MICROSOFT POWERPOINT

POWERPOINT is a component of *Microsoft Office* that is used to create professional quality Presentations. Power Point is useful to present or demonstrate our views, opinions, ideas, etc. to others very effectively and attractively. PowerPoint allows you to create the contents of your presentations by typing the text and inserting Pictures, Sounds and Animations.

POWERPOINT offers you a way to preview your show, add special effects to the slides as displayed on-screen and release the timings of each slide. The file in PowerPoint is called **"PRESENTATION"** and the extension for the Presentation is <filename.**PPTX**>. Presentations are of 3 types i.e.
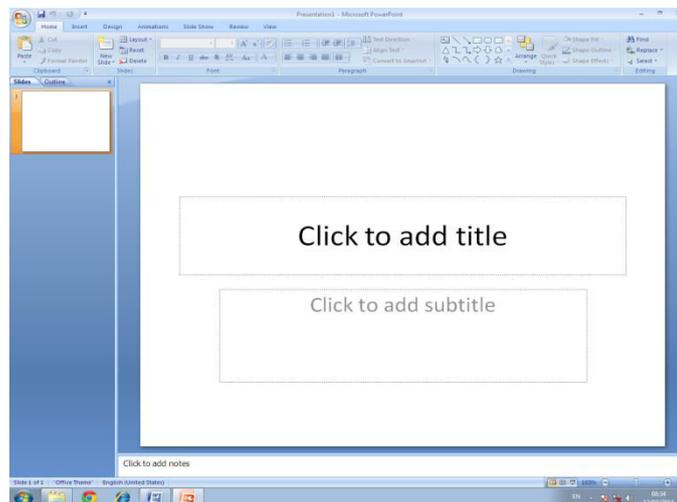
(a) Blank Presentation; (b) Template; (c) Auto Content Wizard.

BLANK PRESENTATION:
Blank presentation is the container of user defined *Slides*. User can create his/her own ideas with colorful backgrounds, texts, animations, effects, etc.

START POWER POINT
➢ Click **START** button in the Task Bar -> **ALL PROGRAMS** -> **MICROSOFT OFFICE** – **MICROSOFT OFFICE POWERPOINT 2007**.

Power Point will be opened with **BLANK PRESENTATION** by default.

➢ Alternatively, Click **OFFICE BUTTON** -> **NEW** -> **BLANK PRESENTATION -> CREATE**.

THE STEPS TO DESIGN BLANK PRESENTATION
➢ Click and type *NATIONAL COMPUTERS* in the Title Box.
➢ Click and type *"No.15 3ʳᵈ Main Road, Nanganallur, Chennai 61"* in Sub-Title Box.
➢ Click **DESIGN**->**BACKGROUND STYLE** ->*Select your background style -> Click* **FORMAT BACKGROUND** *for more backgrounds.*
➢ Alternatively, right click on slide -> **DROP-DOWN LIST** -> **FORMAT BACKGROUND.**
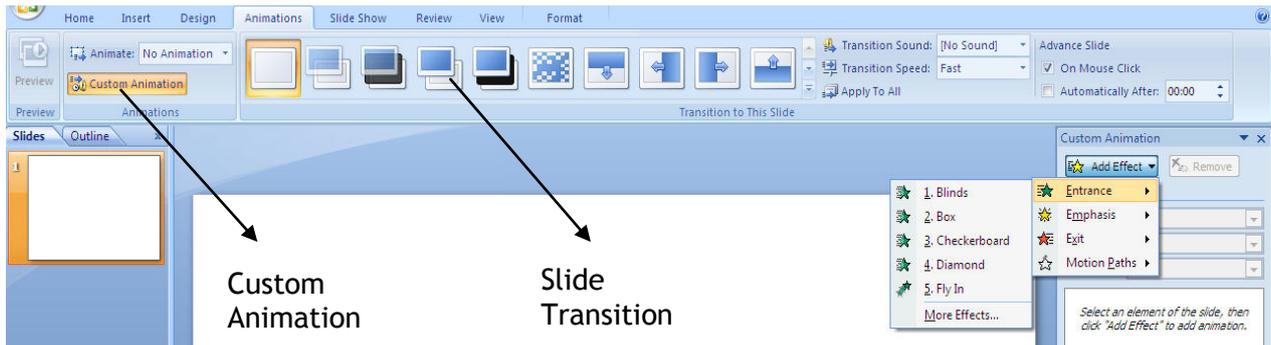
INSERT NEW SLIDE

➢ Click **HOME** -> **NEW SLIDE** -> *Select your* **LAY-OUT** -> **OK.**
➢ Click and add *NATIONAL INSTITUTE* in the Title Box.
➢ Click and add "*Free Computer Education*" -> Enter; *School-College Education* -> Enter "*Typewriting & Shorthand*".
➢ Thus, create two more Slides with the following texts :

(a) NATIONAL COACHING : Accounts, Financial Accounts, Corporate Accounts, Cost and Management Accounts, Statistics, Income - Tax, English, Mathematics, Chemistry, Physics, etc.

(b) NATIONAL TYPEWRITING : Typewriting (English & Tamil), Accountancy, Banking, 16 years experience, Government recognized.

CUSTOM ANIMATION

After adding necessary text in the slides, give the animation and effects through ANIMATIONS menu.

➢ Open the Slide for which you want to add animation.
➢ Click **ANIMATIONS** -> **CUSTOM ANIMATION**. The screen will be displayed as follows:

➢ Select the Text or Object.
➢ Click **ADD EFFECT** -> **ENTRANCE** -> **BLINDS,** etc.
➢ Choose "**On Mouse Click**" or "**Automatically After**" and set Seconds if automatically option is Selected.

Follow the same steps to add animation for all level of texts i.e. Title, Text1, Text2, etc., and for all slides.
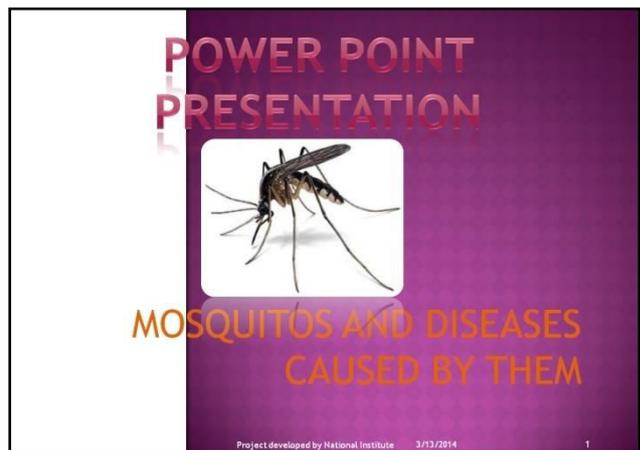
SLIDE TRANSITION

Slide Transition is to add Animation and Special effects while introducing a Slide in View Show. Transitions specify how the display changes (such as fading to black) as a user moves from one slide to another.

➢ Click **ANIMATIONS** -> **SLIDE TRANSITION** -> Select any effect.
➢ Select **TRANSITION SOUND -> TRANSITION SPEED -> APPLY TO ALL.**
➢ Choose "**On Mouse Click**" or "**Automatically After**" and set Seconds if automatically option is Selected.

VIEW SHOW

To run the individual slides in a full screen manner, use this option. After adding colors, effects, animations, etc. to our slides, we have to run the slides in full screen with all those effects starting from the current slide if the user is in SLIDE VIEW or with the selected slide if the user in SLIDE SORTER VIEW.

➢ Select the first Slide you want to display.
➢ Click on the **SLIDE SHOW** from **VIEW** Menu or **FROM BEGINNING** or **FROM CURRENT SLIDE** from **SLIDE SHOW** Menu; it displays the first slide.
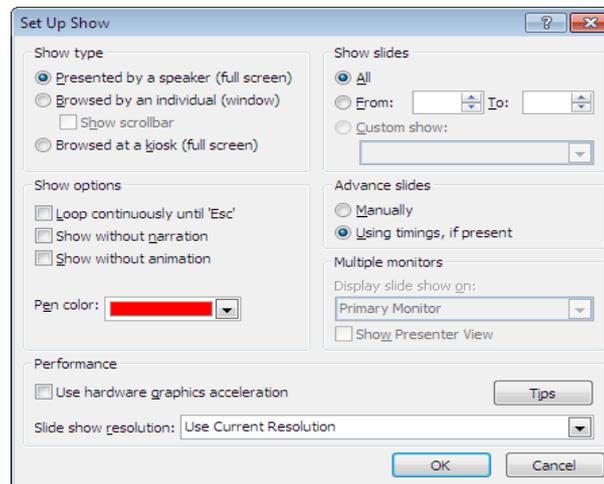➢ Click Mouse button to advance to the next Slide,

if necessary.

➢ To return to Slide, Right Click the mouse -> **END SHOW.**
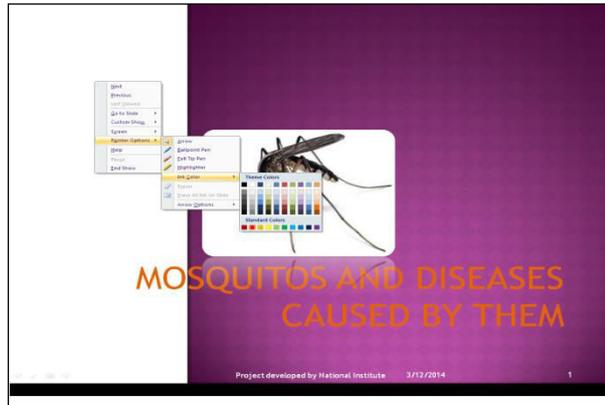
RUN THE SHOW CONTINUOUSLY

Until the user press ESC to stop the show, the Slide Show will be running over and over again.

➢ Click **SLIDE SHOW** -> **SETUP SLIDE SHOW**. The screen will be displayed as follows:
➢ Select *'Loop continuously until ESC'* check box under **'Show options'** and **'Browsed'** at a **kiosk (full screen)' under 'show type'.**

PEN

Switches the slide show pointer to an annotation pen you can use to write, underline, etc. on slides during a slide

To change the pen color, right-click, point to **Pointer Options** -> **Ink Color**, and then click the color you want (or click Reset to restore the default color).

PRESENTATIONS USING 'AUTO CONTENT WIZARD'

This is the quickest way to create a presentation. A design template is that which contains text suggestions on each slide. You replace the text suggestions with the text you want.

➢ Click **OFFICE BUTTON** -> **NEW** -> **NEW PRESENTATION** -> **INSTALLED TEMPLATES ->** Select Your Template.
➢ Replace the text with your text.

PRESENTATIONS USING A 'TEMPLATE'

Microsoft PowerPoint provides design templates. A design template is a file that contains the styles in a presentation, including the type and size of bullets and fonts; placeholder sizes and positions; background design and fill color schemes; and a slide master and optional title master that you can apply to a presentation to give it a fully designed, professional look.

➢ Click DESIGN Menu -> Select the **Template** you like from **Themes** Section.
➢ Alternatively, click **OFFICE BUTTON** -> **NEW** -> **NEW PRESENTATION** -> **INSTALLED THEMES ->** Select any design template from the list shown.

SAVING PRESENTATION
➢ Select **SAVE** or **SAVE AS** from the **OFFICE BUTTON** and enter the file name and click SAVE Button.
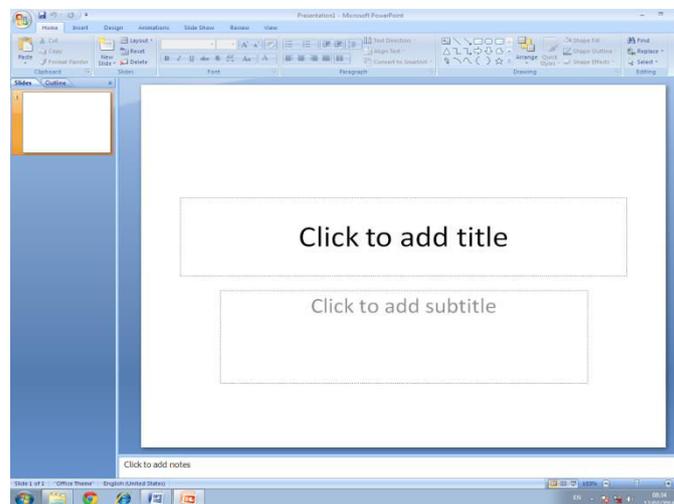
VIEW
Presentations can be displayed in different views available under '**VIEW**' Menu.
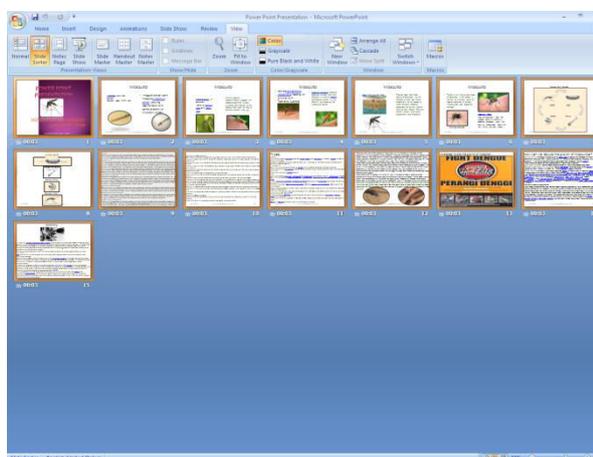
SLIDE VIEW
This View displays individual slides in the current window and is useful to add text, Background color, design, etc.

➢ Click the **SLIDE VIEW** option under **VIEW MENU**.

SLIDE SORTER
This will give Miniature Picture of each slide with complete text and graphics. In slide sorter view, we can rearrange or reorder the slides, add transitions, etc.
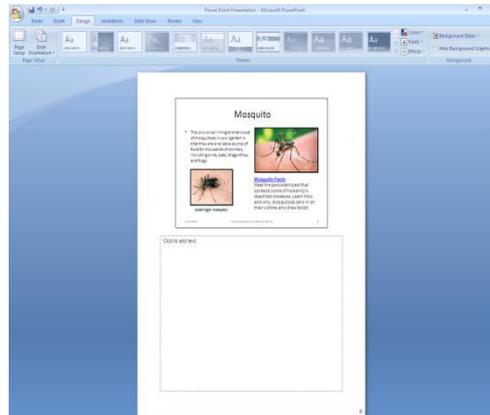

➢ Select **SLIDE SORTER** under **VIEW MENU**

NOTES PAGE VIEW

This option displays a notes page for a current slide where the user can add the specific speaker notes for the slides.

➢ Click **VIEW** -> **NOTES PAGE**.

DELETE SLIDE
➢ Select the slide to be deleted -> Right Click on Thumbnail View -> **DELETE SLIDE**.

INSERT OBJECT, PICTURE, CHART, TABLE, WORD ART, CLIP ART AND EXCEL SHEET

Pictures and diagrams can be used as powerful tools to demonstrate a point visually in Power Point. You can easily draw shapes such as rectangles, circles and even stars on a slide. Lines and areas have a beginning point and an ending point with resize handles at each of these points.

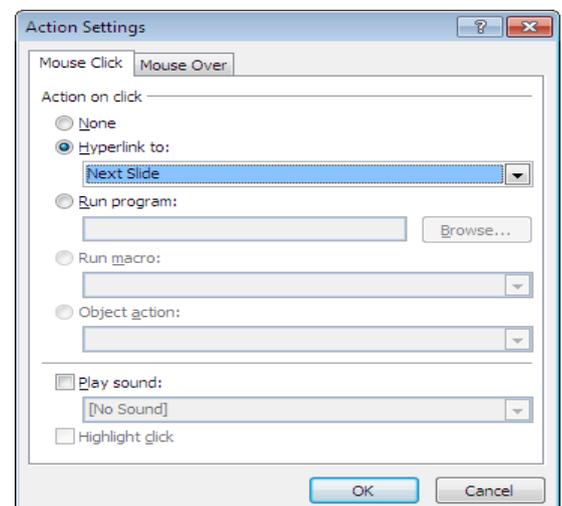 STEPS TO DRAW LINES AND ADDING COLORS
➢ Open the slide that you want to draw on. Click the **LINE TOOL ICON** from **INSERT -> SHAPES**.
➢ Move the mouse pointer to the slide.
➢ Click and drag the mouse to the end point of the line.
➢ Release the mouse button.
➢ Draw and select an Object.
➢ Select the **SHAPE FILL**, **SHAPE OUTLINE** or **SHAPE EFFECTS** option from the **FORMAT MENU**.
➢ Select the color option from the *Fill-Color* Drop-down list.
➢ Select a suitable pattern from *Line-Color* -> OK
➢ Make appropriate selections in the *Color*, *Dashed*, *Style*, and *Arrows* Drop-down Lists -> OK.
➢ In the same way, you can insert Pictures, Charts, Clip Arts, Word Arts, Tables, Excel Sheets, etc. from **INSERT** Menu.

ACTION BUTTONS

An action button is a ready-made button that you can insert into your presentation and define hyperlinks for. By clicking that buttons some actions will be done like moving to other slides, etc.

STEPS TO ADD ACTION BUTTONS
➢ Insert required Action Buttons from **INSERT** Menu -> **ACTION BUTTONS**.
➢ Alternatively, insert 'Right Arrow' shape on the slide from **INSERT** Menu.
➢ Click 'Action Icon' from **INSERT** Menu.
➢ Under 'Action Settings' dialog box, select suitable **HYPERLINK** options.

CHANGE A SHAPE TO ANOTHER
➢ Select the 'Shape' you want to change.
        On the **FORMAT** Menu, click **EDIT SHAPE -> CHANGE SHAPE** and select the new shape.

ROTATING OBJECTS
    Any object can be rotated to any degree by using the 'Rotate Tool' option in the **FORMAT** Menu.

➢ Select the object to rotate.
    Click the 'Rotate Icon' in the **FORMAT** Menu.
➢ Move the pointer to one of the Four Corner Handles of the object on the slide.
➢ Click and rotate the object.
➢ Alternatively, click and select the Object and use the 'Rotate Option' available around the Object.

Note **:** After inserting an application, the Menus will be changed corresponding to that application i.e. after inserting a WORD document the menus will be changed to WORD menu.

INSERT MOVIE AND SOUND
Movie or Sound files may be added to your Presentations by following the steps given below:

➢ Click **MOVIE** or **SOUND** option from **INSERT** Menu -> **FROM FILE** -> Select the Sound file -> **OK.**

INSERT SLIDE NUMBER, DATE AND TIME
➢ Add the Slide Number, Date and Time by clicking **SLIDE NUMBER** or **DATE AND TIME** options from **INSERT** Menu.

INSERT HEADER AND FOOTER
Click INSERT Menu -> HEADER AND FOOTER -> Add your Text.

HOW TO CONVERT A 'PRESENTATION' INTO 'SLIDE SHOW'

        After designing the Presentations, you can convert it into Permanent Show so that no changes can be done on the file. To convert a Slide Presentation to 'Slide Show', follow the steps given below:

➢ Open the 'Presentation' to be converted to.
➢ Click **OFFICE BUTTON** -> **SAVE AS** -> Select **'PowerPoint Show'** and give the name for the 'Show' and click '*Save'* button.
➢ Double click the filename, to start the 'Show'. Press 'Esc' to stop.