

MS-PowerPoint

Unit -1

Starting MS Power point

Unit -2

Working with textboxes and slides

Unit -3

Features of Power Point {Part -1}

Unit-4

Features of Power Point {Part -2}

Unit-5

Sharing a presentation

Unit -1

Starting MS Power point

Learning objectives

After the Completion of this unit you should be able to know

- 1) What is MS Power point 2010 and what are its functions
- 2) What are the components of Power point 2010
- 3) The tools used in MS Power point 2010 and their use

Introduction

In the earlier days people depended on transparent sheets on which they used to write and present it to the audience by the help of projector which was a very heavy machine. The main problems that arose were

1. Writing on transparent sheets was costly and time consuming.
2. Occupied a lot of space and difficult to transport
3. Difficulty to update and modify with change in time
4. Had to be kept free from moisture and heat

Definition

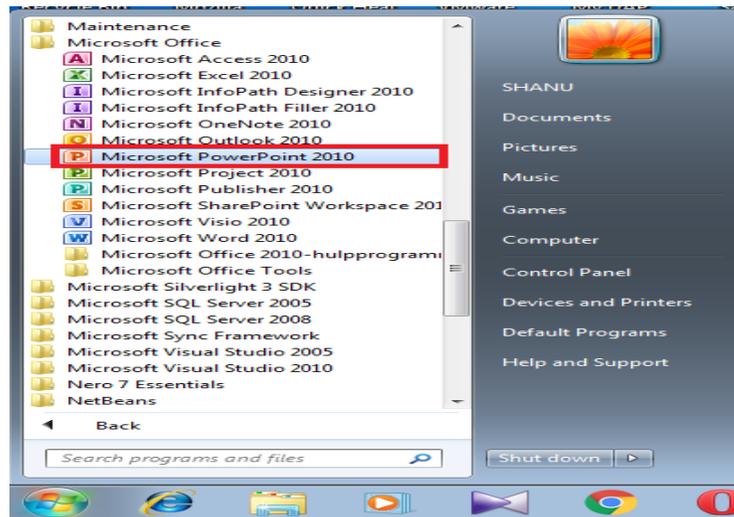
PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. *PowerPoint* offers word processing, outlining, drawing, graphing and presentation management tools.

Some uses Of PowerPoint

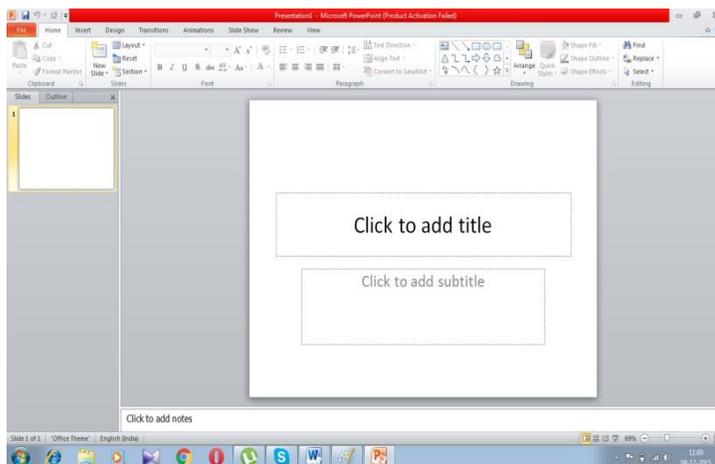
1. Used to present a person's idea within a few words and pictures.
2. Used to describe about the project /company and its related issues. Profit making company identify profit /loss , purchase/sale.

Starting MS PowerPoint 2010

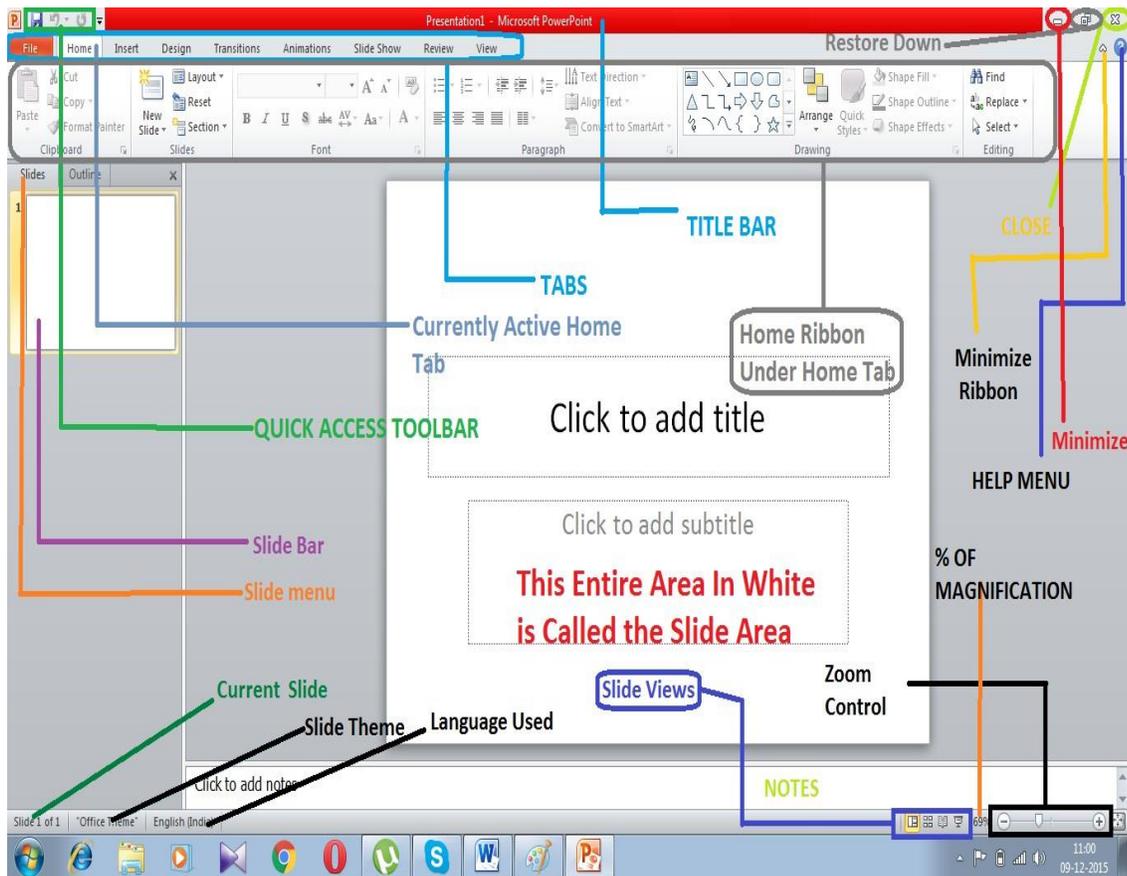
Step-1



Step-2

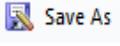


1.3.1 Components of MS PowerPoint 2010



Know your tools

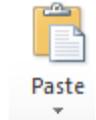
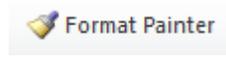
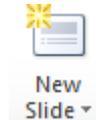
File Tab

Sl.No	Icon	Function	
1	 Save	Saves the current Power point Presentaion	
2	 Save As	Saves the current presentation in another format	
3	 Open	Opens Another Presentation	
4	 Close	Closes the current presentation	
5		This option comprises of the following as shown below	
		Left Side	
		<ol style="list-style-type: none"> 1. Product activation :- Whether the current product is activated or not 2. Permission :-Whether anyone can open, change any part of the presentation. 3. Prepare for sharing :-Sharing the power point. 4. Versions :- Open if there were any earlier versions of this file 	
		Right Side	
		Properties of the current slide	
		Size	Size of the File
		Slides	No of slides in the presentation
		Hidden Slides	No of hidden slides
		Title	Title of the slide
		Tag	Tags if existing
		Category	Belongs to which caegory
		Last Modified	Last modified when
		Created	Created when
		Last Printed	Last printed when
		Author	Author Name
Manager	Manager Name		
6		This option opens the recent files in the recent locations	

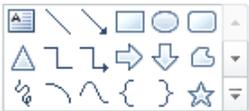
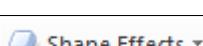
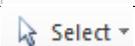
7		This option creates a new presentaiton
8		Prints the current presentation
9		This option is used save and send a file via <ul style="list-style-type: none"> 1. Email 2. Fax 3. XPS 4. Share it in the web 5. Convert it to a PDF File 6. Create a video file 7. Package presentation for CD 8. Create Handouts 9. Broadcast slide show 10. Publish slides 11. Save files in different formats

Home Tab

Once the home tab is clicked it opens up the home ribbon which is comprised of the following parts

Clipboard		
1		This option is used to cut text or images
2		This option is used to copy text or images
3		This option is used to paste cut or copied images/text
4		Used to copy formatting from one place to the other
Slides		
1		This option is used create a new slide
2		Change the layout of the selected slide
3		Reset the positions ,size and formatting of the slide placeholders to their default setting
4		Organize slides into sections

Font		
1		Font face
2		Font size
3		Make the text Bold
4		Make the text italicized
5		underline the text
6		text shadow
7		Strike thru
8		Character Spacing
9		Change case
10		Increase the font Size
11		Decrease the font size
12		Clear all formatting
13		Change font colour
Paragraph		
1		Bullets
2		Numbering
3		Decrease list level
4		Increase list level
5		Increase line spacing between lines in a paragraph
6		Align Text Left
7		Align Text Centre
8		Align Text Right
9		Justify text
10		Split the text into 2 or more columns
11		Change the text direction
12		Change the alignment of the text
13		Convert text to smart art

Drawing		
1		Insert drawing objects
2		Arrange drawing objects
3		Change the visual style of the inserted object.
4		Fill the selected shape with a solid colour, gradient, picture or text area.
5		Change the shape effect of the inserted object.
Editing		
1		Find the selected text in the document
2		Replace found text with another text
3		Select

Insert Tab

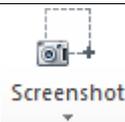
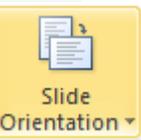
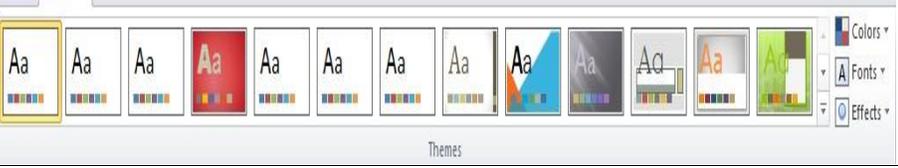
Tables		
1		Used To insert a table
Images		
1		Used to insert a picture
2		Used to insert a clip art
3		Used to insert a screen shot
4		Used to inset a photo album

Illustration		
1	 Shapes	Used to insert shapes
2	 SmartArt	Used to insert smart art
3	 Chart	Used to insert chart
Links		
1	 Hyperlink	Create a link to a web page, picture, an email address or a program.
2	 : Action	Add an action to the selected object to specify what should happen when you click on it or hover over it with your mouse.
Text		
1	 Text Box	Used to insert a textbox
2	 Header & Footer	Insert the Header and Footer on the slide or all slides.
3	 WordArt	Insert a word art
4	 : Date & Time	Insert Date And Time
5	 Slide Number	Insert slide number
6	 Object	Insert objects

Symbols		
1	 Equation	Inserts an equation
2	 Symbol	Inserts a symbol
Media		
1	 Video	Insert a video
2	 Audio	Insert an audio

Design Tab

Page Setup		
1	 Page Setup	Set the page setup to portrait or landscape
2	 Slide Orientation	Sets the slide orientation as portrait /Landscape
Themes		
3		
	Change the design theme	

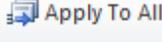
Background		
1	 Background Styles	Set Background Styles
2	 Hide Background Graphics	Hide Background Graphics

Transition Tab

Used to set the transition of the power point presentation

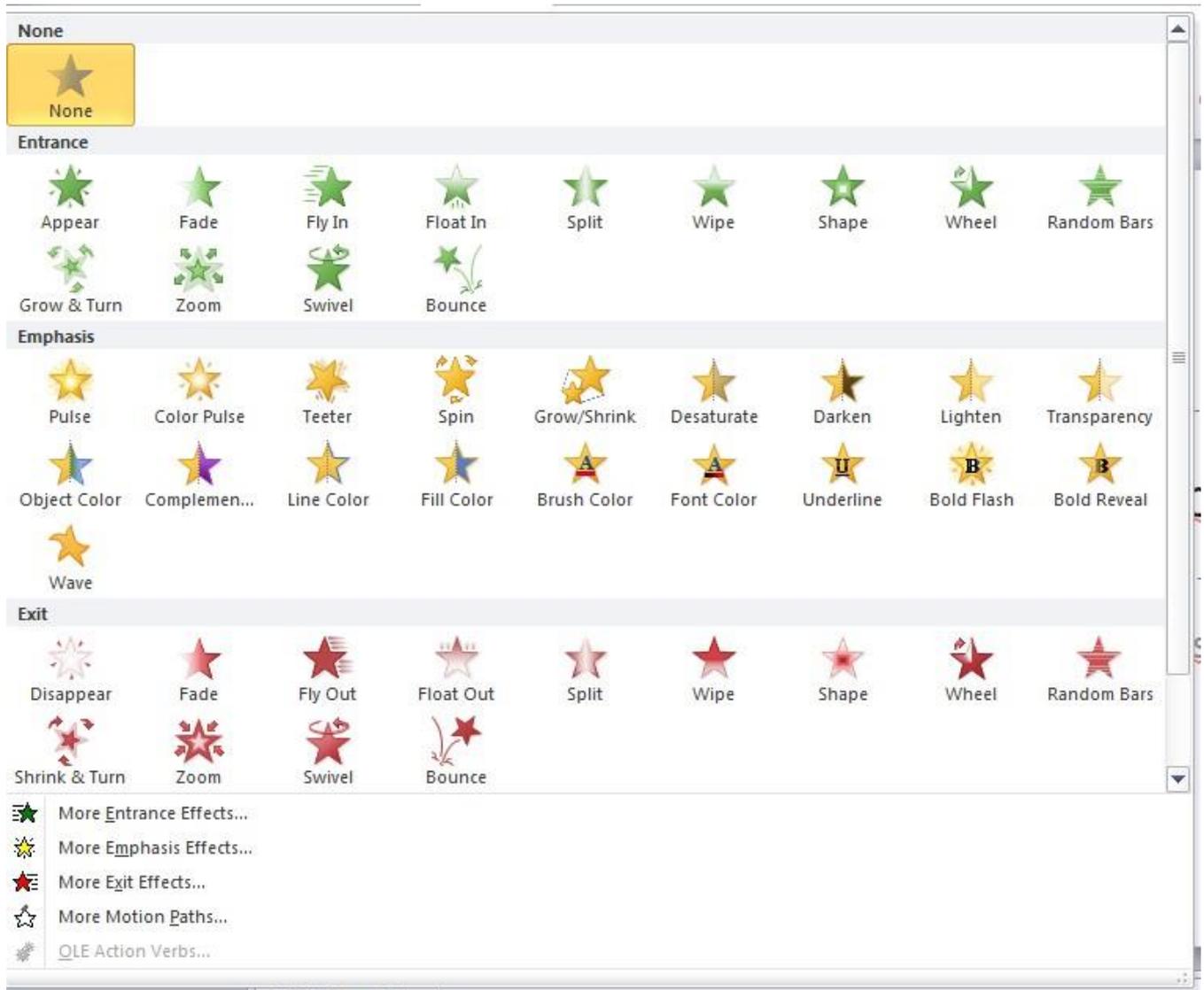
Preview		
1	 Preview	Used to preview the transitions
Transition to this slide		
Subtle		
1	 None	Sets the transition to none
2	 Cut	Sets the transition to cut
3	 Fade	Sets the transition to fade
4	 Push	Sets the transition to push
5	 Wipe	Sets the transition to wipe
6	 Split	Sets the transition to split
7	 Reveal	Sets the transition to reveal
8	 Random Bars	Sets the transition to Random Bars
9	 Shape	Sets the transition to shape
10	 Uncover	Sets the transition to uncover
12	 Cover	Sets the transition to cover
13	 Flash	Sets the transition to flash

Exciting		
1	 Dissolve	Sets the transition to dissolve
2	 Checkerboard	Sets the transition to Checkerboard
3	 Blinds	Sets the transition to Blinds
4	 Clock	Sets the transition to clock
5	 Ripple	Sets the transition to Ripple
6	 Honeycomb	Sets the transition to Honeycomb
7	 Glitter	Sets the transition to Glitter
8	 Vortex	Sets the transition to Vortex
9	 Shred	Sets the transition to Shred
10	 Switch	Sets the transition to switch
11	 Flip	Sets the transition to Flip
12	 Gallery	Sets the transition to Gallery
13	 Cube	Sets the transition to Cube
14	 Doors	Sets the transition to Doors
15	 Box	Sets the transition to Box
16	 Zoom	Sets the transition to zoom

17	 Pan	Sets the transition to Pan
18	 Ferris Wheel	Sets the transition to Ferris Wheel
19	 Conveyor	Sets the transition to Conveyor
20	 Rotate	Sets the transition to rotate
21	 Window	Sets the transition to window
22	 Effect Options	Sets the effect options to horizontal and vertical
Timing		
1		Add a sound to the power point file
2		How long the sound will remain
3		Apply effect to all slides
4	<input checked="" type="checkbox"/> On Mouse Click	Run effect on mouse click
5		Effect takes place after certain number of seconds

Animation Tab

The Animation tab is used to induce animation to a particular slide or all slides



Slide show Tab

1	 From Beginning	Slide show from the beginning of the power point
2	 From Current Slide	Slide show from the current slide
3	 Broadcast Slide Show	Broadcast Slide Show so that it can be viewed by remote users who can watch in a web browser
4	 Custom Slide Show	Create or play a custom slide show . A custom slide show only display the slides that you want to display
5	 Set Up Slide Show	Sets up slide show.
6	 Hide Slide	Hide the current slide from presentation
7	 Rehearse Timings	Set timings for each slide
8	 Record Slide Show ▾	Record Slide show.
9	<input checked="" type="checkbox"/> Play Narrations	Play back audio narrations and audio pointer gestures during slide show.
10	<input checked="" type="checkbox"/> Use Timings	Play back slide and animation timings during slide show. You can record slide and animation timings using rehearse timings and slide show
11	<input checked="" type="checkbox"/> Show Media Controls	Show play control when you move the pointer over audio and video clips during the slide show
12	 Resolution: Use Current Resolution ▾	Change resolution of the image.
13	 Show On: ▾	Choose a monitor on which to display the full screen slide show. If you are using a monitor or are using a laptop without an external monitor attached this command is disabled.

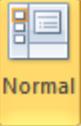
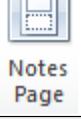
14	<input type="checkbox"/> Use Presenter View	Show the full screen slide show using presenter view. This view allows you to project the full screen slide view to one monitor that includes timings and speaker notes. This feature requires multiple monitors or a laptop with dual display capabilities.
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Review Tab

1	 Spelling	Checks the spelling of the text in the power point presentation and corrects the spelling.
2	 Research	Open the research task pane to search through reference materials such as dictionaries, encyclopedias and translation Services.
3	 Thesaurus	Suggests other words with the similar meaning to the word you have selected
4	 Translate	Translate a selected text to another language.
5	 Language	Select Language Options
6	 New Comment	This option is used to add a new comment to a Power point presentation.
7	 Edit Comment	Edit comment
8	 Delete	Delete comment
9	 Previous	Previous comment

10	 Next	Next comment
11	 Compare	Compare and combine another presentation with the current presentation.
12	 Accept	Click this button to access other options such as accepting other changes in the document.
13	 Reject	Click this button to access other options such as rejecting other changes in the document.
14	 Previous	Navigate to the previous revision of the document so that you can accept or reject it.
15	 Next	Navigate to the next revision of the document so that you can accept it or reject it.
16	 Reviewing Pane	Show reviewing pane when reviewing changes
17	 End Review	End review

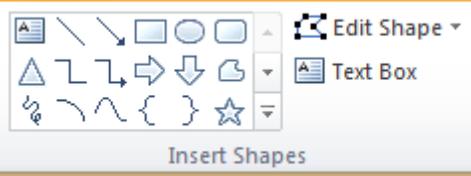
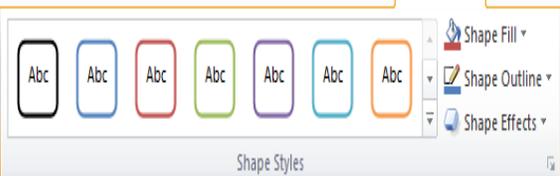
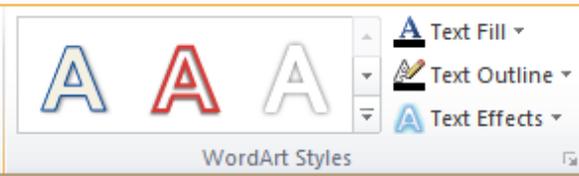
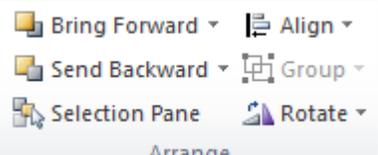
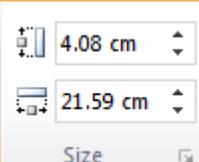
View Tab

1	 Normal	Normal format
2	 Slide Sorter	Slide sorter
3	 Notes Page	View notes page to edit the speaker notes as they look when they print them out.
4	 Reading View	View the presentation as a slide show that fits within the window.

5	 Slide Master	Open slide master to change the design and layout of the master slides
6	 Handout Master	Open hand out master view to change the design and layout of printed layouts
7	 Notes Master	Open Notes master.
8	<input type="checkbox"/> Ruler	View the rulers used to measure and line up objects in the document
9	<input type="checkbox"/> Gridlines	Turn on gridlines to which you can align objects in the document
10	<input type="checkbox"/> Guides	Show adjusted drawing guides to which you can align objects on the side.
11	 Zoom 	Show the Zoom control dialogue to specify the zoom level of the document.
12	 Fit to Window	Zoom the slide so that it fills the Window.
18	 Color	View the presentation in colour mode
19	 Grayscale	View the presentation in gray scale mode
20	 Black and White	View the presentation in Black and White
21	 New Window	View the current presentation in a new window
22	 Arrange All	Tile all open program windows side by side on the screen
23	 Cascade	Cascade the open document windows on the screen so that they overlap.
24	 Move Split	Move the splitters which separate the different sections of the window. After checking this button use the arrow keys to move the splitters and then press enter to return to the document.
25	 Switch Windows ▾	Switch to a different currently open Window

26	 Macros	Create ,view, run, delete a macro.
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Format Tab

1		Used to insert and edit shape, add text box
2		Shape Styles
3		Word Art Styles
4		Arrange
5		Size

Let us sum up

In this unit we have learnt what is Power point and how it is a powerful tool to describe a person’s ideas in front of many. Microsoft PowerPoint presentations can be distributed via internet and via pen drives and other secondary storage devices. We have discussed the various tools that are used in this software. They are broadly classified into 10 tabs. These are file, home, insert, design, transition, animation, Slide show , review, view and format tab .These tabs have a specific role and specific functionality for the preparation of power point presentation. Use of power point quickened the speed of presentations than the plastic sheets which were very costly, laborious to prepare in the yester years.

Unit -2

Working with textboxes and slides

Learning objectives

After the Completion of this unit you should be able to know

1. What is a textbox and how it can be incorporated on the slide
2. What is a slide and its manipulation?
3. What is a slide note and how it is used?
4. What is a side bar and why it is used?
5. The components of the side bar which are the slide section and outline section
6. What is a slide section and how it is used?
7. What is an outline and how it is used?

Introduction

After knowing the tools this is the half way of our learning. We should know how to be smart in power point. This comes after we know working with textboxes which are vitally required for entering data into the presentation. Working with slides involves slide adding, deleting, modifying and sorting. Slides those that are prepared by a person may not be understood by another person. At this time the slide note comes to use which describes what for the slide was prepared. Slides those that are prepared need immediate textual verification. In such cases we work with outline. At times the PowerPoint can be very large. Example of large presentations involve presentations of organizations such as schools, colleges, universities, hospitals where departments are many. In such cases we take the help of sections. With this we summarize and close the unit.

Definitions

Textbox: - Textbox is a tool used to write text on a power point slide. It also acts as a placeholder to hold text where it is dragged and placed. The textbox can be rotated at any degree according the need of the user.

Slide :- A slide is a single page of a presentation created with software such as PowerPoint

Outline :- Outline View shows all the text of all slides in the presentation, in PowerPoint. This view is useful for editing purposes and can be exported out as a Word document to use as a summary handout.

Section:- A feature of power point software so that slides can be organized in a particular fashion for easy understanding and quick review.

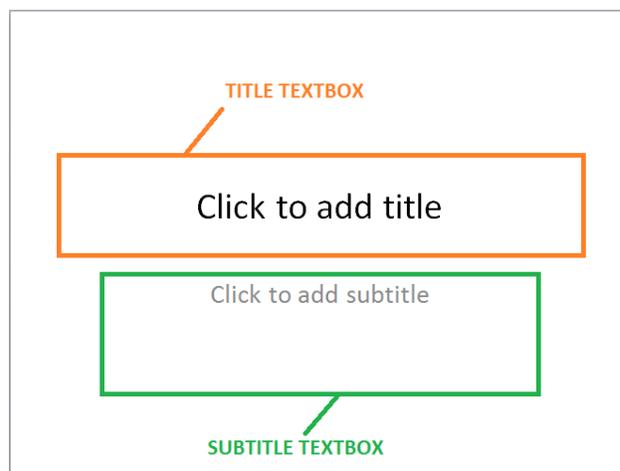
Working with textboxes

Power point allows users to add text to the Power point presentation.

4 types of textboxes are there

1. Title Textbox
2. Subtitle Textbox
3. Content Textbox
4. Text Only Box

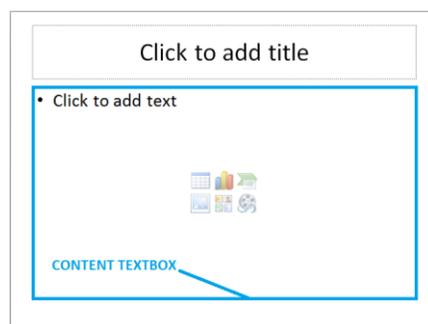
Working with title and subtitle textboxes



Title textbox :- This option allows the user to add title to the slide which may be the topic of the presentation

Sub title textbox :-This option allows the user to add subtitle to the slide which includes Created by author and author credentials.

Working with content textboxes

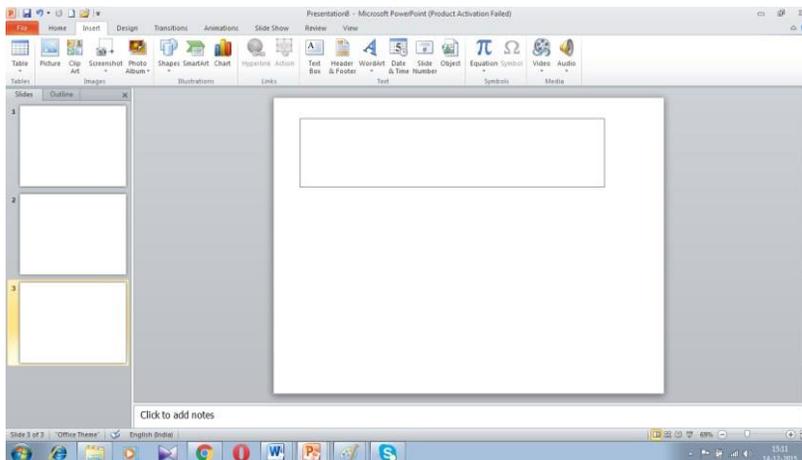
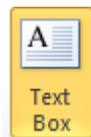


This option allows the user to add

1. Text
2. Graphs
3. Smart art
4. Pictures
5. Clip arts
6. Videos

Working with text only box

Click On Insert Tab and then click on Textbox icon as shown below

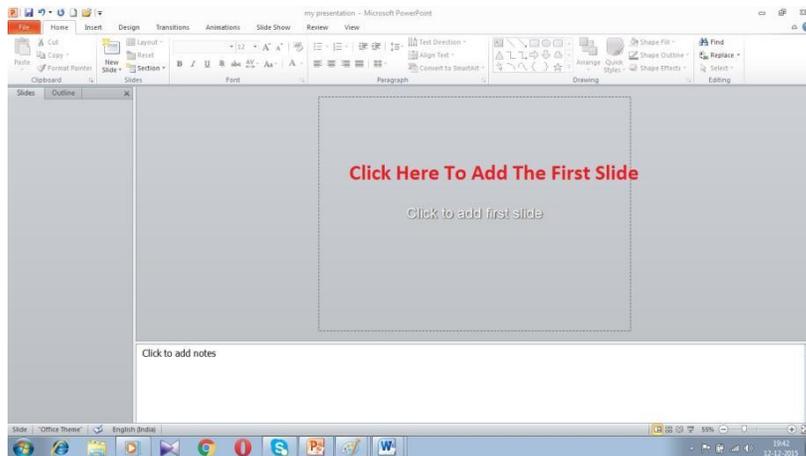


This option is used to add text to the slide.

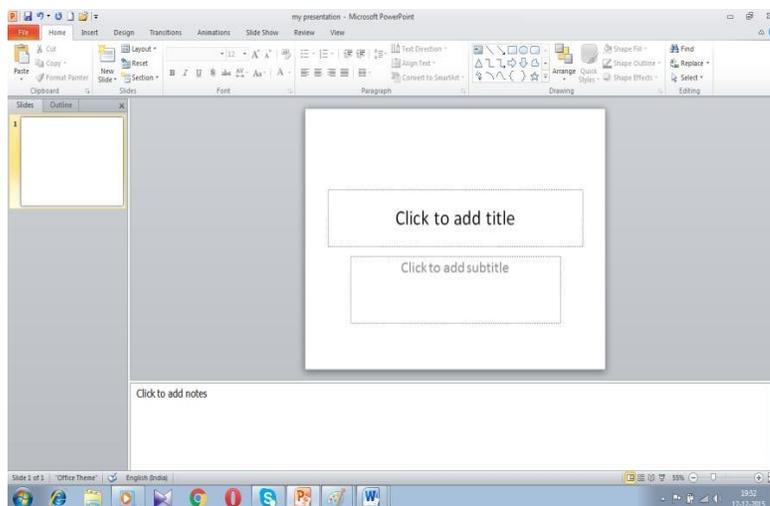
Working with slides

Add a new slide

Step-1

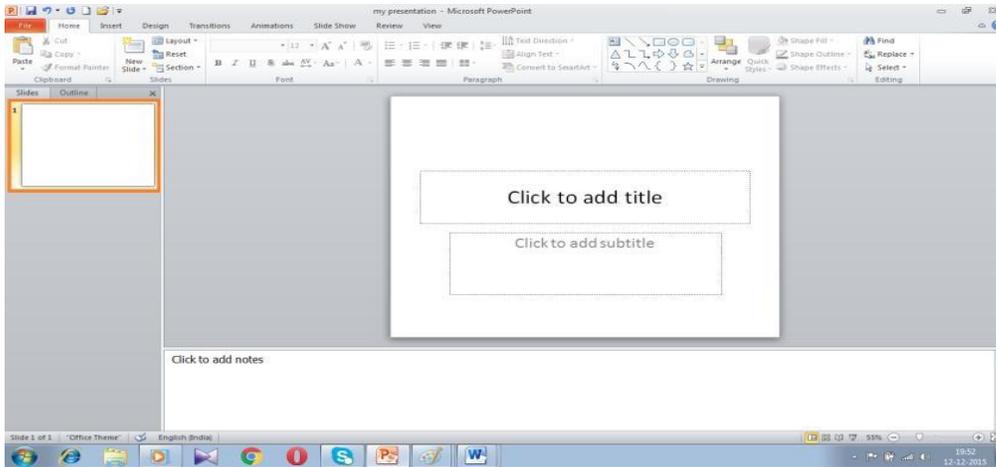


Step-2



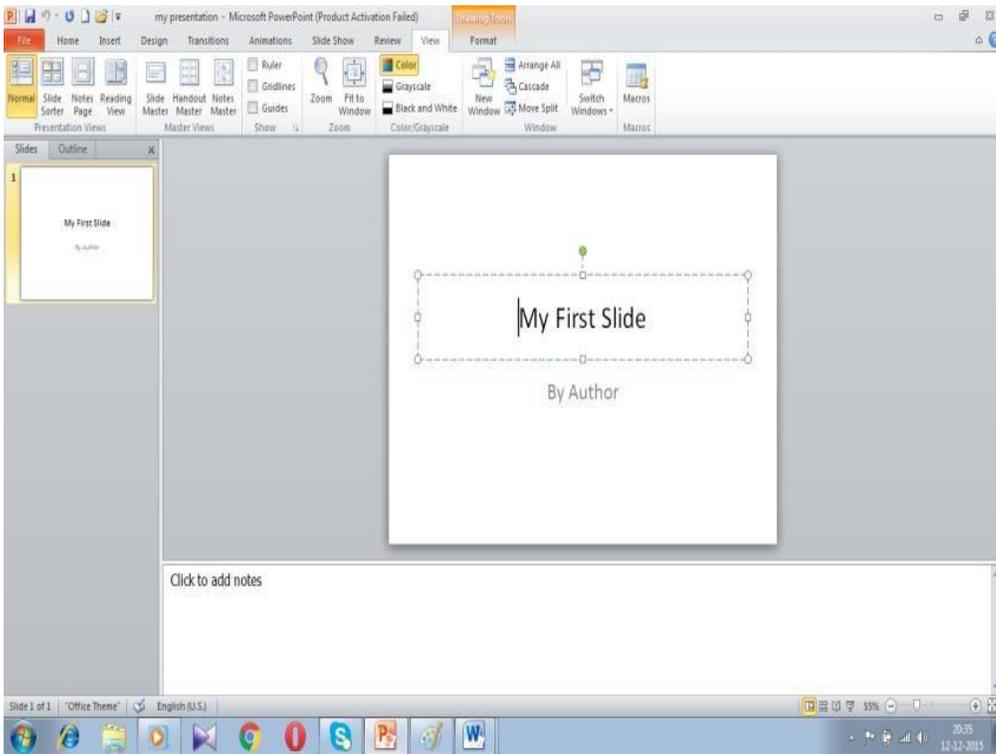
Delete a new slide

To Delete a slide right click on the slide shown on the left pane as shown below



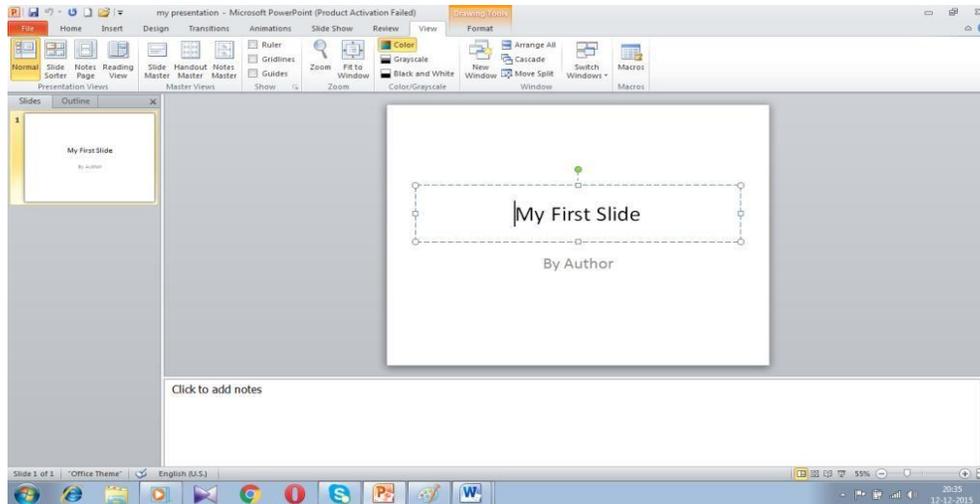
Click the delete button.

Edit a slide



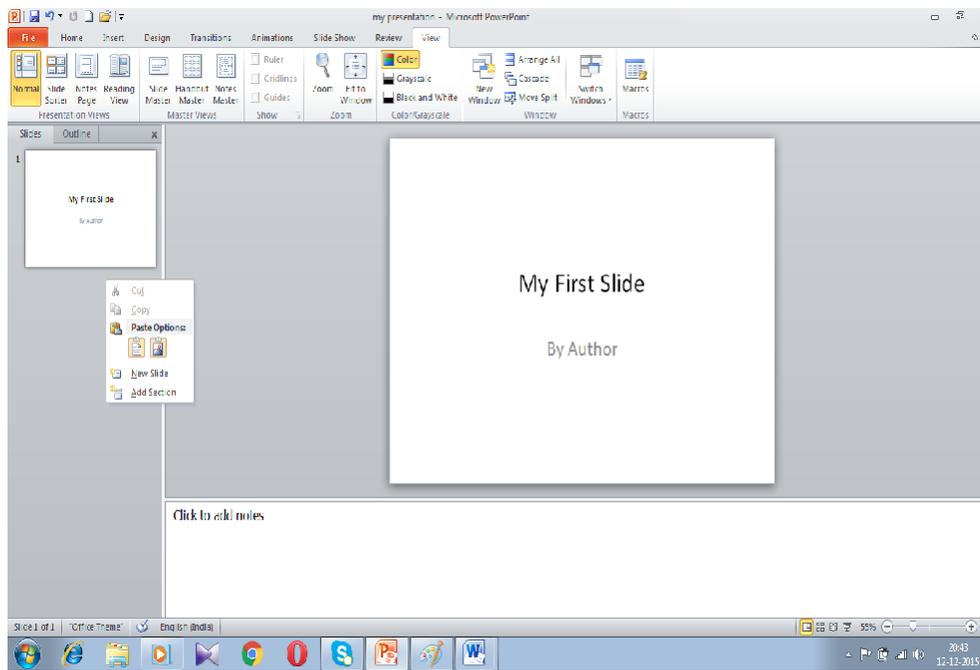
Rearranging slides

Slide-1

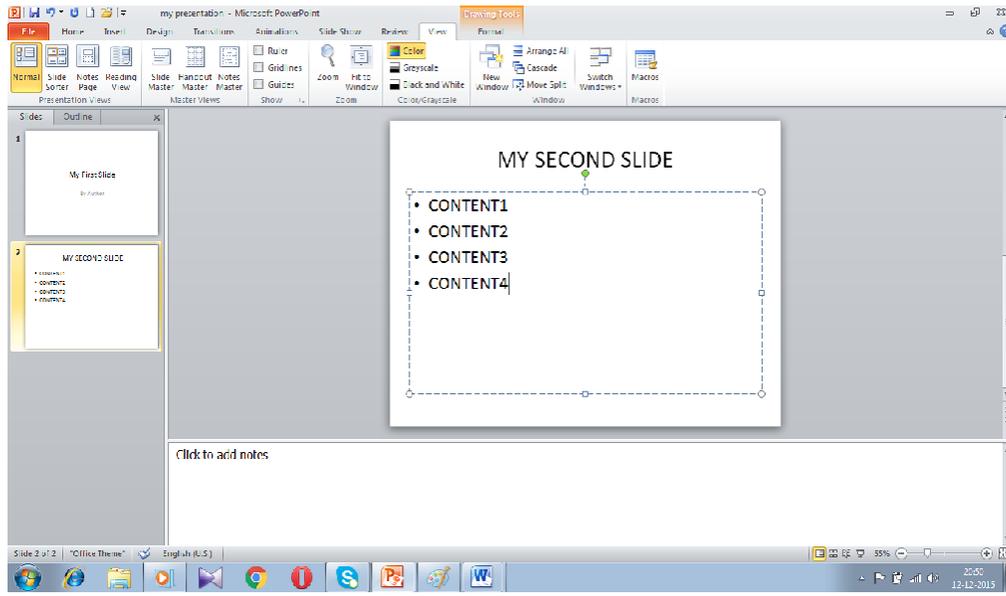


Slide-2

Add A New Slide

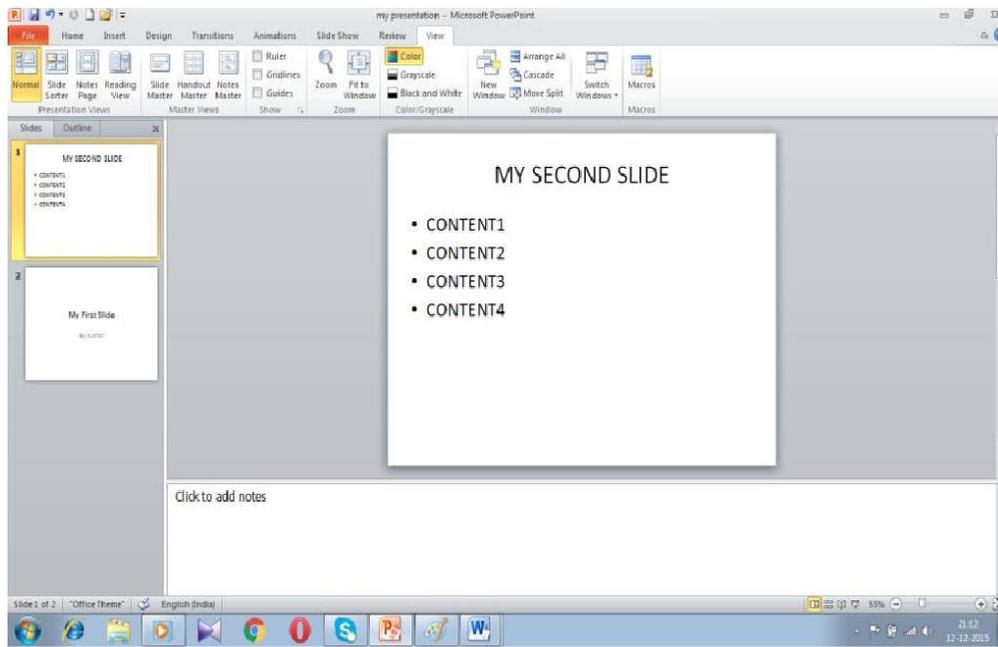


Slide-3



Step-4

Suppose you want to swap slide 2 to slide 1 click the slide2 and pull it upward and place it 1 position

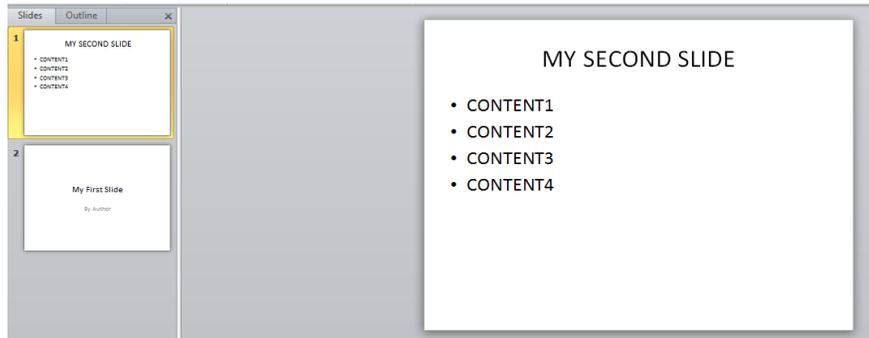


Importing slides

This option is used when you want import slides from presentation 2 to presentation 1

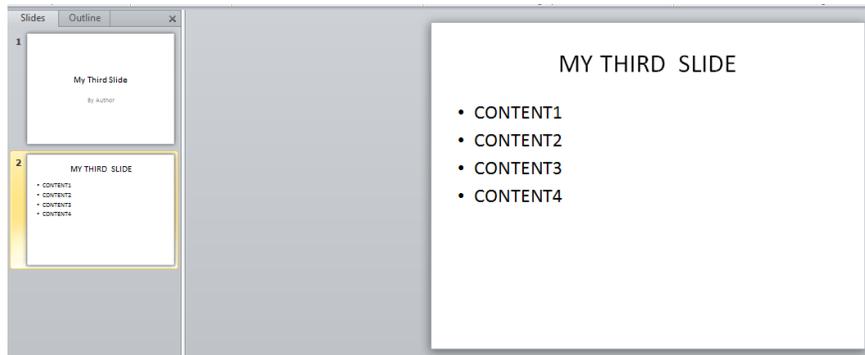
Step -1

Let us consider the presentation presentation-1 as shown below



Step-2

Let us consider the presentation presentation-2 as shown below



Step-3

Now to include the slides of presentation 2 into presentation1

You select the slides of presentation 2

For continuous slides like 1,2,3

1. click on view and slide sorter
2. click on first slide and then click shift + left mouse click the second slide
3. click on copy

4. open presentation1
5. click below the slide where you want to insert
6. click paste

For non-continuous slides like 1,3,5

1. click on view and slide sorter
2. click on first slide and then click ctrl + left mouse click the second slide
3. click on copy
4. open presentation1
5. click below the slide where you want to insert
6. click paste

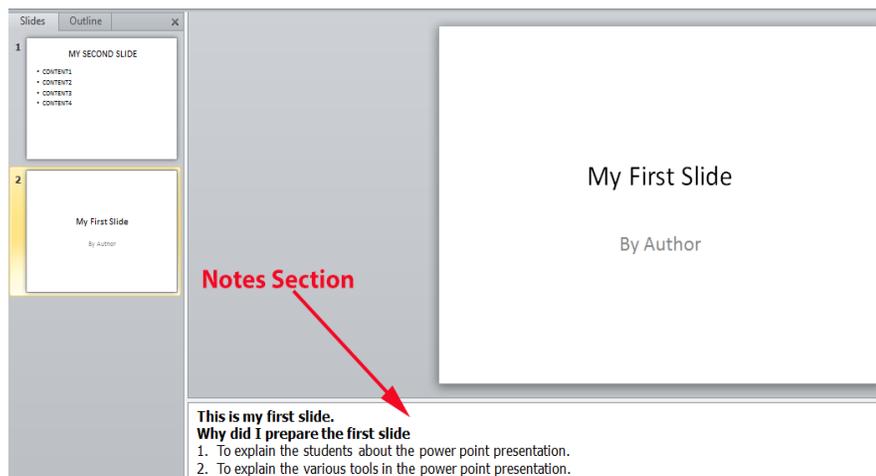
Working with slide notes

What are slide notes

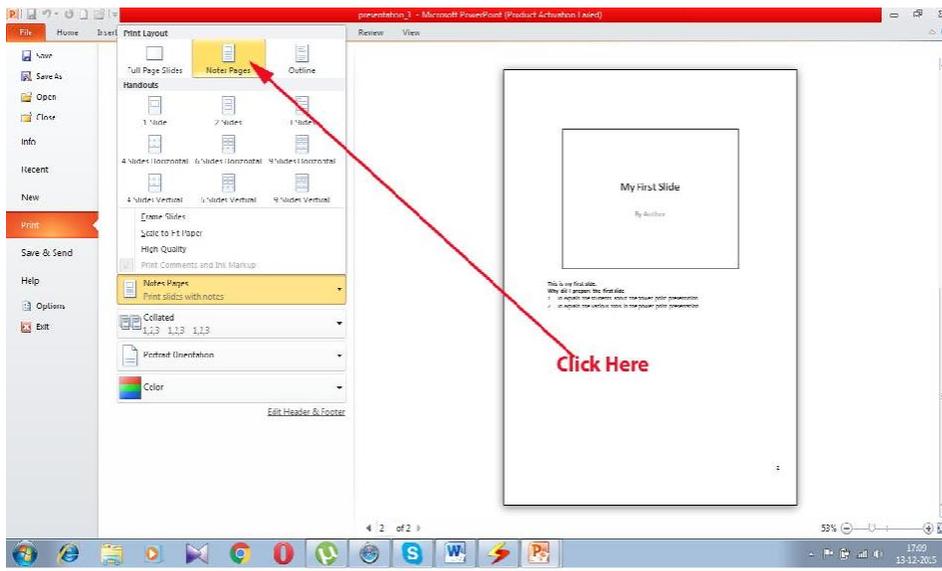
Slides notes is a powerful tool to store the notes of the slide which is prepared. These Notes are not visible during the Power point presentation but can be printed along with the slides so that the presenter can know in detail about each slide in the notes and accordingly deliver lecture.

How to prepare slide notes

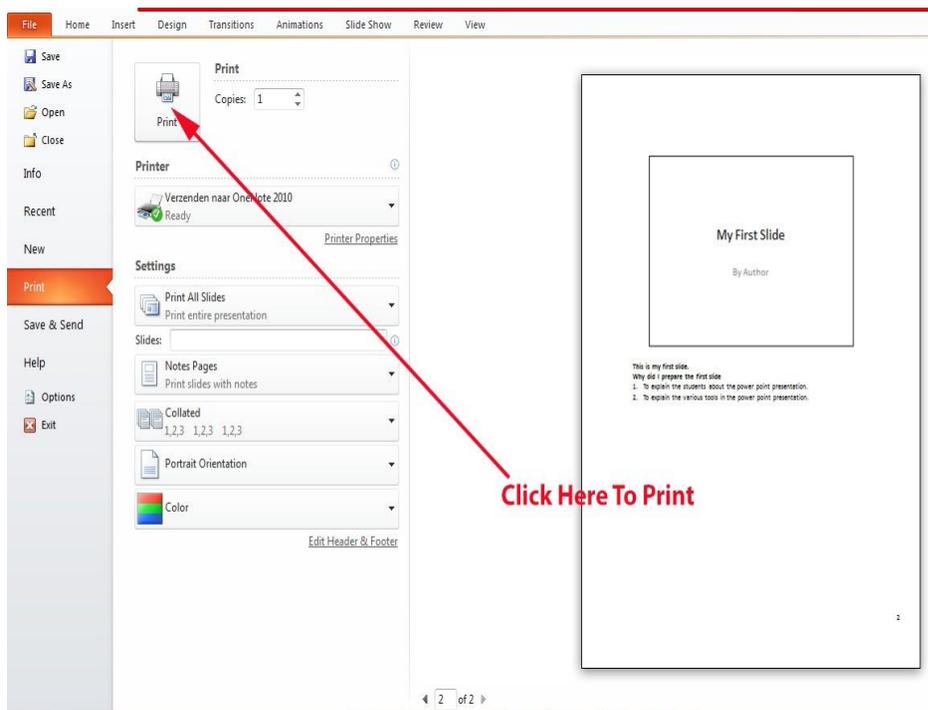
Step-1



Step-2



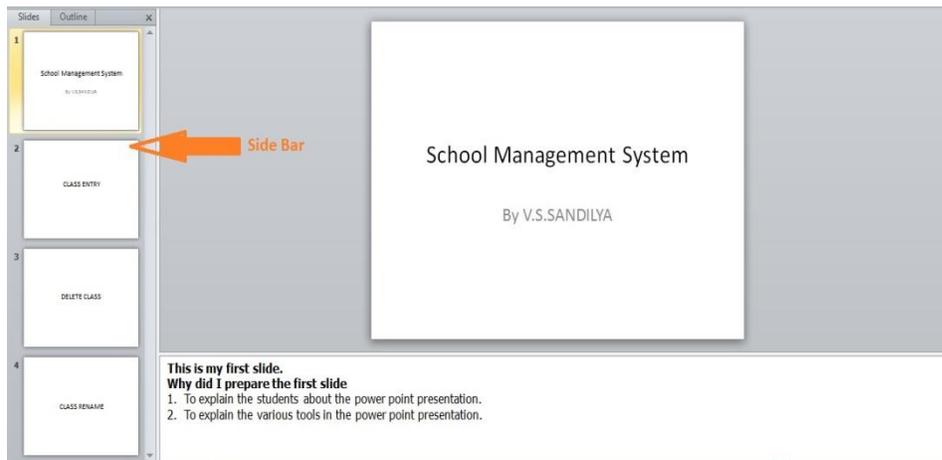
Step-3



Advantages of slide notes

It helps the presenter to store notes for each slide that he/she prepares and it helps in presenting large presentations which need heavy documentation .

Working with side bar



As discussed the sidebar is used to

1. Insert a new slide anywhere in the presentation.
2. Delete the slide anywhere in the presentation
3. Insert slides from other power point files into this presentation
4. Break Power point presentation into many sections.
5. This feature is comprised of 2 features namely slide view and outline view which we shall be discussing shortly

Manage sections which involve creation, deletion, renaming, moving up and down the sections and slides.

Working with sections

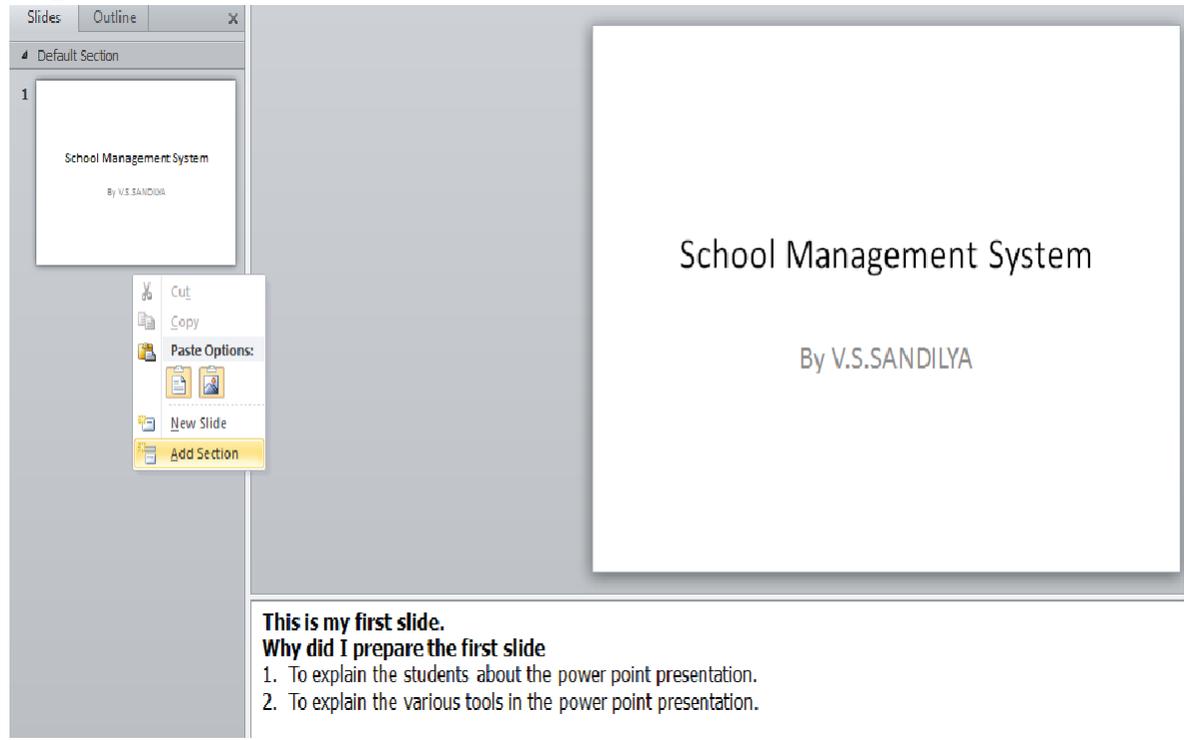
What is slide section

Slide section is used when working with very large presentations. Suppose the presentation is a very large presentation and this presentation can be done by 10 people for 10 parts of the presentation. In such cases 10 people work separately on various parts. Finally all parts are integrated into 1 power point presentation as sections.

Managing slide section

Adding slide sections at the end of the presentation

Step-1



Slides Outline X

Default Section

1

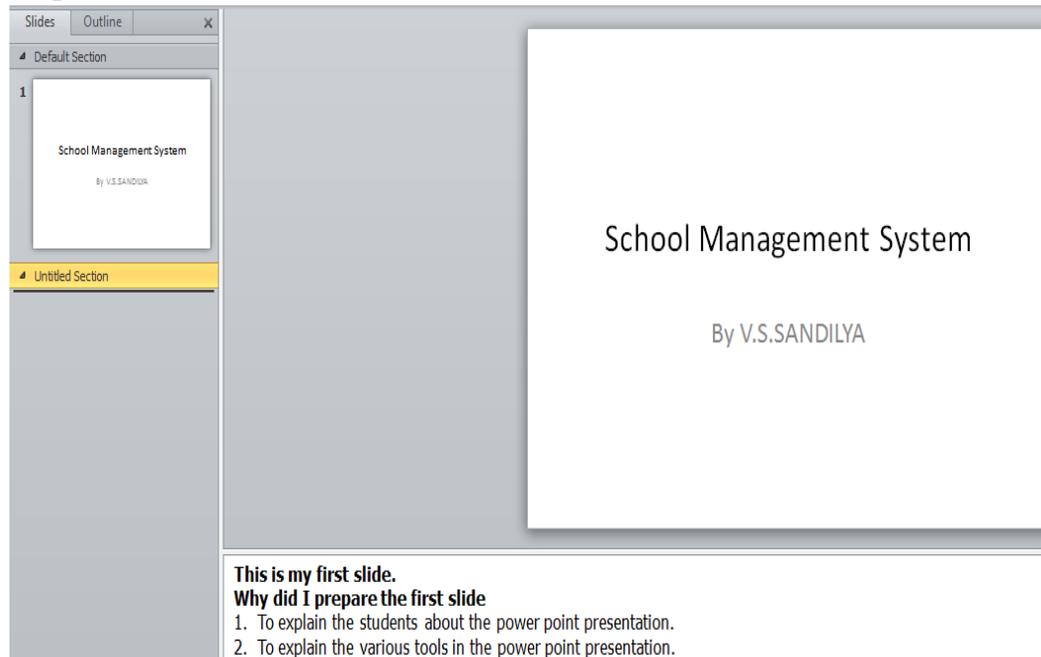
School Management System
By V.S.SANDILYA

Cut
Copy
Paste Options:
New Slide
Add Section

School Management System
By V.S.SANDILYA

This is my first slide.
Why did I prepare the first slide
1. To explain the students about the power point presentation.
2. To explain the various tools in the power point presentation.

Step-2



Slides Outline X

Default Section

1

School Management System
By V.S.SANDILYA

Untitled Section

School Management System
By V.S.SANDILYA

This is my first slide.
Why did I prepare the first slide
1. To explain the students about the power point presentation.
2. To explain the various tools in the power point presentation.

Renaming the sections of the presentation

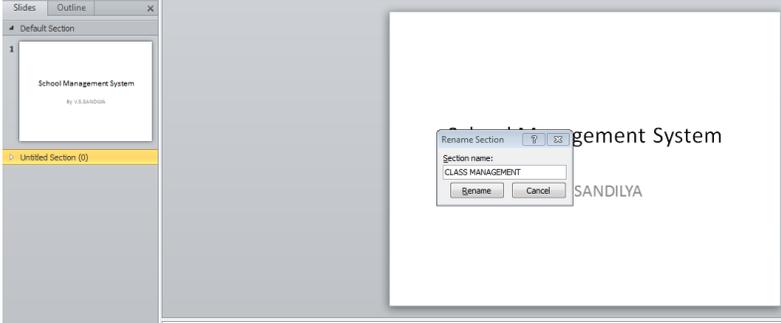
Step-1



The screenshot shows the PowerPoint interface. On the left, the 'Outline' pane displays a 'Default Section' containing slide 1, 'School Management System' by V.S.SANDILYA. A context menu is open over this section, listing options: 'Rename Section', 'Remove Section', 'Remove Section & Slides', 'Remove All Sections', 'Move Section Up', 'Move Section Down', 'Collapse All', and 'Expand All'. The main slide area shows the title slide content.

This is my first slide.
Why did I prepare the first slide
1. To explain the students about the power point presentation.
2. To explain the various tools in the power point presentation.

Step-2



The screenshot shows the PowerPoint interface. The 'Outline' pane now shows 'Untitled Section (0)'. A 'Rename Section' dialog box is open, with 'Section name:' set to 'CLASS MANAGEMENT'. The main slide area shows the title slide content.

This is my first slide.
Why did I prepare the first slide
1. To explain the students about the power point presentation.
2. To explain the various tools in the power point presentation.

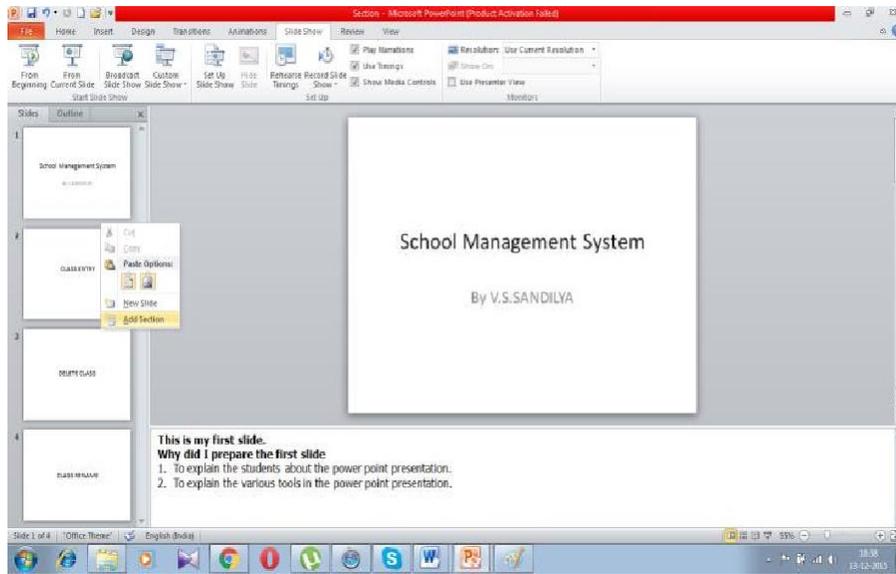
Step-3



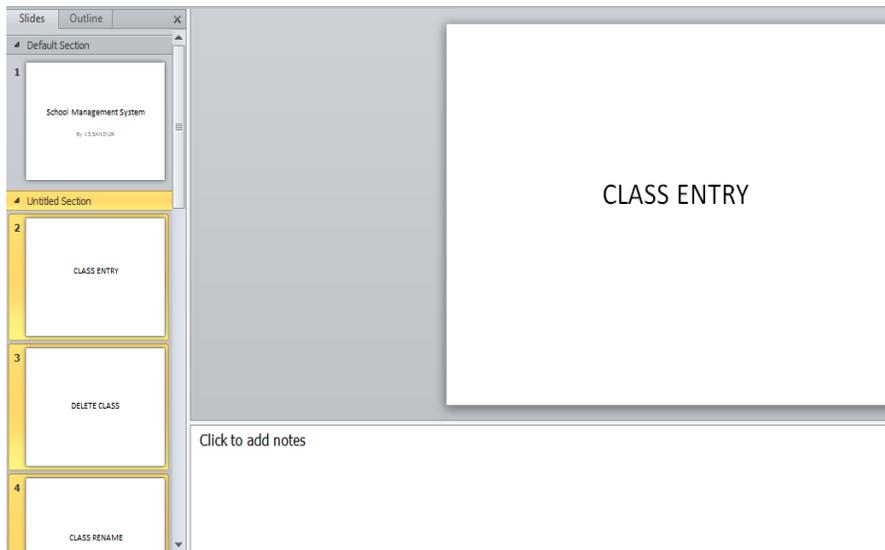
The screenshot shows the PowerPoint interface. The 'Outline' pane now shows 'CLASS MANAGEMENT (0)' selected. The main slide area shows the title slide content.

Breaking slide presentation into various sections

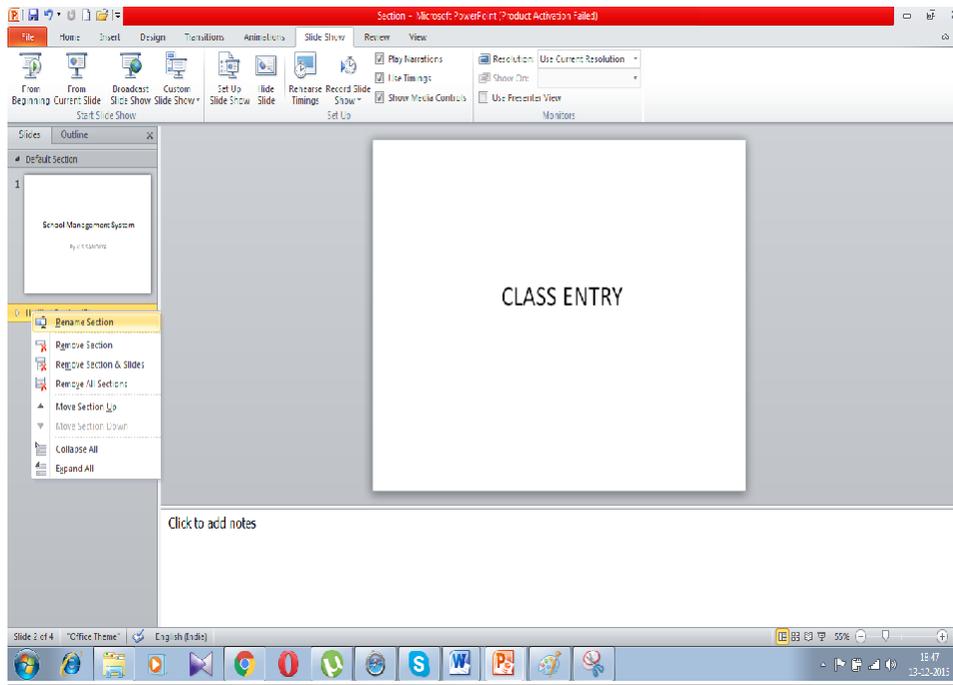
Step -1



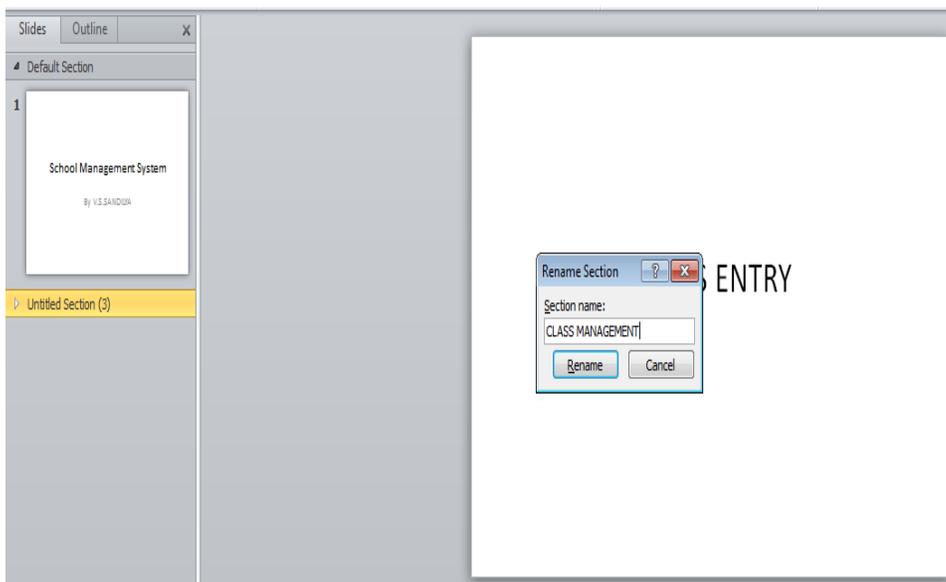
Step-2



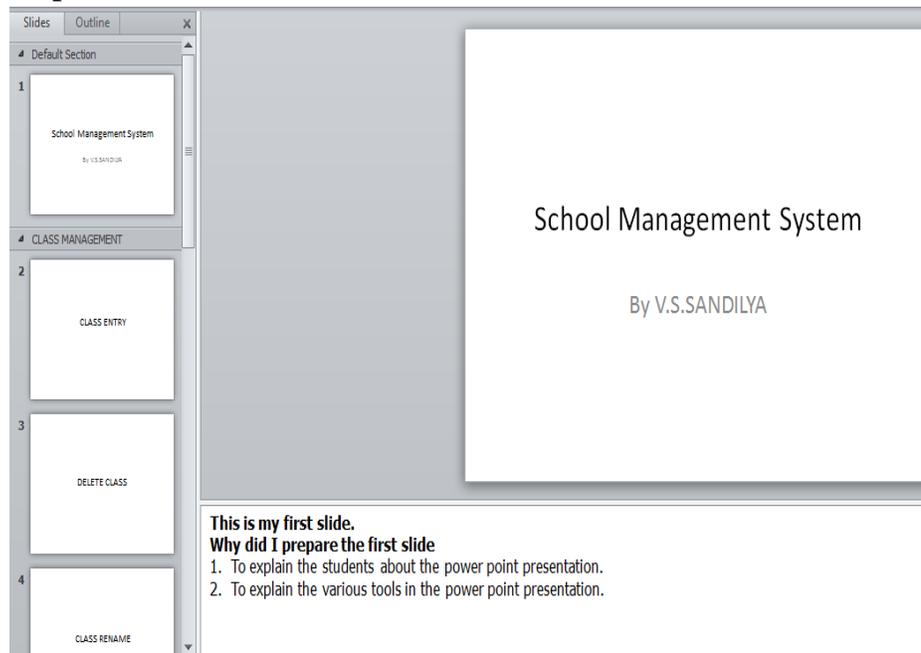
Step-3



Step-4



Step-5

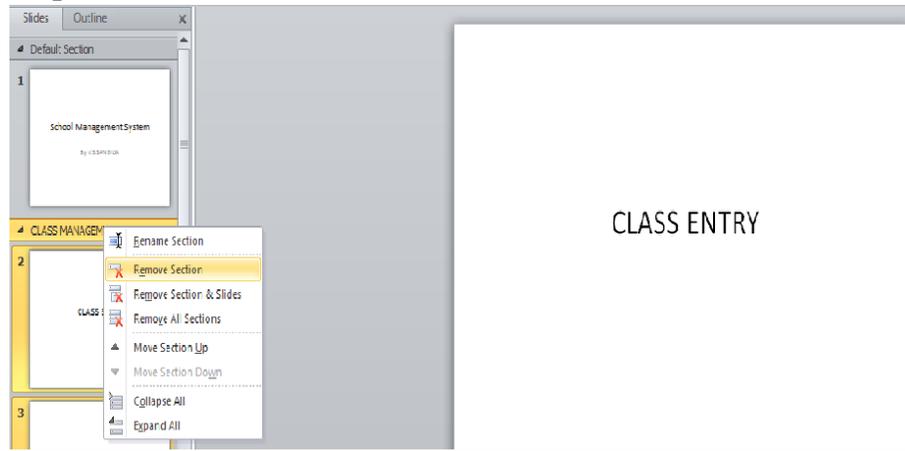


This is my first slide.
Why did I prepare the first slide

1. To explain the students about the power point presentation.
2. To explain the various tools in the power point presentation.

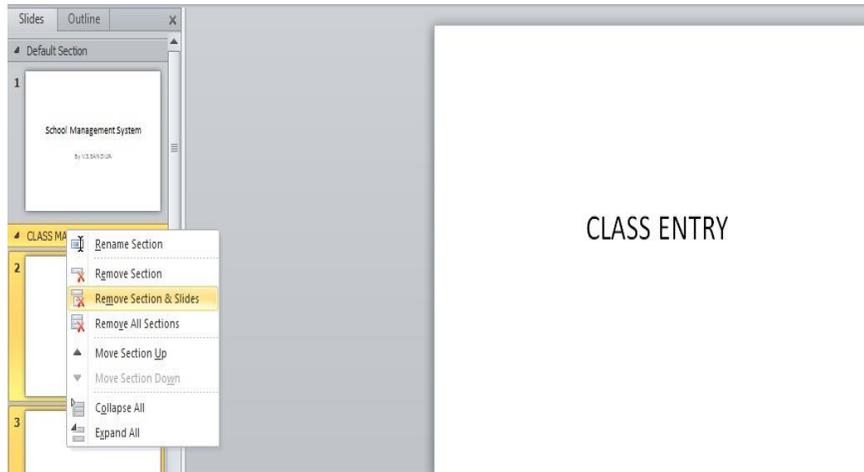
Removing slide section from a presentation

Step-1

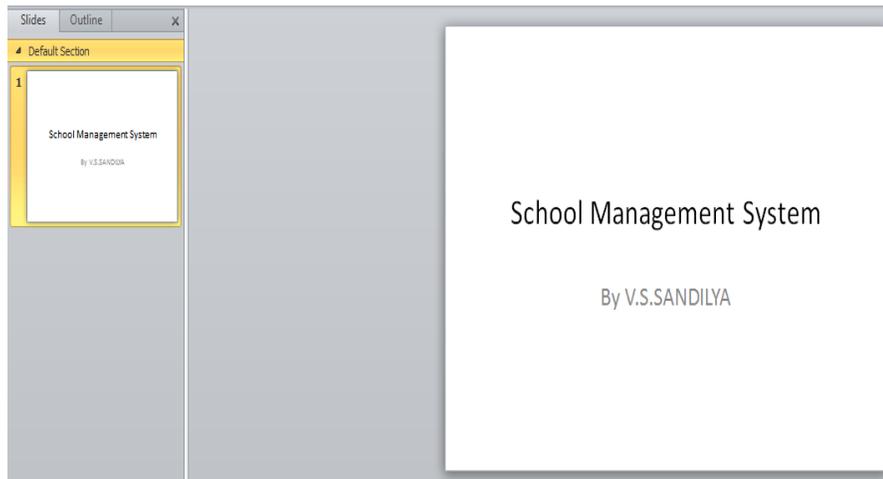


Removing slide sections and slides from a presentation Step-1

Right click on the section to be deleted

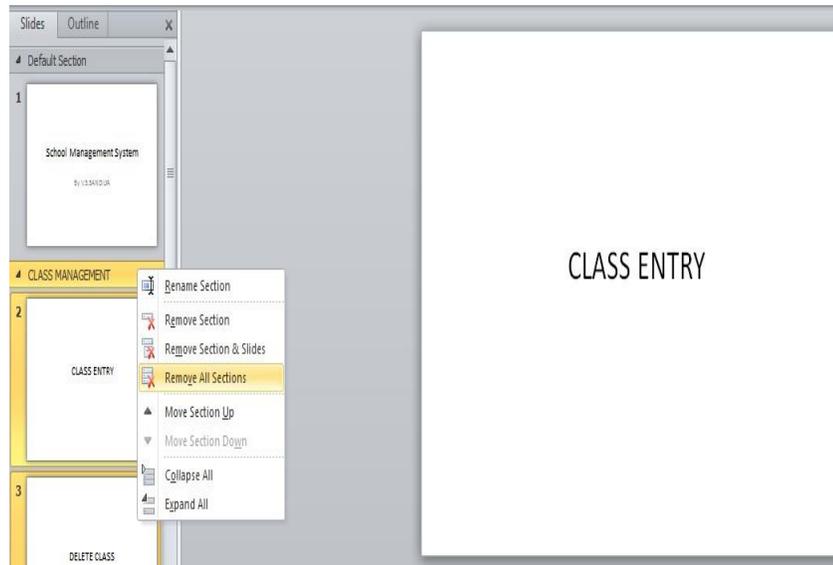


Step-2



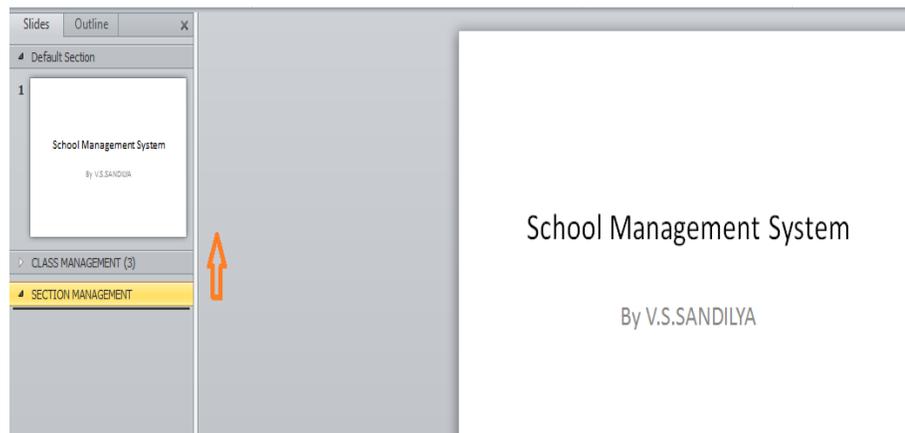
Removing all slide sections from a presentation Step-1:-

Right click on a section and select remove all sections



Moving sections up/down Step-1

Select the section with left mouse click and move it upwards.

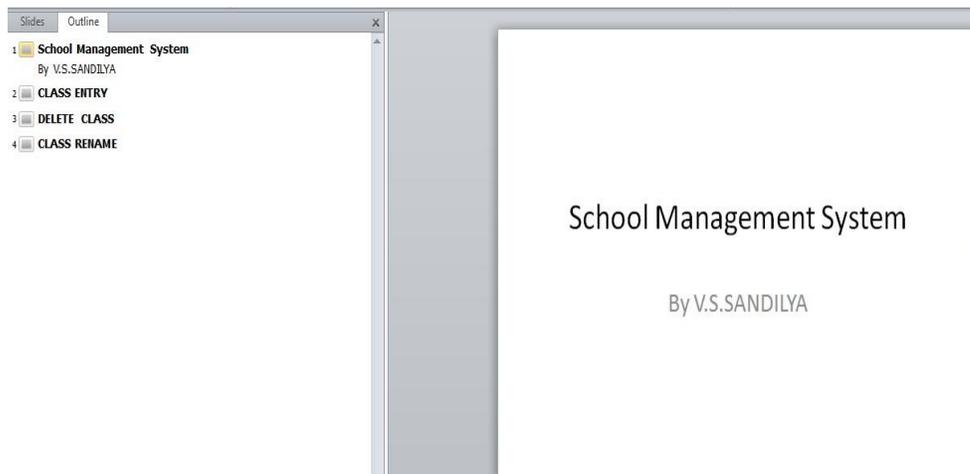


Step-2



Working with outlines

This option is used when a presenter wishes to see all the textual part rather than the textual part and the graphical part.



Unit -3

Features of Power Point {Part -1}

Learning objectives

After the Completion of this unit you should be able to know

1. What is a view and what are various kinds of views in Power Point
2. Cut and paste operations in PowerPoint
3. Copy and paste operations in PowerPoint
4. Content translation
5. Set language type
6. Duplicating content
7. Using special characters on the slide

Introduction

We have covered so far about the power point presentation in the earlier units .In this unit we shall be working on some features which would help us work faster and in an elegant fashion. We shall be discussing about the various views of the power point, editing a presentation which involves changing the background, style ,fonts so that the presentation looks attractive, adding new language such as Hindi in the existing presentation, duplicating content which is a feature to reduce retyping in order to prepare a new slide. The use of special characters helps us to incorporate special characters onto the presentation.

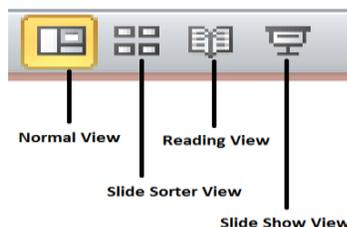
Definitions

Views :- The views in Microsoft PowerPoint 2010 is a feature that is used to edit, print, and deliver your presentation

Presentation Background:- A feature in power point by which the background of the presentation can be changed for a single slide and all slides.

Views in PowerPoint

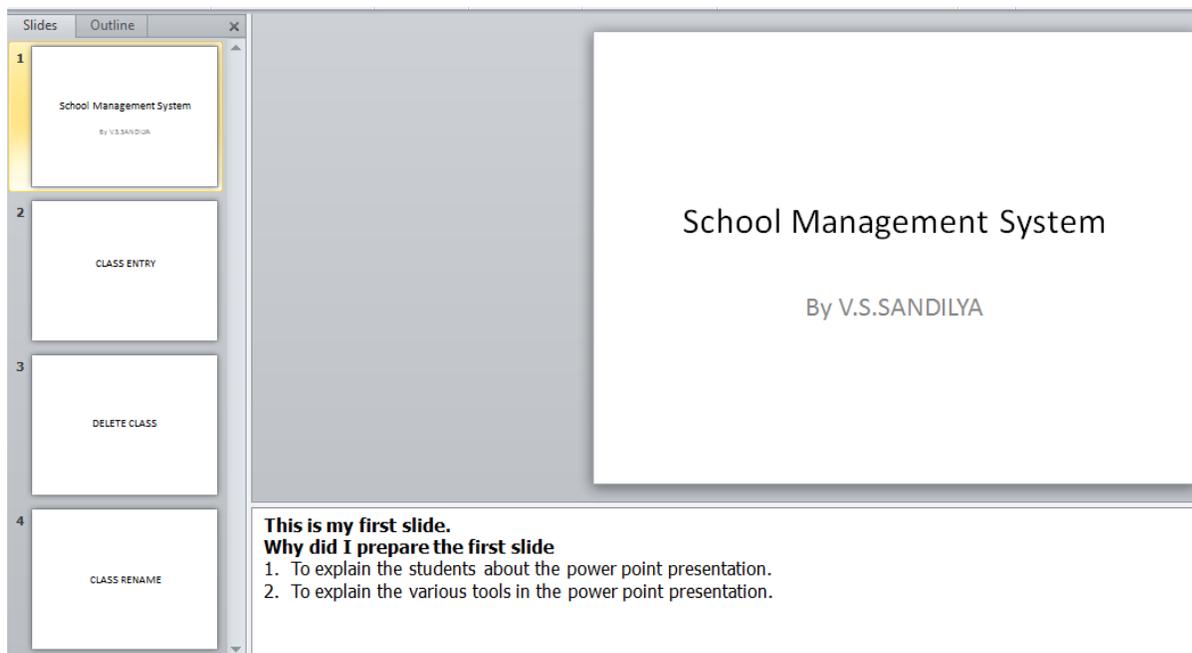
Presentation view is of 4 types



Normal view

This is a default view to

- a) Add
- b) Edit
- c) Delete
- d) Change slide order



Slide sorter view

This option is used to

- a) Change the order of the slides
- b) Add Slides
- c) Edit Slide delete the slides seen
- d) Add sections
- e) Remove sections
- f) Rename Sections
- g) Move sections

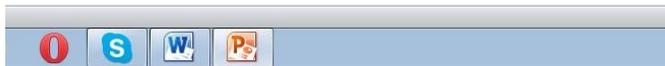


Reading view

This option is used to read the power point presentation as if were a presentationview with an exception that in power point presentation the entire screen is taken up by the slide but in this case the task bar is seen.

School Management System

By V.S.SANDILYA



Slide show view

School Management System

By V.S.SANDILYA

The slide show view is used to run the slide show of the power point presentations. This option is used to run the presentation and show to the audience.

Setting presentation background

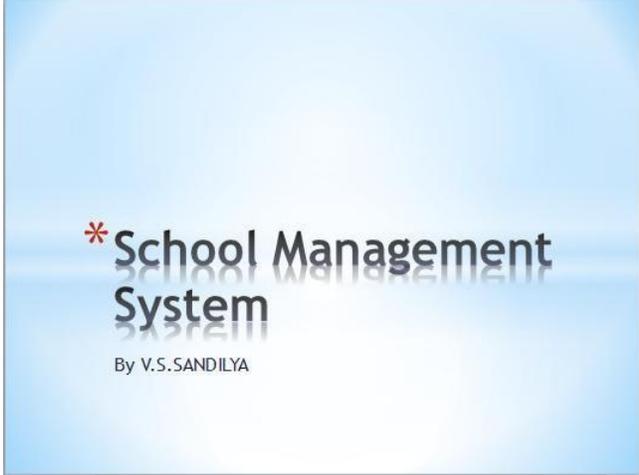
This option is used to change the presentation background of the slide. This option is activated by going ro the **Design Option**

1. Changing the themes of the presentation
2. Changing the colours
3. Changing the fonts
4. Changing the effects

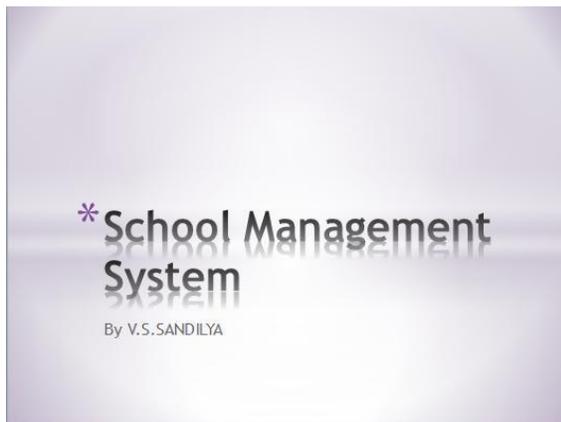
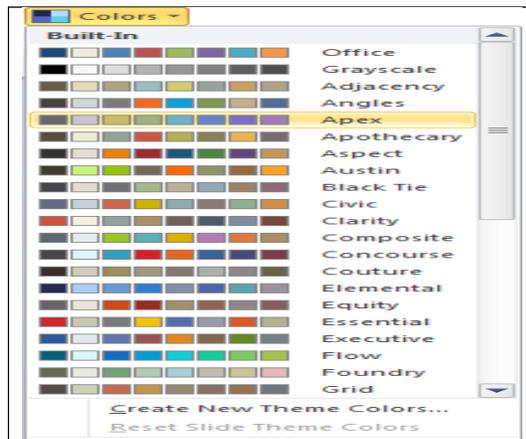
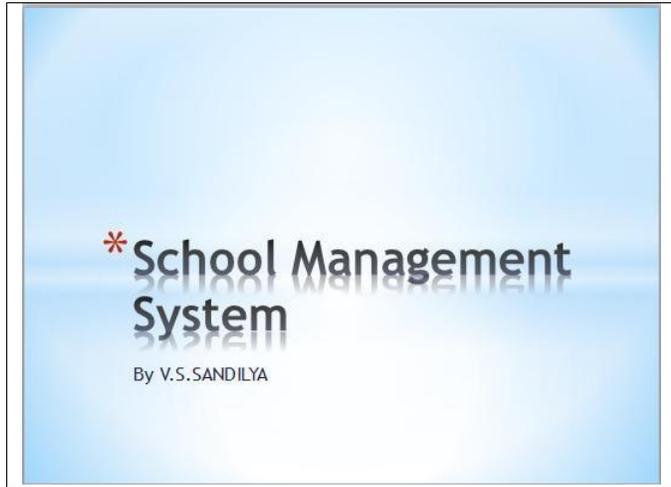
5. Changing the Background Styles
6. Hide Background Graphics

Setting presentation background by changing the themes of the presentation

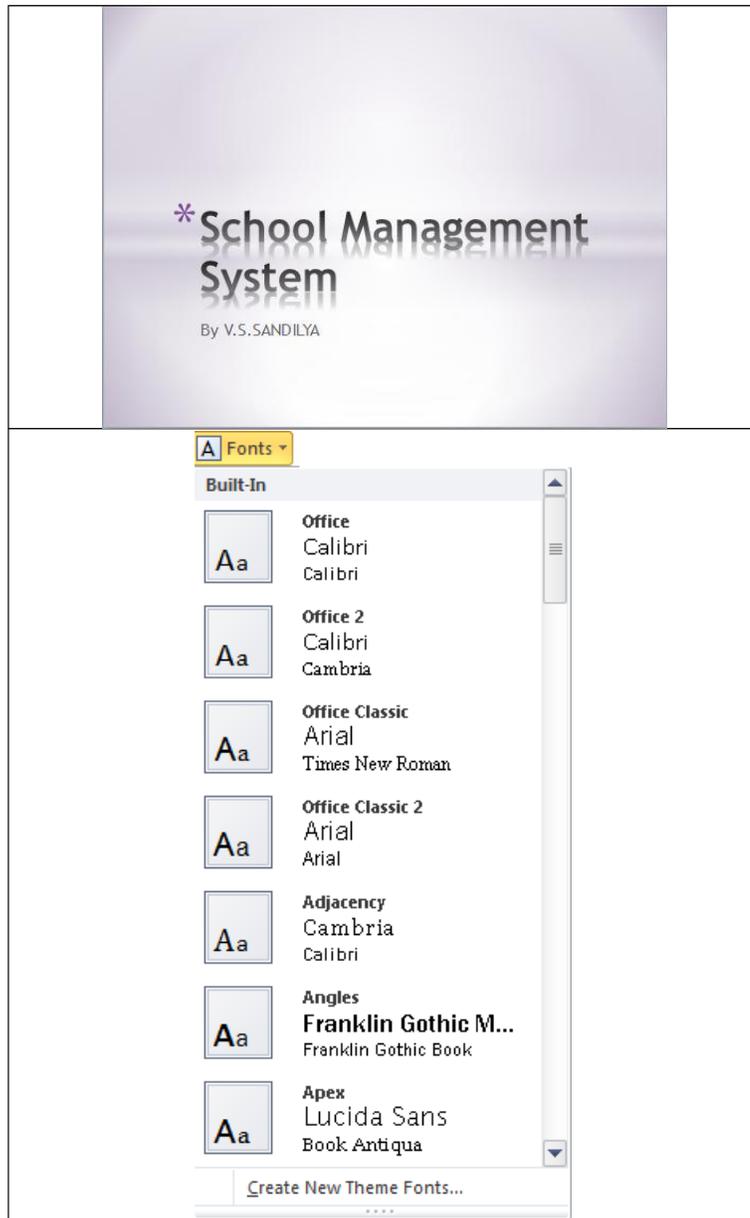
ORIGINAL SLIDE
<p data-bbox="456 667 889 705">School Management System</p> <p data-bbox="581 758 764 787">By V.S.SANDILYA</p>
ADD ATHEME TO THE SLIDE

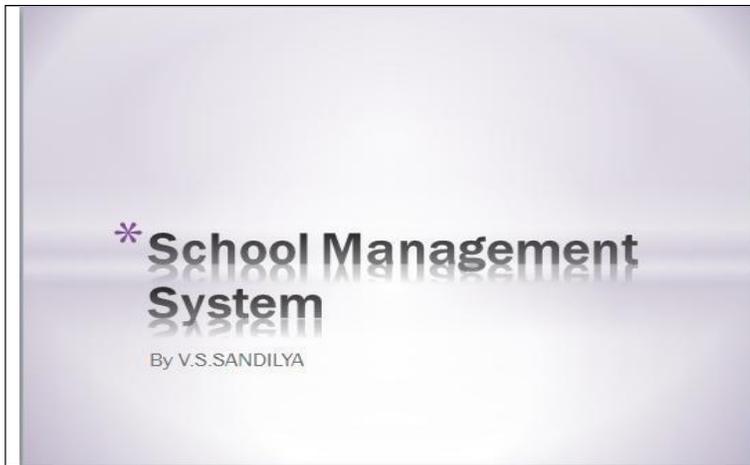


Setting presentation background by changing colors

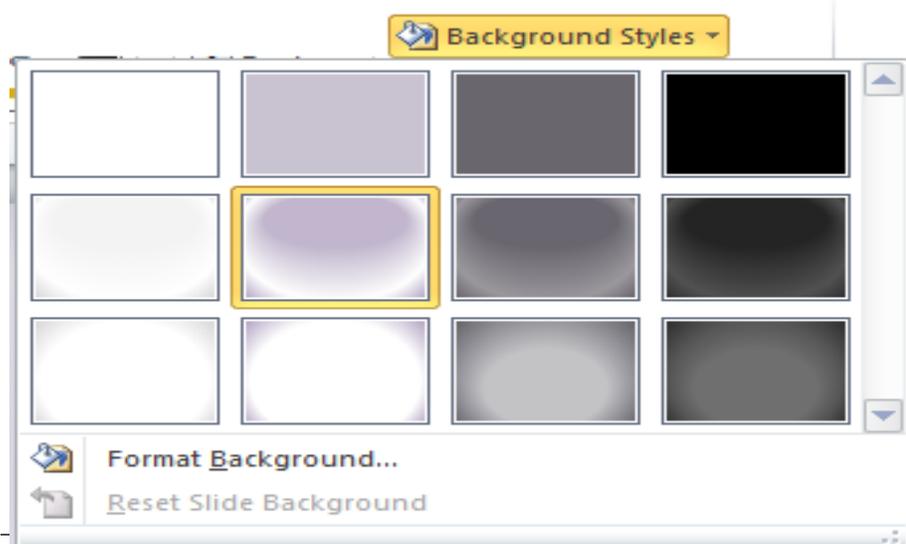


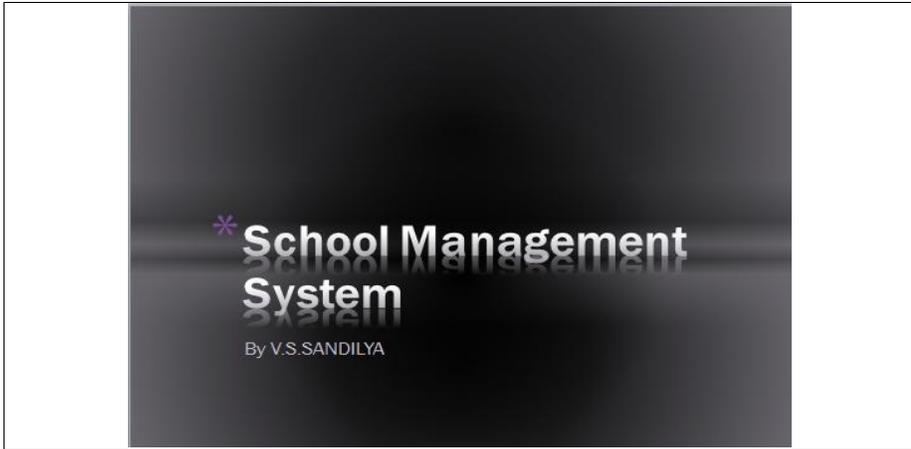
Setting presentation background by changing fonts





Setting presentation background by changing background style

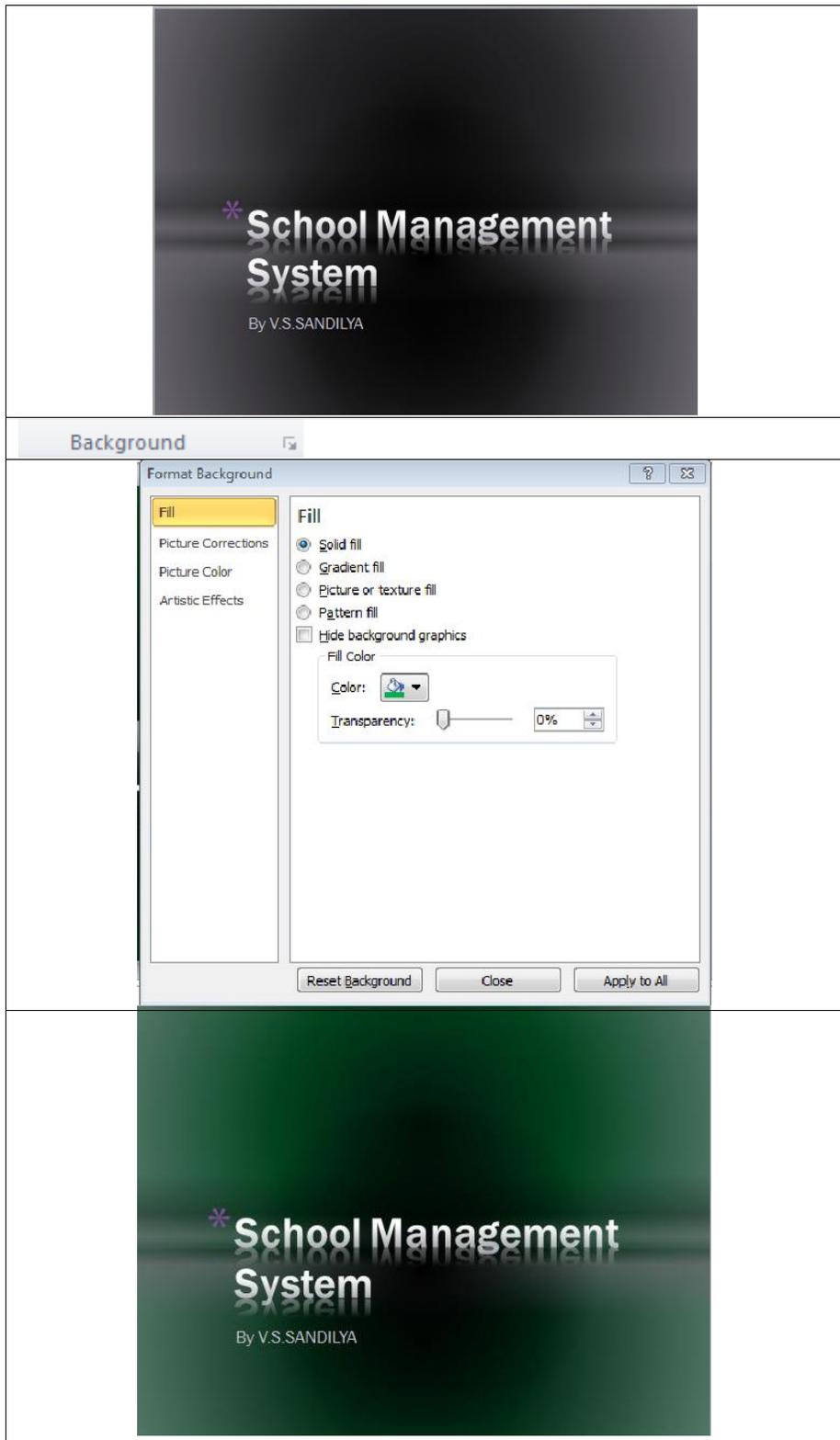




Setting presentation background by hiding background graphics

A screenshot of a presentation software interface. The top half shows a slide with the same title and author as the first image. Below the slide is a control panel with a checkbox labeled 'Hide Background Graphics' which is checked. The bottom half of the screenshot shows the same slide, but the background graphics are hidden, resulting in a solid dark grey background behind the text.

Setting presentation background by changing format background



Cut and paste operations

Cut and paste operation is used to remove a content at a particular location of a slide of a presentation and paste it in

1. Same slide of the same presentation
2. Another location of a different slide of the same presentation
3. Another location of slide of different presentation

How to cut and pasteStep-1

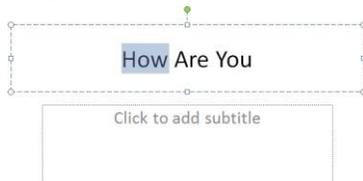
Prepare a new slide in a new presentation

How Are You

Click to add subtitle

Select How From the title in the slide

Step-2



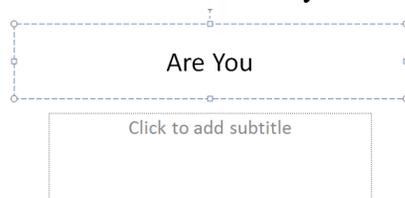
Step-3

Click on the Cut option which is under the Home Tab as shown below

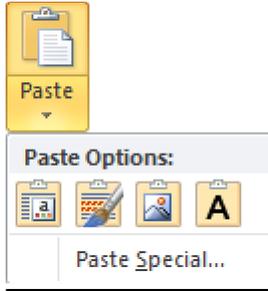


Step-4

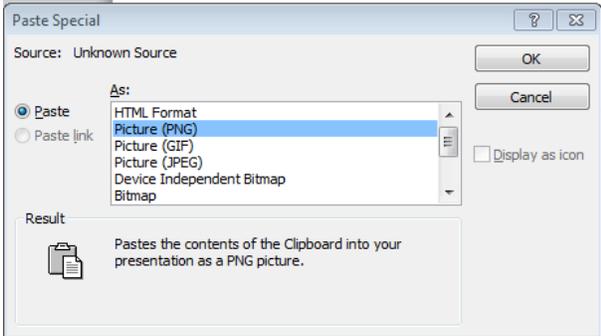
Once the cut option is clicked How is cut from the screen and available in the memory



Step-5



The 4 options of pasteing

Image	Document
	Use Destination Theme
	Keep Source Formatting
	Paste As Picture
	Keep Text Only
	

This option is used to save the cut text in	
1. HTML {Hyper Text Markup Language}	This option allows you store the text in Hyper Text Markup Language
2. Picture(GIF)	Store the copied text in a image format
3. Picture(JPEG)	Store the copied text in a picture format
4. Device Independent Bitmap	Store the copied text in a device independent bitmap
5. Bitmap	Store the copied text in a bitmap
6. Picture Enhanced Meta File	Store the copied text in Picture Enhanced Meta File
7. Picture Windows MetaFile	Store the copied text in a Picture Windows MetaFile
8. Formatted Text	Store the copied text in a formatted text
9. Unformatted Text	Store the copied text in a unformatted text

Copy and paste operations

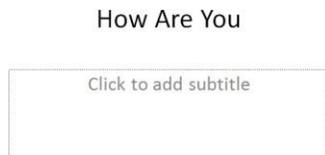
Copy and paste operation is used to copy a content at a particular location of a slide of a presentation and paste it in

1. Same slide of the same presentation
2. Another location of a different slide of the same presentation
3. Another location of slide of different presentation

3.6.1 How to Copy and paste

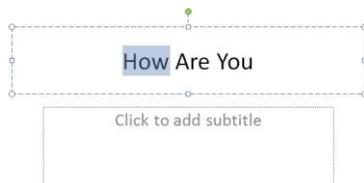
Step-1

Prepare a new slide in a new presentation



Select How From the title in the slide

Step-2



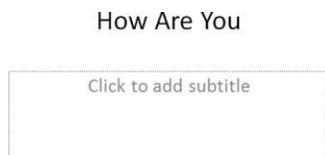
Step-3

Click on the Copy option which is under the Home Tab as shown below

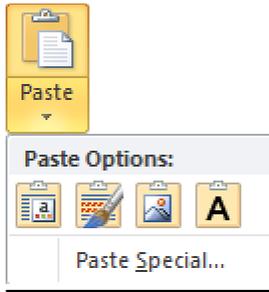


Step-4

Once the copy option is clicked How is cut from the screen and available in the memory



Step-5



The Paste has 4 options as shown above

Image	Document
	Use Destination Theme
	Keep Source Formatting
	Paste As Picture
	Keep Text Only

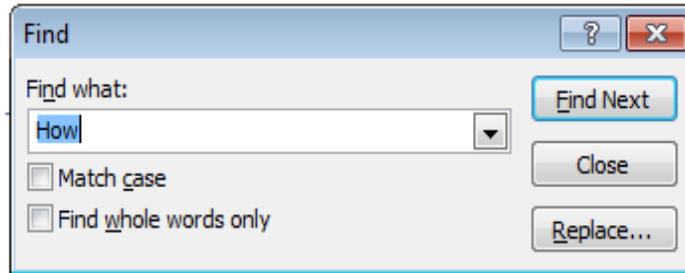
This option is used to save the cut text in

1. HTML {Hyper Text Markup Language}	This option allows you store the text in Hyper Text Markup Language
2. Picture(GIF)	Store the cut text in a image format
3. Picture(JPEG)	Store the cut text in a picture format
4. Device Independent Bitmap	Store the cut text in a device independent bitmap
5. Bitmap	Store the cut text in a bitmap
6. Picture Enhanced Meta File	Store the cut text in Picture Enhanced Meta File
7. Picture Windows MetaFile	Store the cut text in a Picture Windows MetaFile
8. Formatted Text	Store the cut text in a formatted text
9. Unformatted Text	Store the cut text in a unformatted text

Find and replace

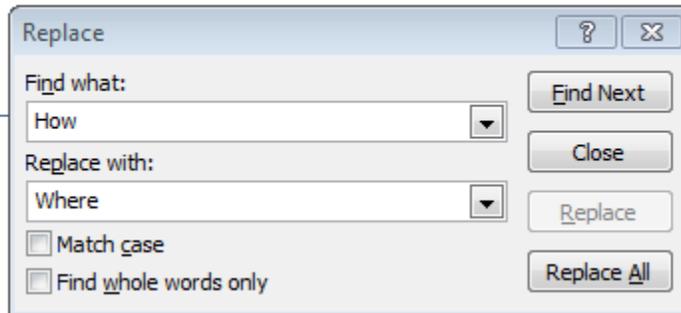
The Find and Replace Operation is used to find the text in a presentation and replace it with another text in the presentation.

How Are You



- Find what :- what is the text you want to find
- Match case :- Match the case as how it is written in the text box
- Find whole words Only :- The document is scanned to find words How
- Find Next :- Used to find the next occurrence of the word How
- Close :- This closes the existing find operation
- Replace :- Used To replace the found text with another text

How Are You



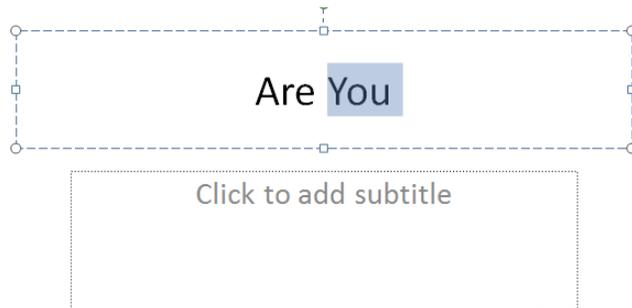
- Replace With :- Replaces the found text with another text
- Replace All :- Replaces all the found text How with Where

Content translation

This option is used to translate the content to some other language such as English to Hindi.

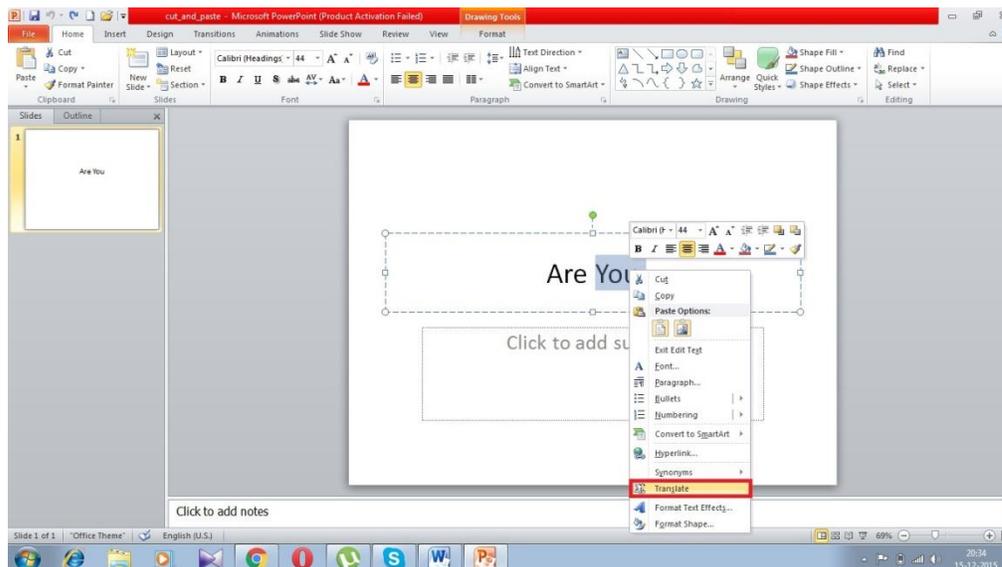
Step-1

Select a by left clicking and dragging your mouse.



Step-2

Now Right Click and the screen is shown below. Click on Translate



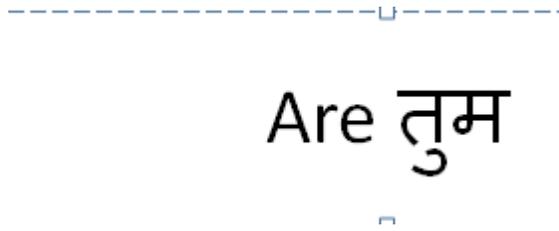
Step-3



Step-4

Click on the Insert Button To insert the translation

Step-5

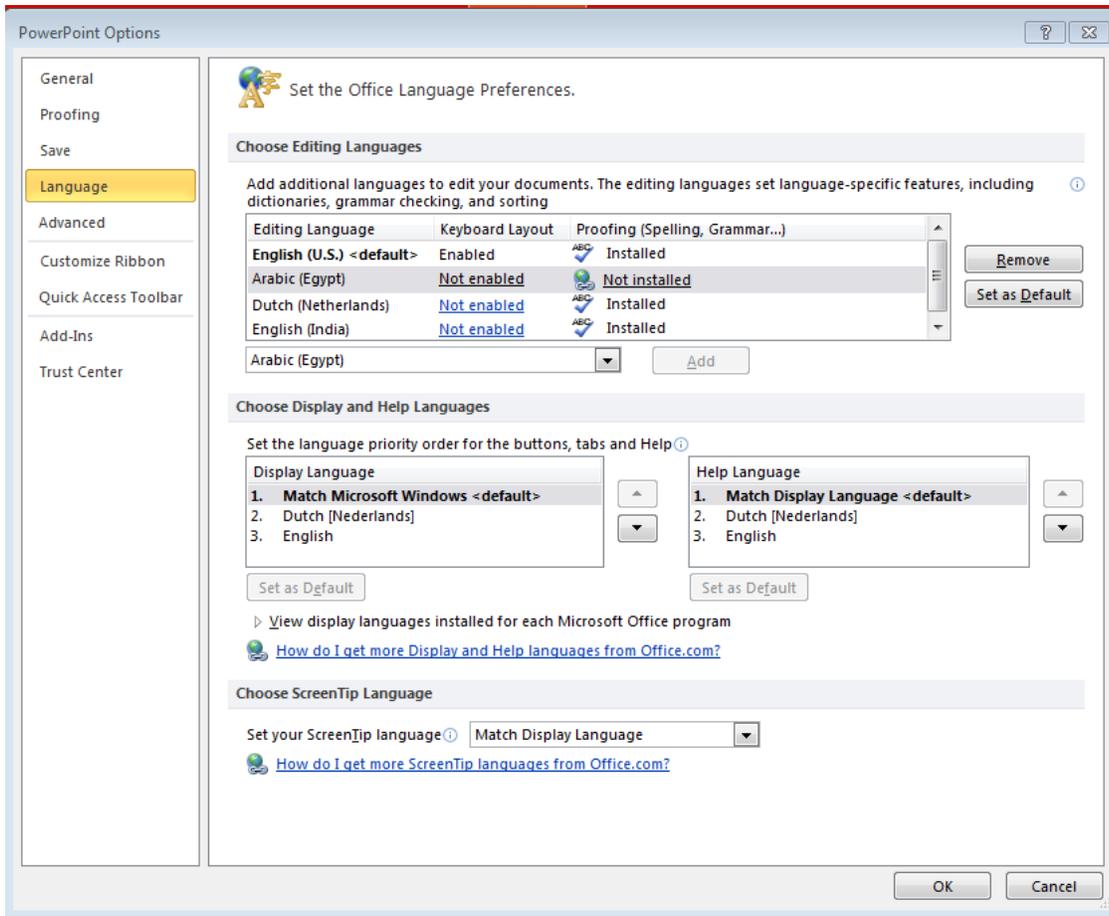


Above the word you is translated to Hindi and Shown.

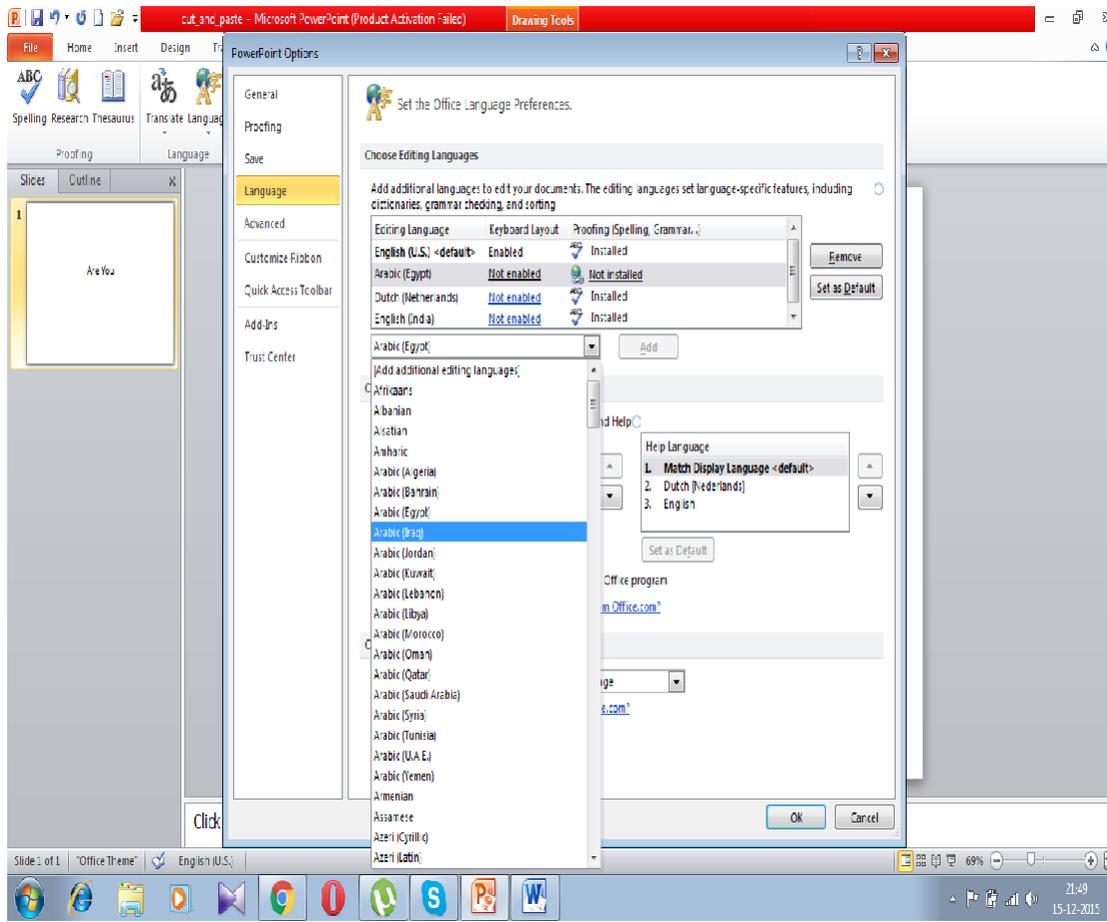
Set Language type

Step-1

Click on Review ->Language ->Language Preferences



Step-2 :- To Add A Default Language



Select the language to be added and click on Add button to add a language

Step-3

Click on Set as default to set the language as the default and remove button to remove the language from the list. Click on Ok button to confirm .

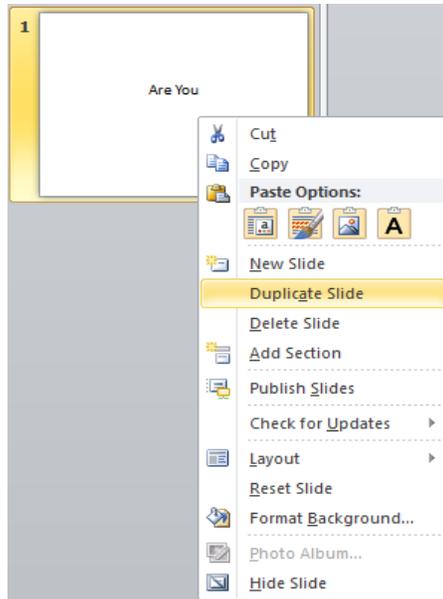
Warning :- The contents of the entire power point will be changed.

Duplicating content

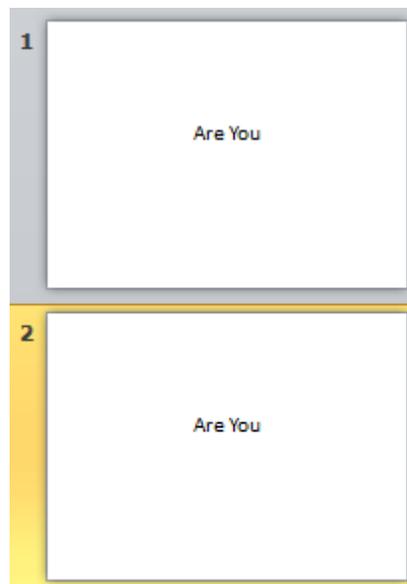
Duplicating a content can be done in 3 ways

1. Cut and Paste :- Already described earlier.
2. Copy and Paste :-Already described earlier.
3. Duplicate a slide :- this is done by right clicking the slide and click duplicate slide as shown below.

Step-1



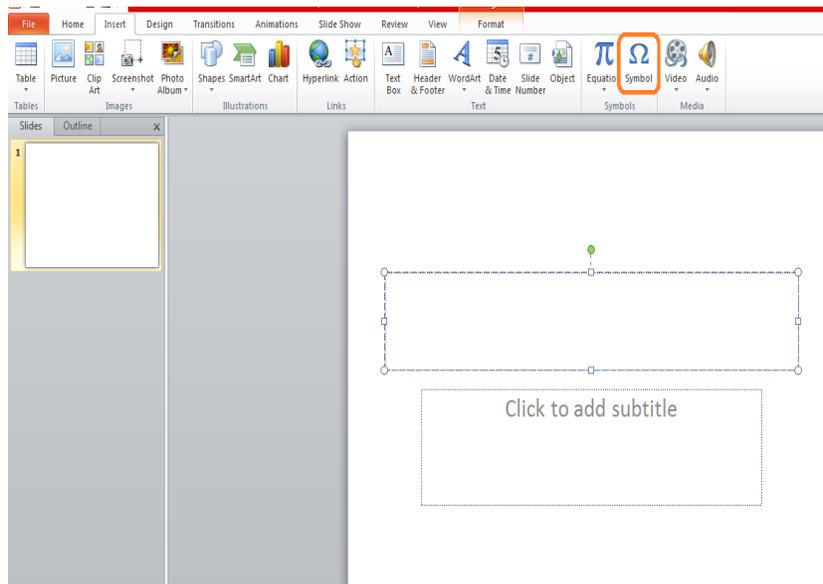
Step-2



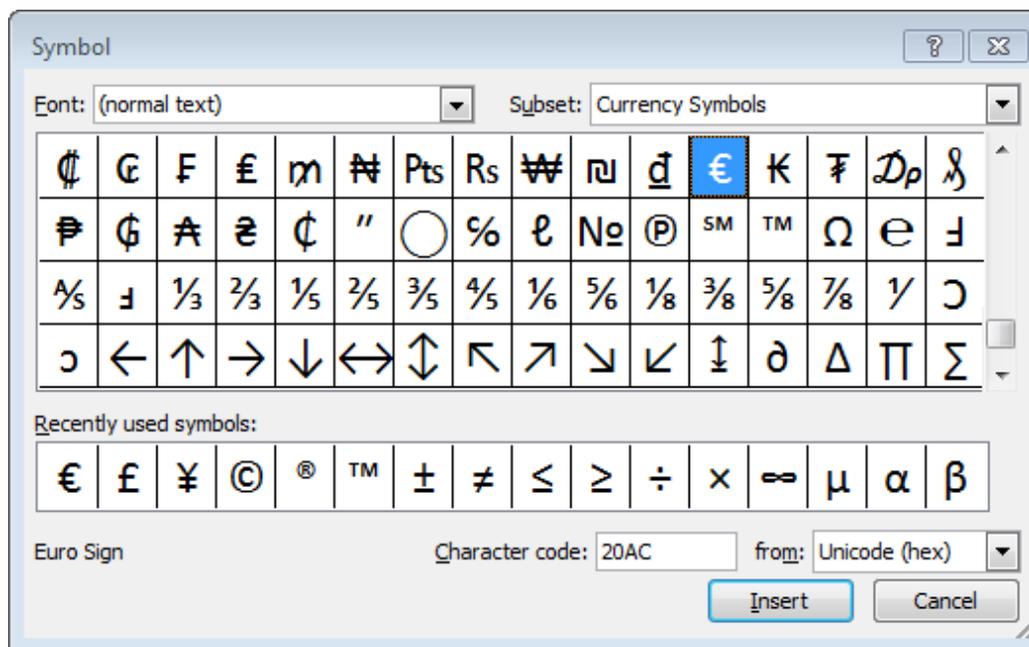
Special characters

To insert special characters to the Power point presentation click on insert and then click on symbol as shown below.

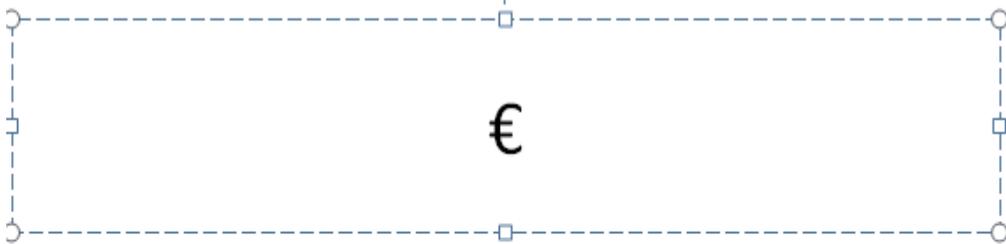
Step-1



Step-2



Step-3



Click to add subtitle

Unit -4

Features of Power Point {Part -2}

Learning objectives

After the Completion of this unit you should be able to know

1. Zoom in and zoom out a PowerPoint presentation
2. Font management
3. Text decoration
4. Paragraph indentation
5. Set line spacing between 2 lines of a text
6. Borders and shading
7. How to create a design template
8. How to work with pictures
9. Working with shapes on a slide
10. Adding audio and video to a slide
11. Working with charts on a slide

Introduction

We have covered so far about the power point presentation in the earlier units .In this unit we shall be working on some features which would help us work faster and in an elegant fashion. We shall be discussing about the following topics slides zoom in out, font management, text directions, paragraph indentation, set line spacing, borders and shading, creating a design template, managing a picture on a slide, working with shapes on a slide, adding audio and video to a slide, adding charts to a slide.

Definitions

Zoom in out :- A feature given in PowerPoint to zoom in and zoom out a side.

Font management :- A feature used to manage the font type, size

Text decoration :- A feature used to change the decoration of text

Paragraph indentation:- A feature of PowerPoint to change the indentation of a paragraph

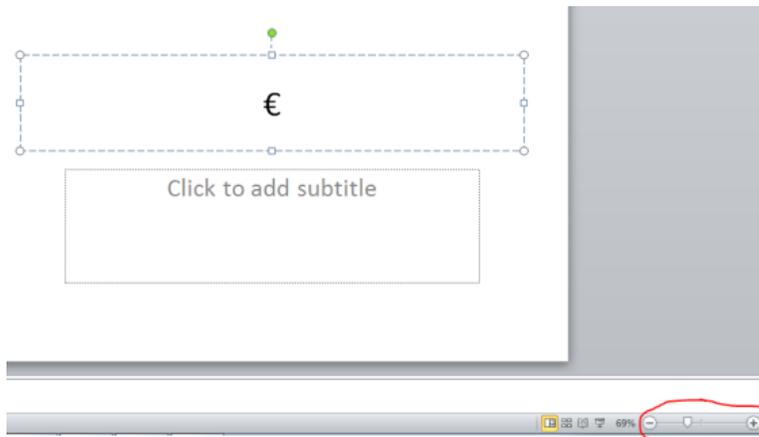
Set line spacing:- A feature to set the spacing between the lines in a textbox.

Border:- A feature to set the border of a drawn shape or a textbox.

Design template :- A format designed by the user so that it could be used in other presentations.

Slides zoom in out

The zoom in and out is as shown below clicking on + symbol magnifies the slide and clicking on – symbol minimizes the slide projection.



Font management

Font management is used to change the fonts of the power point text. This is done by font type and font size as shown below .the font size can be increased or decreased and so the font type can be changed

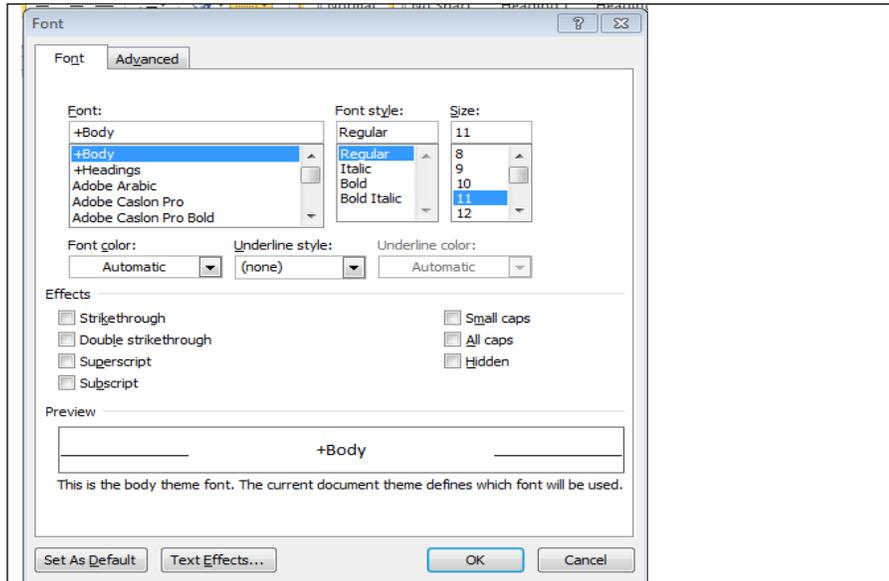


Text decoration

The text can be decorated in the following ways

B	To make the text Bold
<i>I</i>	To make the text italicized
<u>U</u>	To make the text underlined
abc	To strike through the text
x ₂	To create a subscript of the text
x ²	To create a superscript of the text
A	To create a text effects
ab	To create a text highlighter
A	To change the font colour
Aa	To clear formatting from the selection
	Change to Sentence Case

Aa ▾	Change to Lower Case
	Change to Upper Case
	Change to Capitalize Each Word
	Change to Toggle Case



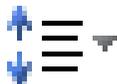
Paragraph indentation

Paragraph can be indented in 4 ways

	Left Align
	Center Align
	Right Align
	Justify

Set line spacing

To set the line spacing in a power point select the paragraph and sent the line spacing tool under the home tab as shown below



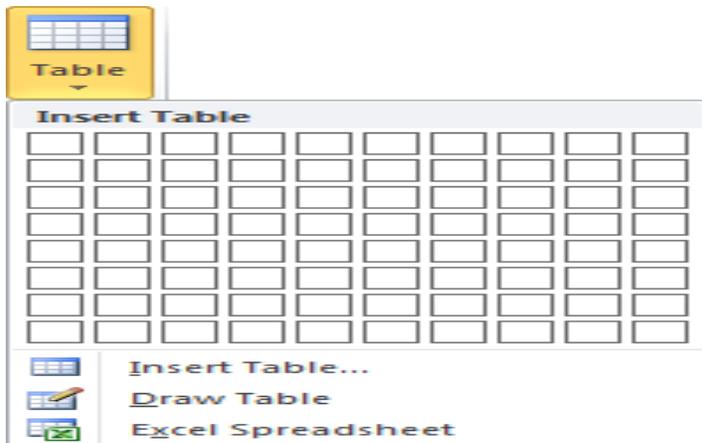
Borders and shading

Borders and shading is used to change the look and feel of the

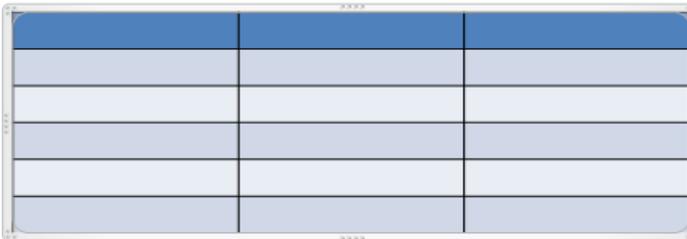
1. Table
2. Drawing

TableStep-1

Click the insert tab and click on table button as shown below



Step-2



Step-3

Select the table as shown below by left clicking and dragging as shown below

Borders and shading of shapes



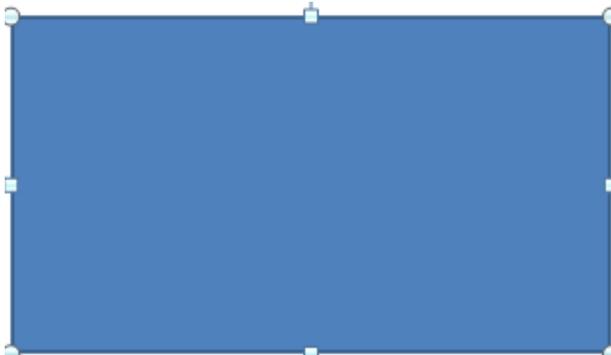
Borders and shading of shapes is done by 4 methods

1. Quick styles
2. Shape Fill
3. Shape Outline
4. Shape Effects

Quick styles

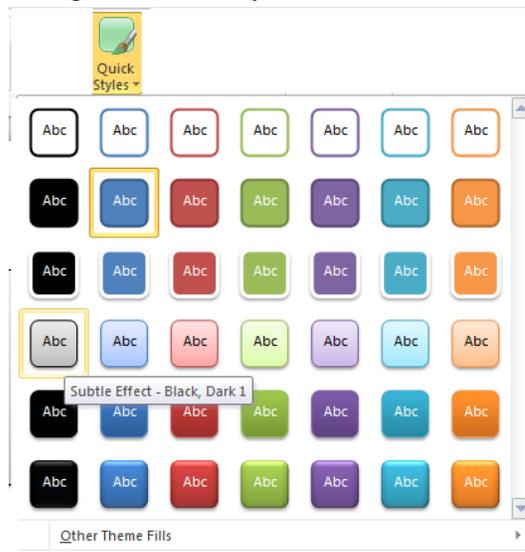
Step-1

Draw a shape as shown below

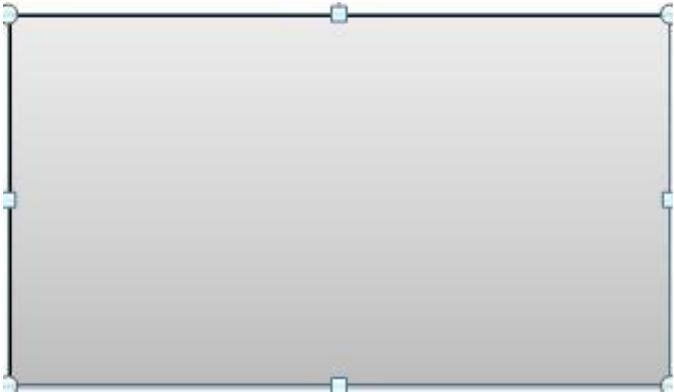


Step-2

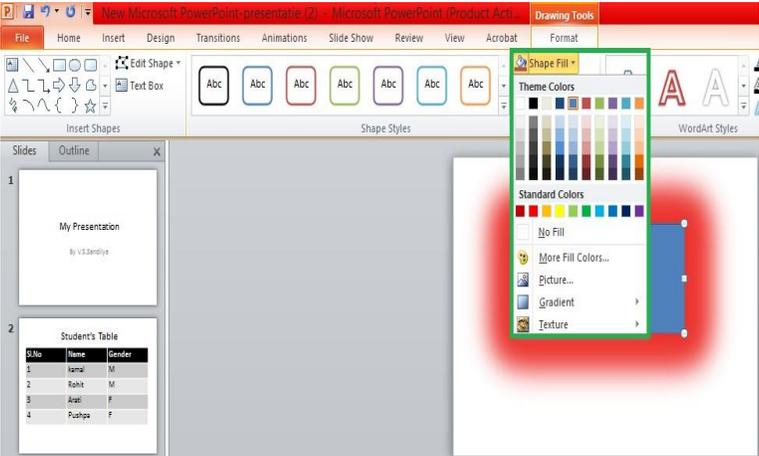
Using the Quick Styles



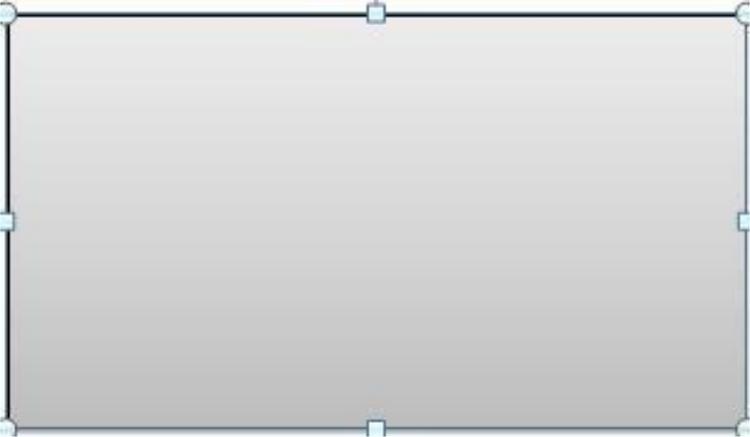
Step-3



Shape fill



Step-1



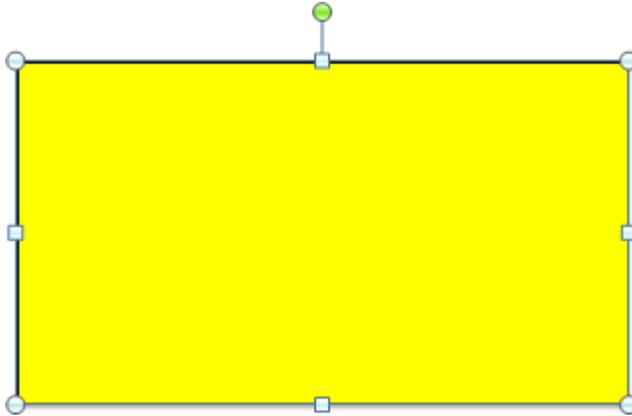
Step-2

Use the shape fill to fill the shape.

You can fill it with

1. Colors
2. Pictures
3. Gradient
4. Texture

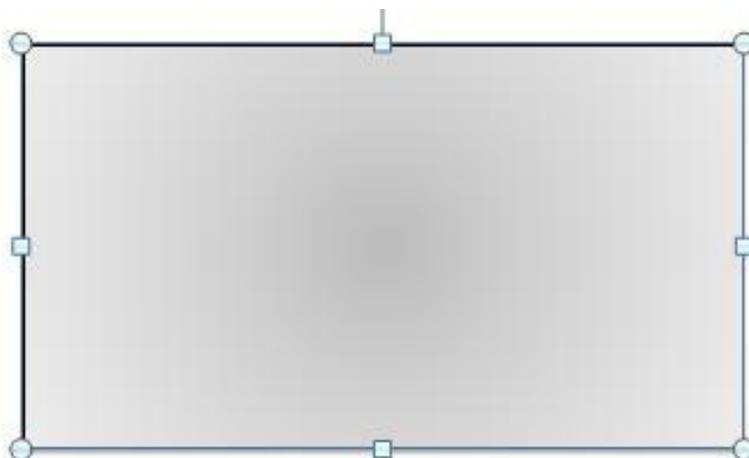
Shape fill with colors



Shape fill with pictures



Shape fill with change in gradient

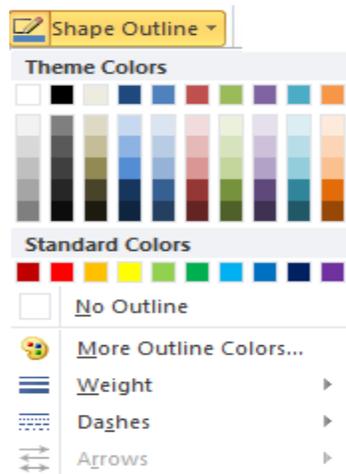


Shape fill with change in texture



Shape outline

This option is used to change the shape outline of the shape



This is done in 4 ways

1. Changing outline colors
2. Changing the weight of the shape
3. Dashes
4. Arrows

Shape outline with changing outline colors



Shape outline with changing the weight of the shape



Dashes



Arrows

This option is used in case of lines that you draw using the shape tool

Step-1

Using the Arrow effect on the line



Step-2

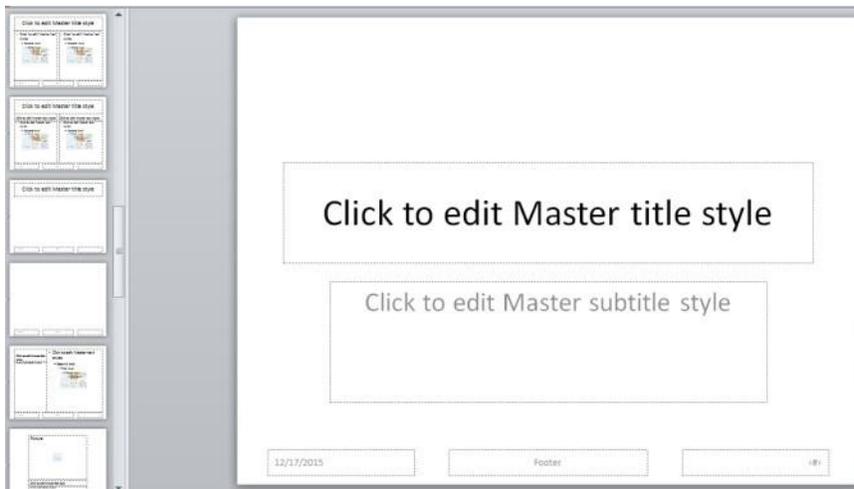


Using slide master to create design template

This option enables you to create your own theme for the presentation instead of depending on Power point default themes to make your presentation colourful and lively .The simple way to make changes to different sections of the slide is by using Slide Master.

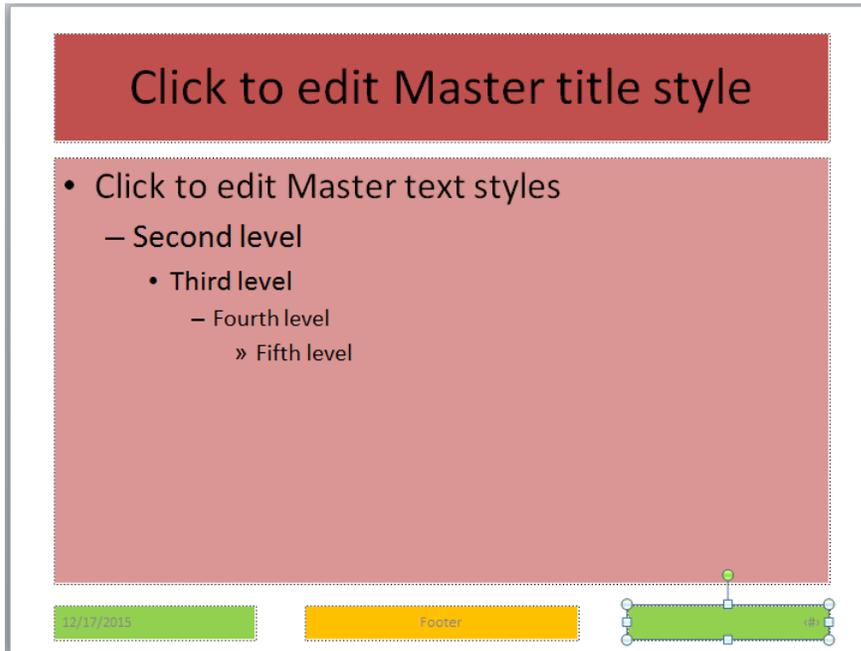
Step-1

Click on View and click on Slide Master and select one of the slides on the left to prepare the slide theme



Step-2

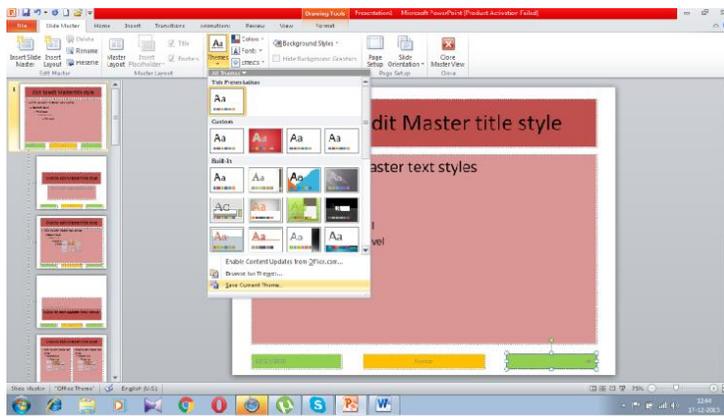
Click on the Format option and select the effects that you want to add. Here for simple understanding I use Shape Fill.

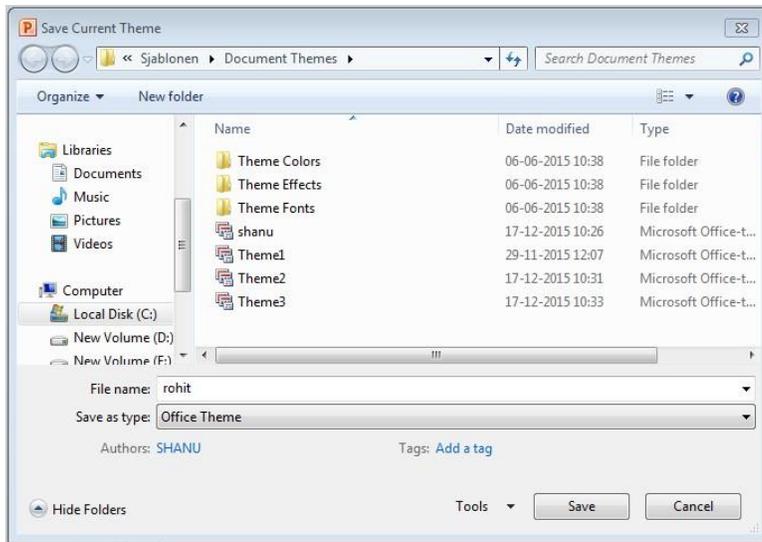


Step-3

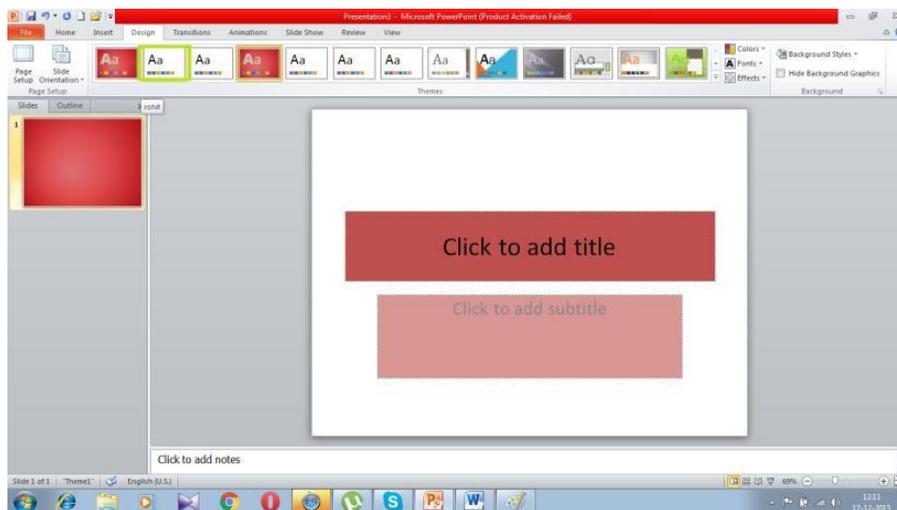
Now to save the theme follow the following steps as below

1. Click on slide master and click themes
2. Click on save current theme as show below





3. Give a name to theme and click save
4. Close the entire presentation without saving
5. Now create a new power point presentation
6. Go to design and you find the theme is in your name as shown below



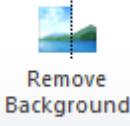
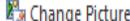
Manage a picture on a slide

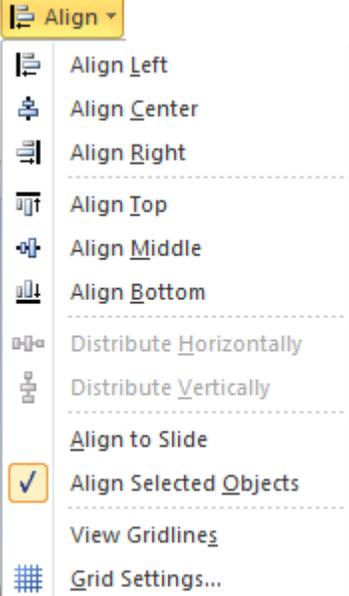
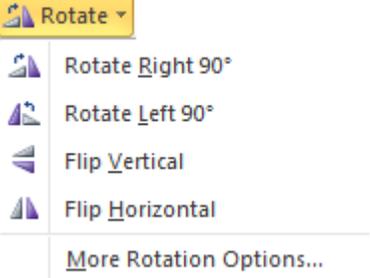
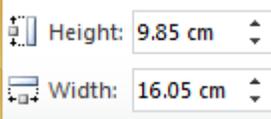
Add a picture

To add a picture into a power point click on insert picture.

Edit a picture

To edit the picture follow the following steps

	Removes the background from the image
	Correction such as brightness and contrast, sharpen and soften the image
	Change the colour of the image
	Bring artistic effects to the image
	Compress the picture
	Change the picture with a new one
	This option is used to undo all changes made to the picture
	
This option is used to change the picture style	
	Used to change the picture border
	Used to change the picture effects
	Use when multiple pictures are on a slide and one picture is to come forward and other picture has to be sent behind
	Used to send the current picture backward and the picture behind forward.

 <p>The image shows a software menu titled "Align". It contains several options: "Align Left", "Align Center", "Align Right", "Align Top", "Align Middle", "Align Bottom", "Distribute Horizontally", "Distribute Vertically", "Align to Slide", "Align Selected Objects" (which is checked with a yellow box), "View Gridlines", and "Grid Settings...".</p>	<p>Align selected images</p>
 <p>The image shows a button with a group icon and the text "Group".</p>	<p>Group 2 images so that they are treated as one</p>
 <p>The image shows a button with an ungroup icon and the text "Ungroup".</p>	<p>Used to ungroup grouped images into individual ones</p>
 <p>The image shows a software menu titled "Rotate". It contains several options: "Rotate Right 90°", "Rotate Left 90°", "Flip Vertical", "Flip Horizontal", and "More Rotation Options...".</p>	<p>Rotate an image</p>
 <p>The image shows a button with a crop icon and the text "Crop".</p>	<p>Crop an image from slide</p>
 <p>The image shows two input fields for image dimensions. The first is labeled "Height:" and has the value "9.85 cm". The second is labeled "Width:" and has the value "16.05 cm". Both fields have small up and down arrows on the right side.</p>	<p>Set the height and width of the image</p>

Delete a picture

To delete a picture select and press the delete key

Working with screenshots on a slide

The screen shot is used to explain the process step wise in a computer. For example if I want to add a screenshot about the Windows 7 computer screen I follow the following steps

Step-1



Click Screenshot _ which is under insert menu

Step-2

Click screen clipping and drag it across the slide as shown below

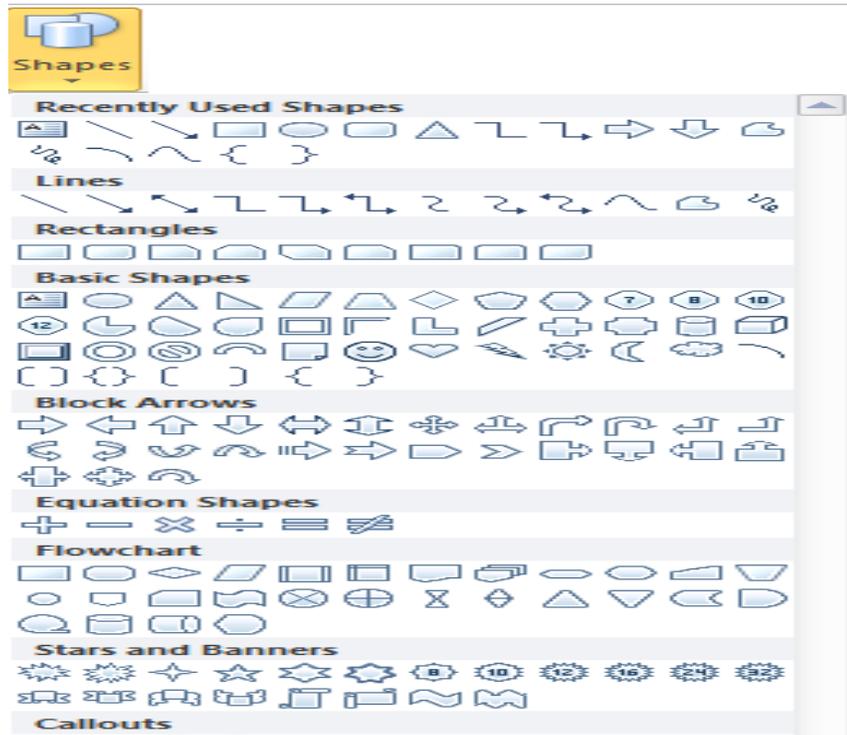


Working with shapes on a slide

Shape insertion

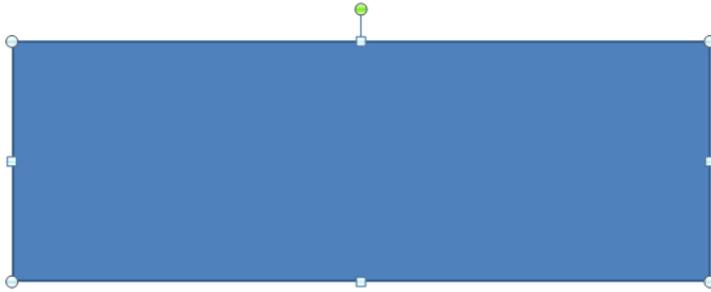
This option is used to insert shape on slide
Click on Insert Tab and Go for shapes as shown below

Step-1



Step-2

Choose a shape and drag the mouse with left click pressed



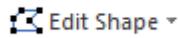
Shape alteration

To alter the above shape follow the following steps

Step-1

Click on format

Click on the shape and click

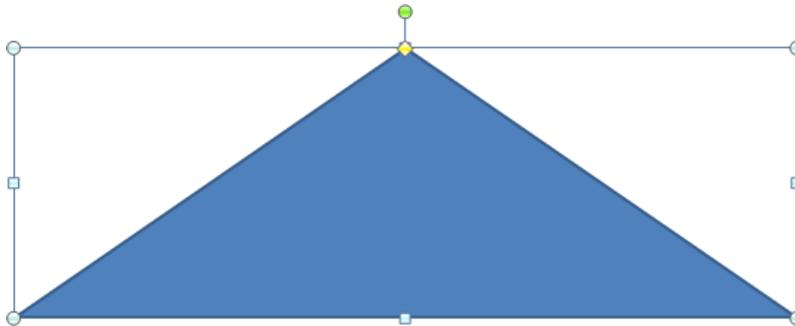


Step-2

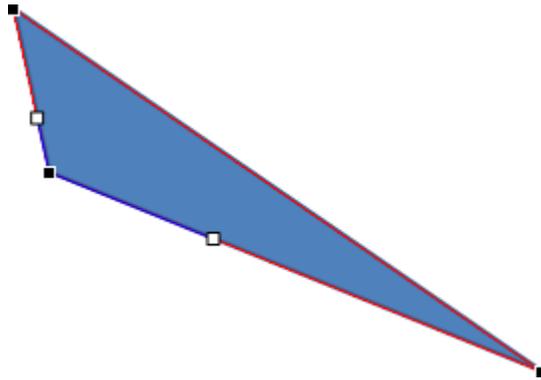
Click on

1. Change Shape to change the shape
2. Edit points to completely modify the shape of the image

Change Shape



Edit points



Shape formatting

To format the shape click on format tab and format the shape as per your liking



Shape deleting

To delete the shape select the shape and press the Delete key

Arranging shapes and pictures on a slide

Select the shapes and pictures on the slide and click on Format tab and then click Align or you can select an image of shape with your mouse left click and drag it where you want to place it.

Adding audio and video to a slide

To add a Audio and video select the slide where you want to insert audio and click insert and



To add a video

And



To add audio

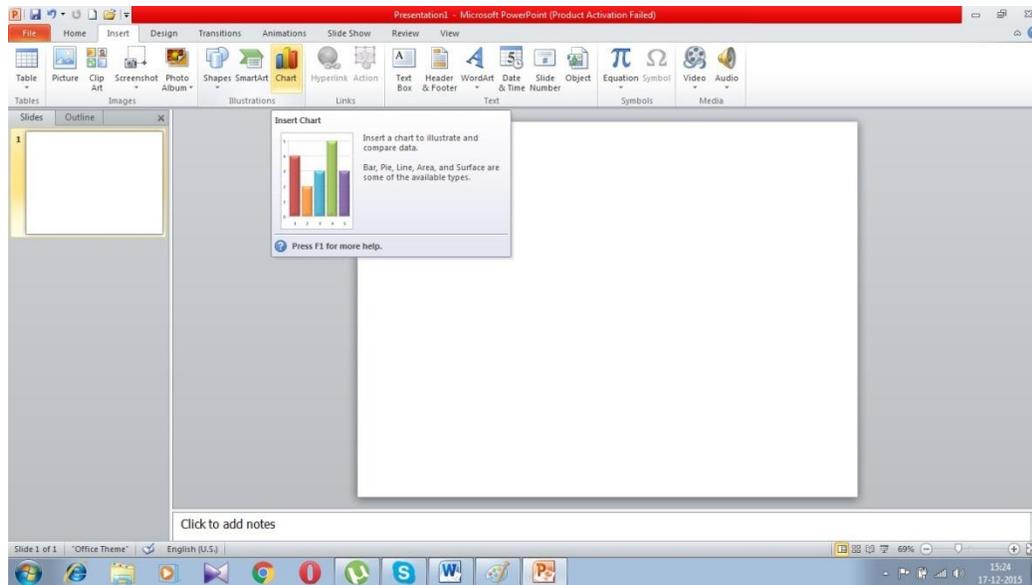
Working with charts on a slide

Inserting charts

To insert a chart on a slide do the following

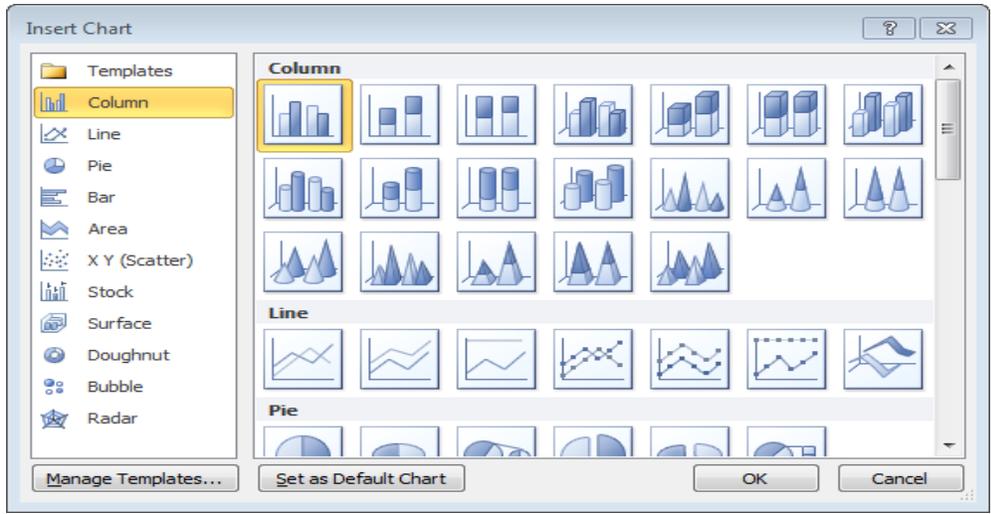
Step-1

Click on Insert Tab and Select the chart button as shown below

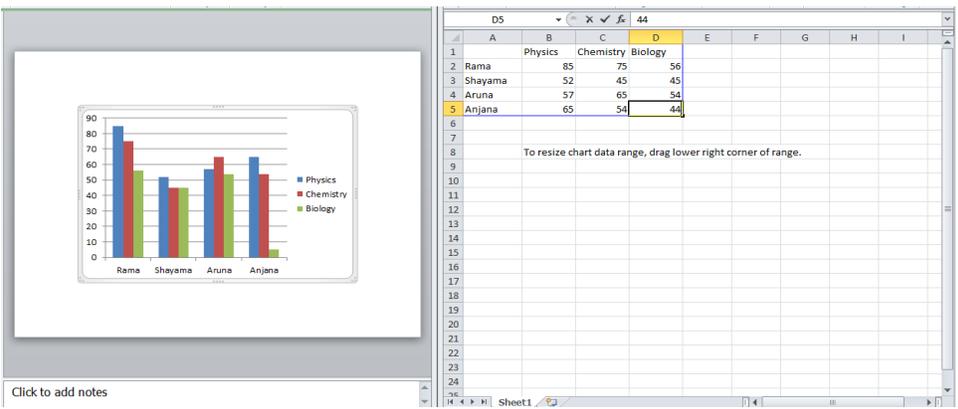


Step-2

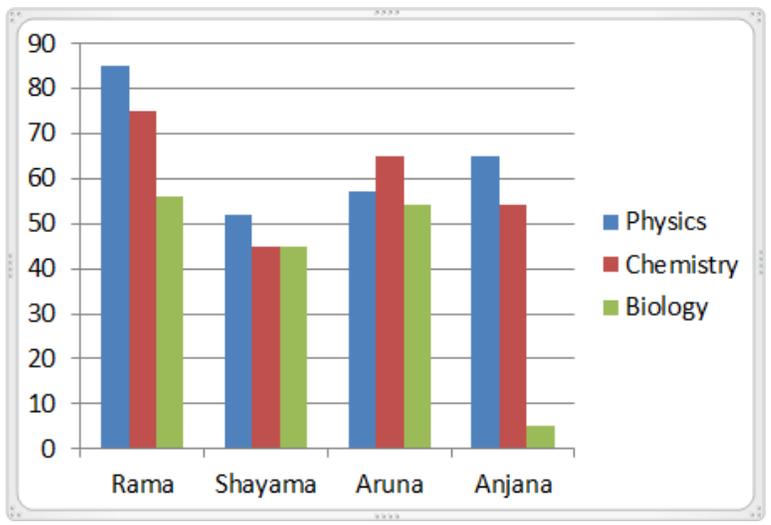
Select the type of chart you wish to insert and left mouse Click



And click OK Button



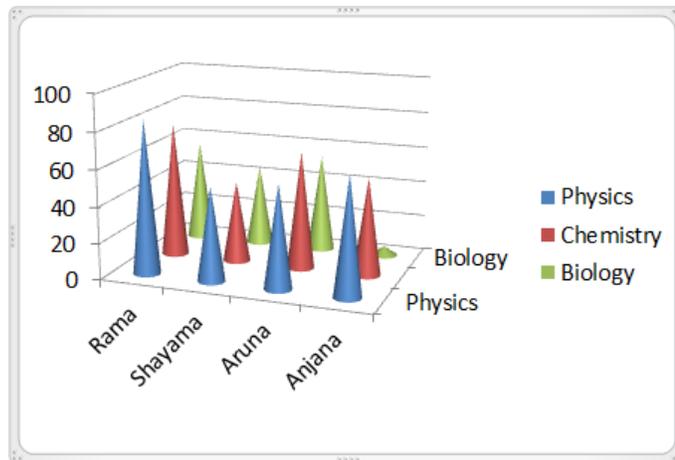
Step -3



Modifying charts



Click on **Change Chart Type** under Design



Deleting charts

To delete a chart select the chart and press the Delete button

Check your progress

1. What are the ways to decorate a text?
2. What is the way to indent a paragraph?

Unit -5

Sharing Presentation

Learning objectives

After the Completion of this unit you should be able to know

1. How to convert a power point to PDF
2. How to convert a power point to video
3. How to create an image from power point
4. How to print a power point
5. How to broadcast a Power point presentation

Introduction

Presentation of an author is his sole property. at times these presentations are taken by some others and they make a fortune out of it. He/she may like to share it another form except the power point presentation form. Here Power point comes as a handy tool which can be used to convert from power point presentation format to PDF, image, video, print, broadcast. So we shall be learning how to do all the above by few clicks of a mouse button

Definitions

Sharing a presentation is a process to convert from existing power point presentation to other formats basing on the needs and requirements of the user

Convert a Power point to Pdf

Step-1

Open the power point presentation

The screenshot shows the Microsoft PowerPoint interface. The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The Slide Show tab is active, showing options like Play Narrations, Use Timings, Show Media Controls, and Use Presenter View. The main slide area displays the following text:

COMMUNICATION SKILLS (fri-5/8/16)

Communication is two way process

"If speaking is silver
Listening is gold"

Communication :-when sender expresses

- an emotion
- a feeling
- a thought
- creates an idea

-senses the need to communication

Communication process gets triggered of he shares a message with another person.

Step-2

Enter the new name of the file and enter save as type as PDF

File name: COMMUNICATION SKILLS fri-5
Save as type: PDF

Step-3

Click on the save button

Convert a Power point to video

Repeat the earlier step 1 in 5.3

Enter the new name of the file and enter save as type as Windows Media Video

File name: COMMUNICATION SKILLS fri-5
Save as type: Windows Media Video

Click on the save button

Convert a Power point to image

Repeat the earlier step 1 in 5.3

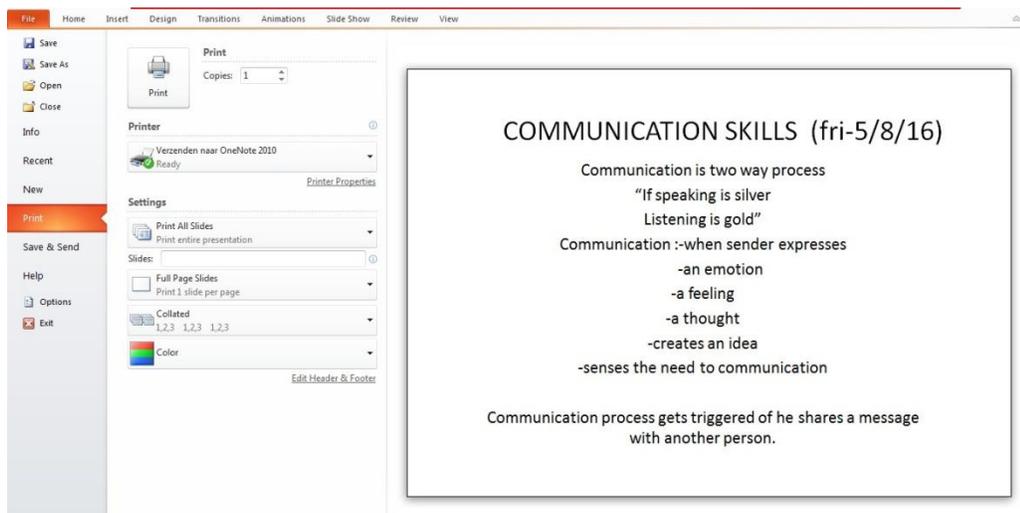
Click on the save button

Enter the new name of the file and enter save as type as JPEG format

File name: COMMUNICATION SKILLS fri-5
Save as type: JPEG File Interchange Format

Print a power point

To Print a Power point presentation select file and print as shown below.



Broadcast a power point

This option is used to broadcast a power point presentation by means of internet.

Step-1

Click on Slide show and click on Broadcast Slide Show as shown below



Step-2



Step-3

Click on start broadcast. Enter your credentials to broadcast to other emails

