UNIT 11 : MICROSOFT POWERPOINT

UNIT STRUCTURE

11.1 LEARNING OBJECTIVES

After going through this unit, you will be able to:

- know the use of PowerPoint
- create presentations in PowerPoint
- work with text and graphics in PowerPoint
- use design templates
- apply slide animation and transition effects
- work with PowerPoint presentations

11.2 INTRODUCTION

Before computers were commonplace, presenters usually had an easel with posters or drawings to show any necessary graphics to the audience. In some cases the speaker would have a slide projector with a carousel of individual slides to show photographs on a screen.

Today, many software package suites contain a program designed to accompany the speaker when he makes a presentation. The specific presentation program in this suite of programs is usually (but not always) in the form of a slide show, much like the ones used in the past. These presentation software programs make it simple and often fun to create a presentation for the audience. They contain a text editor to add written content, and abilities within the program to add charts and graphic images such as photographs, clip art or other objects to liven up the slide show and get our point across simply. Microsoft PowerPoint, usually just called PowerPoint, is a commercial presentation program developed by Microsoft, and is part of the Microsoft Office suite.

Microsoft Office PowerPoint 2007 provides a comprehensive set of features that can be used to create and format our information. We can create and add designer-quality SmartArt graphics with only a few mouse-clicks. This unit provides an introduction to MS PowerPoint 2007, and describes the methods and tools to create powerful and eye-catching presentations.

11.3 STARTING MS POWERPOINT

In order to work with PowerPoint and start building presentations we first have to start PowerPoint 2007. To start MS PowerPoint 2007, we have to follow these steps:

1. Firstly, we click on the **START** button.
2. Then we click/hover on **All Programs** which opens a list of all the installed programs.
3. We then click on the **Microsoft Office** option which shows a list of the installed MS Office applications as shown in **Figure 11.1**

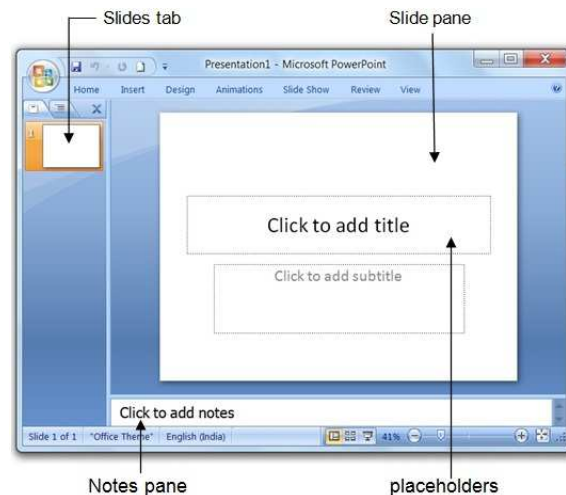**Fig. 11.1 : The MS Office 2007 applications**

Fig. 11.2 : The Microsoft PowerPoint 2007 application window

Slide pane : Allows us to work directly on individual slides.

Placeholders : These are the borders that are part of most slide layouts, where we can type text or insert pictures, charts, and other objects.

Slides tab : This tab shows a thumbnail version of each full size slide shown in the Slide pane.

Notes pane : Here we can type notes about the current slide.

11.4 CREATING A NEW PRESENTATION

After we start PowerPoint as shown in the previous section, we are presented with the PowerPoint working interface as in **Figure 11.2** above. To begin working with PowerPoint and start creating a new presentation we follow these steps.

1. Firstly we click the MS Office button of PowerPoint and select **New**.

   OR

   Click the **New** icon on the **Quick Access** toolbar

   OR

   Press **Ctrl + N** on the keyboard

2. If we click the **New** icon or press **Ctrl + N**, a blank presentation automatically opens.

   OR

   If we select **New** from the **Office button**, the **New Presentation** dialog box of **Figure 11.3** opens where we do any one of the following.

   ● To apply a recently used template, we click **Blank and recent**, and click the template that we want, and then click **Create**.

- To apply a template installed to the local hard drive, we click **Installed Templates**, and then click **Create**.
- To create (and apply) a new template based on another template that is installed on the local hard drive, we click **New from existing**, and then click **Create New**.
- To apply a template that has been saved to C:\Program Files\Microsoft Office\Templates\, we click **My templates**, select a custom template, and then click **OK**.

- To download and apply a template from Office Online, under **Microsoft Office Online**, we click a template category, select a template, and then click **Download**.
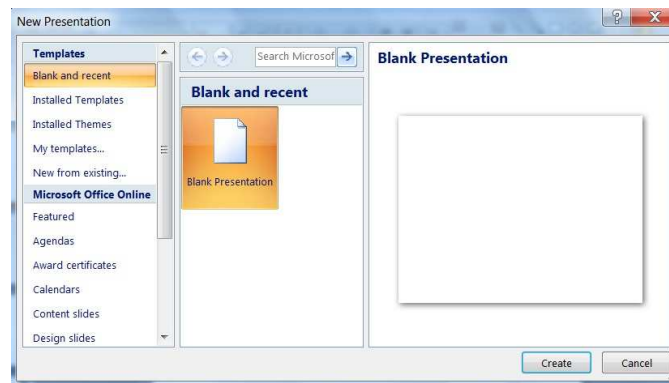

Fig. 11.3 : The New Presentation dialog box

Now that we are ready to begin working on our new presentation, we will be discussing further on how to work with the different elements of a PowerPoint presentation in the later units.

11.5 WORKING WITH SLIDES

When working with MS PowerPoint we apply text, sound, color, graphic, animation, transitions etc to our presentation, and these effects are represented on slides. To create an effective PowerPoint presentation we should be able to carry out slide related tasks. Inserting, deleting, reusing slides to a presentation are a few of them and which will be discussed in this section.

- **Adding Slides :** There are several choices when we want to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides.
  To create a new slide from Office Themes, we follow these steps :

1. Firstly, we select the slide immediately BEFORE where the new slide is to be inserted.
2. Then we click the **New Slide** button on the **Home** tab.
3. Finally, we click the slide choice that fits our material.

- **Duplicate Slides :**

   To create a slide as a duplicate of a slide in the presentation we follow these steps :

   1. Firstly we select the slide that we want to duplicate.
   2. Then we click the **New Slide** button on the **Home** tab
   3. Finally we click **Duplicate Selected Slides**

   A Slide may also be duplicated by right-clicking the slide and selecting **Duplicate Slide**.

- **Reusing Slides**

   To create a new slide from another presentation we follow these steps :

   1 Firstly we select the slide immediately BEFORE where we want the new slide
   2 Then we click the **New Slide** button on the **Home** tab
   3 We click **Reuse Slides**
   4 We click **Browse**
   5 We click **Browse File** and locate the slide show and click on the slide to import.

- **Changing the layout of slide/slides :** We can change the layout of slide/slides by applying a different layout to.

   To do so we follow these steps :

   1. Firstly we select the slide/slides.
   2. From the **Slides** group on the **Home** tabs, we click on the layout button

   3. Finally we select the layout that we want.

- **Deleting slide/slides :** We can delete one or many slides at a time.

   To do so we follow these steps :

   1. First we select the slide/slides that we want to delete
   2. Then we right-click on the selected slide/slides, and select **Delete Slide**.

   OR

   From the **Slides** group on the **Home** tabs, we click on the **Delete** button

- **Changing the background of a slide/slides :**

1. Firstly we select the slide.
2. Then we right-click the slide and select **Format Background**, which opens the **Format Background** dialog box of **Figure 11.4**.
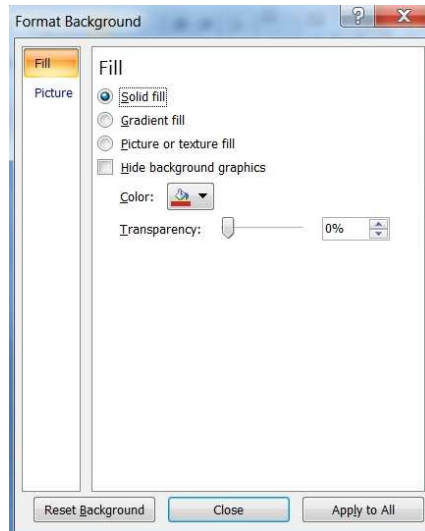

Fig. 11.4 : The Format Background dialog box

In the dialog box of **Figure 11.4**, we have several options to choose from whereby we can apply different fills to the background.

3. After selecting the background **Fills**, we may **Close** the dialog box, which applies the effects only to the selected slide. Clicking on **Apply to All** applies them to all the slides in the presentation.

● **Changing the order of slides :** When we create a presentation, we may sometimes want to change the order of the slides.

1. In the pane that contains the **Outline and Slides** tabs, we click the **Slides** tab.
2. Then on the **Home** tab, we select the slide thumbnails that are to be moved, and then drag them to their new location.

11.6 ADDING TEXT AND GRAPHICS

When creating presentations in PowerPoint 2007, we have to work with text and graphics. Text and graphics are an integral part of any presentation since they act together to bring forward the purpose and objective of a PowerPoint presentation. Text can be inserted, edited, cut, copied, pasted, and formatted by changing the Face, Type and Color. Paragraphs of text can be formatted by indenting them, etc. Graphics in PowerPoint can be

included by inserting pictures, Clip Art, Shape, Smart Art etc. in this section we discuss these aspects of PowerPoint.

- **Working with text :**
  - ➢ **To enter text we follow these steps:**
    1. Firstly, we select the slide where we want the text
    2. Then we click in a Textbox to add text
  - ➢ **To add a text box we follow these steps:**
    1. Firstly, we select the slide where we want to place the Text Box
    2. On the **Insert** tab, we click **Text Box**
    3. Then we click on the slide and drag the cursor to expand the Text Box
    4. Finally we type in the text.
  - ➢ **To copy and paste data we follow these steps:**
    1. Firstly, we select the item(s) to be copied
    2. On the **Clipboard** group of the **Home** tab, we click **Copy**
    3. Then we select the item(s) where we would like to copy the data
   4. Finally, on the **Clipboard** group of the **Home** tab, we click **Paste**

  - ➢ **To cut and paste data we follow these steps:**
    1. Firstly, we select the item(s) to be cut
    2. On the **Clipboard** group of the **Home** tab, we click **Cut**
    3. Then we select the items(s) where we would like to copy the data
    4. Finally, on the **Clipboard** group of the **Home** tab, we click **Paste**
 - ➢ **To change the font typeface we follow these steps:**
    1. In the Font group under the **Home** menu, we click the arrow next to the font name and choose a font.
    2. We can preview how the new font will look by highlighting the text, and hovering over the new font typeface.
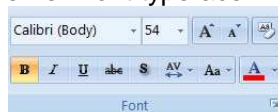
  - ➢ **To change the font size we follow these steps:**
    - We click the arrow next to the font size and choose the appropriate size
      OR

- We click the increase or decrease font size buttons.
- **Font Styles and Effects :** Font styles are predefined formatting options that are used to emphasize text. They include: **Bold**, **Italic**, and **Underline**.
  - ➢ **To add these to text we follow these steps**:
    - We select the text and click the **Font Styles** included on the **Font** group of the **Home** tab

      OR
    - We select the text and right click to display the font tools
  - ➢ **To change the text color we follow these steps :**
    1. We select the text and click the **Colors** button included on the **Font** Group of the **Ribbon**

       OR

       We highlight the text, right click and choose the colors tool.
    2. Then we select the color by clicking the down arrow next to the font color button.
- **WordArt :** WordArt is a gallery of text styles that we can add to any 2007 Microsoft Office system documents to create decorative effects, such as shadowed or mirrored (reflected) text. In Microsoft Office PowerPoint 2007, we can also convert existing text into WordArt.
  - ➢ **To apply Word Art we follow these steps :**
    1. Firstly, we select the text
    2. Then from the **Text** group of the **Insert** tab we click the **WordArt** button

    3. Finally we choose the WordArt to be applied
- **Working with Graphics :** We can add Pictures, ClipArt, Shapes, SmartArt or a Photo Album to a presentation.
  - ➢ **To add a picture we follow these steps :**
    1. Firstly we click the **Insert** tab.

    2. We click the **Picture** button from the **Illustrations** group
    3. We browse to the picture from the files and click the name of the picture
    4. We click **insert**
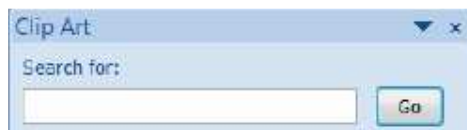5. To move the graphic, we click it and drag it to where we want it.

- **Clipart :** Clipart is a single piece of ready-made art, often appearing as a bitmap or a combination of drawn shapes that we can use in our presentation.
  - ➤ **To add Clip Art we follow these steps:**
    1. Firstly, we click the **Insert** tab
    2. Then from the **Illustrations** group we click the **Clip Art** button
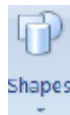

    3. We may search for the clip art using the search Clip Art dialog box

    4. Finally we click the clip art
    5. To move the graphic, we click it and drag it to where we want it
  - ➤ **To add Shapes to a presentation we follow these steps:**
    1. Firstly, we click the **Insert** tab
    2. On the **Illustrations** group, we click the **Shapes** button and click the shape we want

    3. Then we click and drag on the slide to draw the shape
    4. Finally we drag the cursor to resize the Shape.
- **Adding SmartArt :** SmartArt is a feature in Office 2007 that allows us to choose from a variety of graphics, including flow charts, lists, cycles, and processes.
  - ➤ **To add SmartArt we follow these steps:**
    1. Firstly, we click the **Insert** Tab
    2. We click the **SmartArt** button on the **Illustrations** group
    3. This opens the Choose **a SmartArt Graphic** dialog box of **Figure 11.5**
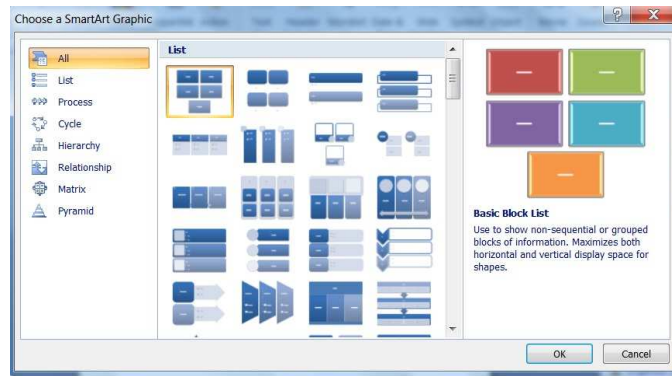
Fig. 11.5 : The Choose a SmartArt Graphic dialog box

    4. We select the **SmartArt** and click **OK**

    5. Finally we drag it to the desired location on the slide

● **Photo Album :** The photo album feature is new in PowerPoint 2007 and allows us to easily create a photo album to share pictures.

    ➤ **To create a photo album we follow these steps:**

        1. Firstly, we click the **Insert** tab

        2. Then from the **Illustrations** group, we click the **Photo Album** button
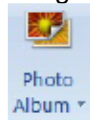
        3. Then we select **New Photo Album** which opens the **Photo Album** dialog box of **Figure 11.6**

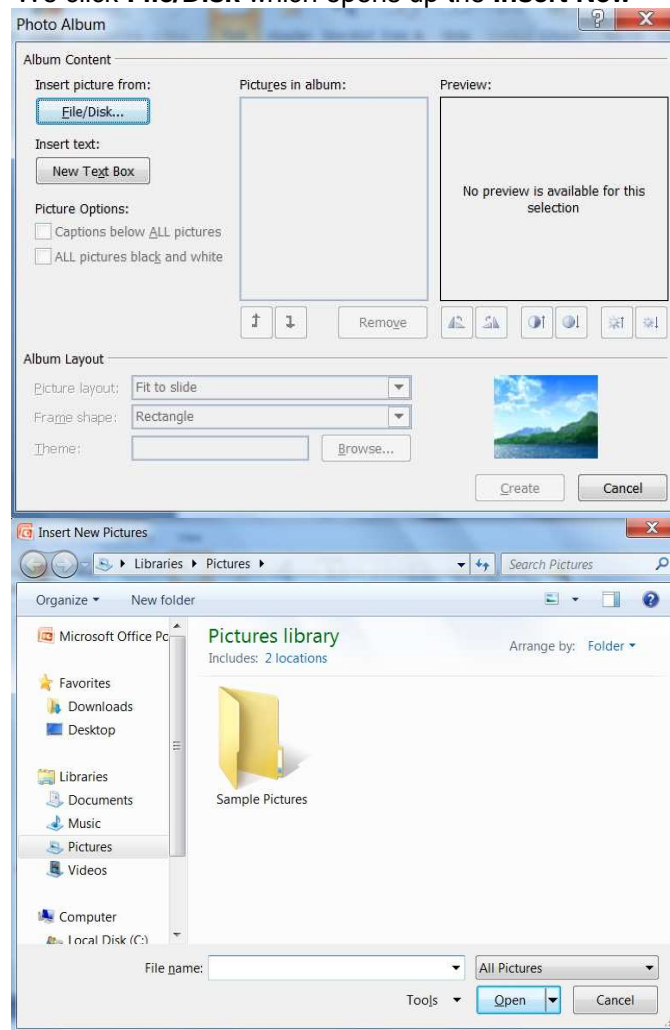4.   We click **File/Disk** which opens up the **Insert New**

Fig. 11.7 : The Insert New Pictures dialog box

5. We browse through to find the picture to add to the photo album.

6. Finally, we move the pictures up and down in the order of the album by clicking the **up/down** arrows in the **Photo Album** dialog box.

11.7 APPLYING THEMES

Design themes are a new addition to PowerPoint 2007. They work in a similar way as the design templates in earlier versions of PowerPoint. A really nice feature of the design themes, is that we can immediately see the effect reflected on our slides, before making a decision as to which theme has to be applied to our presentation finally. Microsoft Office PowerPoint 2007 contains several built-in themes which include theme colors, theme fonts, and theme effects such that if we change the theme, a complete set of new colors, fonts,

and effects is applied to our entire document. We can use these themes and customize them by changing a few elements according to our needs.

- **To apply a theme to our presentation we follow these steps :**

    If a blank presentation is already open–

    1. In the Themes group on the **Design** tab are shown the available themes. More themes can be seen on clicking the **More** button as shown in **Figure 11.8**

    2. Clicking on any theme applies that theme to the slides.

Fig. 11.8: The Themes group

    If a blank presentation is not open already–

    1. In the **New Presentation** dialog box of **Figure 11.3**, we select any of the installed themes

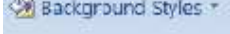   2. Then we click **Create** to apply the selected them to the slide/slides.

- **Design Theme Color Schemes :** Once we have selected a style of design theme that we like for the PowerPoint presentation, we are not limited to the color of the theme as it is currently applied.

    1. We click on the **Colors** button at the right end of the design themes on the **Design** ribbon.

    2. Then we hover the mouse over the various color schemes shown in the drop down list. The current choice will be reflected on the slide.

    3. Finally we click the right color scheme.

- **Select a Font Family :** Each design theme is assigned a font family. Once the design theme for the PowerPoint presentation is selected, we can change the font family to one of the many groupings within PowerPoint 2007.

    1. Firstly, we click the **Fonts** button at the right end of the design themes shown on the **Design** ribbon.

    2. Then we hover over any of the font families to see how this group of fonts will look in the presentation.

    3. On making the selection, we click the mouse and the font family will be applied to our presentation.

- **Change the Background Style :** Just as we changed the background on a plain PowerPoint slide, we can do the same while using one of the many design themes.
  1. We Click the **Background Styles** button on the Design ribbon.
  2. Then we hover over any of the background styles.
  3. The background style will be reflected on the slide for us to evaluate.
  4. Finally on getting our desired background style we click the mouse.
- **Hide background Graphics :** Sometimes we want to show slides with no background graphics. which is often the case for printing purposes. The background graphics will remain with the design theme, but can be hidden from view.
  1. We check the **Hide Background Graphics** box on the **Design** ribbon.

  2. The background graphics will disappear from our slides, but can be turned back on at any later time, by simply removing the check mark in the box.
- **Select a set of theme effects :** Theme effects are sets of lines and fill effects. When we click the **Theme Effects** button, we see the lines and fill effects used for each set of theme effects in the graphic displayed with the Theme Effects name. Even if we cannot create our own set of theme effects, we can choose the one we want to use in our own document theme.
  1. Firstly, on the **Design** tab, in the **Themes** group, we click **Theme Effects**

  2. Then we click the effect we want.
- **Save a theme :** We can save any changes made to the colors, fonts, or line and fill effects of a theme as a custom theme that we can apply to other documents or presentations.
  1. On the **Design** tab, in the **Themes** group, click **More**.
  2. Then we click **Save Current Theme**.
  3. In the **File Name** box, we type an appropriate name for the theme, and then click **Save**.

The custom theme is saved in the **Document Themes** folder as a .thmx file and is automatically added to the list of custom themes.

CHECK YOUR PROGRESS

Q.1. Fill in the blanks:

    (i) _____ allows us to work directly on individual slides.

    (ii) _____ are the borders that are part of most slide layouts, where you can type text or insert pictures, charts, and other objects.

    (iii) _____ is a single piece of ready-made art, often appearing as a bitmap or a combination of drawn shapes that we can use in our presentations.

    (iv) _____ is a feature in Office 2007 that allows us to choose from a variety of graphics, including flow charts, lists, cycles, and processes.

    (v) We can customize _____ by changing a few elements according to our needs.

Q.2. State whether the following statements are True or False.

    (i) Font styles are predefined formatting options that are used to emphasize text.

    (ii) In PowerPoint 2007, we cannot convert existing text into WordArt.

    (iii) We can add Pictures, ClipArt, Shapes, SmartArt or a Photo Album to a presentation.

    (iv) We cannot delete one or many slides at a time.

    (v) Theme effects are sets of lines and fill effects.

11.8 CUSTOMIZING SLIDE SHOW

In the previous section we have learnt the basics of PowerPoint, the way PowerPoint presentations are created and the different methods of working with slides were also discussed. Text and Graphics, that are the heart and soul of every powerful and eye-catching PowerPoint presentation, have already been discussed. Apart from text and graphics we can also customize a presentation by applying animation and transition effects to our slides. Animation is nothing but the way of adding a special visual or sound effect to a slide object. For example, we can have our text bullet points fly in from the left, one word at a time, or hear the sound of applause when a picture is uncovered. We can use animation to focus on important points, to control the flow of information, and to increase viewer interest in our presentation.

Slide transitions are the visual effects that are applied to a presentation, and can be seen when we move from one slide to another slide during the presentation. These slide

transition effects prevent the viewer from seeing a sudden change between slides, and present a smooth and gradual change between the slides.

In the next two sections, we shall be dealing with these two aspects of PowerPoint presentations.

11.8.1 Applying Custom Animation

PowerPoint 2007 has numerous animation effects to choose from. Apart from that, we can also apply other animation effects that have been customized by us to gain more control over how and when effects are applied. For example, we can make text grow or shrink, spin or shimmer, and we can set an animation to hear the sound of applause when a picture is revealed. We can apply more than one animation, so we can make a line of text fly in with or without sound, and then make the text fly out. We can use emphasis, entrance, or exit options in addition to preset or custom motion paths.

We create custom animations in the **Custom Animation** task pane. The Custom Animation task pane shows important information about an animation effect, including the type of effect, the order of multiple effects in relation to each other, and a portion of the text of the effect.

- **Add a Custom Animation from the Quicklist :**
  - ➢ **Animations Tab on the Ribbon :**
    1. Firstly, we click the **Animations** tab on the ribbon.
    2. We select the object to be animated, such as a text box, or a graphic object.
    3. We click the drop down button beside the **Custom Animation** button located beside **Animate**
    4. The list of options allows us to quickly add one of the most commonly used animation types.

- **Open the Custom Animations Task Pane :**
  1. We simply click on the **Custom Animation** button on the **Animations** group under the **Animations** menu.
  2. This opens the **Custom Animations** task pane on the right side of the screen.

Fig. 11.9 : The Custom Animation task pane

3. We choose the title, a picture or clip art, or a bulleted list to apply the first animation by the following.
   ➤ We select graphics by clicking on the object.
   ➤ We select a title or bulleted list by clicking on the border of the text box.
4. Once an object has been selected, the **Add Effect** button becomes active in the **Custom Animations** task pane.
5. We select a style of effect, such as **Entrance**, **Emphasis**, **Exit** or **Motion Path**. Choosing one of these styles will reveal a sub-menu with selections of animations.
6. We click on different animations and we will see a preview of the effect on the slide.
7. Lastly we make our selection.

● **Modifying an Animation Effect :**
1. Firstly, we select the object whose animation effect has to be modified
2. To modify the custom animation effect, we select the drop-down arrow beside each of the three categories – **Start**, **Direction** and **Speed**.
   a) Start
      ➤ **On click** – Starts the animation on the mouse click
      ➤ **With previous** – Starts the animation at the same time as the previous animation (could be another animation on this slide or the slide transition of this slide)
      ➤ **After previous** – Starts the animation when the previous animation or transition has finished
   b) Direction

> ➢ This option will vary depending on which Effect we have chosen. **Directions** can be from top, from right side, from bottom and so on.

   c) Speed

> ➢ Speeds vary from Very Slow to Very Fast.

● **Move Animation Effects Up or Down in the List :** After applying more than one animation to a slide, we may wish to re-order them so that the title appears first and objects appear as they are referred.

   1. Firstly, we click on the animation to be moved.

   2. Then we use the **Re-Order** arrows at the bottom of the **Custom Animation** task pane to move the animation up or down in the list.

● **Other Effect Options for Custom Animations :** We can apply additional effects to objects on our PowerPoint slides such as sound effects or dim the previous bullet points as each new bullet appears.

   1. Firstly we select the effect in the list.

2. Then we click the drop-down arrow to see available options.

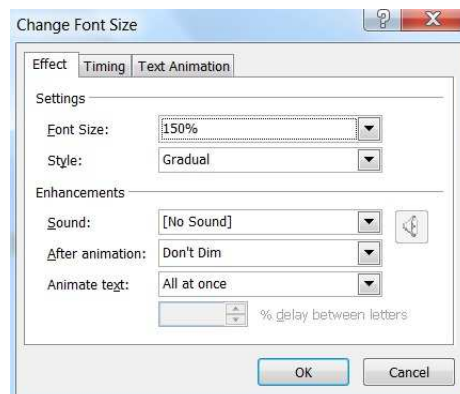   3. We select **Effect Options** which opens the dialog box in **Figure 11.10**

Fig. 11.10 : The Effect Options dialog box

Timings are settings that automate our PowerPoint presentation. We can set the number of seconds for a specific item to show on screen and when it should start.

In the **Timing** dialog box we can also modify settings previously set.

Text Animations allow us to introduce text on the screen by paragraph level, automatically after a set number of seconds or in reverse order.

11.8.2 Applying Slide Transition

Slide transitions are the animation-like effects that occur in Slide Show view when moving from one slide to the next during an on-screen presentation. We can control the speed of each slide transition effect, and can also add sound.

Transition effects add some great animation to the slides in a presentation. Microsoft Office PowerPoint 2007 includes many different types of slide transitions. These transition effects are included in groups, each group having several effects of different types. The groups are Fades and Dissolves, Wipes, Push and Cover and Stripes and Bars.

- **To add the same slide transition to all of the slides in a presentation we follow these steps:**
  1. Firstly, on the left side of the slide window, in the pane that contains the **Outline and Slides** tabs, we click the **Slides** tab.
  2. Then we select the slide thumbnails of the slides that we want to apply slide transitions to.
  3. On the **Animations** tab, in the **Transition To This Slide** group, we click a slide transition effect.

     To see more transition effects we may click the **More** button $\overline{\underline{\mathbf{v}}}$
  4. To set the slide transition speed between the current slide and the next slide, in the **Transition To This Slide** group, we click the arrow next to **Transition Speed**, and then select the speed that we want.
  5. In the **Transition To This Slide** group, we click **Apply to All**.
- **To add different slide transitions to the slides in a presentation we follow these steps:**
  1. On the left side of the slide window, in the pane that contains the **Outline** and **Slides** tabs, we click the **Slides** tab, and then click a slide thumbnail.
  2. On the **Animations** tab, in the **Transition To This Slide** group, we click the slide transition effect that we want for that slide.

     To see more transition effects, we may click the **More** button $\overline{\underline{\mathbf{v}}}$
  3. To set the slide transition speed between the current slide and the next slide, in the **Transition To This Slide** group, we click the arrow next to **Transition Speed**, and then select the speed that we want.
  4. To add a different slide transition to another slide in the presentation, we may repeat steps 2 through 4.

11.9 SAVING, RUNNING AND CLOSING A PRESENTATION

After we have finished creating our presentation in PowerPoint 2007, we have to save it in order to later use it. Let us now see how we can save, run and close a presentation in PowerPoint 2007.

- **To save a presentation we follow these steps:**

    1. Firstly, we click the Microsoft Office button 🏢 then click **Save**.

       OR

       Click the **Save** button 🖫

       OR

       Press **Ctrl + S**

    2. If we are saving the file for the first time, we are asked to give it a name as in **Figure 4.11**
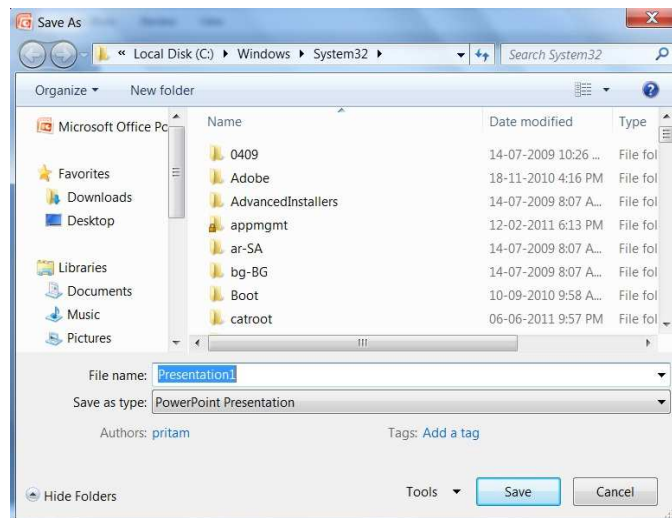

Fig. 11.11 : The Save As dialog box

We then specify the file format type in the **Save as type** list, in which the presentation is to be saved. If we want to save the file for use in earlier version of PowerPoint, we may save our file in the 97-2003 file format by selecting 97-2003 from that list.

- **Running a presentation :** Running a finished presentation in PowerPoint gives us several options to choose from, that allow us to run a presentation in a variety of ways.

    Clicking on the **Slide Show** tabs on the Ribbon shows us a lot of options as shown in **Figure 11.12**
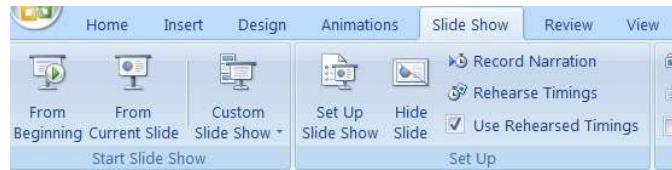
Fig. 11.12 : Options for slide show

In the **Start Slide Show** group there are options to choose from that allow us to begin the slide show.

> **From beginning :** Clicking on this option begins the slide show from the very first in the presentation.

> **From Current Slide :** Clicking on this option begins the slide show from the slide that is selected.

> **Custom Slide Show :** Clicking this option and then selecting **Custom Shows** opens the dialog box of **Figure 11.13**, which allows us to define the sequence of the slides in the show.
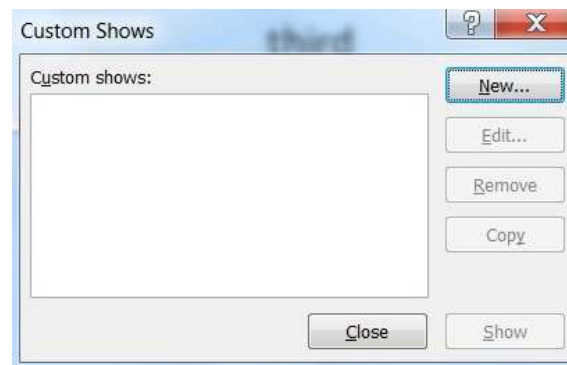

Fig. 11.13 : The Custom Shows dialog box

> We click the **New** button to open the **Define Custom Show** dialog box of **Figure 11.14**
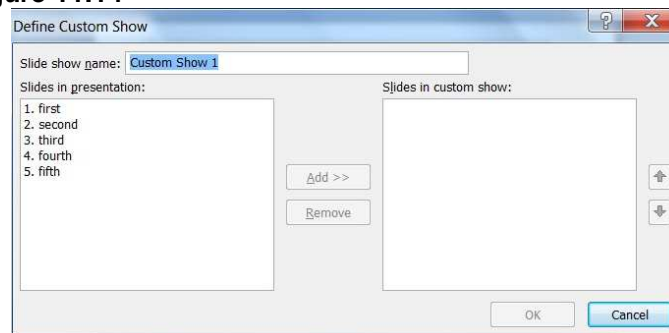

Fig. 11.14 : The Define Custom Show dialog box

The **Slides in presentation** box display the slides that are included in the current presentation, and the **Slides in custom show** list display the slides that are

included in the **Custom show**. To add slides to the Custom show, we select the slide in the **Slides in presentation** list and click the **Add** button, which adds that particular slide to the **Slides in Custom show** list.

 ➢ After including the slides to our Custom show, we give it a name and click **OK,** which closes the **Define Custom Show** dialog box. The **Custom Shows list** in the **Custom Shows** dialog box now includes the name of our custom show.

 ➢ To run the presentation we may click the **Show** button of the **Custom Shows** dialog box or Close the **Custom Shows** dialog box to run the presentation at a later stage.

 ➢ To run the presentation at a later stage, we click on the **Custom Slide Show** button on the **Ribbon** in the **Start Slide Show** group under the **Slide Show** menu, and click on the name of our **Custom show** which starts the show.

● **Closing a presentation :** We can have several ways by which we close a presentation.

When we finish viewing the last slide of a presentation, we get to see the screen as in **Figure 11.15**

Fig. 11.15 : End of a Presentation

From the figure It is quite obvious that the presentation has ended and we are asked to close the presentation with a mouse-click.

We can also close a presentation mid-way during the slide show by

 ➢ Right-clicking on the slide being shown and selecting **End show**.

 OR

 ➢ Pressing the **Esc** key.

11.10 OPENING AN EXISTING PRESENTATION

We have already learnt how to create various kinds of presentations in PowerPoint 2007, adding text, graphics, transitions etc. Let us now see how to open an already existing PowerPoint presentation.

- **To open a presentation we follow these steps :**
    1. We click the Microsoft office button and select the **Open** option

       OR

       Use the keyboard shortcut **Ctrl + O**

       OR

       Click the **Open** icon 📂 on the **Quick Access toolbar**
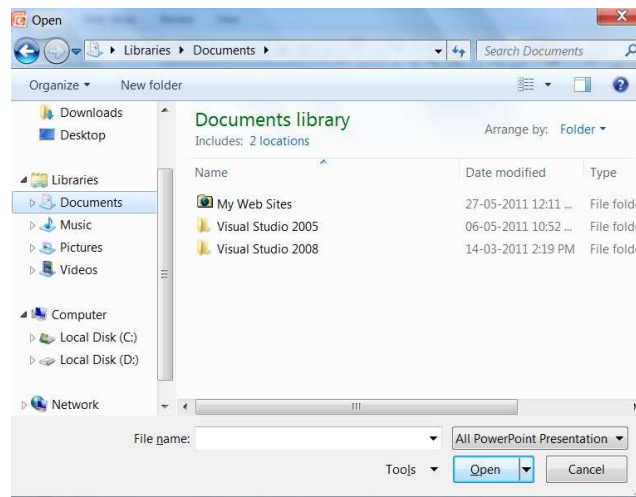   2. This opens the **Open** dialog box as in **Figure 11.16**

Fig. 11.16 : The Open dialog box

3. We browse through directories and select an already existing MS PowerPoint file.
4. Then we click the **Open** button to open the selected file in PowerPoint.

CHECK YOUR PROGRESS

Q.3. Fill in the blanks:
   (i) Animation is the way of adding a special _____ or _____ effect to a slide object.
   (ii) We can apply animation effects that have been _____ to gain more control over how and when effects are applied.

(iii)   We create custom animations in the _____ task pane.

(iv)   _____ are settings that allow us to automate our PowerPoint presentation.

(v)   We can set the number of _____ for a specific item to show on screen and when it should start.

(vi)   We can control the speed of each slide _____ effect.

(vii)   _____ effects are included in groups, each group having several effects of different types.

(viii) The Slides in _____ box display the slides that are included in the current presentation, and the Slides in _____ display the slides that are included in the Custom show.

11.11 LET US SUM UP

● PowerPoint, is a commercial presentation program

● Slides in a PowerPoint presentation may contain text, graphic, effects, sounds etc

● We can change the layout of our PowerPoint slide/slides

● WordArt is a gallery of text styles

● The photo album feature is new in PowerPoint 2007 and it allows us to easily create a photo album to share pictures.

● Design themes are a new addition to PowerPoint 2007.

● Slide transitions are the visual effects that are applied to a presentation, and can be seen when we move from one slide to another slide during the presentation.

● The Custom Animation task pane shows important information about an animation effect.

● Text Animations allow us to introduce text on our screen by paragraph level, automatically after a set number of seconds or in reverse order.

● Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next during an on- screen presentation.

11.13 ANSWERS TO CHECK YOUR PROGRESS

Ans. to Q. No. 1 :   (i) Slide pane, (ii) Placeholders, (iii) ClipArt,

(iv) SmartArt, (v) themes

Ans. to Q. No. 2 : (i) True, (ii) False, (iii) True, (iv) False, (v) True

Ans. to Q. No. 3 : (i) visual, sound, (ii) customized, (iii) Custom Animation,

(iv) Timings, (v) seconds, (vi) transition, (vii) Transition,

(viii) presentation, custom show list

11.14 MODEL QUESTIONS

Q.1. What is MS PowerPoint 2007, and why is it used?

Q.2. How do we create a new PowerPoint presentation?

Q.3. What are slides and what are the operations that we perform on slides?

Q.4. What are text and Graphics in PowerPoint and how can we use them?

Q.5. What are PowerPoint SmartArt? How do we use them?

Q.6. What are design themes in PowerPoint 2007, and how do we apply them?

Q.7. What is animation in PowerPoint 2007?

Q.8. How can we apply Custom Animation to our PowerPoint presentation slides?

Q.9. What are slide transition effects? Give an example of applying any transition effect to Slides.