



POWER POINT

PRESENTATION

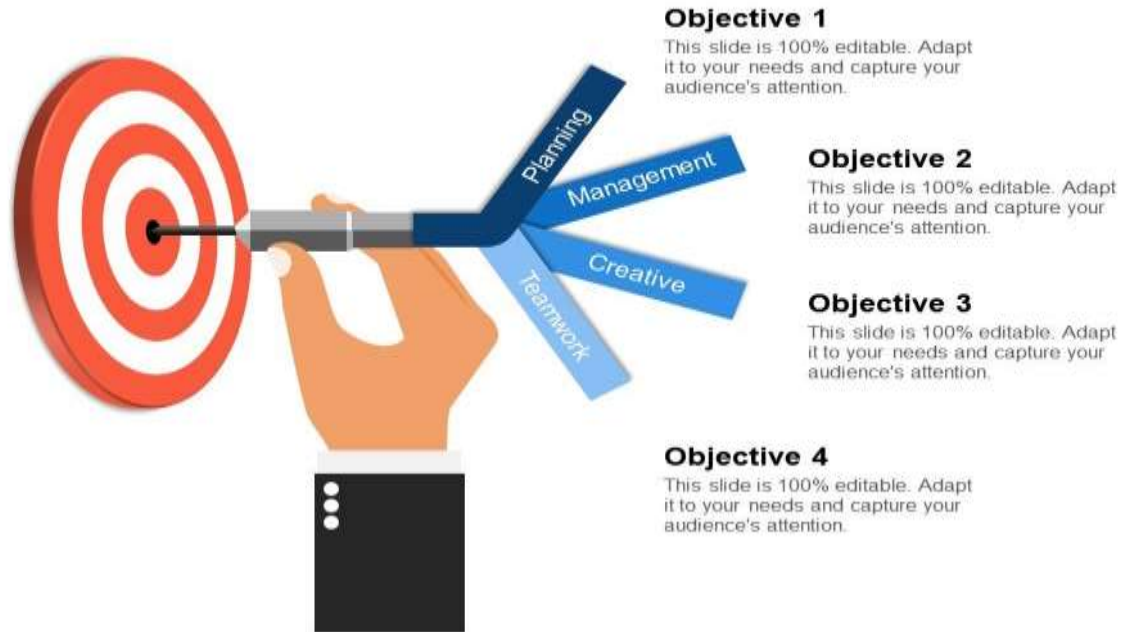
# □ introduction

- ❖ PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to **create professional-looking electronic slide shows**. The image given below shows the main page of MS PowerPoint, where a person lands when the program is opened on a computer system:



# □ objectives

## □ Career Objectives Showing Four Points Hitting Target



- ❖ Most presentation objectives sound like this: I want to leave a strong impression on my audience I want to make a great presentation. These goals are too vague to help a presenter make a presentation with impact. The objectives of presentation are not vague statements of presenter goals.

## □ basics

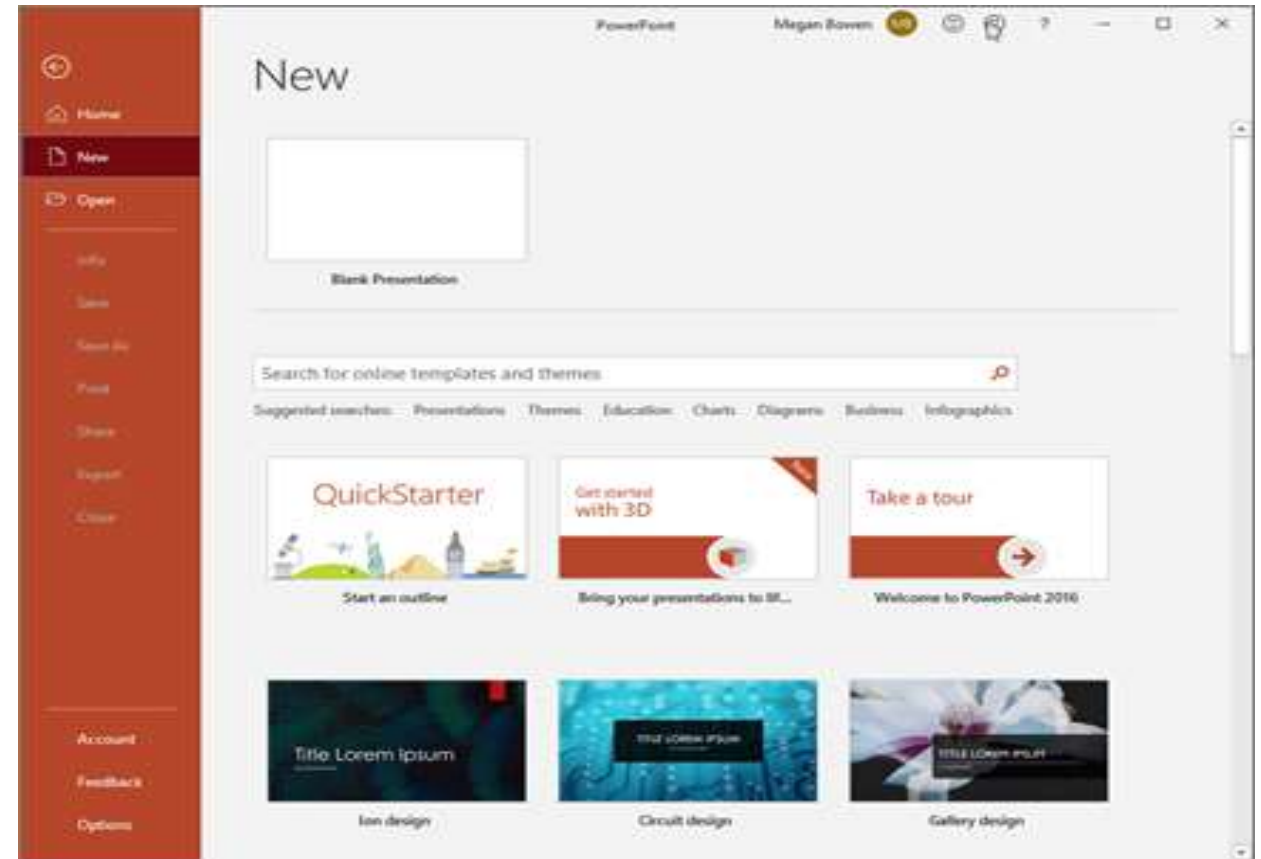
1. Using power point
2. Opening a power point presentation
3. Saving a presentation

# 1. Using power point

- ❖ With PowerPoint on your PC, Mac, or mobile device:
- ❖ Create presentations from scratch or a template.
- ❖ Add text, images, art, and videos.
- ❖ Select a professional design with PowerPoint Designer.
- ❖ Add transitions, animations, and motion.
- ❖ Save to OneDrive, to get to your presentations from your computer, tablet, or phone.
- ❖ Share and work with others, wherever they are.

## 2. Opening a power point presentation

- ❖ **To open an existing presentation:**
- ❖ Select the File tab to go to Backstage view, then click Open.
- ❖ Click Browse. Alternatively, you can choose OneDrive to open files stored on your OneDrive.
- ❖ The Open dialog box will appear. Locate and select your presentation, then click Open.



## 3. Saving a presentation

- ❖ Save your presentation, so you don't lose all your hard work. Then, print it to share it with others.
- ❖ **Save your presentation**
- ❖ Click **FILE** > **Save**, pick or browse to a folder, type a name for your presentation in the **File name** box, and click **Save**.
- ❖ Save your work as you go. Hit Ctrl+S often.

# □ Creation of presentation

1. Creating a presentation using a template
2. Creating a blank presentation
3. Entering and editing text
4. Inserting and deleting slides in a presentation

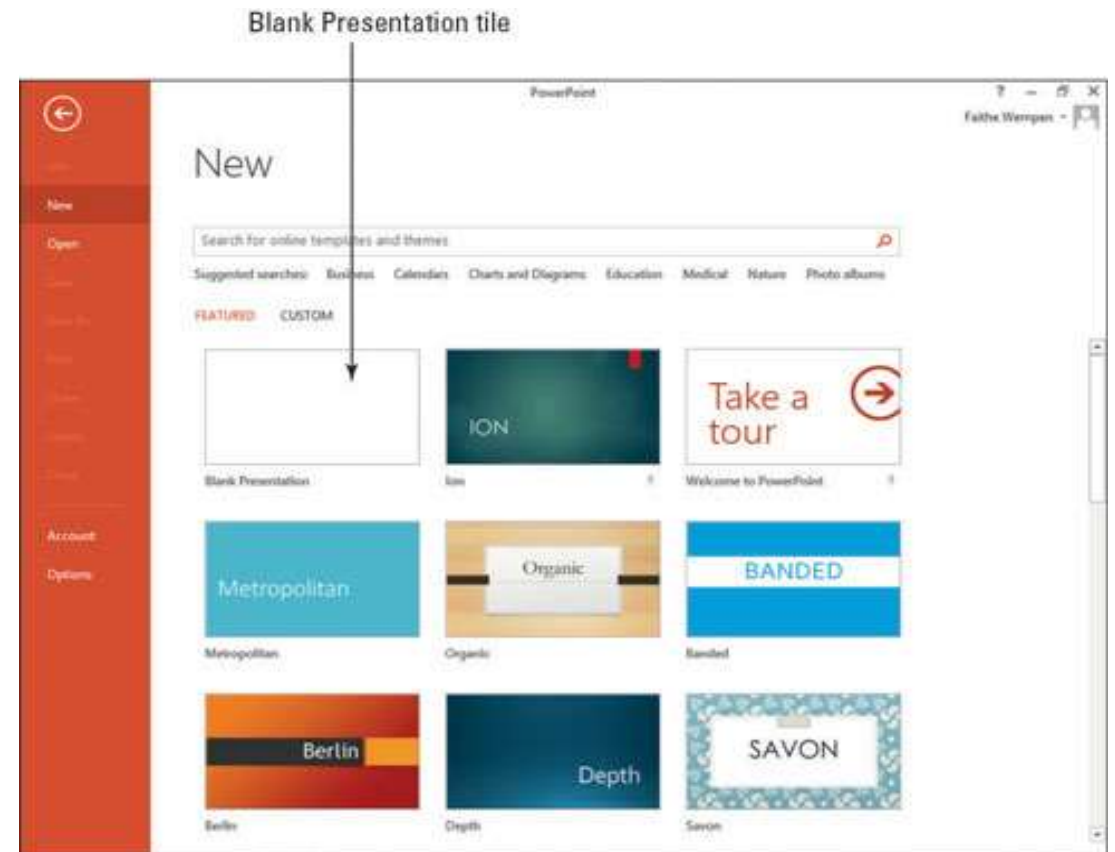


# 1. Creating a presentation using a template

- ❖ **To use one of these built-in templates to create a new presentation, follow these steps:**
- ❖ Select Office button → New. The New Presentation window appears.
- ❖ In the left side of the New Presentation window, click Installed Templates. ...
- ❖ Click a template to select it. ...
- ❖ Click Create.

## 2. Creating a blank presentation

- ❖ Choose File→New. Backstage view opens, displaying tiles for various types of presentations you can create.
- ❖ Click the Blank Presentation tile. A new blank presentation opens.
- ❖ Choose File→Close to close the new presentation. ...
- ❖ Press Ctrl+N. ...
- ❖ Choose File→Close to close the new presentation.



## 3. Entering and editing text

- ❖ Entering Text. The blank editing area is **where you type text to create a new document**. ... As you type close to the right edge of the screen, Word automatically wraps the text to the next line for you. Only press Enter at the end of each paragraph.

## 4. Inserting and deleting slides in a presentation

- ❖ For multiple slides: Press and hold Ctrl, and in the thumbnail pane on the left, select the slides. Release the Ctrl key. Then **right-click the selection and choose Delete Slide**. For a sequence of slides: Press and hold Shift, and in the thumbnail pane on the left, select the first and last slides in the sequence.

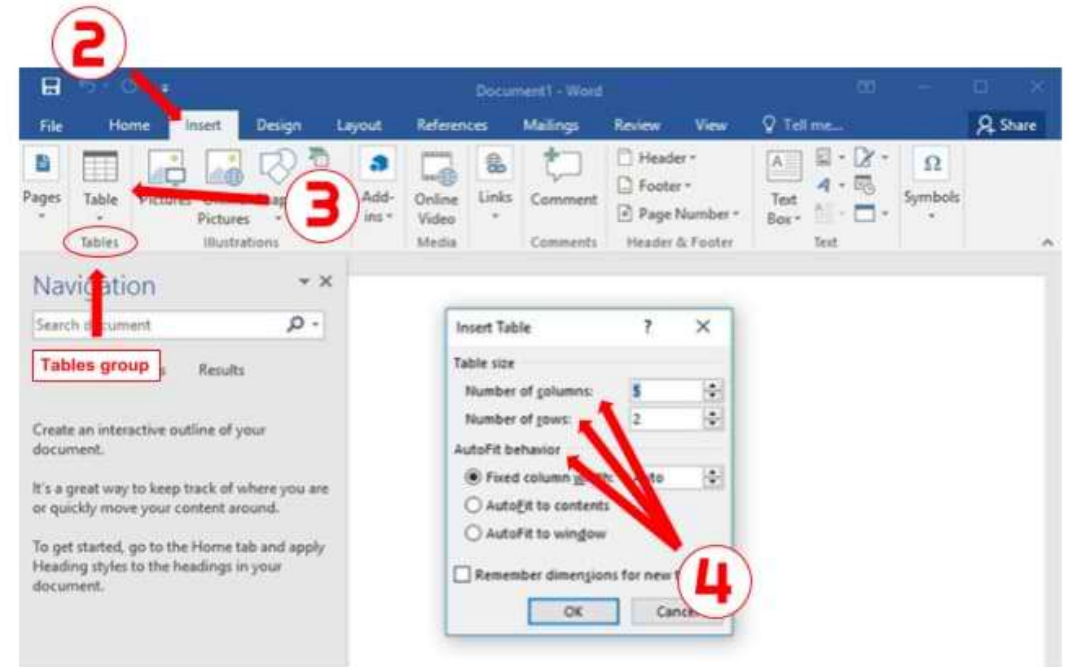


## □ Preparation of slides

1. Inserting word table or an excel worksheet
2. Adding clip art pictures
3. Inserting other objects
4. Resizing and scaling an object

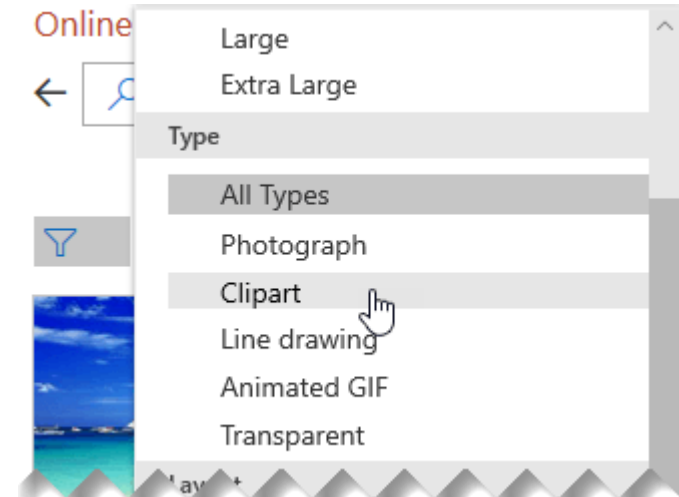
# 1. Inserting word table or an excel worksheet

- ❖ Open a new or existing document in Microsoft Word. Click the "Insert" tab > Locate the "Tables" group. Select the "Table" icon > Choose the "**Insert Table...**" option. Set the "Number of columns," "Number of rows," and "AutoFit behavior" to your desired specifications > Click [OK].



## 2. Adding clip art pictures

- ❖ **Insert clip art**
- ❖ Select Insert > Online Pictures.
- ❖ Type a word or phrase to describe what you're looking for, then press Enter.
- ❖ Filter the results by Type for Clipart.
- ❖ Select a picture.
- ❖ Select Insert.



### 3. Inserting other objects

- ❖ The Insert Object box **lists the object types you can use**. There are two ways to insert content objects into a PowerPoint presentation: Linked objects A linked object is updated if its source file is changed. For example, a linked chart built from data in Microsoft Excel is changed if the source Excel data changes.



## 4. Resizing and scaling an object

- ❖ Rescale operation **resizes an image by a given scaling factor**. ...  
Resize serves the same purpose, but allows to specify an output image shape instead of a scaling factor. Note that when down-sampling an image, resize and rescale should perform Gaussian **smoothing** to avoid aliasing artifacts.
- ❖ You can resize an object **by dragging its handles**, scaling it by a certain percentage, or typing exact dimensions. You can also resize several objects at once. Resizing an object.

# □ Providing aesthetics

1. Enhancing text presentation
2. Working with color and line style
3. Adding movie and sound
4. Adding headers and footers

# 1. Enhancing text presentation

- ❖ Create presentations that you can easily adapt for different purposes and venues. **Add effective visual or audio elements to presentations.** Make course materials accessible through the Web. Create handouts and other supplemental materials. Reinforce course or lecture content through repeated exposure.

## 2. Working with color and line style

- ❖ Under Drawing Tools, on the Format tab, in the Shape Styles group, click the arrow next to Shape Outline, and then **click** the color that you want. If you do not see the Drawing Tools or Format tabs, double-click the line to make sure that you selected it.

## 3. Adding movie and sound

### ❖ **Inserting Sound or Video**

- ❖ To insert a sound or video, go to the Insert Ribbon and click on the Video or Audio icon and choose Video or Audio from File....
- ❖ Navigate to the correct clip, and click the OK button.
- ❖ Once audio is inserted, an audio button will appear, allowing sound to play when it is clicked on.

# 4. Adding headers and footers

- ❖ Apply headers and footers to slides, see how to apply settings, then customize the header and footer settings for the title slide.
- ❖ **Show footer information on your slides**
- ❖ You can add information like a presentation title or the words 'Company Confidential' to the bottom of your slides. You can also add things like the date and time, and slide numbers.
  1. Click **INSERT > Header & Footer**.
  2. On the **Slide** tab, check **Footer**.
  3. In the box below **Footer**, type the text that you want, such as the presentation title.
  4. Check **Date and time** to add that to your slides.
  5. Check **Slide number** to add that to your slides.
  6. To stop the footer from appearing on the title slide, check **Don't show on title slide**.
  7. Click **Apply to All**. Or, if you want the footer information only on the selected slide, click **Apply** instead of **Apply to All**.

## □ Presentation of slides

1. Viewing a presentation
2. Choosing a set up for presentation
3. Printing slides and handouts

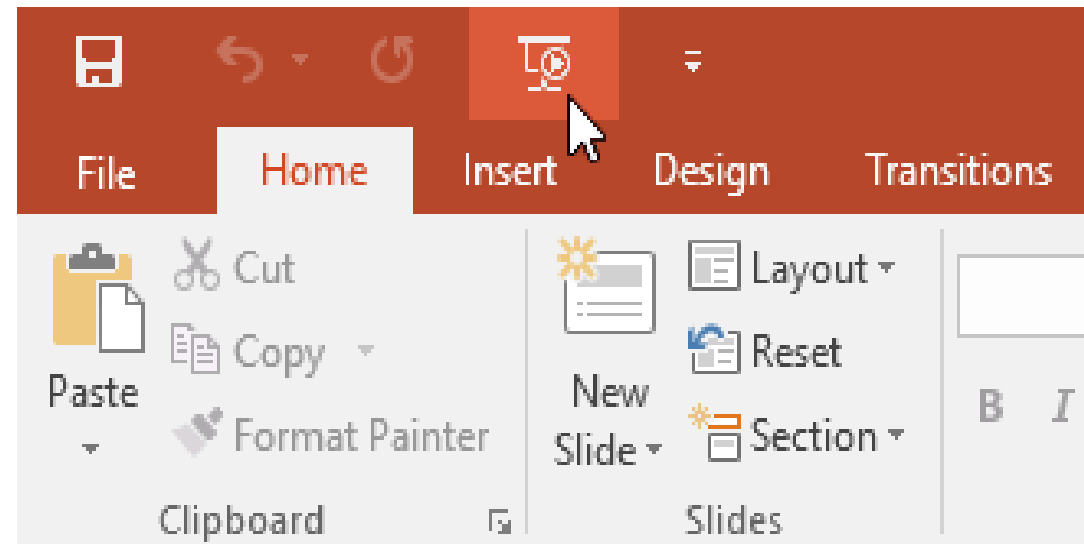
# 1. Viewing a presentation

- ❖ In Presenter View, you can: **See your current slide, next slide, and speaker notes.** Select the arrows next to the slide number to go between slides.

...

## Try it!

1. Select the Slide Show tab.
2. Select the Use Presenter View checkbox.
3. Select which monitor to display Presenter View on.
4. Select. From Beginning or press F5.





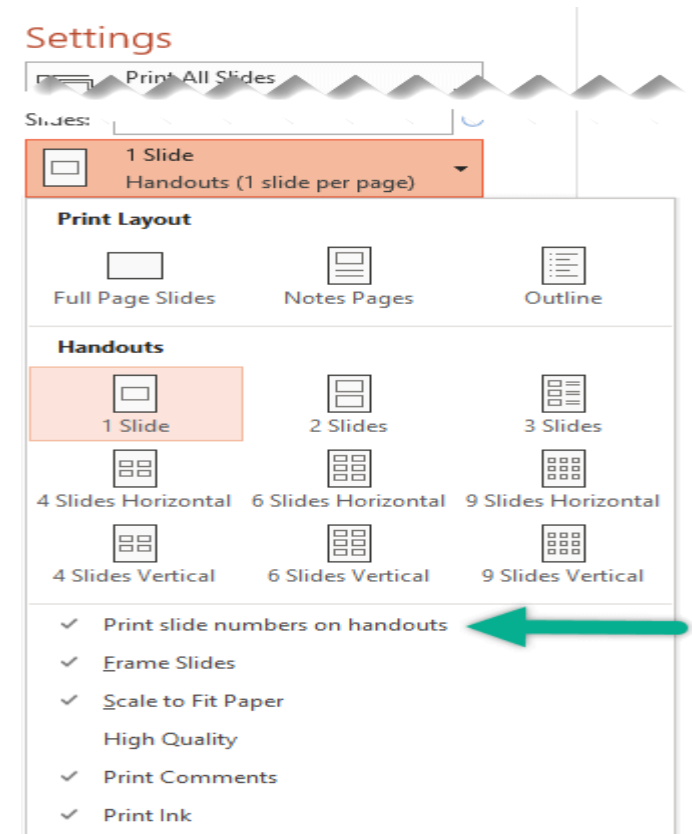
## 2. Choosing a set up for presentation

- ❖ **What is the typical presentation structure?**
- ❖ Greet the audience and introduce yourself. Before you start delivering your talk, introduce yourself to the audience and clarify who you are and your relevant expertise. ...
- ❖ Introduction. ...
- ❖ The main body of your talk. ...
- ❖ Conclusion. ...
- ❖ Thank the audience and invite questions.

# 3. Printing slides and handouts

## ❖ Print your PowerPoint slides, handouts, or notes

1. Select File > Print.
2. For Printer, select the printer you want to print to.
3. For Settings, select the options you want: ...
4. For Copies, select how many copies you want to print.
5. Select Print

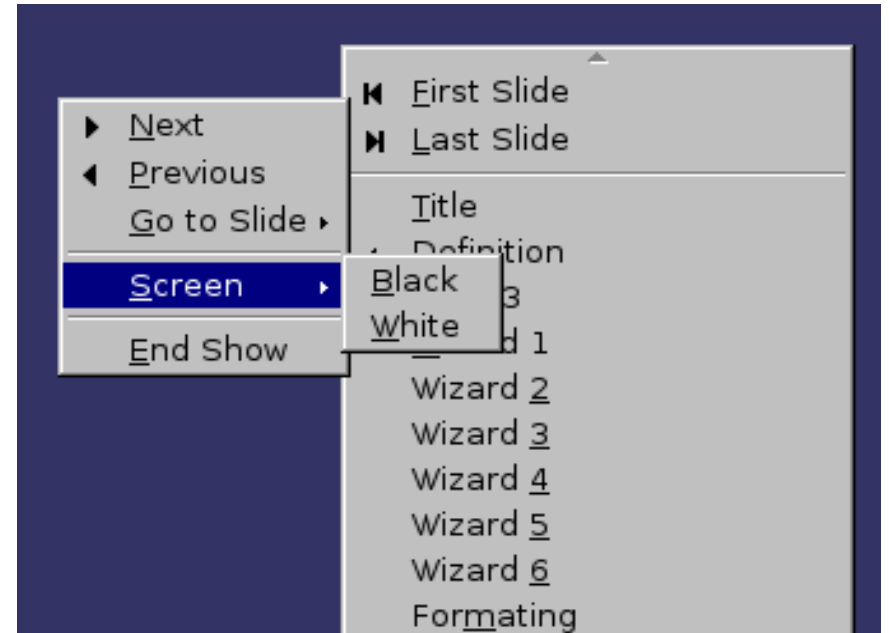


## □ Slide show

1. Running a slide show
2. Transition and slide timings
3. Automating a slide show

# 1. Running a slide show

- ❖ To run the slide show, do one of the following: **Press F5 or F9**. Click the Slide Show button on the Presentation toolbar or the Slide Sorter toolbar



## 2. Transition and slide timings

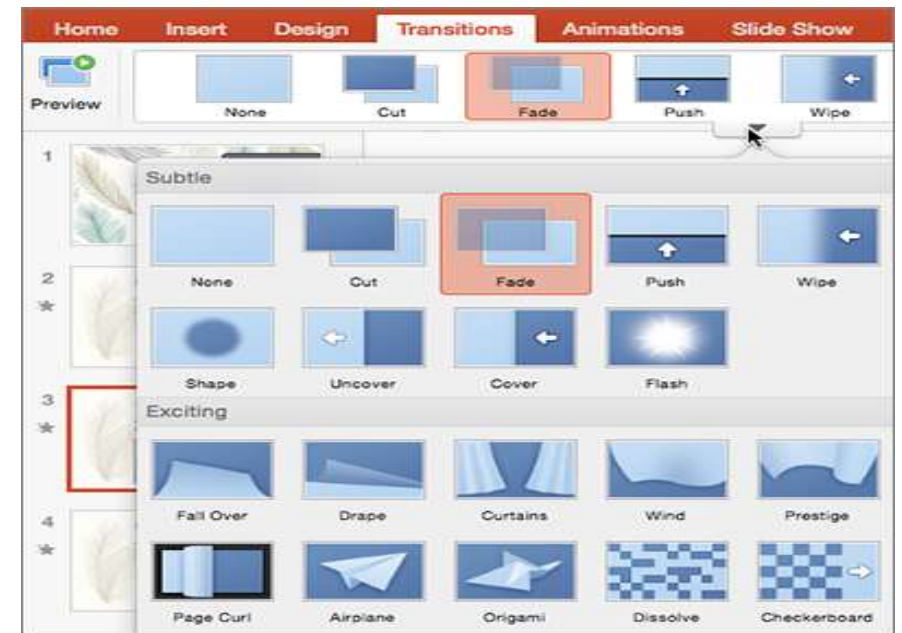
- ❖ Rehearse and time the delivery of a presentation

While you rehearse, use the Slide Timing feature to **record the time that you need to present each slide**, and then use the recorded times to advance the slides automatically when you give your presentation to your actual audience.

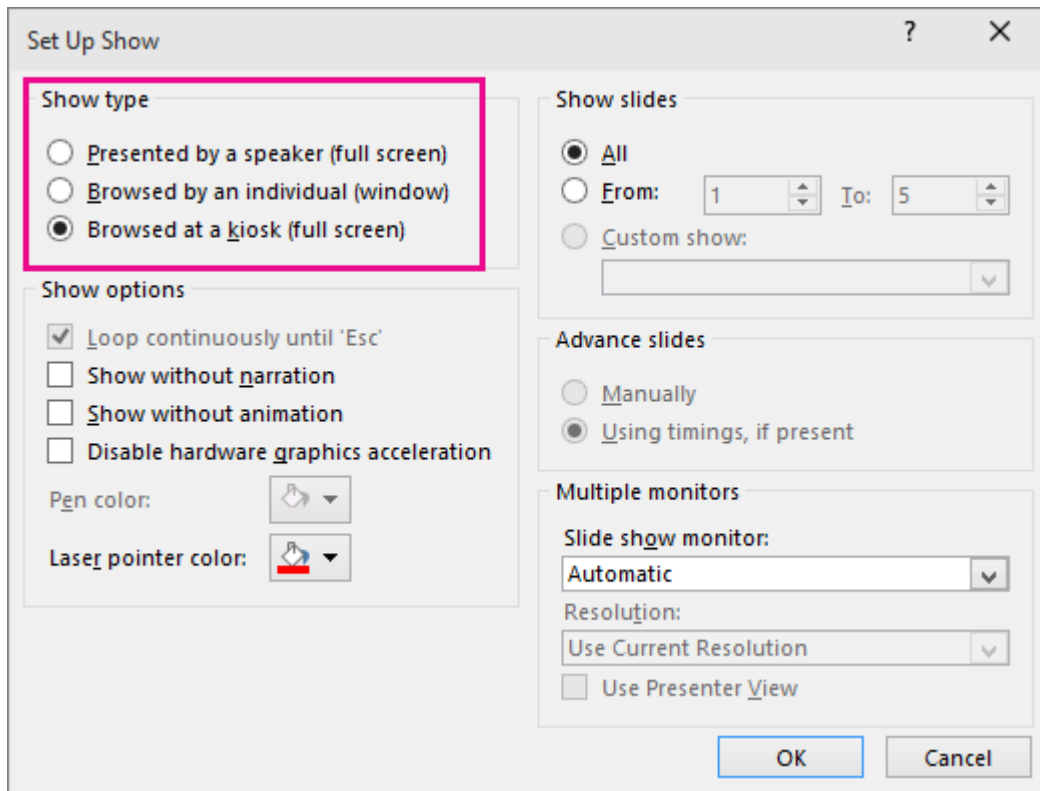


## 2. Transition and slide timings

- ❖ A slide transition is **the visual effect that occurs when you move from one slide to the next during a presentation**. You can control the speed, add sound, and customize the look of transition effects.



# 3. Automating a slide show



- ❖ To set up a PowerPoint presentation to run automatically, do the following:
- ❖ On the Slide Show tab, click Set Up Slide Show.
- ❖ Under Show type, pick one of the following: To allow the people watching your slide show to have control over when they advance the slides, select Presented by a speaker (full screen).