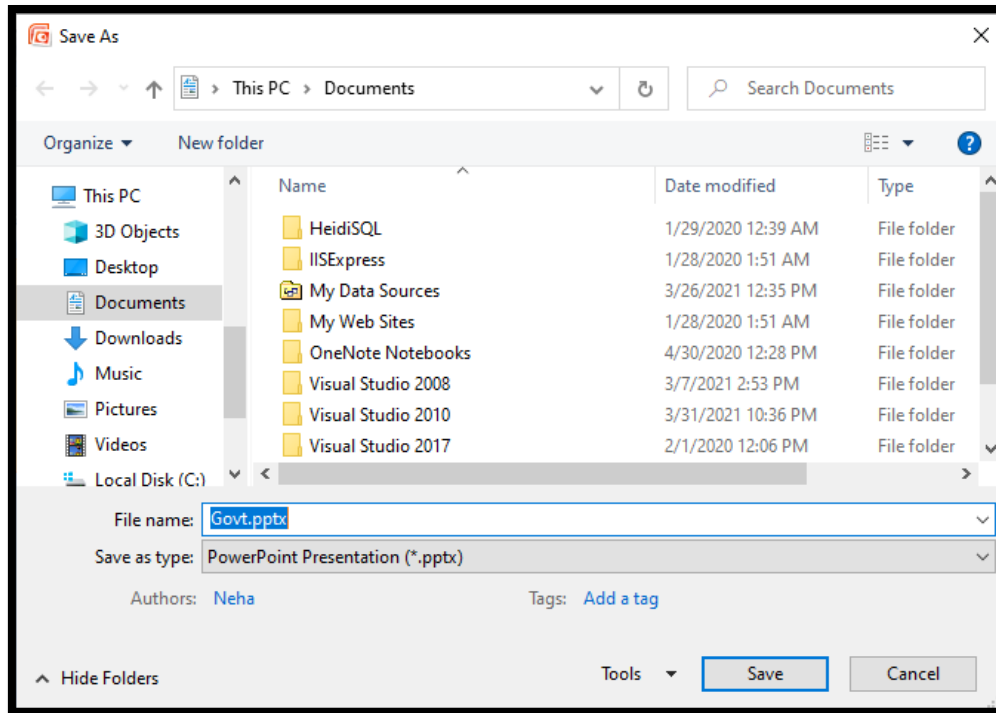


Figure : Step 3,4,5

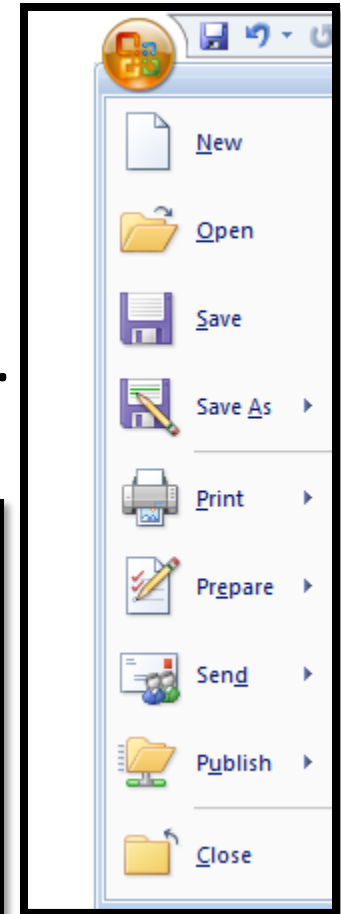


Figure : Step 1, 2

6. Open the Presentation

- **pptx file** extension is a Microsoft PowerPoint **Open XML (PPTX) file** created by Microsoft PowerPoint.

Steps for opening the Presentation :

STEPS :

Step1: Open Microsoft Power point.

Step2: Go to File at the top of the screen and click Open. A box that says “Select the folder” should appear on the right side of your screen.

Step 3: Select the folder than click on “Open”.

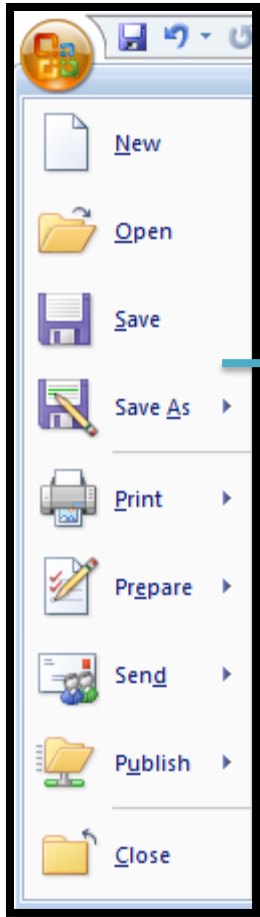


Figure : Click on Open

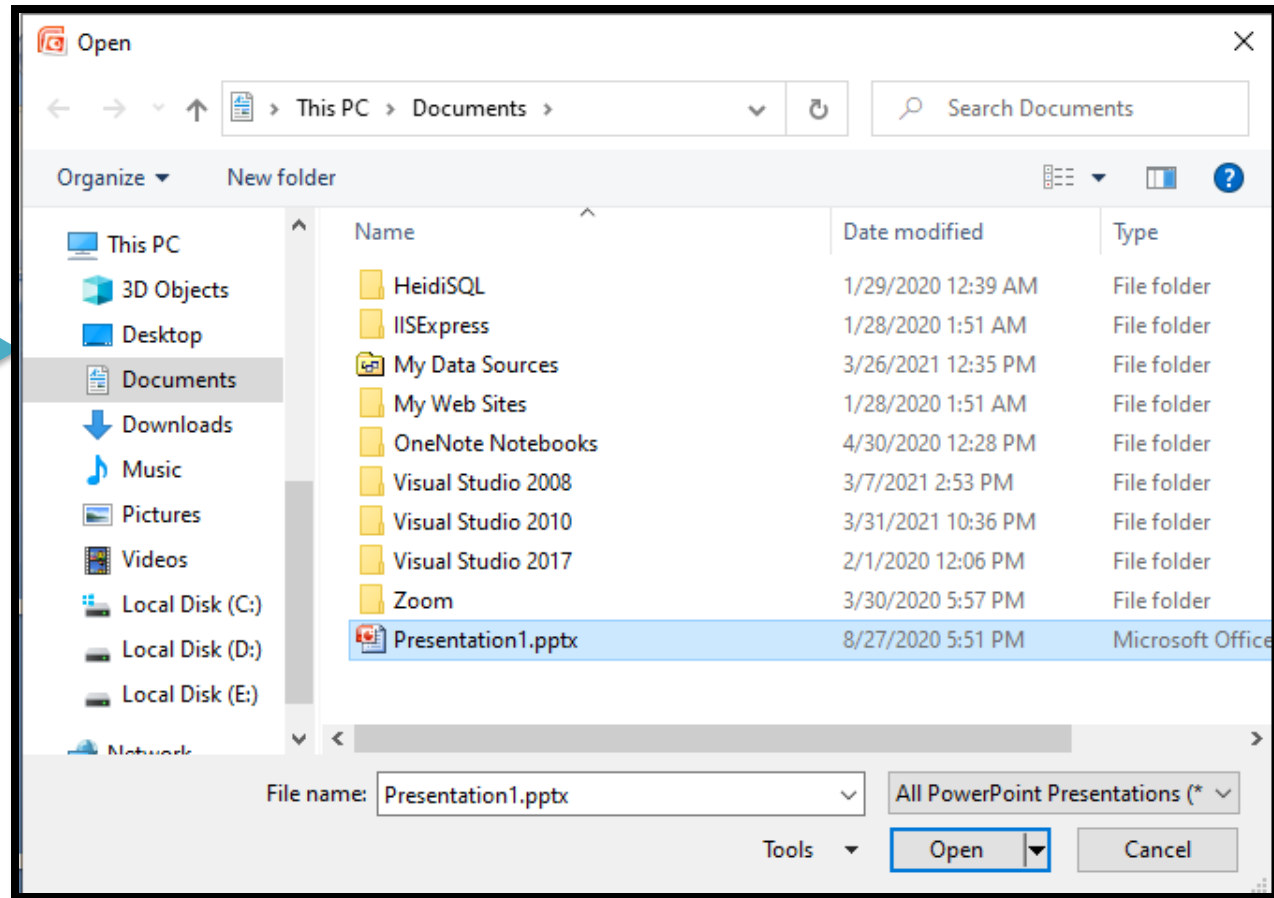


Figure : Select the folder than click on Open

Printing the Presentation

In PowerPoint, you can print your slides, your speaker notes.

Print your presentation :

- Select **File > Print**.
- For **Printer**, select the printer you want to print to.
- Choose a print layout: Under **Settings**, Click on Print then click on “Print Preview” then click on “Handouts”.
- From handouts select how many slides you want in one page.

Example : Here we select 2 Slides Per page

The screenshot displays the Microsoft PowerPoint Print Preview window. The 'Print What' dropdown menu is open, showing the following options:

- Slides
- Handouts (1 Slide Per Page)
- Handouts (2 Slides Per Page)**
- Handouts (3 Slides Per Page)
- Handouts (4 Slides Per Page)
- Handouts (6 Slides Per Page)
- Handouts (9 Slides Per Page)
- Notes Pages
- Outline View

The main preview area shows a slide with the following content:

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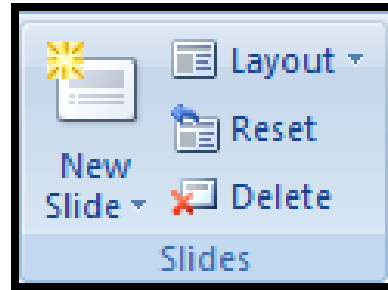
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1

HOME TAB 1. SLIDES(NEW SLIDE, LAYOUT, RESET, DELETE)



1.New Slide -

- Click this button to insert a new slide into the presentation.
- The slide will be inserted after the current slide with the same format as the current slide.
- Clicking the arrow will display a gallery of different slide layouts. Click any of the slide layouts to insert a new slide into the presentation.

Click to add title

- Click to add text



Figure : Adding New Slide

2. Layouts :

- Layout When this button is clicked, a gallery of different slide layouts will appear.
- Click one of the layouts to apply it to the current slide; the slide where the insertion point is located.

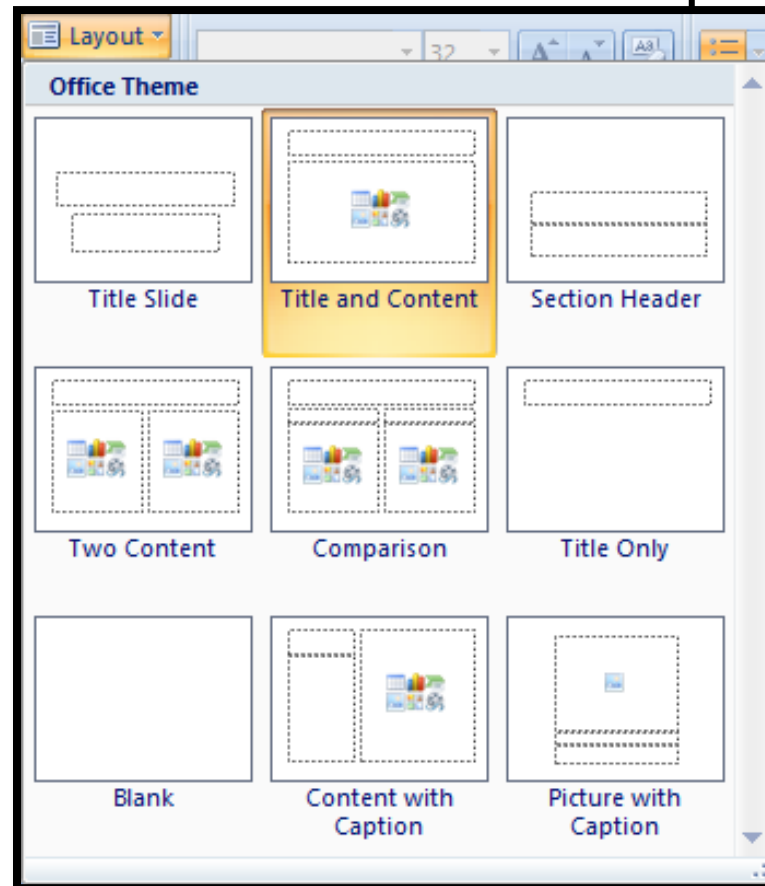


Figure : Different Layout Designs

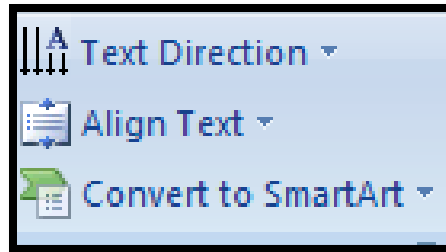
3. Reset :

- This button is used to reset the slide position, size, and formatting to its default value.
- Reset the position, size and formatting of the slide placeholders to their default settings.

4. Delete :

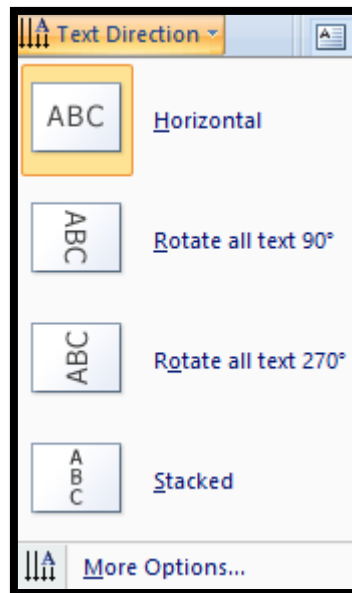
- Removes the slides currently selected.

Home Tab 2. Paragraph (Text Direction, Align Text, Convert to Smart Art)



1. Text Direction :

- To change the orientation of text to vertical or stacked, click this button.
- It is also possible to rotate the text using this button.



2. Align Text :

This button is used to specify how text is aligned vertically in the text box. The default options are top, bottom, and middle.

3. Convert to SmartArt :

- Convert text to the smart graphic to visually communicate information.
- Smart Graphics range from graphical lists and process diagram to more complex graphics, such as Venn diagram and organization charts.

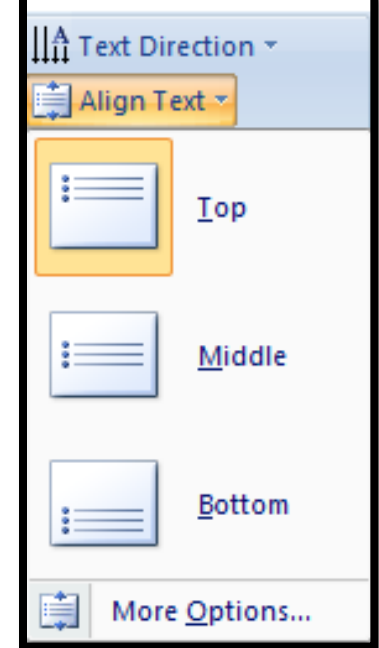


Figure : Align text

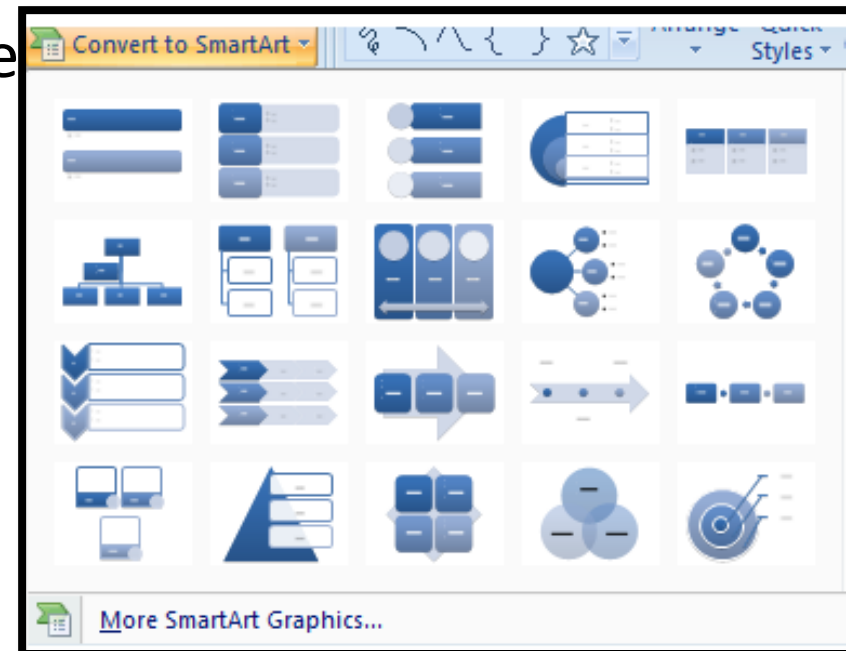


Figure : Convert to Smart Art

Home Tab 3. Drawing Options

- **Drawing**

This area allows you to draw shapes, arrange them, and style them:



- On the left there are **Autoshapes**, starting with **Recently Used Shapes**. This can include a **Text Box**, which is counted as a **Basic Shape**.
- Notice that there are three buttons on the right side of the Autoshapes box. The top two will scroll up and down the list of different shape types. The bottom button will show the whole list of shapes.



Figure : Different types of available shapes

- Next, you can arrange the Shapes
- Choose Quick Styles ("presets") for decorating the shapes:
- And then, finally, on the far right, you can use one of the three buttons for:
- **Shape Fill:** choose a fill color (background color) for a shape;
- **Shape Outline:** choose a color and style for the shape's outline
- **Shape Effects:** choose between the many special and 3-D effects: Shadow, Reflection, Glow, Soft edges, Bevel, or 3-D Rotation. There are also presets for you to choose from.

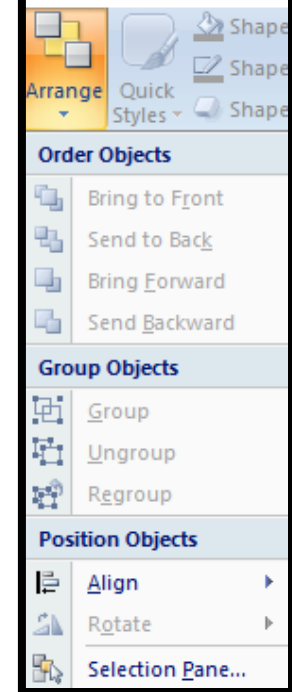
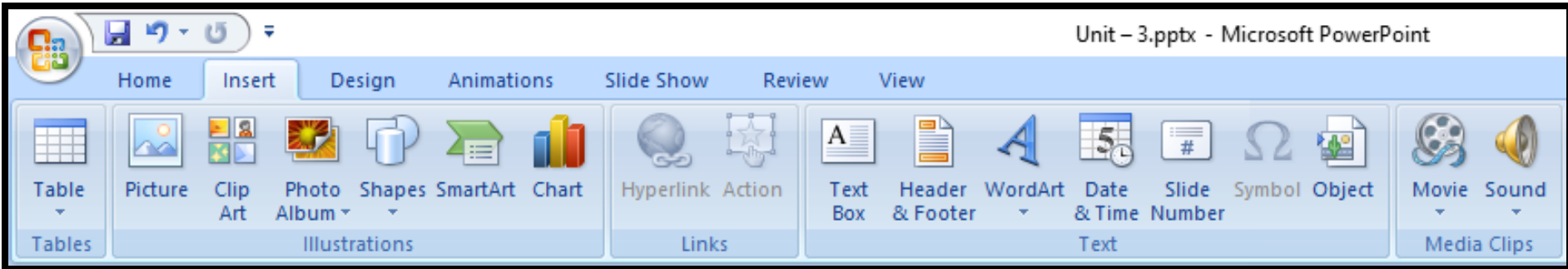


Figure : Arrange Shapes



Figure : Quick Styles

Insert Tab



Introduction :

- The second tab in the Ribbon is the **Insert** tab. This contains the basic set of **Objects** which you can insert into a slide.
- The Insert Tab is used to insert different features such as tables, pictures, clip art, shapes, charts, page numbers, word art, or headers, and footers into a presentation

Insert Tab 1.Tables Group

1. Tables :

- This button is used to insert a table into a slide. A list will appear with a grid that can be used to create the table.
- Additional options for creating a table, such as drawing a table, are also listed.
- If you click on the Tables button, this menu will appear:

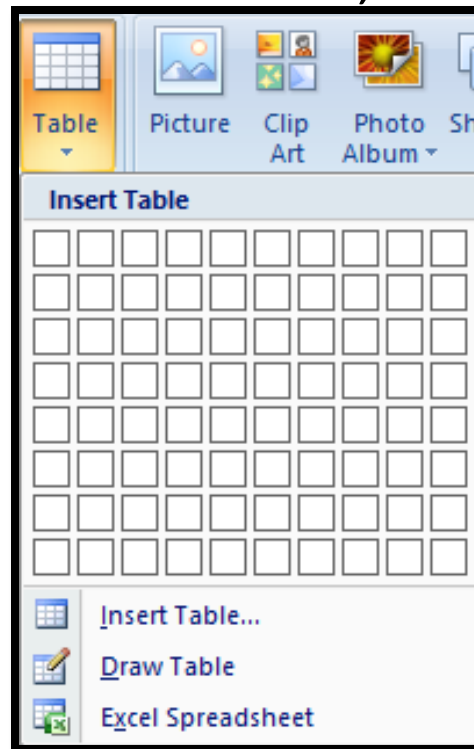
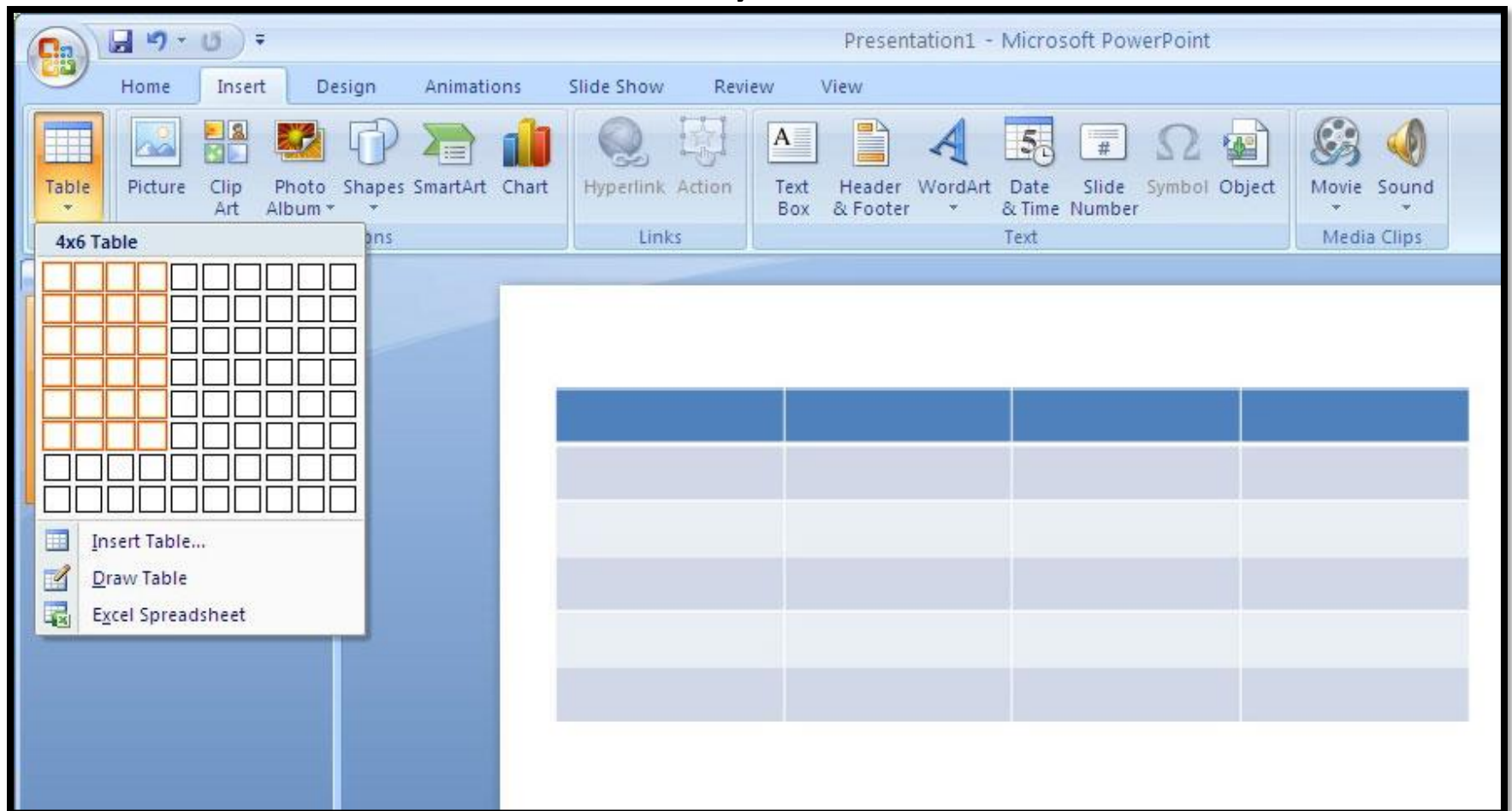


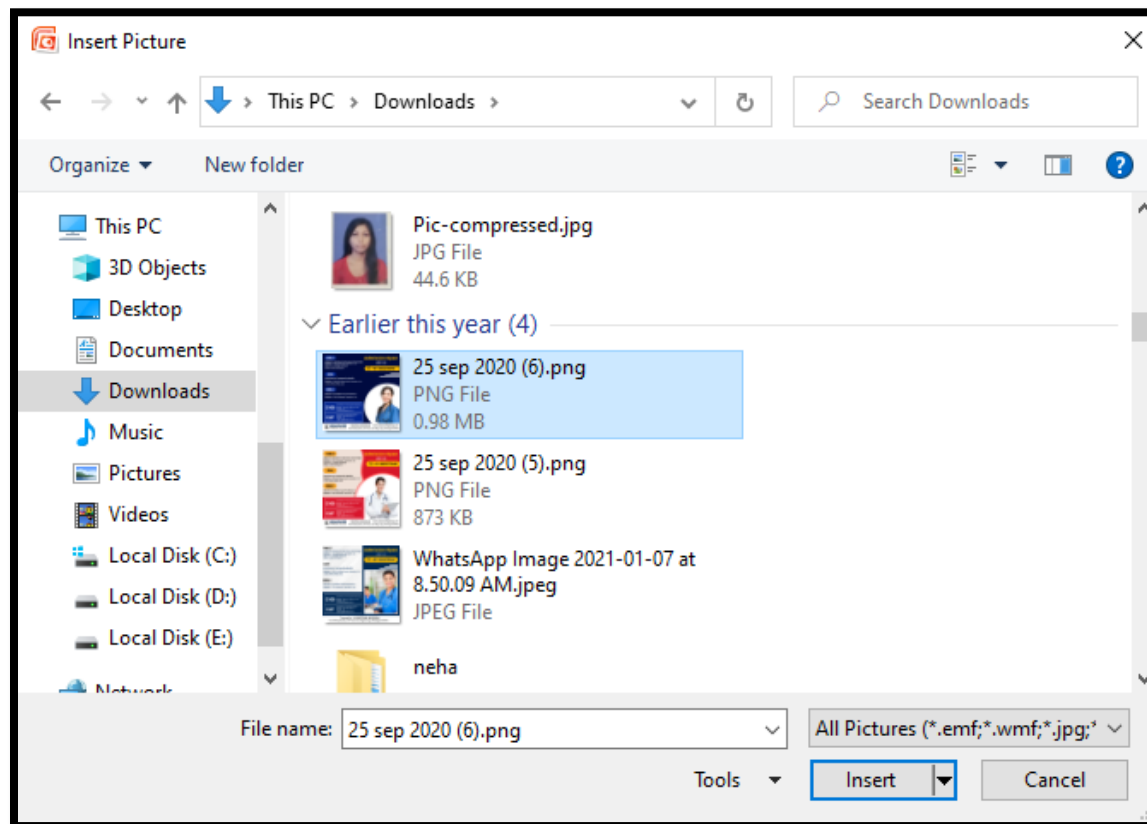
Figure : Inserting table

- You can select the number of columns and rows by dragging the mouse over the grid. Notice that while you drag the mouse, the table dynamically draws itself in the slide, giving you a preview of what the table will look like when you decide on a size:



Insert Tab 2. Illustration Group(Picture, ClipArt, Photo Album, Shapes, Smart Art, Chart)

1. Picture : Pictures To insert a picture from a file into the document, click this button. The Insert Picture dialog box will appear. This dialog box is used to select the picture.



2. **Clip Art** : Displays the Clip Art Task Pane.

To use clip art's gallery , Follow these steps:

- Select desired slide.
- Click on “Insert menu”. A Ribbon is open.
- Point to the “Clip Art” Command in the illustrations group.
- Click on clip art Option .”Insert clip art ” dialog box will appear.
- Search the clip art that you want to insert and click on the image of the clip art .

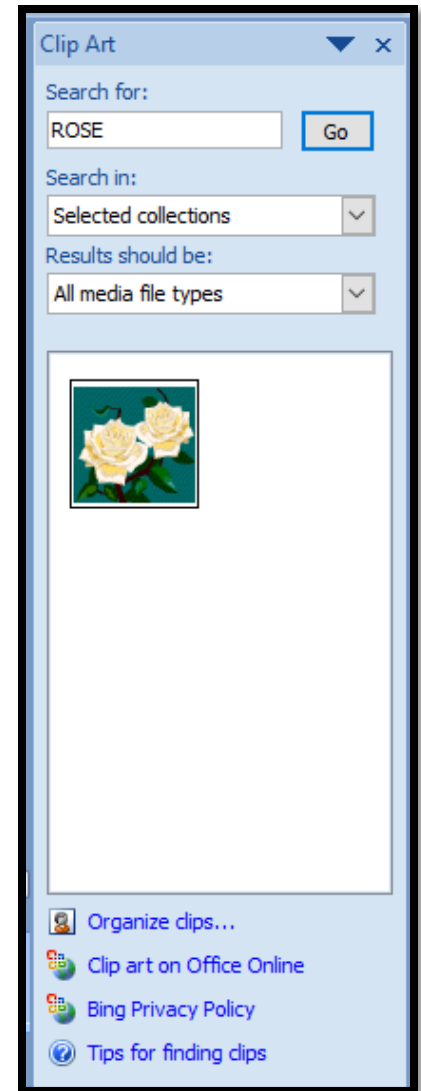


Figure : Clip Art

3. Photo Album : To create a presentation based on a set of pictures, click this button. Options can be set for how the pictures display on the slide. Also, captions may be added to each picture



Steps :

- Click on insert tab.
- Click on “Photo album” Present in In illustration Group, The drop down will appear.
- Click on New Photo album.
- The dialog box will appear for selecting and inserting the images.
- Then click on create button.

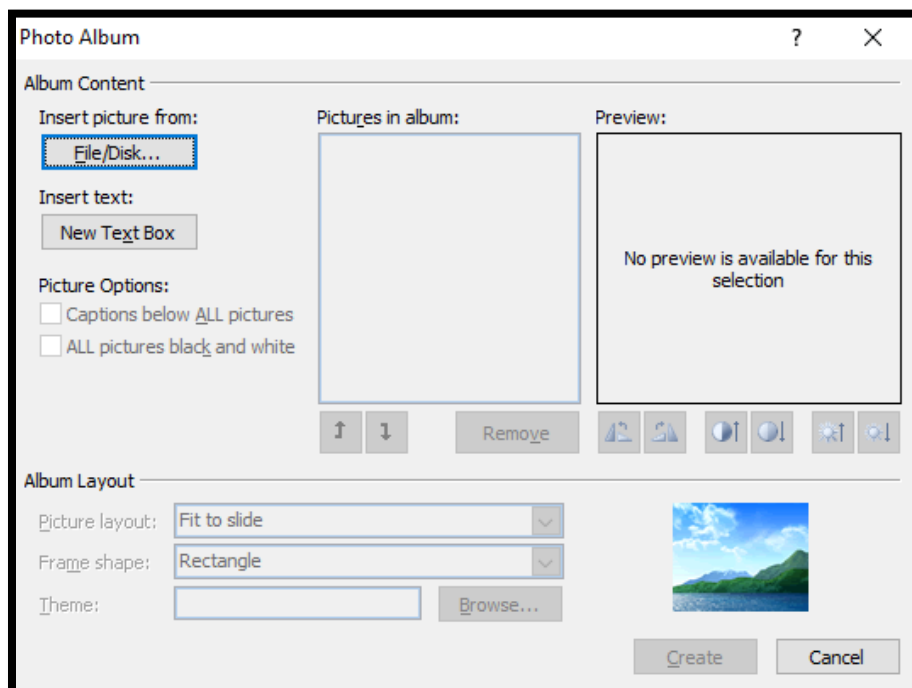


Figure : Inserting the Picture

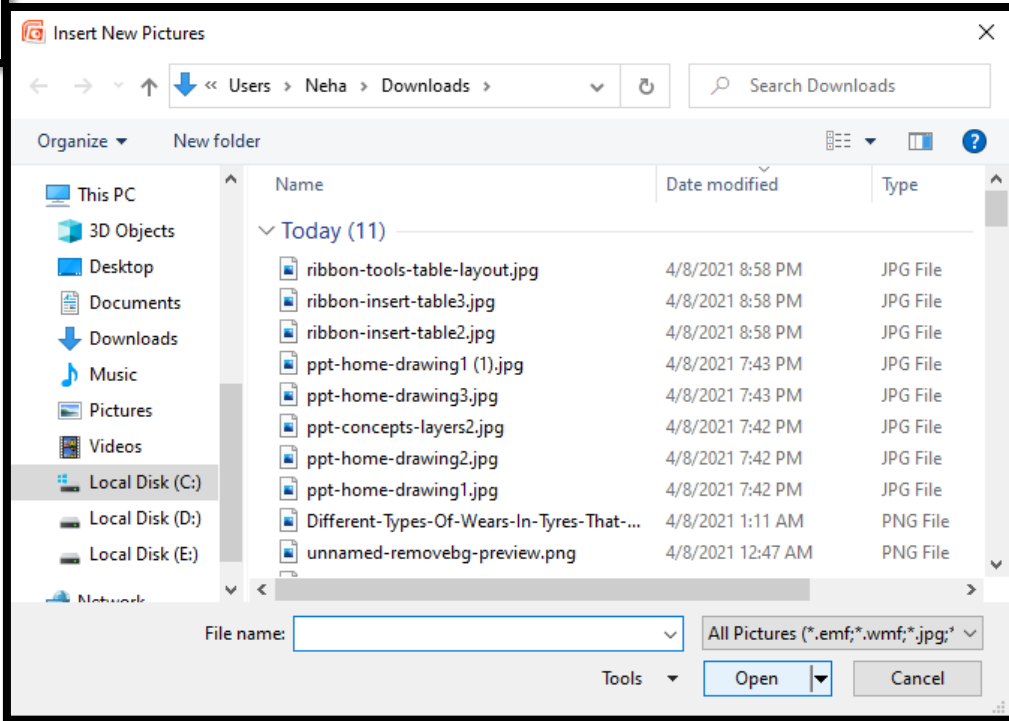


Figure : Selecting the image

4. Shapes:

- add any of more than 100 pre-made shapes.
- This button is used to insert different shapes into a slide.
- A gallery of different kinds of shapes will appear when the button is clicked. To insert a shape, click the desired shape and then draw the shape in the slide..

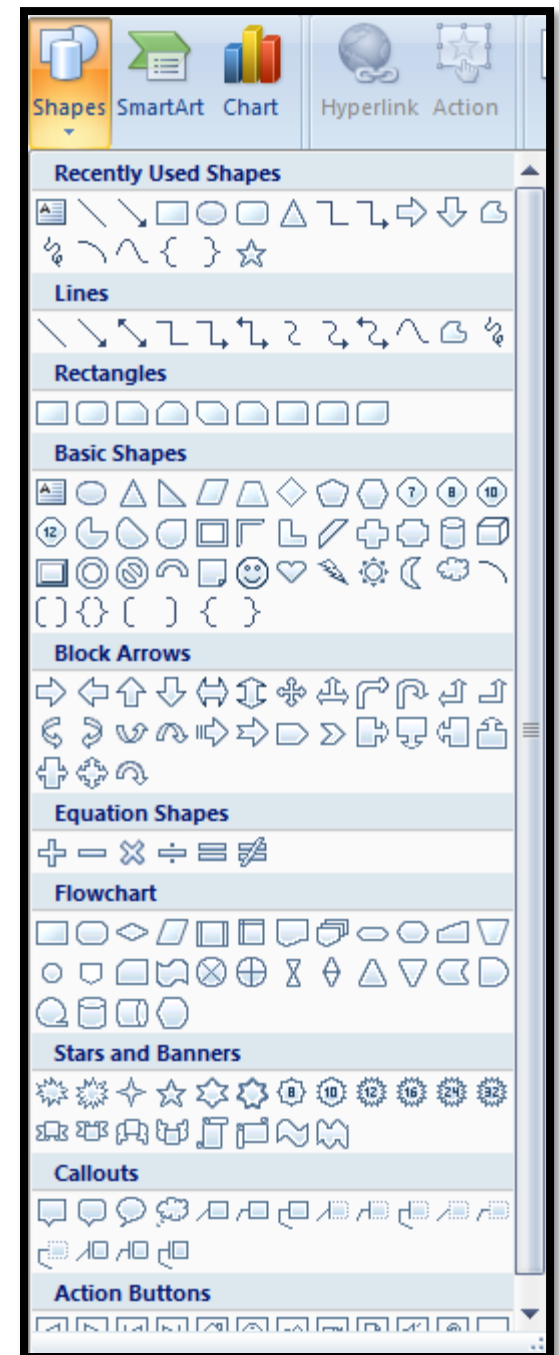


Figure : different Shapes

5. Smart Art :

- To insert a Smart Art graphic into a slide, click this button. Smart Art graphics are objects such as Venn diagrams and organizational charts.
- When the button is clicked, a gallery of different categories and shapes will be display.
- **SmartArt** is a system which allows you to quickly crate visual charts. Click on this, and you get a dialog box:

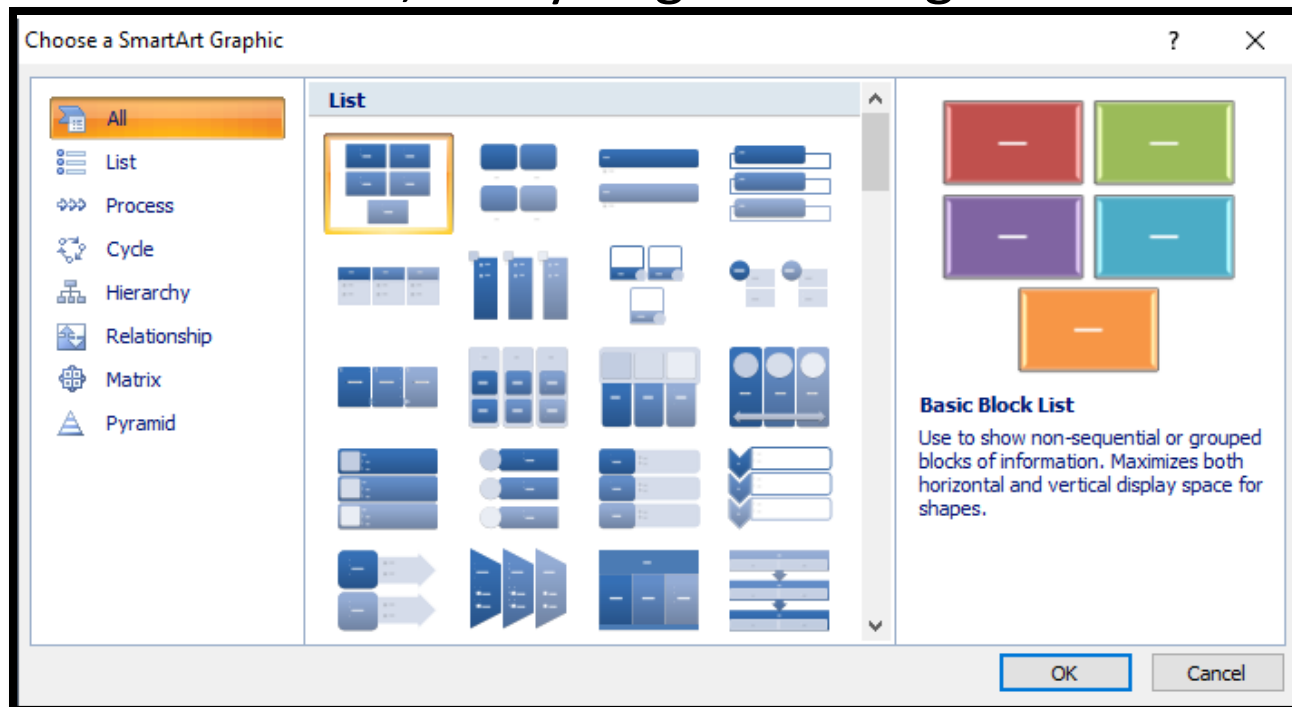


Figure : Choosing the SmartArt Graphic

6. Chart :

- Click this button to display the Insert Chart dialog box. This will display a gallery of different types of charts that can be created in a Power Point Presentation.

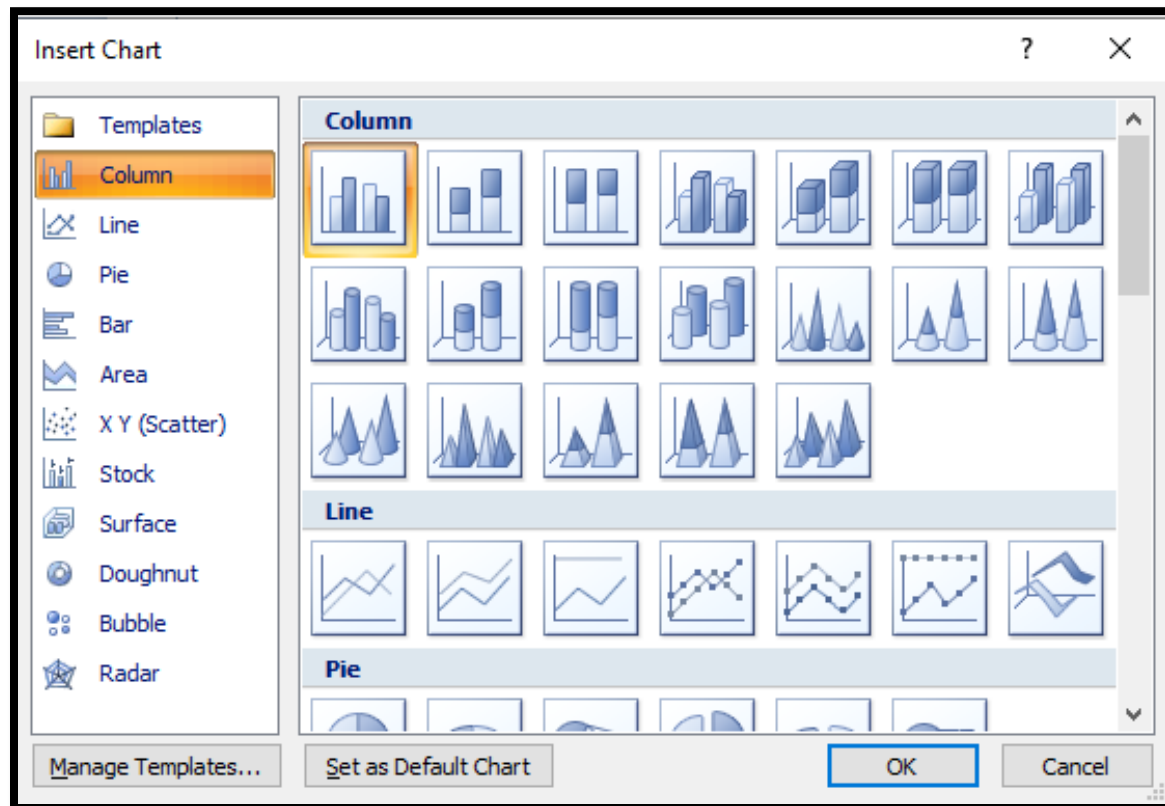


Figure : Inserting the chart

How to Insert Chart :

- Select the Insert tab
- In Illustrations group click on Chart command
- An Insert Chart dialogue box appears
- Select the desired Chart style and click Ok
- Chart will be added to slide and an Excel worksheet appears on right side of the slide

The image shows two windows side-by-side. The left window is Microsoft PowerPoint, titled 'Market PP', with the 'Insert' tab selected. The 'Illustrations' group contains the 'Chart' button. A slide is shown with a bar chart. A red box highlights the chart area, with a red arrow pointing to it from the text 'Placeholder Data' below. The right window is Microsoft Excel, titled 'Chart in Mic...', with the 'Formulas' tab selected. The data range A1:E5 is highlighted with a red box. A red arrow points from the text 'Placeholder Data' below to the data range. Below the data range, the text 'To resize chart data range, drag lower right' is visible.

	A	B	C	D	E
1		Series 1	Series 2	Series 3	
2	Category 1	4.3	2.4	2	
3	Category 2	2.5	4.4	2	
4	Category 3	3.5	1.8	3	
5	Category 4	4.5	2.8	5	
6					
7					
8					
9					
10					

How to Enter Chart Data :

- We can't enter data directly in charts. To enter data in chart we have to type it in excel spreadsheet that appears when you add Chart or click Edit Chart option.
- The data that you enter in spreadsheet automatically appears in the Chart. Select the cell of spreadsheet and type the data it will appear in the slide. Repeat the process to enter the entire data.

The image displays two side-by-side screenshots. The left screenshot shows a presentation slide with a grouped bar chart. The chart has three series: Team A (blue), Team B (green), and Team C (red). The x-axis is labeled '1 Quarter Sales', '2 Quarter Sales', '3 Quarter Sales', and '4 Quarter Sales'. The y-axis ranges from 0 to 50. A red arrow points to the chart with the text 'Chart Data Appears in Slide'. The right screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
1		Team A	Team B	Team C	
2	1 Quarter Sales	40	20	28	
3	2 Quarter Sales	20	40	20	
4	3 Quarter Sales	30	10	35	
5	4 Quarter Sales	40	24	45	
6					
7					
8					
9					
10					

A red arrow points to the data range (B2:D5) with the text 'Chart Data Entered'. Below the arrow, it says 'To resize chart data range, drag lower'.

INSERT TAB 2. LINKS GROUP (HYPERLINK, ACTION)



1. Hyperlink :

- With the help of this option, we can link any other file in our file. Which will open when clicked with the mouse during the slide show.
- To insert a link to items such as a Web page, another document, or an email address, click this button. The Hyperlink dialog box will display where the link can be specified. It is also possible to create a new document, worksheet, or presentation while creating a link to the item

Steps To create a hyperlink :

- Enter some text which you want to make hyperlink.
- Select the text and then click on “Hyperlink button” in Links Group. The dialog box will appear.
- Select the file that you want to attach. and then click on “OK”.

Here Is The Link

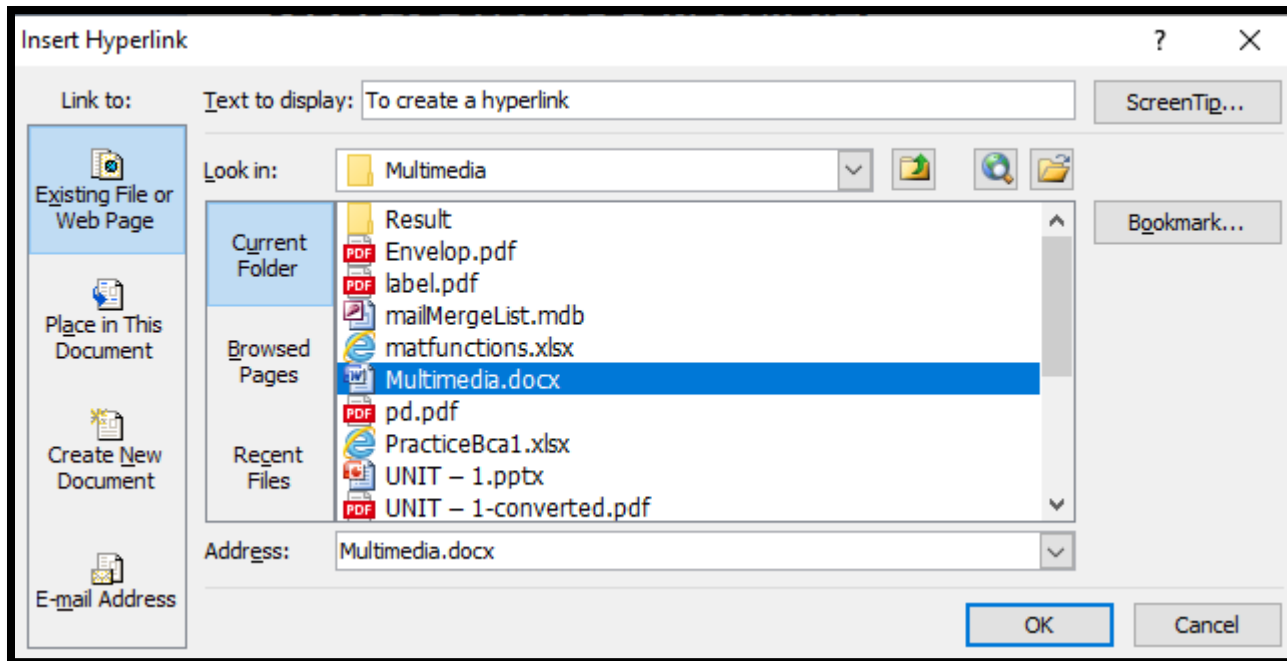


Figure : Selecting the file to attach in hyperlink

2. Action :

- When some type of actions such as creating a hyperlink to an object or inserting a sound is to be specified, click this button.
- The Action Settings dialog box will appear. In this dialog box, it is possible to create hyperlinks to other files, other PowerPoint presentations, to the first or last slide in the presentation, or too many other areas.
- It is also possible to apply a sound to the selected object.
- With this option, you select a shape and apply the action to the shape that the action shows during the slide show such as next slide, previous slide, end show, etc.

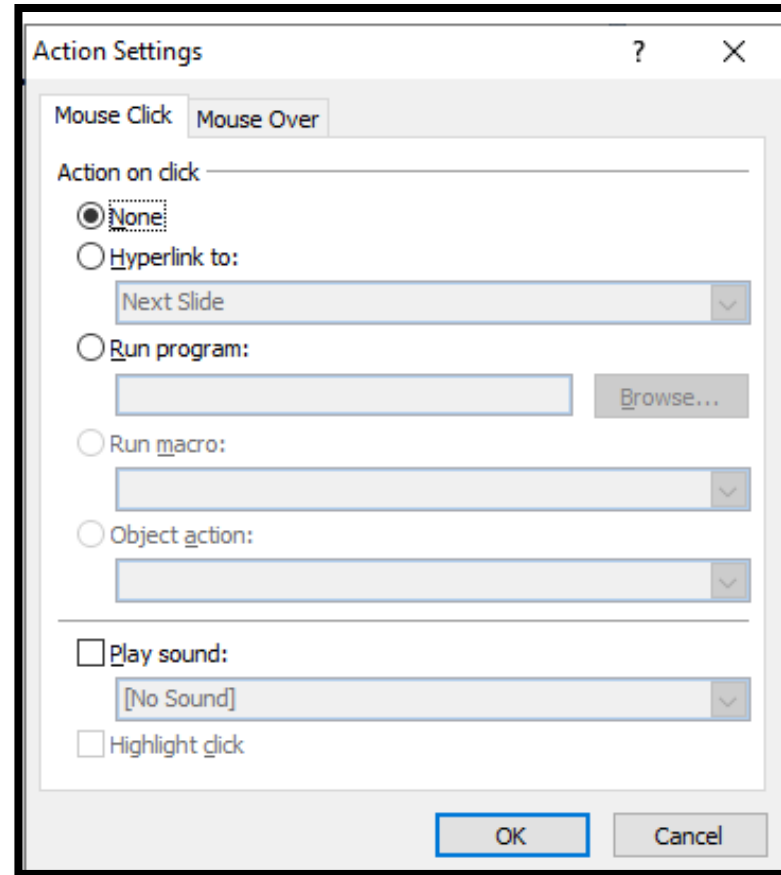
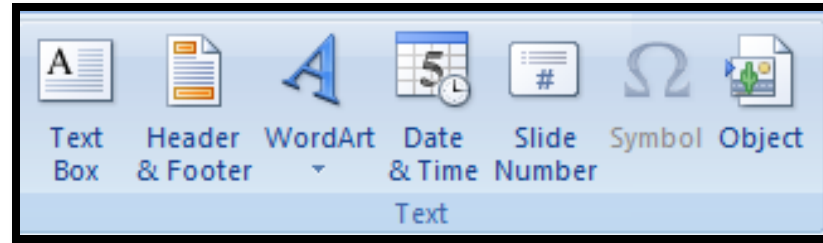


Figure : Setting the action of the object

Insert Tab 3. Text Group (Text Box, Word Art, Object)



1. Text Box :

- Inserts a textbox that can be positioned anywhere on the page.
- Text boxes are used to highlight text within a presentation.
- With this option, a box can be created in the slide in which text can be written.

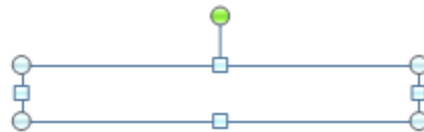


Figure :Inserting text box

2. Word Art :

- Insert decorative text in your Document.
- The drop-down gives you a choice of Word Art styles to insert.
- When the button is clicked, a gallery of Word Art styles will be displayed. Click one of the styles to apply it to the Text.

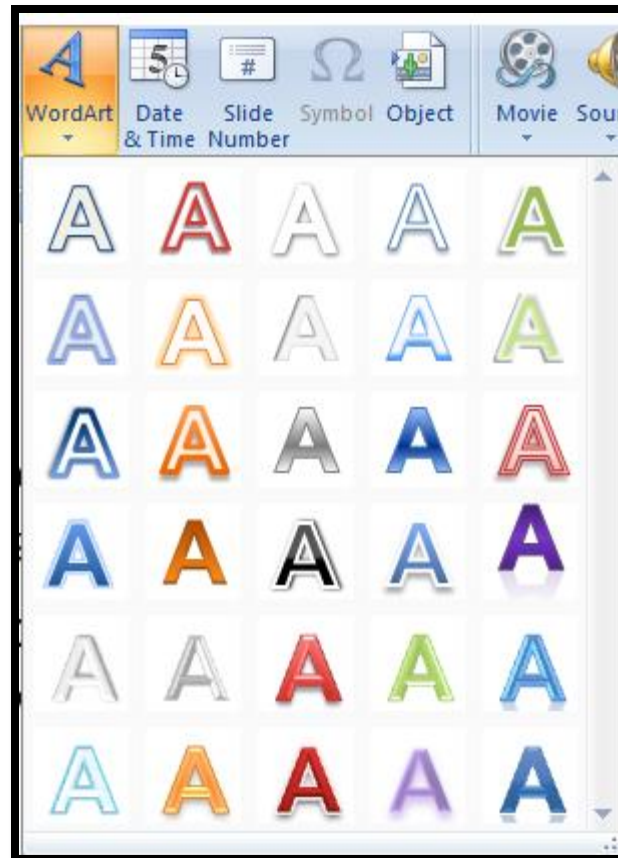


Figure : Word Art Styles

3. Object :

- Use this button to insert an object such as an Excel Worksheet or an Excel Chart into the presentation.
- By this option we can add other program's file like Word, Excel, PowerPoint, Photoshop etc. Or we can Insert already created file of other program then MS PowerPoint.

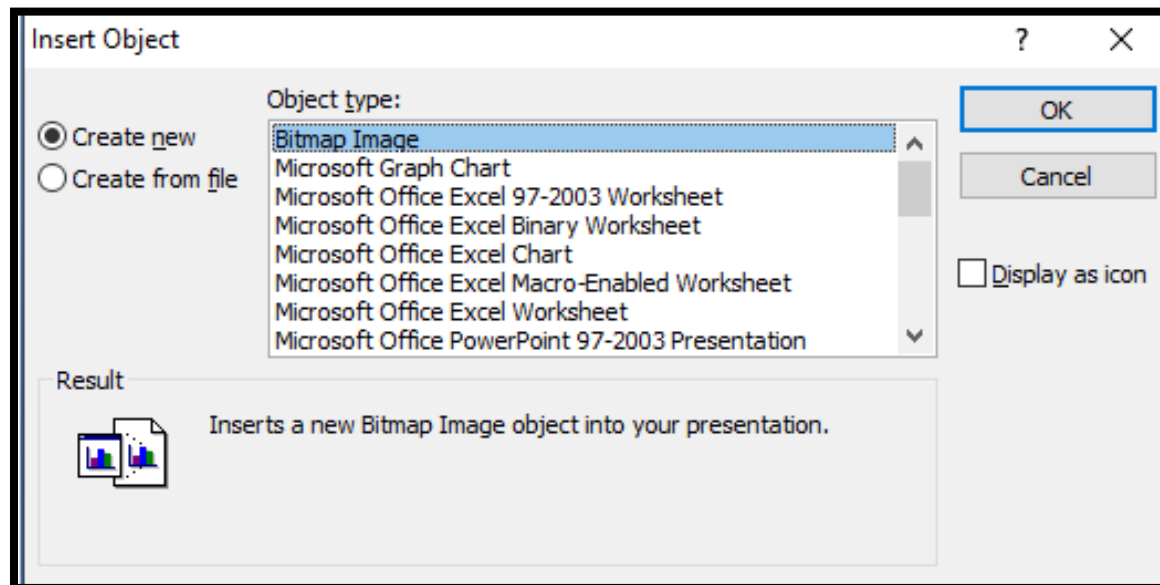
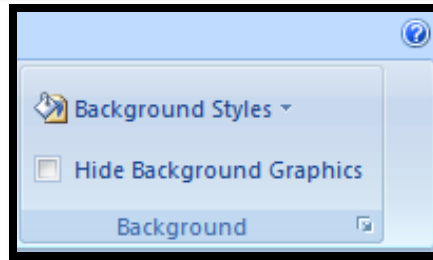
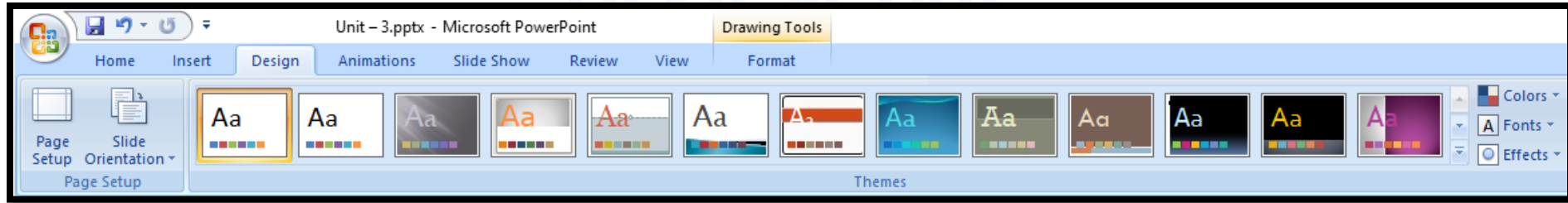


Figure : Selecting the Object

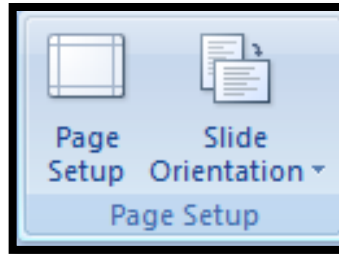
DESIGN TAB



Introduction :

- ❑ This tab is used to apply a design to a PowerPoint presentation.
- ❑ It is also possible to make changes to the slide size, slide background, and other design attributes.

Design Tab 1. Page Setup Group (Page setup, Slide Orientation)



1. Page Setup :

- This allows you to change basic page elements including slide sizes, orientation, and slide numbering.
- It also Provides the features of changing the height and width of the slide.
- Click on the Page Setup command the following dialog box will appear for all the settings :

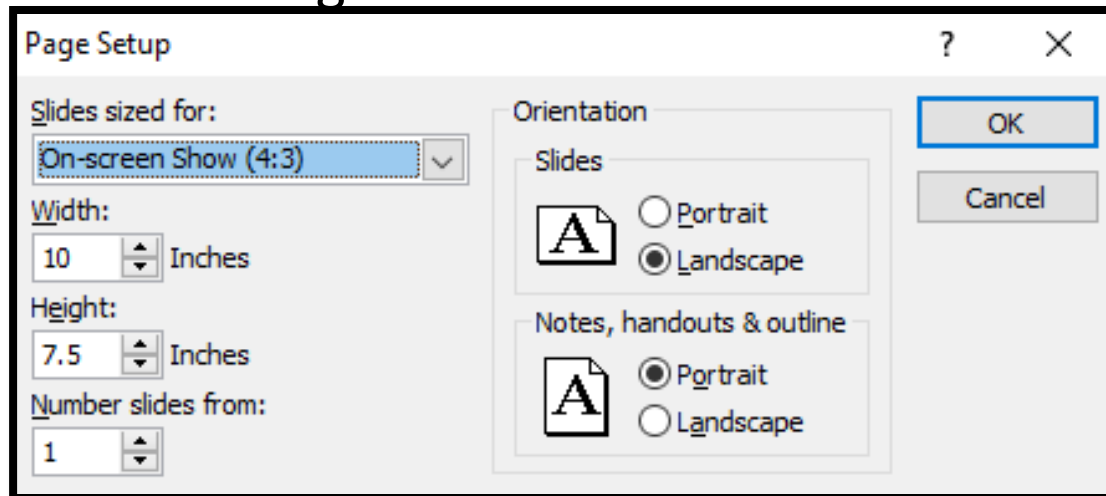


Figure : Page Setup

2. Slide Orientation :

- The second button simply allows you to change the slide orientation quickly--from horizontal to vertical ("landscape" to "portrait").

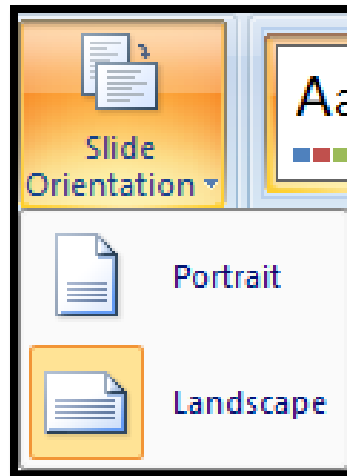
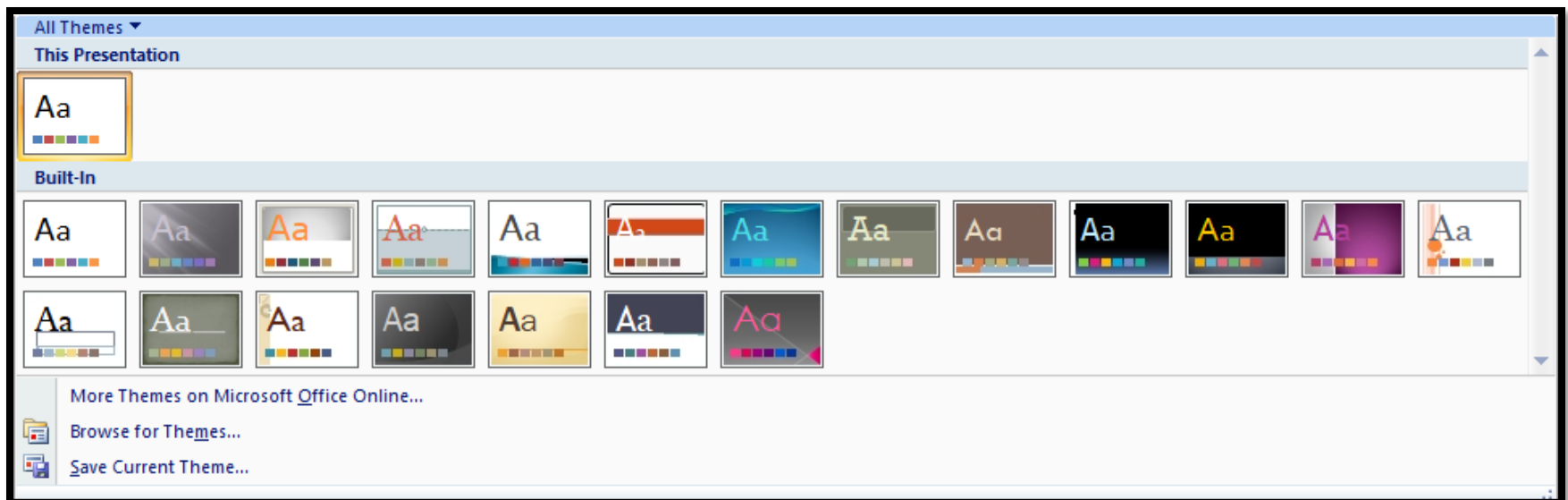


Figure : Slide Orientation

Design Tab 2. Themes Group

- Here you can choose the overall appearance for your entire slide show.
- Themes are an easy way to design a whole slide show. Every slide in the presentation will change to match the background, font, colors, and effects chosen for each theme.
- The good point about themes is that they are easy and quick and make your presentation look nice.
- Move the mouse pointer over each of the designs to see a Live Preview. Click the design to apply it to the presentation.
- To access additional themes, click the arrows at the end of the Styles Gallery. To display all the designs, click the More button in the lower right corner of the gallery.



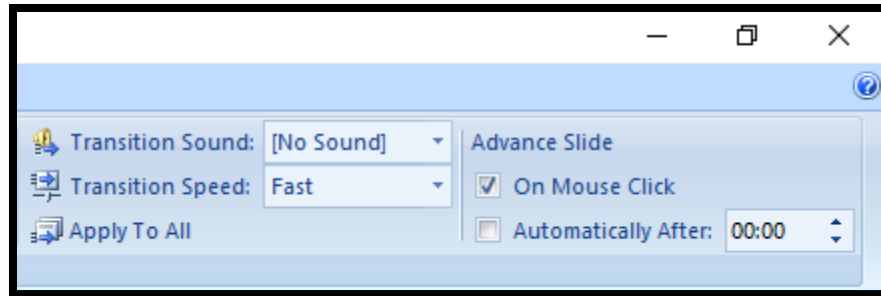
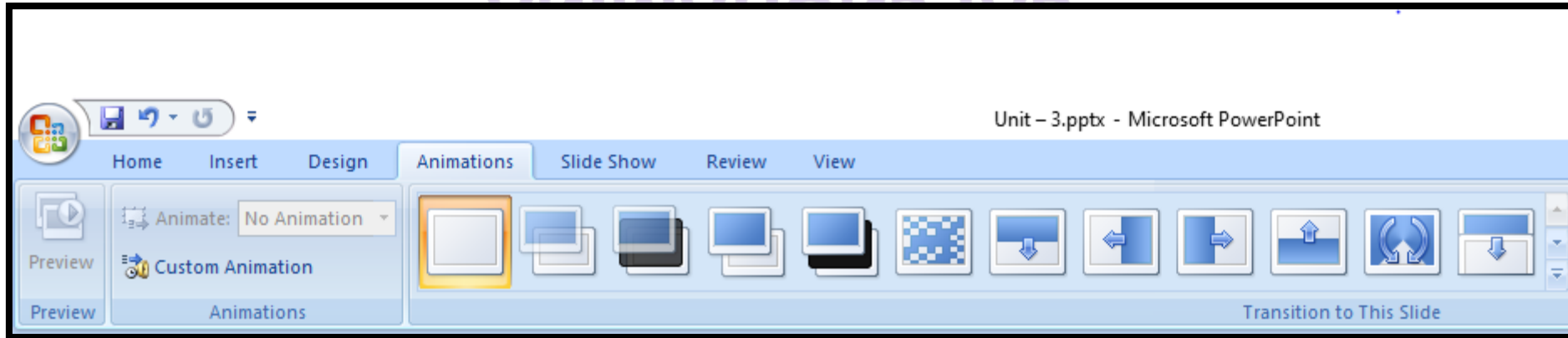
Design Tab 3. Background Group (Background styles, Format Background)

- Clicking on "Background styles" lets you choose quickly from the styles below:
- If you click on "Format Background," you can choose far more detail about the slide background.



Figure : Different Background Styles

ANIMATIONS TAB



Introduction :

- Animation can help make a PowerPoint presentation more dynamic, and help make information more memorable.
- This tab can be used to set animations for the PowerPoint presentation. Animations determine how the bullets, pictures, images, and other objects will enter the slide during a presentation.

Animation Tab 1. Animations Group (Custom Animations)

- There are several animation effects you can choose from, and they are organized into four types.
- **Steps :**
 - i) In Normal view, display the slide that has the text or objects we want to animate.
 - ii) Select the object we want to animate.
 - iii) On the slide show menu , click custom animations.
 - iv) It Gives us various option present in add effect button.
 - v) Choose the effect from the drop down that you want.

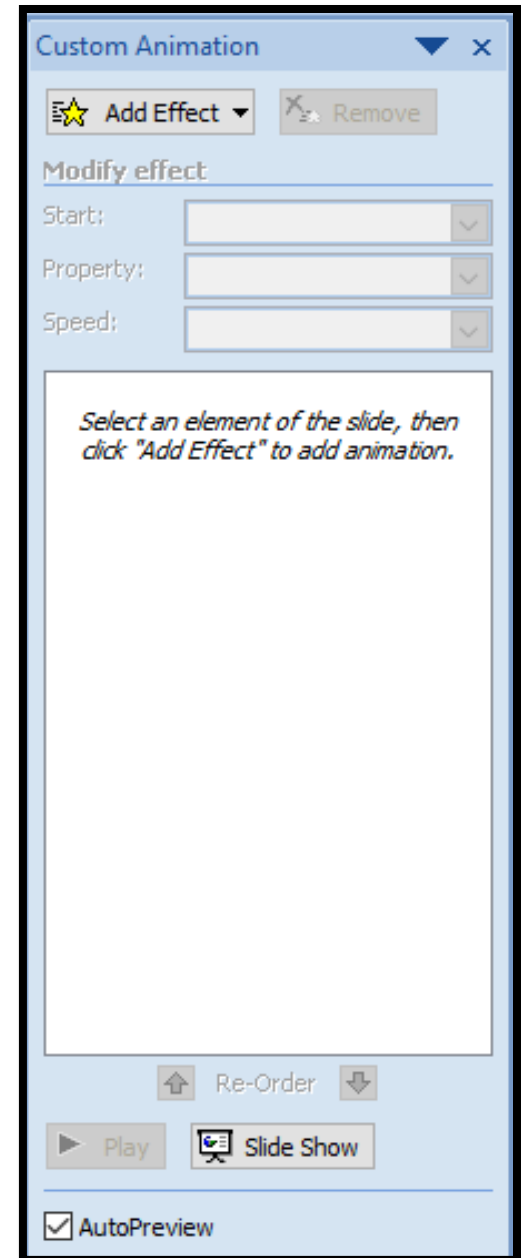


Figure : Custom Animations

1. Entrance: These control how the object enters the slide. For example, with the **Bounce** animation the object will "fall" onto the slide and then bounce several times.

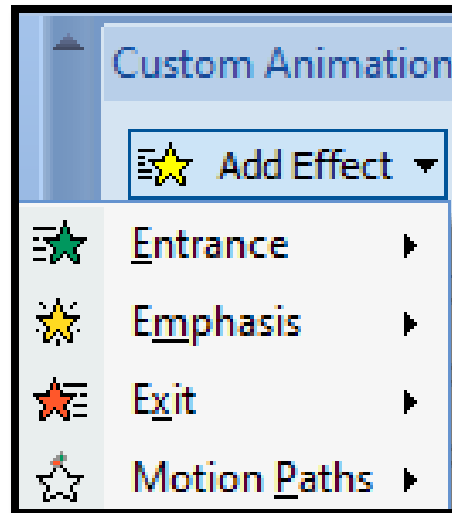


Figure : Types of animations

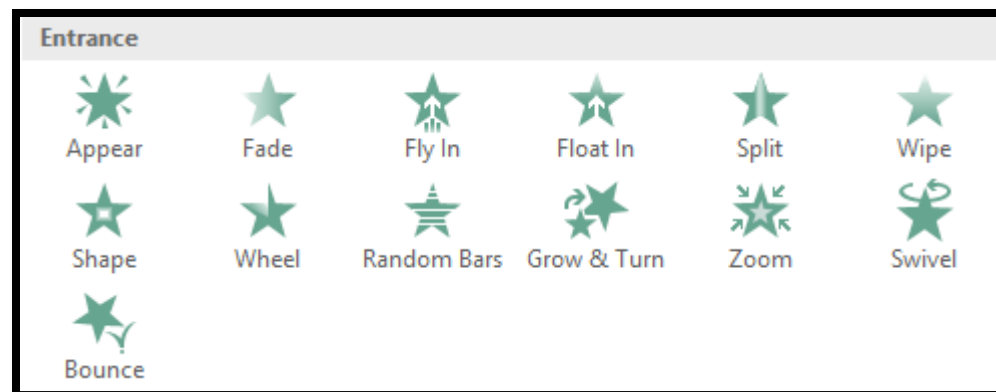


Figure : Entrance Effects

2. Emphasis: These animations occur while the object is on the slide, often triggered by a **mouse click**. For example, you can set an object to **spin** when you click the mouse.

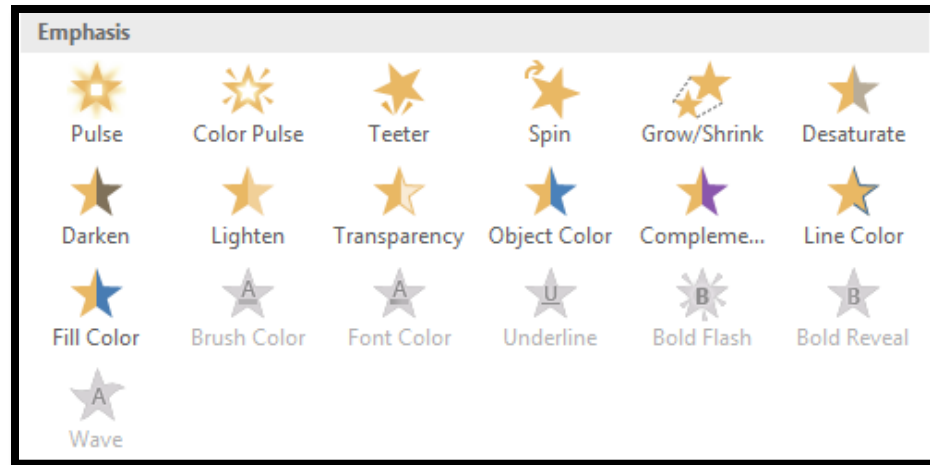


Figure : Emphasis Effects

3. Exit: These control how the object exits the slide. For example, with the **Fade** animation the object will simply fade away.

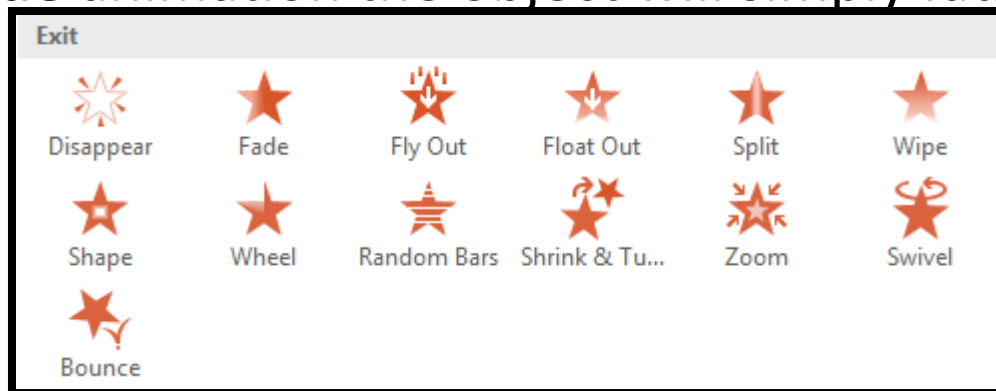
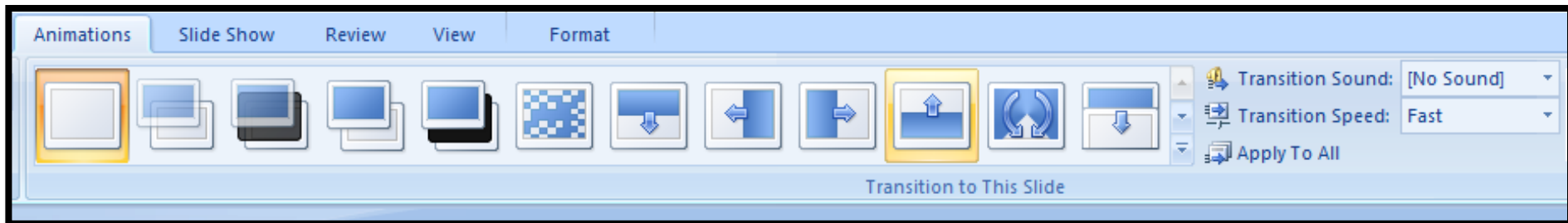


Figure : Exit Effects

Animations Tab 2. Transition to this slide (Apply slide transition, setting transition speed and sound)



Add transition between slides :

- Select the slide to which you want to apply the effect
- Select the Animation tab
- In Transition to This Slide group you will see the transition effects
- Click the drop-down arrow to see menu of transition effects
- Select the desired transition effect
- Click Apply To All to apply the effect to all slides

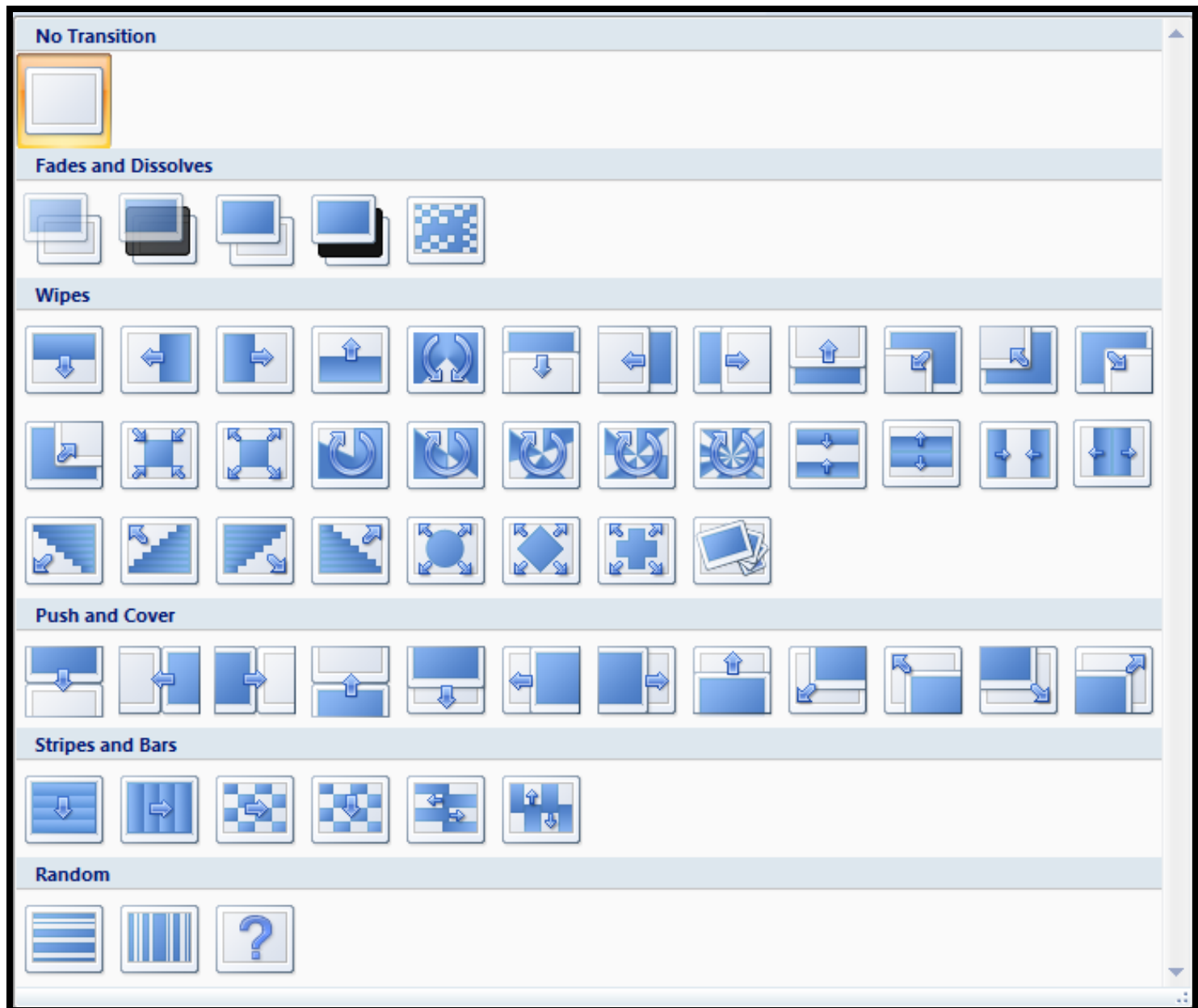
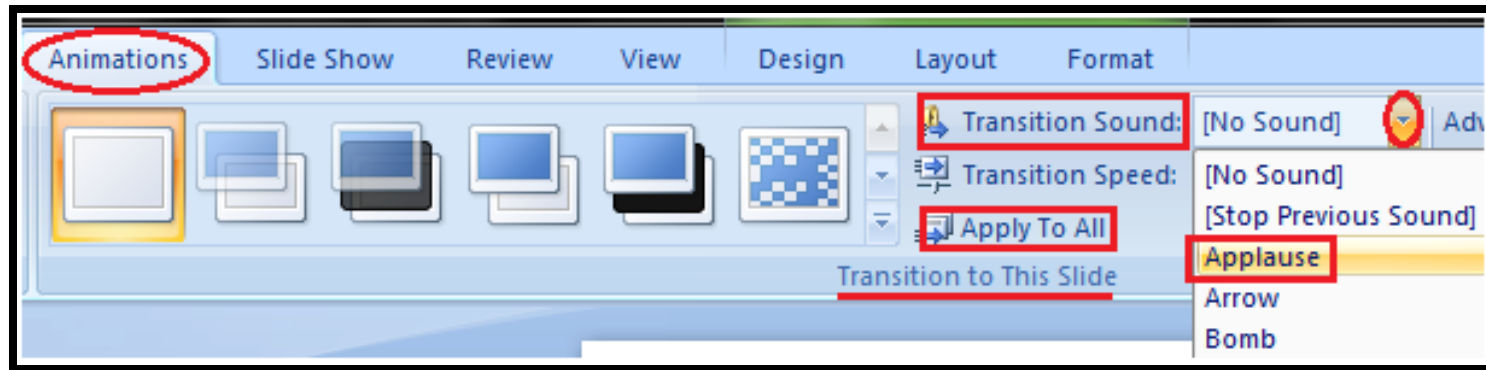


Figure : Different Slide transition

ii) Setting transition speed and sound :

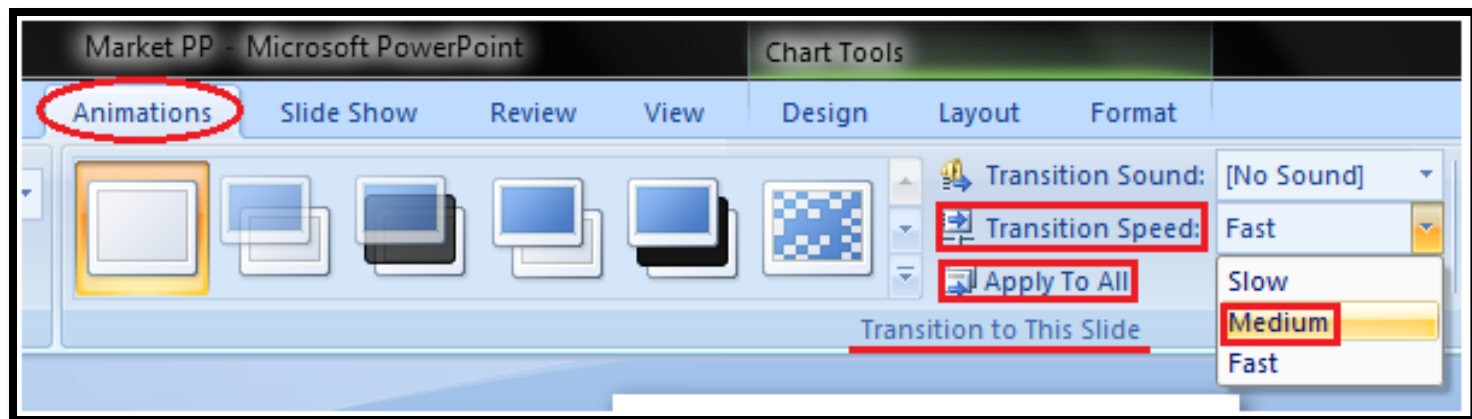
How to Set Slide Transition Sound

- Select the slide to which you want to add the transition sound
- Select the Animation tab
- In Transition to This Slide group click the drop-down arrow next to Transition Sound option
- A list of different transition sounds appears
- Select the desired transition sound
- Click Apply To All to apply the effect to all slides



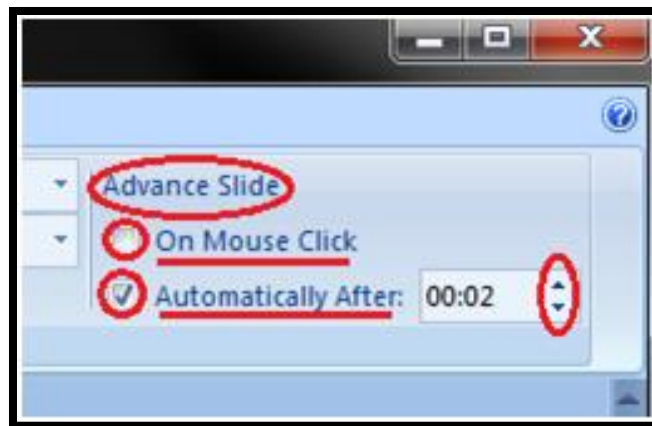
How to Set Slide Transition Speed :

- Select the slide
- Select the Animation tab
- In Transition to This Slide group click the drop-down arrow next to Transition Speed option
- It will display three options for transition speed
- Select the desired transition speed
- Click Apply To All to apply the same transition speed to all slides

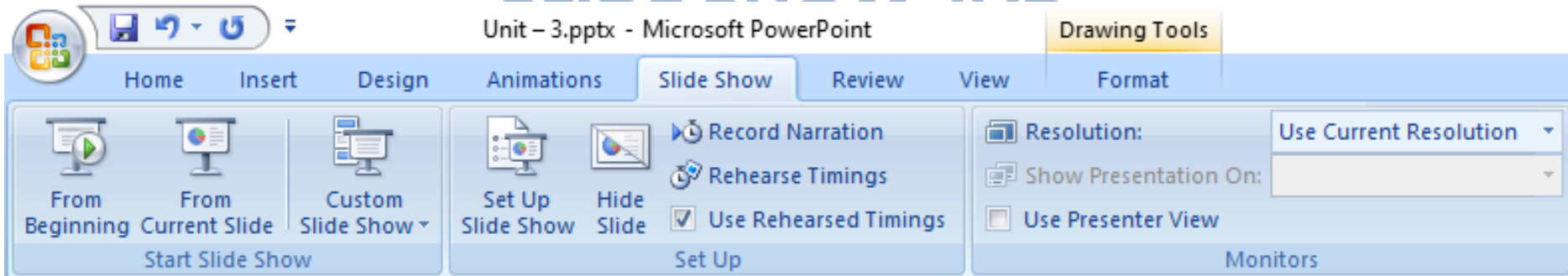


Animation on rehears timing

- Select the slide
- Select the Animations tab
- In Transition to This Slide group locate the Advance Slide section
- It shows two options; On Mouse Click and Automatically After
- Enter the desired time for the selected slide in Automatically After option
- Select the next slide and choose the desired time
- Click Apply To All If you want to apply the same timing to all slides

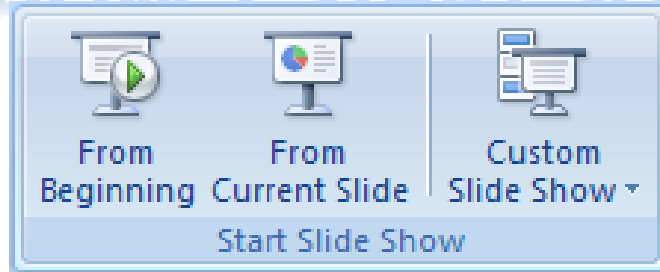


SLIDE SHOW TAB



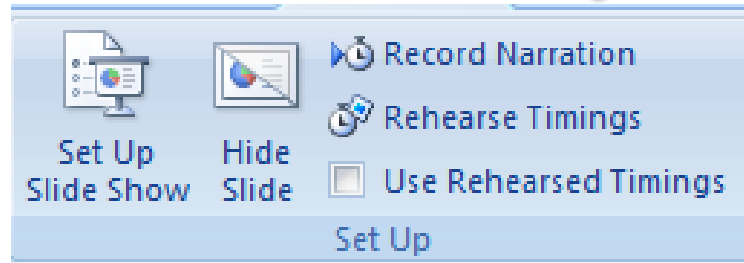
- This tab provides options for presenting the Slide Show to the audience. Narration for the show can be recorded.
- Decisions can be made as to where to start the presentation. In addition, custom shows can be created.
- This contains tools that control how the slide show is presented.

SLIDE SHOW 1.START SLIDE SHOW



- i) **From Beginning (F5)** : Click this button to start the slide show at the first slide. This will start the show at the beginning.
- ii) **From Current Slide (Shift+F5)** : This option is used to start the presentation from the active slide in the slideshow.
- iii) **Custom Slide Show** : Using this option we can select some slides from the presentation and run it separately. Using this option, we select the desired slide from the presentation and make a set and save it by giving a name. Which can be run separately.

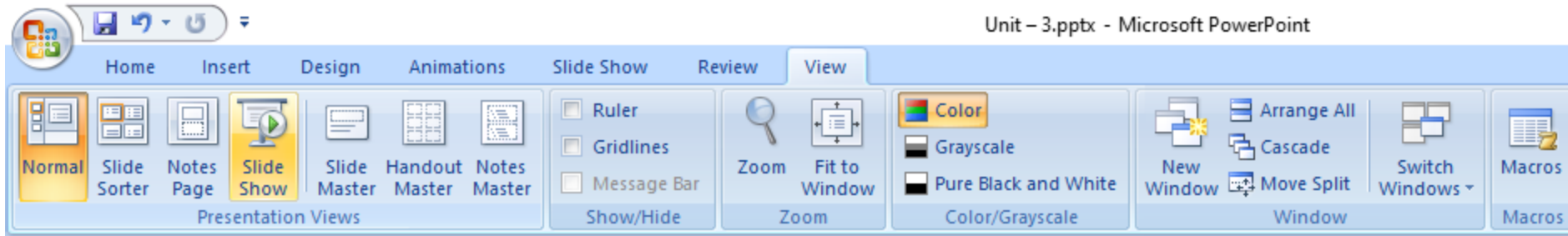
Slide Show 2.Set Up Group



- i) **Set Up Slide Show** : In this option, we do some setup related to slides such as which slide to show from the presentation - Like All, some special series or custom slides.
- ii) **Hide Slide** : With this option we hide the active slide. ie the hidden slide will not be visible in the slideshow.
- iii) **Record Narration** : To record a narration to go with the slides in the presentation, click this button. The Record Narration dialog box will display where the options for recording can be set
- iv) **Rehearse Timings** : On clicking this option, the timer runs along with the slideshow, after the slideshow finished, it tells how much time the presentation has been taken. So you can rehearse with the presentation from the timer.
- v) **Use Rehearsed Timings** :Click the check box for this option if the timings that were set up will be used during the presentation.



VIEW TAB



- When working with PowerPoint, this tab is used to view the presentation in different formats, it is also used to view more than one PowerPoint window at a time, or to decide whether to display the ruler within the window.



View Tab 1.Presentation Views



- i) **Normal** : Display the presentation in the normal working view. This is the default view for all PowerPoint presentations. In this view, the slide pane and thumbnails of the slides will be displayed.
- ii) **Slide Sorter** :It is used to easily Rearrange the slide. To view the slides as thumbnails, click this button. The slides will appear in columns and rows. This format makes it easy to rearrange the slides.
- iii) **Notes Page** : Display the presentation in notes view for editing the speaker notes. This view focuses on the Notes area.
- iv) **Slide Show** : This starts the slide show.



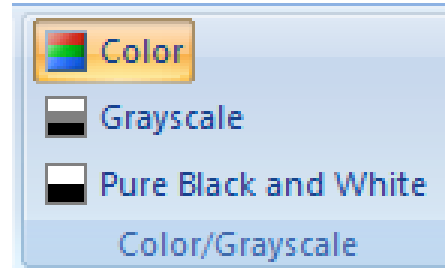
v) Slide Master : Displays the slide master letting you change the design and layout of the master slides. When you open the Slide Master, it will show you a slide with many pre-set text and media placeholders. These are intended to make it easier for you to add a commonly-used slide element or style.

vi) Handout Master : Open handout master view to change the design and layout of Printed handouts.

vii) Notes Master : This button is used to change the way the notes page is displayed and printed.



View Tab 2. Color / Grayscale Group



- i) **Color** : To view the presentation in color, choose this option. This is the default option for viewing presentations.
- ii) **Grayscale** : This button is used to view the presentation in grayscale. Gray-scale shows the presentation in black and white with gray tones.
- iii) **Pure Black and White** : When this option is chosen, the presentation will be shown in black and white without any gray tones.



View Tab 3. Window Group



- i) **New Window** : To open a new PowerPoint window, click this button. A new window will open with the same presentation. The presentation will have a number after the name.
- ii) **Arrange All** : Click this button to tile the open windows on the screen side-by-side.
- iii) **Cascade** : Use this button to tile the open windows so that they overlap vertically on the screen.
- iv) **Move Split** : This option is used to move the splitters that separate the different sections of the window.
- v) **Switch Windows** : Click this button to switch from one window to another window. A list of the open windows will display when the button is clicked.

