

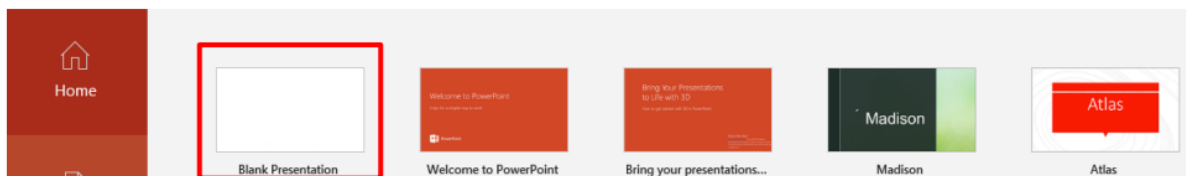
PowerPoint courses

Introduction

Microsoft PowerPoint is a commercial presentation application written and distributed by Microsoft for Microsoft Windows and Mac OS X. Microsoft PowerPoint is a presentation tool that supports text, shapes, graphics, pictures and multimedia along with integration with other Microsoft Office products like Excel.

Launch PowerPoint:

1. Click on the Office Start button.
2. Click on the PowerPoint icon from the options panel.
3. The PowerPoint Template window will appear.



4. Click on the Blank Presentation icon

1. Features of a powerpoint

The purpose of Windows Features is to enable the user to perform routine tasks related to the Microsoft applications. All Office applications share a common appearance and similar features. Windows Features provide a quick means to execute commands. Below are some pertinent PowerPoint features:

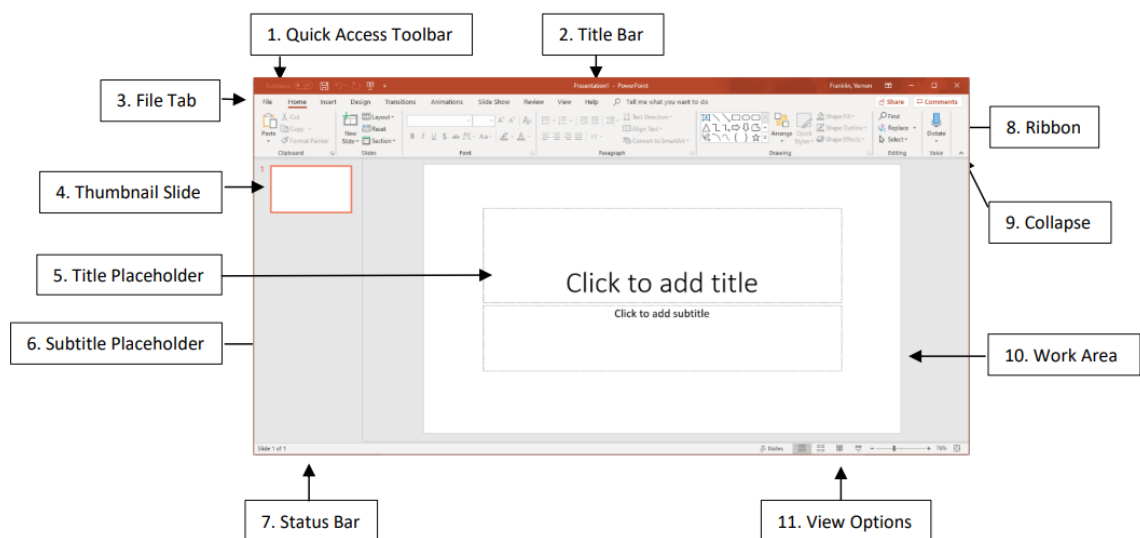


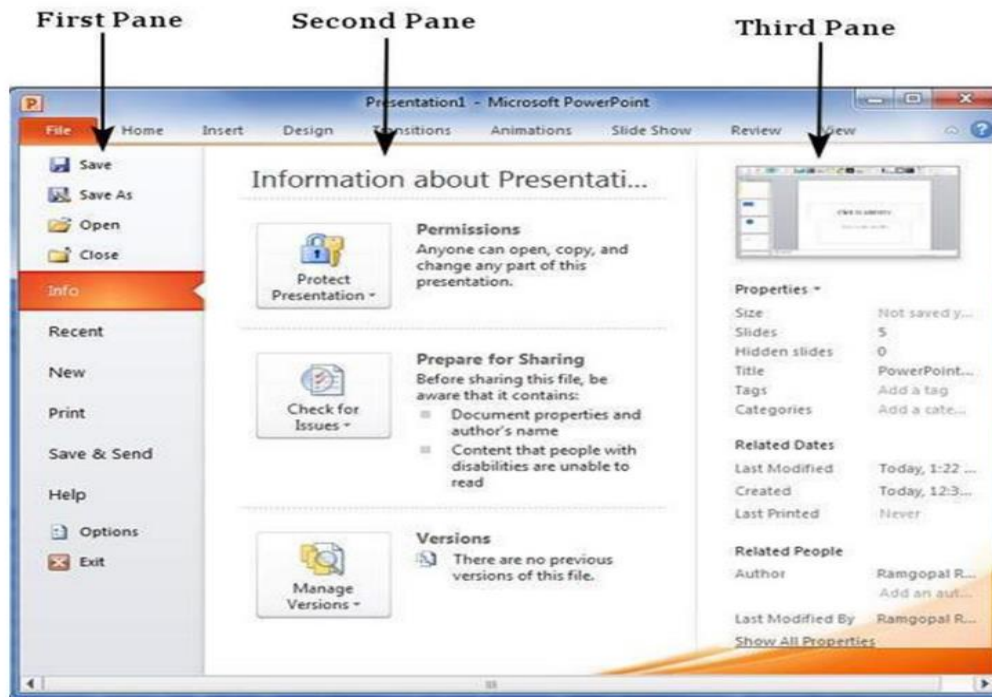
Table 1 : Feature Terms and Descriptions

	Term	Description
1	Quick Access Toolbar	Displays quick access to commonly used commands.
2	Title Bar	Displays the name of the open file.
3	File Tab	The File tab has replaced the Office 2007 button. It helps you to manage the Microsoft application and provides access to options such as Open, New, Save As, Print, etc.
4	Thumbnail Slide	Displays a snapshot of each slide.
5	Title Placeholder	Section where text is entered.
6	Subtitle Placeholder	Section where text and/or graphics are entered.
7	Status Bar	Displays information about the slide presentation, such as page numbers.
8	Ribbon	Displays groups of related commands within tabs. Each tab provides buttons for commands.
9	Collapse	Collapses the ribbon so only the tab names show.
10	Work Area	Each slide has an area where text and graphics are entered for a presentation. There are various slide layouts to work from.
11	View Option	Displays several View modes for slides.

2. Accessing Backstage

View You can access the Backstage view simply by clicking on the File tab. You can exit this view by clicking on any tab (including the File tab again). You can also press the 'Esc' button on the keyboard.

The backstage view has three sections or panes.



- ✚ **First Pane:** This is the commands pane which consists of all the commands you would typically find in the file menu of older versions. You also have the Options menu which lets you edit the options on the program like customizing the ribbon.

Various commands under the first pane are described in the table below:

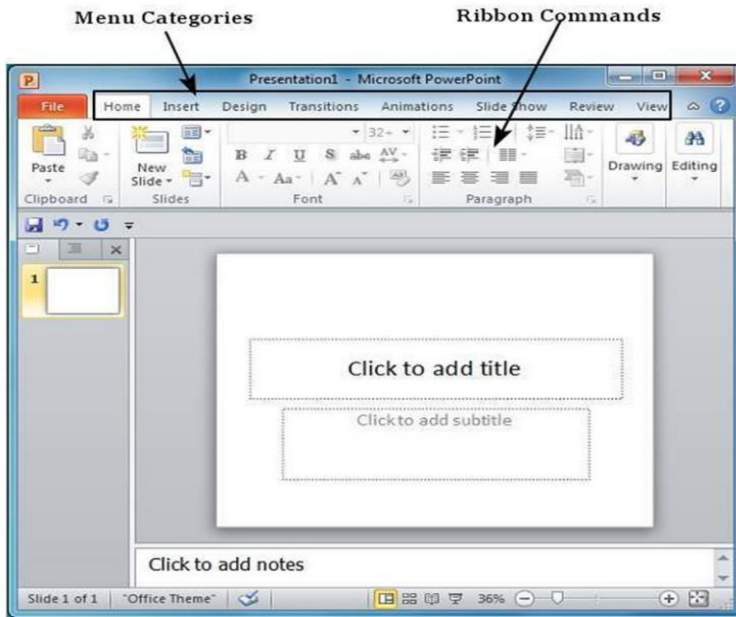
Command	Description
Save	This allows you to save a new file or an existing file in standard format. If you are working on a previously saved file this will save the new changes in the same file format. If you are working on a new file, this command would be similar to the Save As command.
Save As	Allows you to specify the file name and the file type before saving the file.
Open	Allows you to open new PowerPoint files.
Close	Allows you to close an existing file.
Info	Displays the information about the current file.
Recent	Lists series of recently viewed or edited PowerPoint files.
New	Allows you to create a new file using blank or pre-defined
Print	Allows you to select the printer settings and print the presentation.
Save & Send	Allows you to share your presentation with larger audience via emails, web, cloud services, etc.
Help	Provides access to PowerPoint Help.
Options	Allows you to set various options related to PowerPoint program.
Exit	Exit Closes the presentation and exits the program.

- ✚ **Second Pane:** This is the subcommands pane. This will list all the commands related to the main command you choose in the first pane. For example, if you select Print in the first pane, you get to choose the printer and adjust the print settings in the second pane.

- ✚ **Third Pane:** This is the preview or file information page. Depending on the command and the subcommand you select, this pane will either display the properties of the file or give you a preview of the file.

3. Creating Presentation

PowerPoint offers a host of tools that will aid you in creating a presentation. These tools are organized logically into various ribbons in PowerPoint. The table below describes the various commands you can access from the different menus.



Menu Category	Ribbon Commands
Home	Clipboard functions, manipulating slides, fonts, paragraph settings, drawing objects and editing functions
Insert	Insert tables, pictures, images, shapes, charts, special texts, multimedia and symbols
Design	Slide setup, slide orientation, presentation themes and background
Transitions	Commands related to slide transitions
Animations	Commands related to animation within the individual slides
Slideshow	Commands related to slideshow set up and previews
Review	Proofing content, language selection, comments and comparing presentations
View	Commands related to presentation views, Master slides, color settings and window arrangements

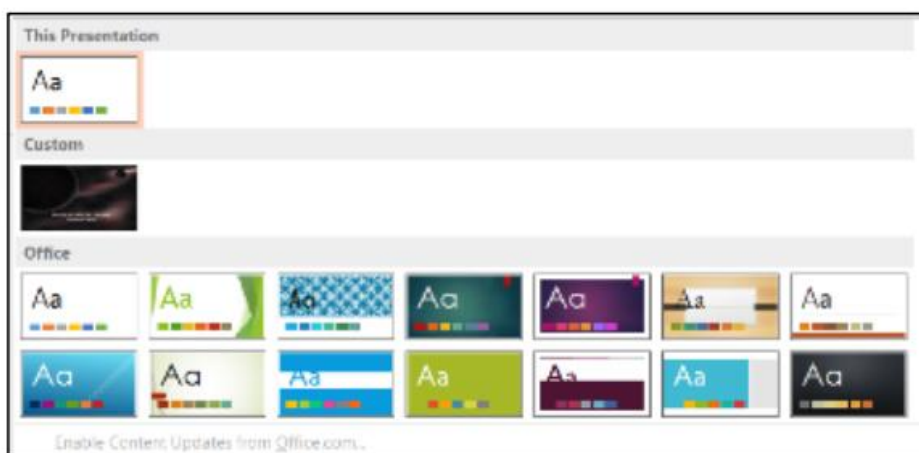
Besides these depending on the objects selected in the slide, there are other menu tabs that get enabled.

A. Design Theme

A Theme gives your slides a consistent appearance throughout your presentation. Themes contain color schemes with custom formatting, styled fonts, and layouts. When you apply a design template to your presentation, the slide master and color scheme of the template replaces the original blank slide.

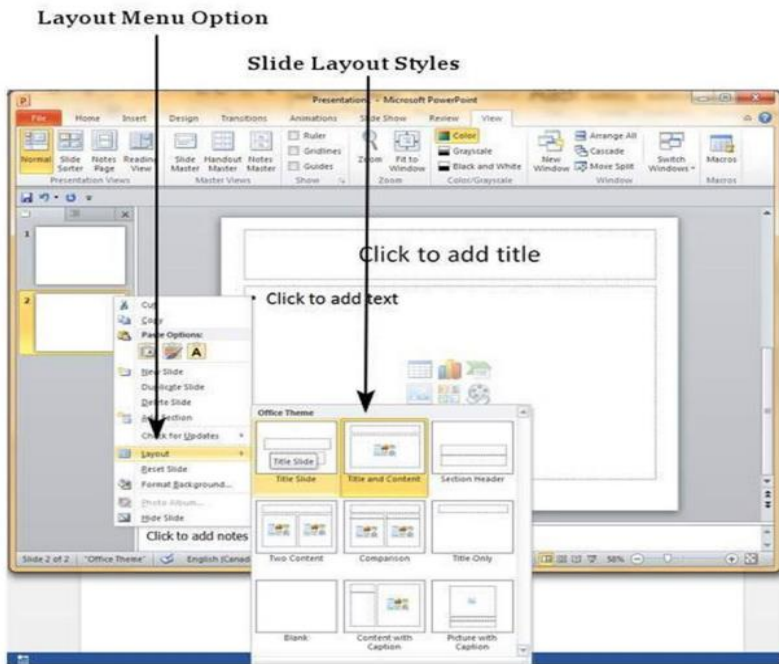


1. Select the Design tab, then on the Theme group, click on the drop-down arrow next to the last Theme.
2. The All Themes window will appear with available presentation Themes.



3. Hover the mouse pointer over a Theme to preview it.
4. Click on a Theme of your choice.

Note: You can change the Theme during or after the creation of your PowerPoint file.



When we insert a new slide, it inherits the layout of its previous slide with one exception. If you are inserting a new slide after the first slide (Title slide), the subsequent slide will have the Title and Content layout. You will also notice that if you right-click in the first step without selecting any slide the menu options you get are different, although you can insert a new slide from this menu too.

B. Title Box

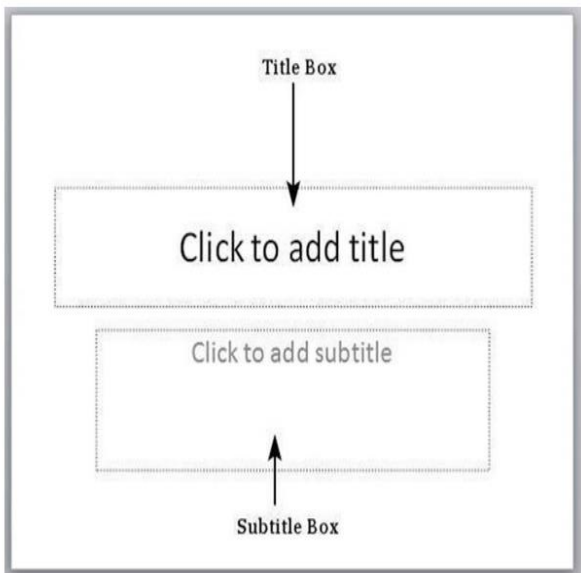
This is typically found on slides with the title layout and in all the slides that have a title box in them. This box is indicated by "Click to add title".

Subtitle Box

This is found only in slides with the Title layout. This is indicated by "Click to add subtitle".

Content Box

This is found in most of the slides that have a placeholder for adding content. This is indicated by "Click to add text". As you can see, this box allows you to add text as well as non-text content. To add text to such a box, click anywhere on the box, except on one of the content icons in the center and start typing.

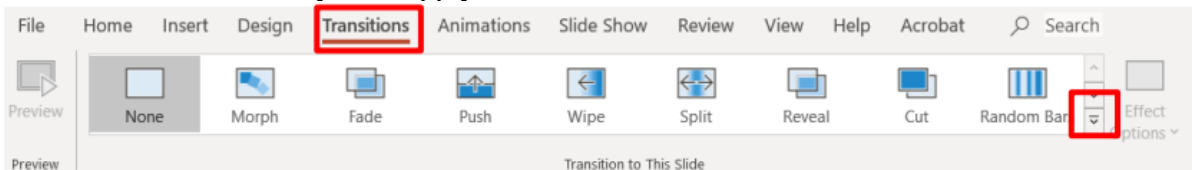


C. Transition and Animation

PowerPoint allows you to apply special effects by using slide transition and text/graphical animation to make your presentation more visually appealing.

Slide Transition

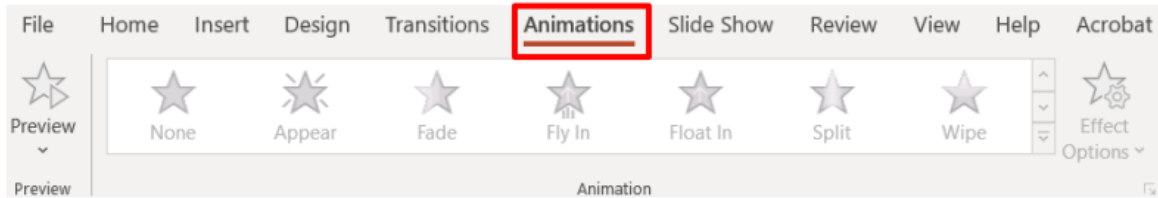
Transitions are visual special effects that you see when you move from one slide to the next. Working in Normal or Slide Sorter Views allow you to set transitions for a slide. The Transition ribbon allows you to apply slide transitions.



1. Go to slide one.
2. Click on the Transition tab and then click on the drop-down arrow located in the Transition to This Slide group to view the transition categories as seen below

D. Text Animation

Bulleted text animation refers to the progressive display of bulleted items. Bulleted items, by default, appear at the same time on a slide. When text animation is applied, bulleted list items can appear on the slide one at a time or can have motion as they display on the screen. Select the Animation ribbon to apply animation to slide text.

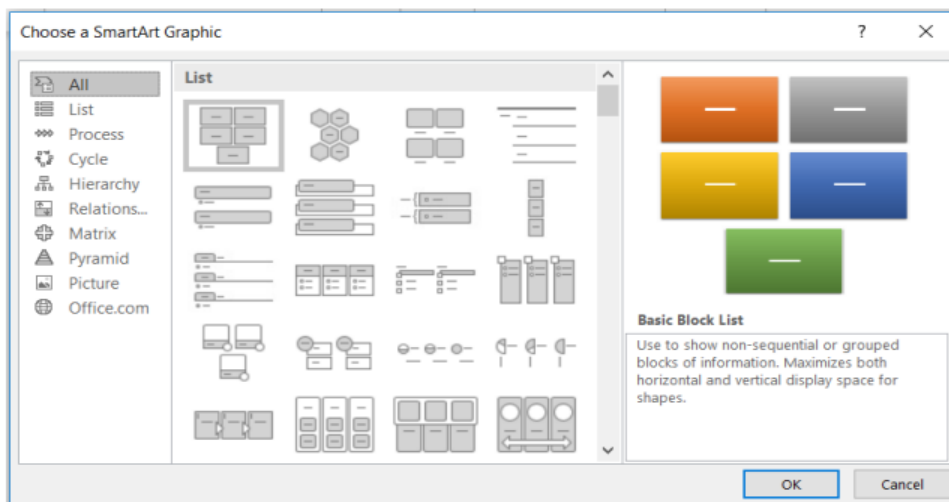


1. Confirm that you are in Normal View (View, Normal).
2. Go to slide two.
3. Click inside the Text Placeholder and select the text area.
4. Click on the Animation tab and then click on the drop-down arrow located in the Animation group to view the animation categories as seen above.
5. In the Entrance section, click on the Fade button.
6. Notice the animation indicator icon on the left-hand side of the thumb print slide in Normal View.
7. Go to slide five, and select the Title Placeholder.
8. Click on the Animation tab and then click on the drop-down arrow located in the Animation group to view the animation categories.
9. In the Entrance section, click on an animation of your choice.

E. Illustration Features

Microsoft Office has multiple Illustration and Image features to enhance your document with numerous graphics, sound, and motion. PowerPoint allows you to insert Illustration and Image features such as Tables, Charts, SmartArt, Pictures, and Media Clips within the Text Placeholders.

1. Click on an Illustration and Image button to locate, format, and insert features into your slide (These features can also be located on the Insert ribbon.).
2. The SmartArt is the newest feature in Microsoft Office. When you click on the SmartArt button, the Choose a SmartArt Graphic window will appear. You can enhance your slide presentation by incorporating text with a variety of images.

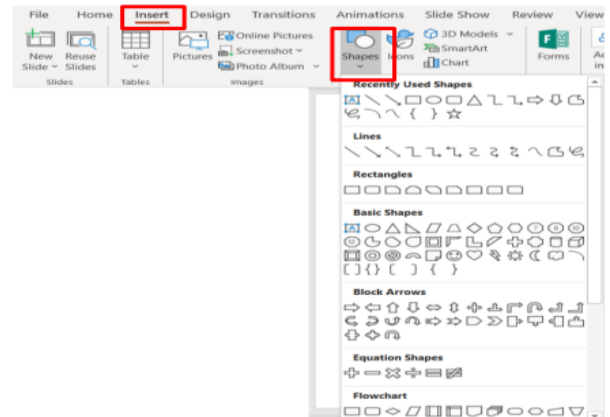


3. Go to slide three and then add a new Title and Content slide.
4. In this exercise the instructor will guide you through the use of SmartArt and several other Illustration features.

F. Create Shapes

SmartArt has numerous graphical options to select from, but you can also create your own graphical slide by using Shapes. Select the Insert ribbon to view available shapes.

1. Confirm slide four is selected and then add a new Blank Layout slide.
2. The instructor will guide you through this exercise in creating shapes on the new slide that is illustrated on the next page.



G. Launch Slide Show

Select the Slide Show ribbon and then click on the From Beginning button. The Slide Show will begin with the first slide.



Note: The Slide Show button on the Option Views bar will start the slide show beginning with the current slide.

H. Print

- 1) Click on the File tab and then select the Print option.
- 2) The print Settings and Preview screen will appear.
- 3) In the Print All Slides area, you have the option to print all slides or determine which slides to print.
- 4) After selecting your print Settings, click on the Print button .

