INTRODUCTION

Ms- PowerPoint is a powerful software of Ms-Office which provide that no. of tools for create a good presentation. A good presentation convinces, motivate and educate to audience about organization. A presentation is a collection of slide. A slides contain text, graphic and objects. The extension of PowerPoint is ".PPT".

➢ **Presentation: -** Those all method and process which used to explain about specific topic and thing to audience is called presentation i.e. manually and computerized.

➢ **Slide: -** It is a heart of presentation because we add all element of presentation on the slide. By default size of slide is 35 mm.
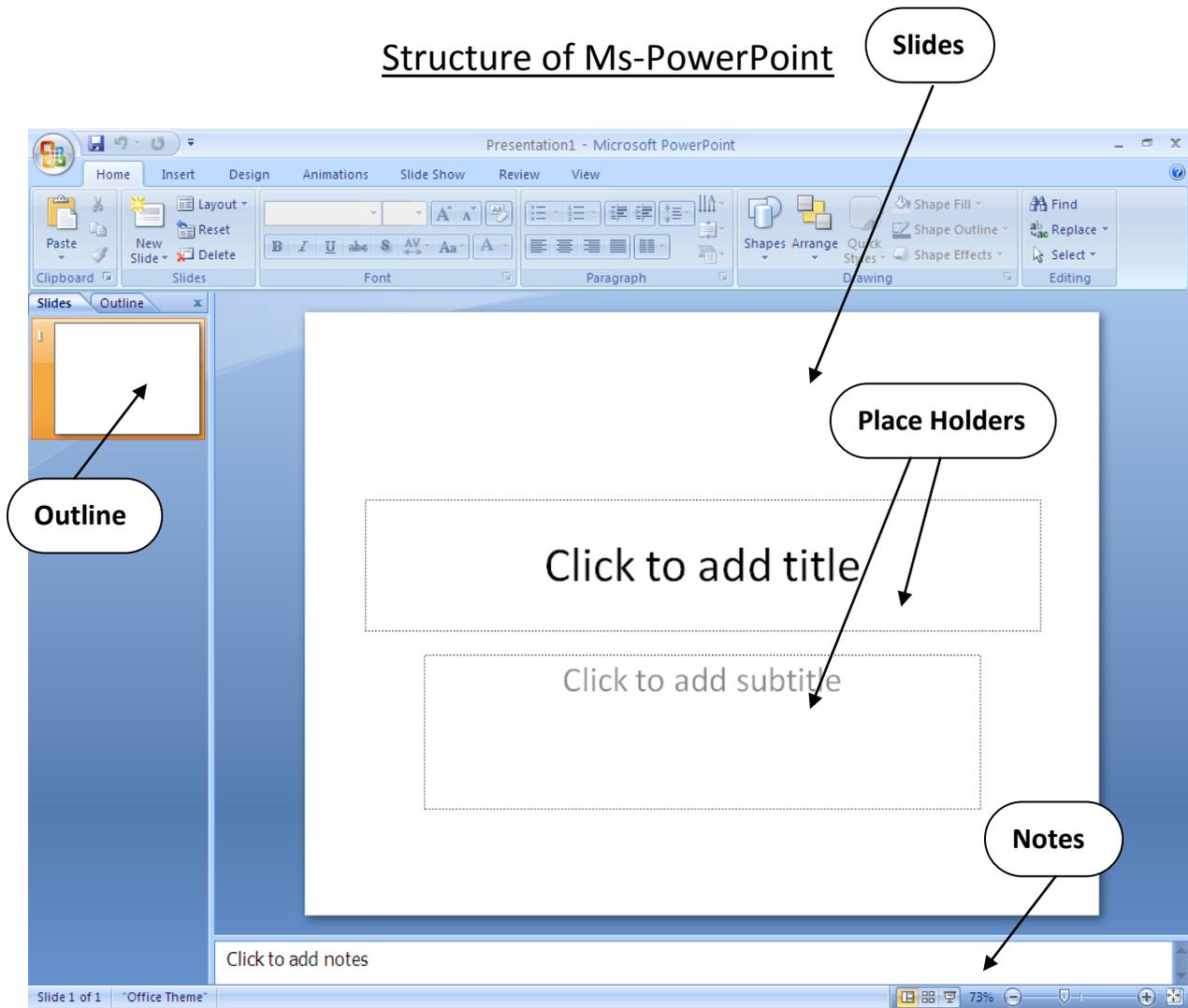
There are following elements of slide: -

➢ Text, number and any other symbol
➢ Word art design
➢ Image
➢ Audio, video sound

How to start Ms- PowerPoint

➢ Click on start button
➢ Click on all programs
➢ Click on Microsoft office
➢ Click on Ms- PowerPoint
    ▪ Or
➢ Click on start button
➢ Click on run
➢ Type PowerPnt
➢ Click on ok

Structure of Ms-PowerPoint

- ➢ **Placeholders: -** Placeholders holds the object in your slide you can use placeholders to holds text, clipart and more.

- ➢ **Notes: -** You can use the notes are to create notes to yourself.

- ➢ **Mini Toolbar: -** It is a type of toolbar which used to format your selected text like bold, italic, format size, font size and color.

- ➢ **Slide view: -** This is the working view of Ms-PowerPoint. There are six view of Ms-PowerPoint 2007

❖ Normal view
❖ Outline view
❖ Slide view
❖ Slide Sorter
❖ Notes Page
❖ Slide Show

➢ **Normal View: -** It is used to shows your slide as it will appear during the presentation you are allowed to edit your slide from this view

➢ **Outline View: -** Shows you the text of your slide in a larger outline format than the normal view.

➢ **Slide view: -** Similar to slide sorter view where you can view all slide in your presentation rearrange and hide slide and view set transitions while you work on your presentation.

➢ **Slide Sorter: -** Present mini toolbar of each slide allowing you to recorder the slides and builds within them and for transition between them.

➢ **Notes Page: -** Illustrates what speaker notes and audience notes will look like

➢ **Slide Show: -** Shows the slide if you were actually presenting you is not able to edit slides in this view.

➢ **Navigation: -** Navigation through the slides can be accomplished through the slide navigation menu of the left side of the screen.

WORK WITH PRESENTATION

- ➤ **New Presentation: -** It is used to create a new presentation from a blank slide.

Process: -

- ➤ Click on Microsoft office button
- ➤ Click on new
- ➤ Click on blank presentation

- ❖ To create a new presentation from a template: -

Process: -

- ➤ Click on Microsoft office button
- ➤ Click on new
- ➤ Click on installed template
- ➤ Click on template and choose any template
- ➤ Click on ok

- ❖ To create a new presentation from an existing presentation: -

Process: -

- ➤ Click on Microsoft office button
- ➤ Click on new
- ➤ Click on new from existing
- ➤ Select any created presentation
- ➤ Click on create new

- ❖ To create a new presentation from a word outline: -
  - **Process: -**
- ➤ Click the slide where you would like the outline to begin
- ➤ Click on new slides on the home tab
- ➤ Click on slides from outline

➢ Browse and click the word document that contains the outline
➢ **Save a presentation: -** It is used to save the current presentation in the computer system

Process: -

➢ Click on Microsoft office button
➢ Click on save
➢ Then a dialog box open
➢ Enter your file name
➢ Click on save button

Or

➢ Click on Microsoft office button
➢ Click on save as
➢ Type in the name for the presentation
➢ In the save as type box, choose excel 97-2003 presentation
➢ Enter your file name
➢ Click on save button

➢ **Opening a presentation: -** It is used to the created presentation.

Process: -

➢ Click on Microsoft office button
➢ Click on open
➢ Select your file name
➢ Click on open

Or

➢ Press ctrl+ O
➢ Then a dialog box appears
➢ Select your file name and Click on open

➢ **Add slide:** -This option is used to choose the several new slide to the presentation like: - Office themes, Duplicate slides or reuse slide.

Process: -

➢ Select the slide immediately before where you want the new slide
➢ Click the new slide button on the home tab
➢ Click duplicate selected slides

❖ To create a new slide from another presentation: -

Process: -

➢ Select the slide immediately before where you want the new slide
➢ Click on new slide button on the home tab
➢ Click on reuse slides
➢ Click on browse
➢ Click on browse file
➢ Locate the slide show and click on the slide to import.

➢ **Themes: -** A theme is a set of color font and special effects themes provides attractive background for your PowerPoint slide.

Process for apply theme: -

➢ Click on design tab
➢ Choose any theme from gallery

❖ To apply new colors to a theme
   Process: -
➢ Click the colors drop down arrow
➢ Choose a colors set or click create New theme colors
❖ To change the background style of a theme: -

Process: -

➢ Click on Background styles button on the design tab

➢ **Word art: -** Word art is a type of style which can apply to text to create a visual effect.

Process for apply a word art: -

➢ Write there text
➢ Select the text
➢ Click on insert tab
➢ Click on word art button
➢ Choose the word art

FORMATTING PRESENTATION

➢ **Change Font Typeface and Size: -** This feature is used to change the font size, font style, and language to your current presentation.

Process: -

➢ Click on home tab
➢ Go to font group and click on font style
➢ Then choose any style like monotype corsiva, arial, or arial black etc. and define the font size as you need.

➢ **Font style and effects: -** It is predefined formatting options that are used to select text like bold, italic and underline.

➢ **Change text color: -** This option is used to change the color of selected text.

➢ **Change paragraph alignment: -** It is used to set the alignment for the selected text. There are four types of alignment (i.e. **Left alignment, right alignment, center alignment and justify.)**

Process: -

➢ Select your text
➢ Click on home tab
➢ Click on alignment as you need

➢ **Indent paragraph: -** To use this option we can change the indent like left indent and right indent.

Process: -

➢ Select your text
➢ Click on home tab
➢ Choose indent as you need.
➢ **Text direction: -**This option is used to change the selected direction.

Process: -

➢ Select your text
➢ Click on home tab
➢ Click on text direction
➢ Select your direction as you need.

➢ **Resize a text box: -** It is used to increase and decrease the text box

➢ **Bullet and Numbering: -** This option is used to set the paragraph bullet and numbering of selected text.

➢ **Nested list: -** A nested list in a list with several label of indent.

➢ **Formatting list: -** The bullet image and numbering format can be changed by using of bullet and numbering dialog box.

➢ **Adding video: -** This option is used to add the video in the current presentation and slide.

Process: -

- ➢ Click the movie button on the insert tab
- ➢ Choose movie from file or movie from clip organized
- ➢ To edit the video options: -
- ➢ Click on the movie icon
- ➢ Click on the format tab

- ➢ Adding audio: - It is used to add the audio clips on the presentation or slide.

Process: -

- ➢ Click on the audio buttons on the insert tab
- ➢ Choose sound from file
- ➢ To edit the audio options: -
- ➢ Click on the audio icon
- ➢ Click on the format tab

GRAPHICS IN PRESENTATION

➢ **Adding picture: -** This option is used to add picture in your current presentation that means slide. You can insert add clip art image, internet image and wallpaper add your slides.

Process: -

➢ Click on the insert tab
➢ Click the picture button
➢ Then a dialog box open
➢ Select your picture
➢ Click on insert

➢ **Format tab option: -** When you insert an image into slides the format tab appears.

The format tab provide basic image editing feature (such as crop and brightness control) as well as design feature (3d rotation, shadow and reflection). The picture styles group contains a gallery which provides an array of different present slides for us with image for many of these options.

There are some buttons provide us: -

➢ **Picture shape: -** It allows you to crop your image into pre designed shapes or make your own shape.

➢ **Picture effect: -** Provide a variety of special effect for your image (reflection, shadows, and 3d rotation).

➢ **Bring to front: -** Set of currently selected image as the top layer of your slide.

➢ **Send to back: -** Set of currently selected image as the button layer of your slide.

➢ **Rotate: -** Allows you to rotate your image.

➢ **Group: -** Allows you to group two or more image together so they behave as one abject on your slide.

➢ **Adding clip art: -** This option is used to add image to your presentation and your slide.

Process: -

➢ Click on insert tab
➢ Click on clip art
➢ Then a dialog box open from right side
➢ Click on organize clips
➢ Click on office collection plus symbol
➢ Select any picture category
➢ Select any picture and drag in to your presentation.

➢ **Editing picture and clip art: -** This option is used for insert your current presentation and you can adjust this picture.

➢ **Adding shapes: -** This option is used for add many types of shapes.

Process: -

- ➢ Click on insert tab
- ➢ Click on shapes
- ➢ Choose any shape as you need

To format the shapes: -

Process: -

- ➢ Select the shape
- ➢ Click the format tab

- ➢ **Adding smart art: -** It is analysis of PowerPoint 2007 which allows inserting many types of graphic, chart, list, and cycles.

Process: -

- ➢ Click on the insert tab
- ➢ Click on smart art
- ➢ Select any smart art as you need
- ➢ Click on ok

There are seven type of smart art: -

a) Cycle
b) Pyramid
c) Process
d) Relationship
e) Hierarchy
f) Matrix
g) List

a) Cycle: - It is used to show process especially one that is cyclical.

b) Pyramid: - It is used to show a building relationship.

c) Process: - It is used to progression of items or data.

d) Relationship: - It is used to show a variety of relationship types. (e. g. sequence, interconnected, balance, etc.)

e) Hierarchy: - It is used to shows a ranking relationship between data.

f) Matrix: - It is used to shows how various elements relate to a central idea.

g) List: - It is used to shows a general list of related items.

➢ **Adding a photo album: -** This feature is allows to easily create a photo album to save pictures and this facility is providing only Ms-PowerPoint 2007.
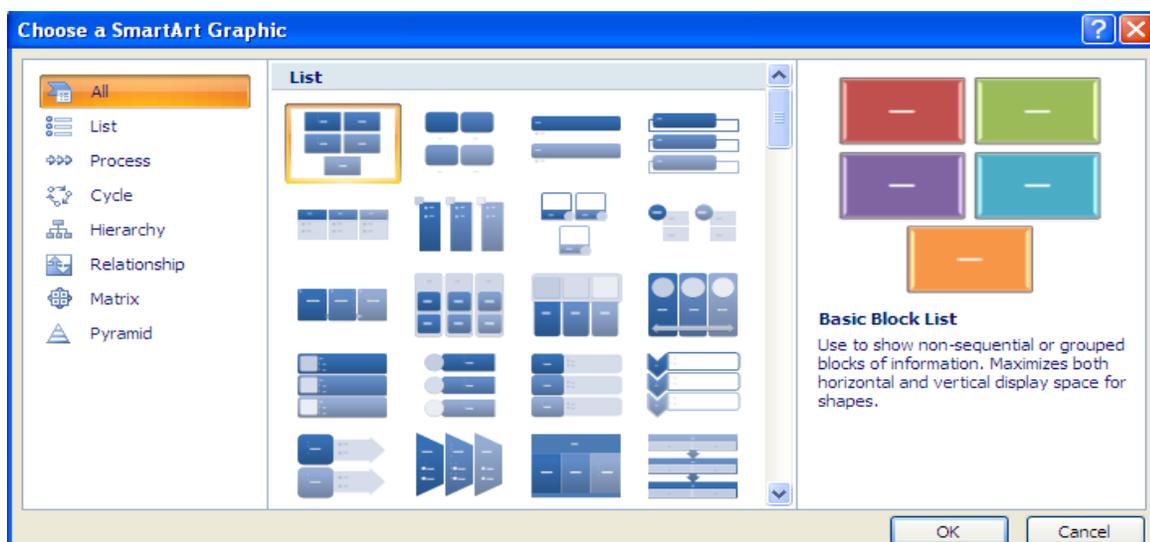
Process: -

➢ Click on insert tab
➢ Click on photo album
➢ Click on new photo album
➢ Click on file/disk
➢ Then a dialog box open
➢ Select any picture
➢ Click on insert and click on create

➢ **Creating and organization chart:** - This chart is very useful when showing relationship within business, family or any organization and any other groups. PowerPoint 2007 makes it easy to create an organization chart in a new or existing slide.

Process: -

➢ Open the presentation where you want to add an organization chart

➢ Click on home tab in the slide group

➢ Click on new slide

➢ Select title and content

➢ Then a new slide appears

➢ In the center of the slide from the content icons click smart art, graphic,

➢ The choose a smart art graphic dialog box appears

➢ From the categories list, select Hierarchy

➢ From the gallery select organization chart

➢ Click on ok

➢ The smart art canvas and graphic appear

➢ **Modifying object in PowerPoint: -** This object is used to create an object which you can change the appearance to your design and you can also resize it adding the shadow and create 3d effects.

➢ **Resizing shapes: -** It is used to resize the shapes.

Process: -

➢ Select the shape that you want to adjust
➢ Click a drag handle until the shape is the size you want

➢ **Coloring shapes: -** coloring shapes is used for fill the color of selected shape from the shape menu.

You can also add the effect such as gradient, pattern, texture, or picture as fill for your object and adding shadows. It gives the facility to user add a shadows to any object.

Note: - You can change object by adding 3d or shadow effect.

Process: -

➢ To show the format command tab double click the object or line that you want to add a shadow.
➢ In the shape style group click on format shape
➢ The format shape dialog box appear
➢ From the categories list select shadow
➢ To select a shadow click presets
➢ Select the desired presets shadow

➢ **Customizing shadow: -** This feature allow to adding shadow to your current presentation or slide.

Process: -

➢ To show the format command tab double click the object or line that you want to add a shadow to
➢ In the shape style group click format shape
➢ The format shape dialog box appears
➢ From the categories list, select shadow
➢ To select a color for the shadow click color select the desired color
➢ Use the slider bars or nudge buttons to adjust the desired attributes.

➢ **Adding 3-D effects: -** This feature provides much type of shape effects which used to change the appearance with the help of 3-D effects like: - You can insert objects by adding 3-D or shadows effects.

Process: -

➢ To show the format command tab double click the object or group of objects you want to appear in 3-D
➢ In the shape styles group click shape effects preset select the desired 3-D effects.

➢ **Customizing 3-D: -**

Process: -

- ➢ In the shape style group click shape effects select 3-D rotation >> more 3-D setting… the format shape dialog box appears with the 3-D rotation option displayed.
- ➢ Set desired option

ANIMATION, TRANSITION AND PRINTING IN PRESENTATION

➢ **Add animations: -** It is used to add animate the objects on your PowerPoint slides. PowerPoint provides four types of animations Entrance, Emphasis, Exit and Motion path.

Process: -

➢ Select the object that you want to animate
➢ Click on animation tabs
➢ Click on custom animation
➢ Then a custom animation appear from right side
➢ Click on add effect
➢ Choose the type of effect as you need.

Slide transitions: -