

Estd-2001

Siti Computer Education

A Govt. Regd. Organisation (Reg No.2007034447)

DCA, ADCA, TALLY, DTP, DCHN

BELTRON, 'O' LEVEL, JAVA, C++, PYTHON

ETHICAL HACKING, WEB PAGE DESIGNING

Mob : 9431294485, 9431286922

Add : Jai Vihar Colony, Jhurkhuria Road, Sabour, Bhagalpur

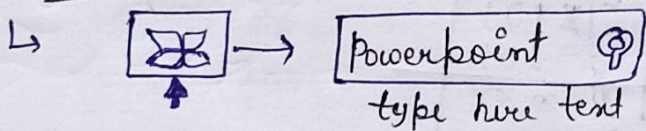
"Power point"

Q. what is power point?
 → powerpoint is a presentation like program of Ms-office group, where we can make slides. In slide we can type text, insert pictures, word Art, Smartart and designed with different effects like transition effects, animations effects & Sound effects.

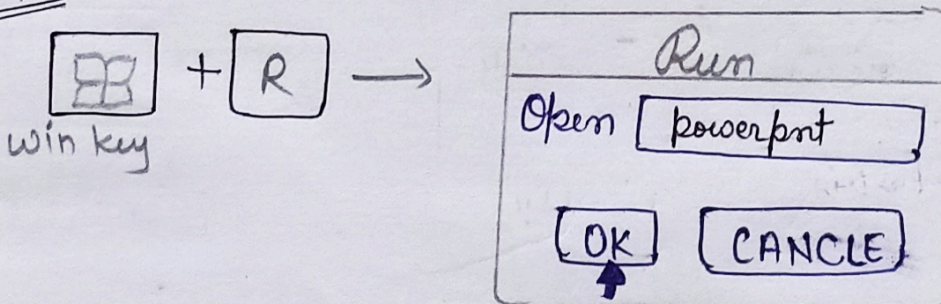
Ms-office	file	Page	Extension or secondary name
Ms - word	document	page	• DOC / .DOCX
Ms - Excel	Book	worksheet / sheet	• XLSX / .XLS
Ms - Power Point	presentation	slide	• ppt / pptx

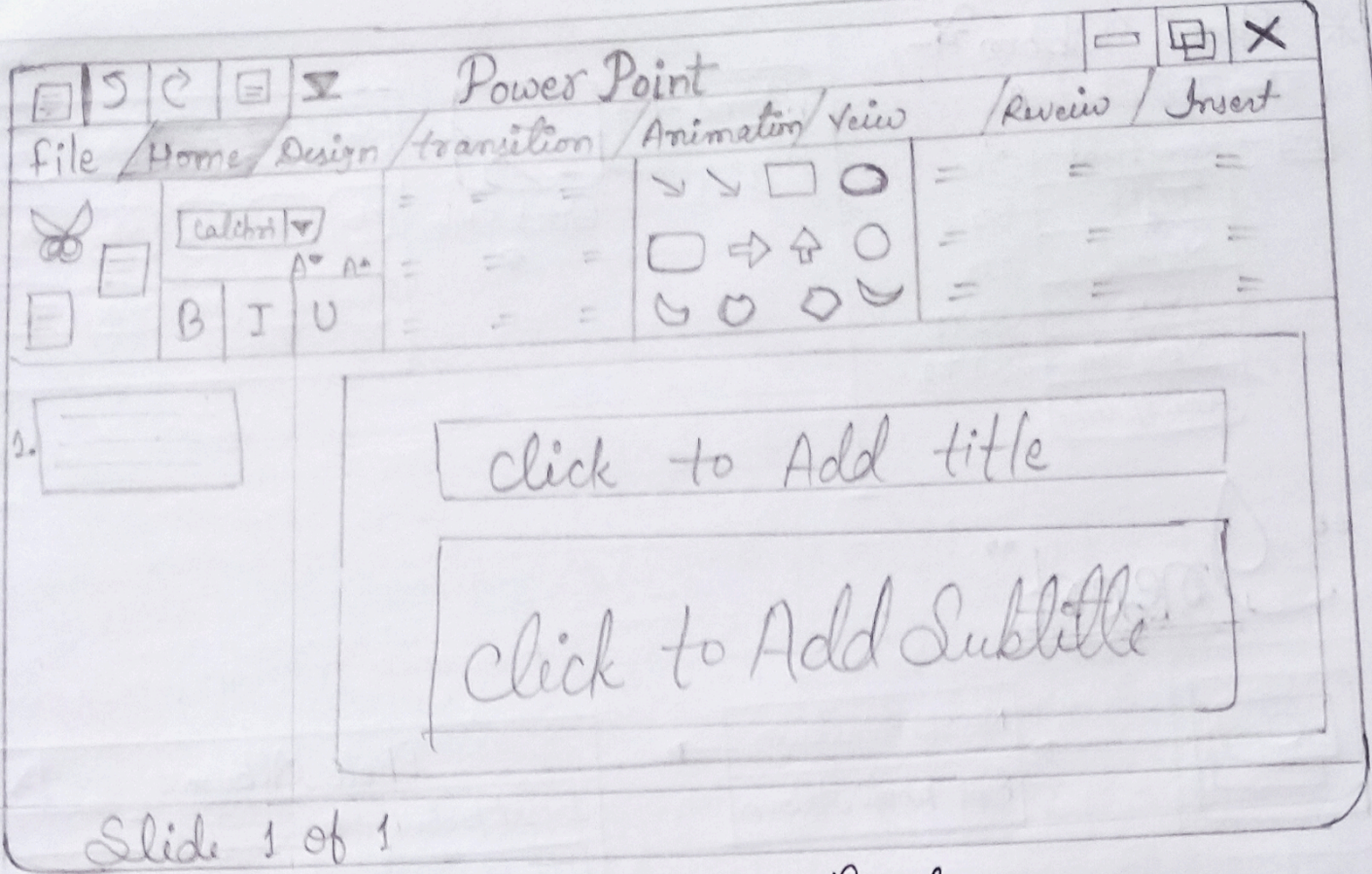
Q. How to Open power point

Method 1



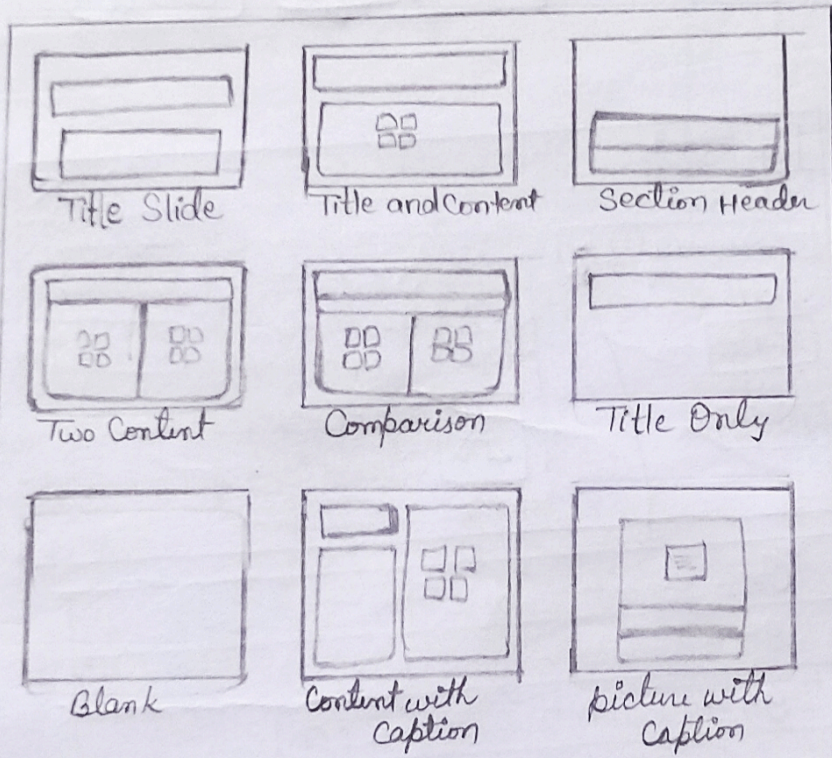
Method 2





File - Same as work & Excel

“Home”
→ तरह-तरह का Slide लेना ही तो



- Duplicate Selected Slides
- Slides from outline
- Reuse Outline

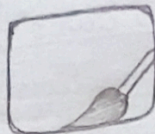
* Home Ribbon

S → Text Shadow

AV →

Very tight	ST
Tight	STI
Normal	SITI
Loose	SITI
Very loose	SITI
More Spacing	

Home →



Quick Styles

abc	abc	abc	abc	abc
abc	abc	abc	abc	abc
abc	abc	abc	abc	abc

"Insert"

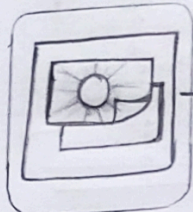


Photo Album

New photoalbum
Exit photo Album

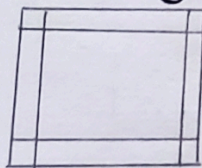
Photo Album

Insert pictures from

File / Disk

Create Cancel

"Design"



Page Setup

Page Setup

Slides Sized of

On Screen (4:3)

width: 25.4 cm

Height: 19.05 cm

Orientation

Portrait

Landscape

Notes, handout & Outlines

Portrait

Landscape

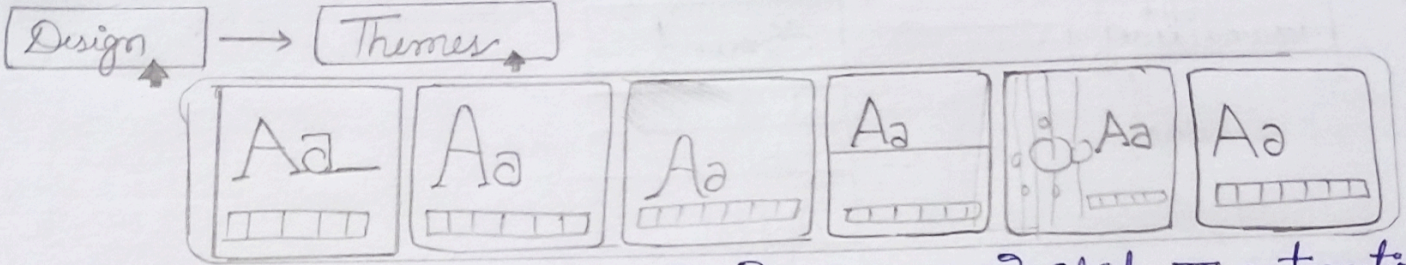
OK

Cancel

by default

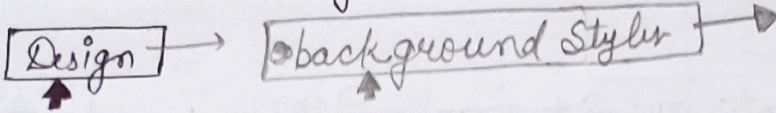
On-Screen Show (4:3)
On-Screen Show (16:9)
On-Screen Show (16:10)
Letter Paper (8.5 x 11) in
Ledge paper (11 x 17) in

→ Slide पर तरह-तरह का theme लगाना चाहते हैं तो



असमं कोई भी एक theme चुन लें। और ये theme उसी slide पर automatically लग जाता है।

→ Slide पर background लगाना है तो



Format Background ? X

Fill

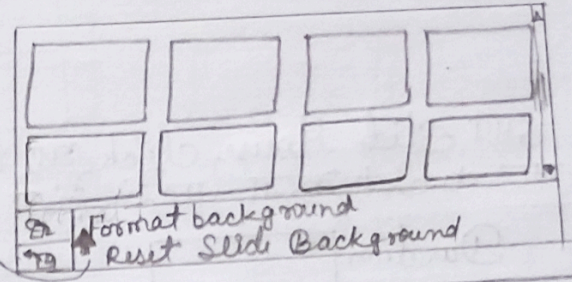
Picture Solid fill
 Gradient fill
 Picture or texture fill
 Hide background graphics

Texture: [Image]

Insert forms:

Tile picture as texture

Stretch options
 Offset
 Left [0%] Right [0%] Top [0%] Bottom [0%]
 transparency [0%]



Color: [Color swatch]

Transparency: [Slider] [0%]

Preset colors: [Color swatch]

Type: Linear

Direction: [Dropdown]

Angle: 90°

Gradient stop

[Stop 1] [Add] [Remove]

Color: [Color swatch]

Transparency: [Slider] [0%]

Rotate with shape

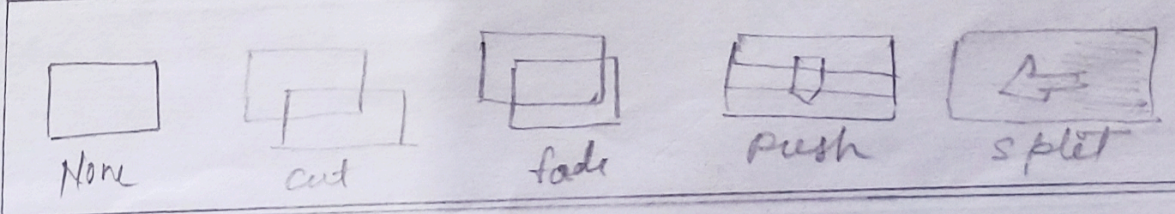
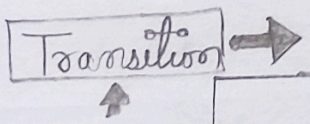
[Reset Background] [Close] [Apply to All]

→ अगर ऐसा Slide सब पर लगाना चाहते हैं तो

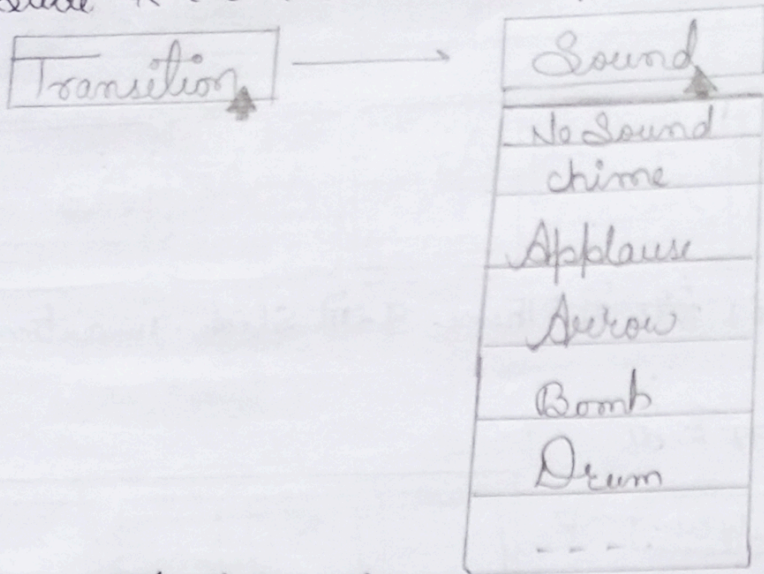
अगर नहीं लगाना चाहते हैं तो

“Transition effect”

→ Slide पर तरह-तरह का Transition effect लगाना चाहते हैं तो



→ Slide पर तरह-तरह का sound effect लगाना चाहते हैं तो



→ आप Slide Mouse click या Enter पर Set करना चाहते हैं या time duration पर Set करना चाहते हैं तो

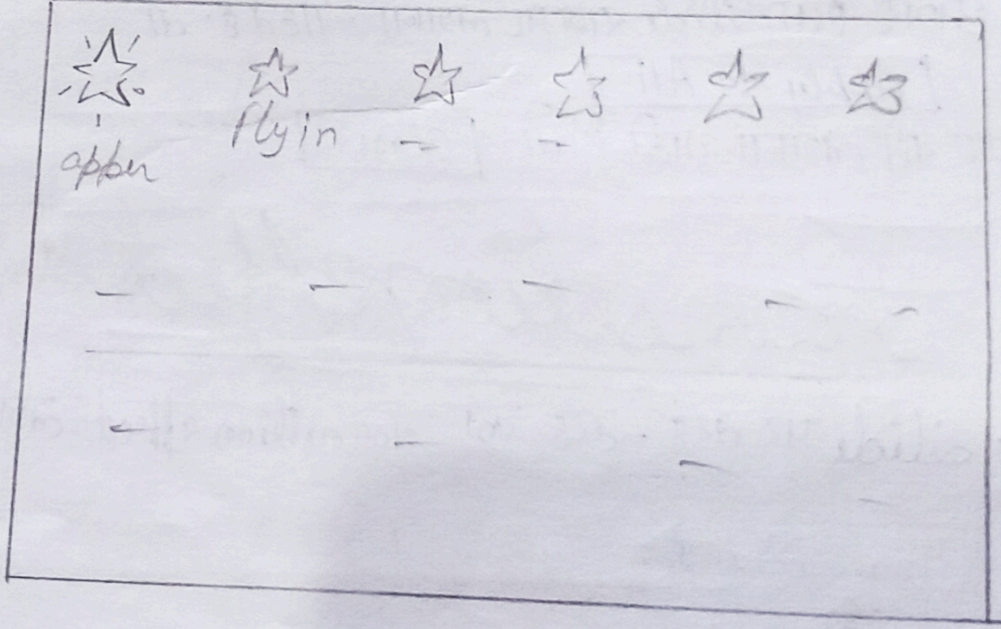
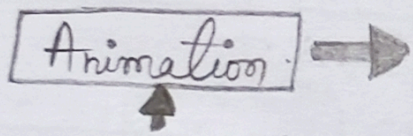
Duration
 Apply to All

Advanced Slide

- On mouse click off या ON रखा सकते हैं।
- ☆ → by default ON रहता है।
- After
- ON या OFF

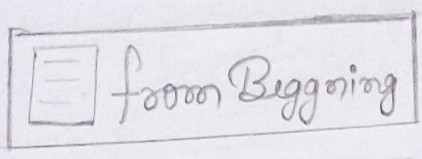
“Animation”

→ Slide पर animation effect लगाना चाहते हैं तो उस object या text या picture को Select कर लेंगे उसके बाद

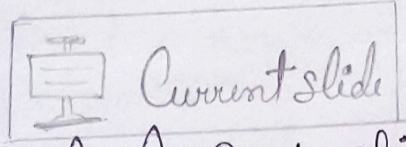


जो Animation चुनना है चुन लें।

"Slide Show"



→ We can also press F5 function key to Run slide.



→ जिस slide पर अभी आप है उसी slide से Run करें।
 → किसी भी right click करें।

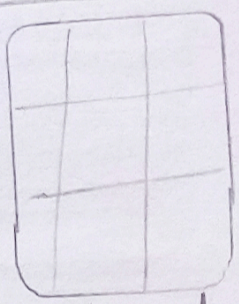
- Cut
- Copy
- Paste
- New slide
- Duplicate
- Delete slide
- Hide slide

By default blank slide आता है।

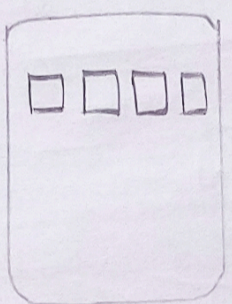
"Review"

Review - Same as word, Excel

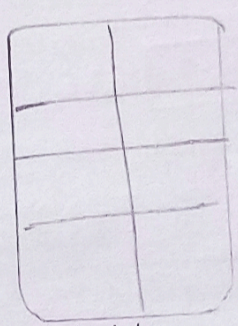
"View"



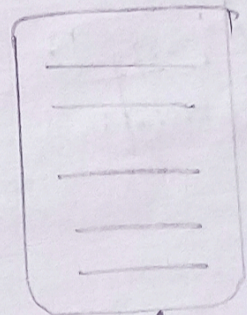
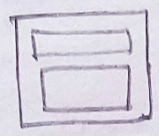
Normal
by default



Slide show



Notes page



Reading view
↓
Presentation
दिलवाना

Excellent

- Ruler
- Gridlines
- Guidelines

off by default

- Color
- Grayscale
- Black & white



Alok Kumar

8/12/21

Director
SITI
COMPUTER EDUCATION
