
UNIT 9 INTRODUCTION TO MICROSOFT POWERPOINT

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9.1 INTRODUCTION

PowerPoint is used to create overhead transparency, paper, 35mm slides, Photo Print or on-screen presentations. We can insert pictures, sounds, animation and type text in presentations. There are Auto Layouts and templates that make the creation of presentation simple. PowerPoint offers a way to preview show, add special effects to the slides as displayed on-screen and rehearse the timings of each slide.

Objectives

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

- create a powerpoint presentation,
- insert and delete slides in new presentation,
- view a presentation,
- view with colours, and
- add header and footer.

 NOTE

<i>PowerPoint</i> is MS software that can create transparencies. paper, 35mm slides, Photo Print or on-screen presentations.
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9.2 STARTING POWER POINT

1. Click on the Start button located at the bottom left corner of your Windows environment.

2. Select the Programs option from the Start menu as shown in Figure 9.1.
3. Select the Microsoft PowerPoint option from the Programs submenu.

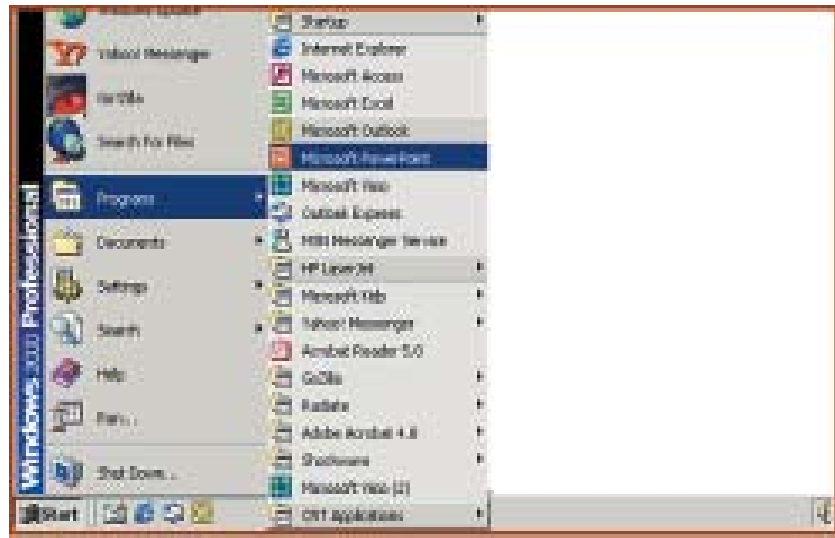


Figure 9.1: Microsoft PowerPoint

4. PowerPoint dialog box appears as given in Figure 9.2.

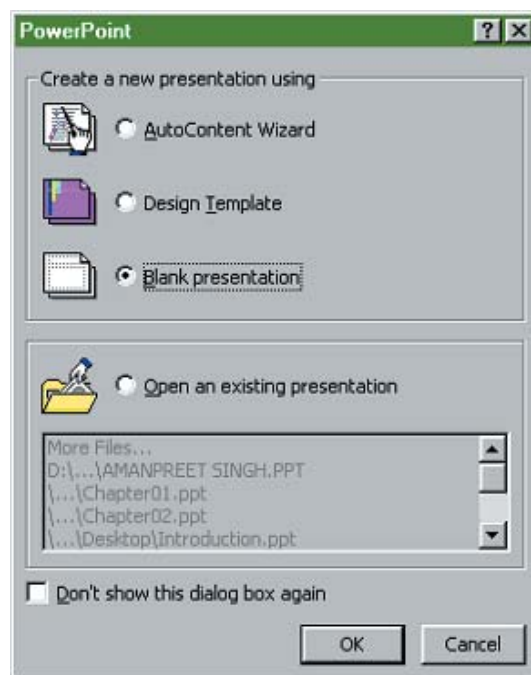


Figure 9.2 : PowerPoint Dialog box

→ NOTE

PowerPoint Dialog Screen provides us with four options:

- AutoContent Wizard
- Design Template
- Blank Presentation
- Open an Existing Presentation

9.2.1 PowerPoint Presentation Screen

The PowerPoint Presentation screen is shown in Figure 9.2. It provides you with the four options:

AutoContent Wizard - If you click on the Auto-Content Wizard option, it displays a list of Presentations that you can select. Then a series of Wizard dialogs guide you through the creation of the new presentation.

Design Template - Presentation templates are built-in designs that contain colour schemes and design elements that provide a background for a slide. They are also referred to as a design in PowerPoint slide.

Blank Presentation - Opens a presentation with no elements or design background in place. This selection offers a lot of flexibility in creating your presentation elements.

Open an Existing Presentation - Opens a browse dialog box to locate a PowerPoint file that has previously been saved.

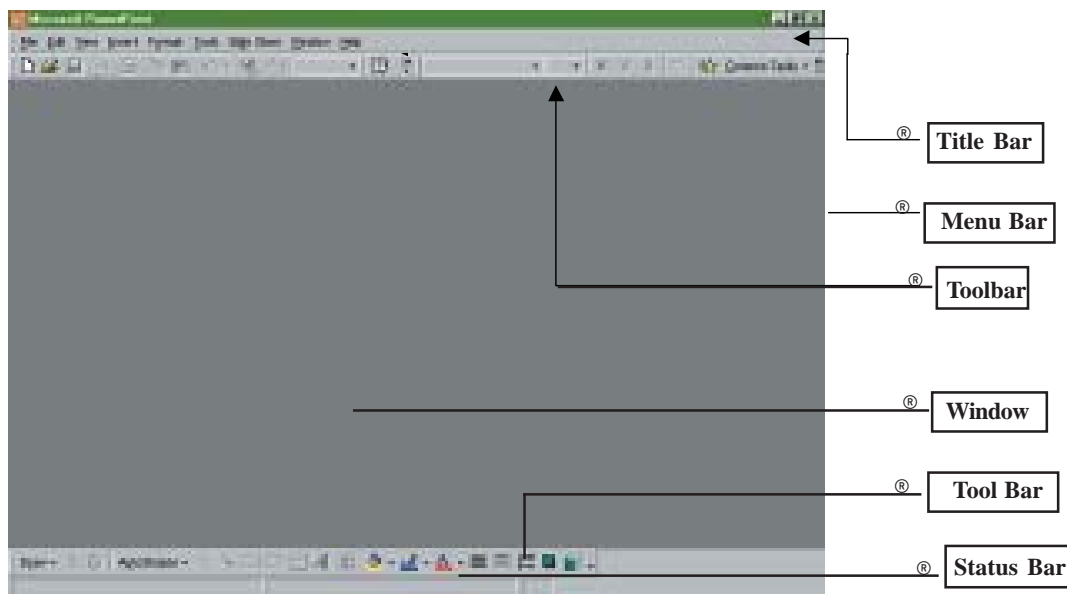


Figure 9.3 : PowerPoint Screen

Menu Bar



The menus in PowerPoint are similar to the menus in other Microsoft Office applications like MS Word. PowerPoint menus are most similar to Word menus having File, Edit, View, Insert, Format, Tools, Window and Help.

The Slide Show menu is unique to PowerPoint, which contains commands to rehearse timings for a presentation and control animation.

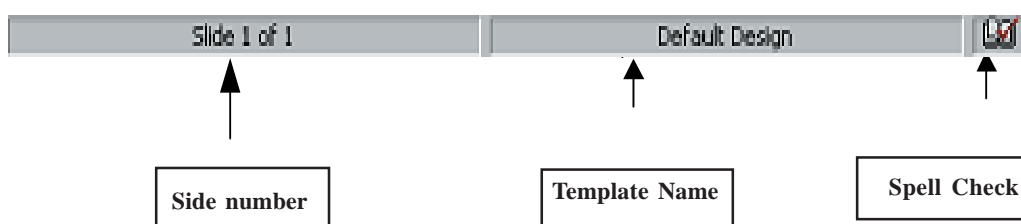
Toolbars



Toolbar is a collection of buttons. These buttons are usually the shortcuts to the commands of the Menu Bar items. All of these commands can also be activated through menus.

Tools are shortcuts to initiate actions with a single mouse click. Again all the Toolbars like standard, formatting and Drawing Toolbars are same on the application like MS Word and MS Excel.

Status Bar



At the bottom of PowerPoint screen is the status bar. It has three panels each showing different information about the current presentation.

→ NOTE

Menu Bar in PowerPoint is similar to any other Microsoft Office menus like MS Word.

→ NOTE

Tool Bar in PowerPoint is a collection of buttons, which are the shortcuts to the commands of the Menu Bar items.

→ NOTE

Status Bar shows the information about the current Presentation, in three panels. It shows:

- Slide number
- Template number
- Tools for initiating
- Spell Check

- 1 The first panel shows the number of the current slide on which you are working.
- 1 The middle panel on the status bar provides the name of the template on which the presentation is based. You can also double-click on this area to apply a new presentation template.
- 1 The final panel is a tool for initiating a spell check of your file.

NOTE

Rulers help in positioning the text or any other drawn object.

Guides consist of two intersecting lines. You can use the point at which they intersect to place an object on a specific spot on your slide.

9.2.2 Rulers and Guides

Figure 9.4 illustrates the ruler and guides. Let us get to know them.

Rulers

Rulers help in positioning the text or any other drawn object. If a paragraph needs to be positioned towards the left side, then select the paragraph and drag the left indent maker on the ruler towards the left. To display rulers, select the Ruler option from the View menu.

Guides

Guides consist of two intersecting lines. These lines can be moved independently. You can use the point at which they intersect to place an object on a specific spot on your slide. You can select the Guides option from the View menu to display guides.

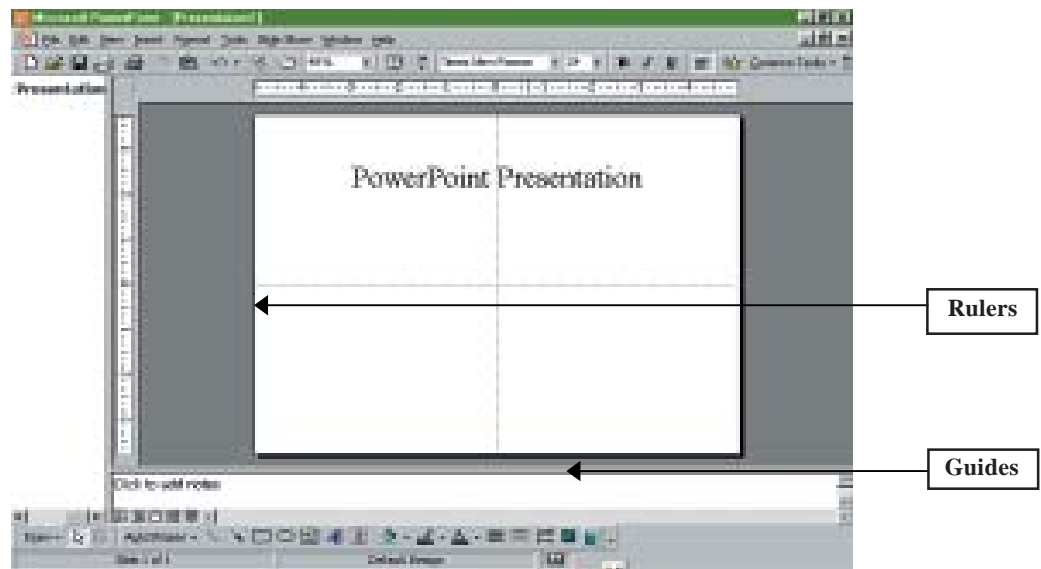


Figure 9.4 : Rulers and Guides

→ NOTE

We can create presentation using one of the two ways:

- 1 Presentation using templates
- 1 Blank Presentation

9.3 CREATING A NEW PRESENTATION

PowerPoint offers a variety of ways to create a new presentation. You can create the presentation by using a wizard or templates, or you can create blank presentations that contain no colour or style or enhancements. Let us see how.

9.3.1 Creating Presentation Using a Template

When predefined slide and title, colour schemes and graphics elements are saved in a presentation file, it is called a *presentation template*.

If you select the Template option from the PowerPoint opening dialog box, the New Presentation dialog box is displayed as shown in Figure 9.5.

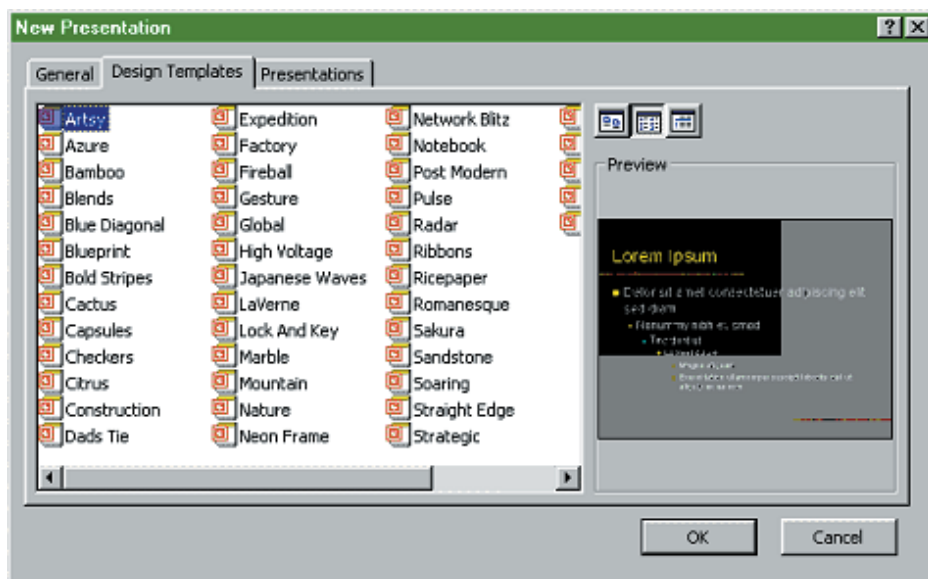


Figure 9.5 : New Presentation

In the New Presentation dialog box you can select one of the following tabs:

- General* - It offers the option of creating a blank presentation or framing your presentation based on any template file you have stored in the Template folder.
- Presentation Designs* - Presentation Designs tab contains professionally designed templates based on which you can make a presentation. Each presentation design includes colour schemes, graphic elements, background and a master with complete text formatting.
- Presentations* - The presentation tab contains many pre-defined templates that include colour schemes and font formatting, slide layouts with suggestions for slide layout. The Presentations tab also includes the AutoContent Wizard, which guides you through the process of creating your presentation.
- Web Pages* - Web pages tab help you to create presentations and save them as Web documents.

If you select a presentation template from the Presentations tab and click on the OK button, a new presentation will be displayed on the screen, complete with one or more slides created.

If you select either a Blank presentation from the General tab or a Presentation Design template, the New Slide dialog box is displayed as shown in the given Figure 9.6.

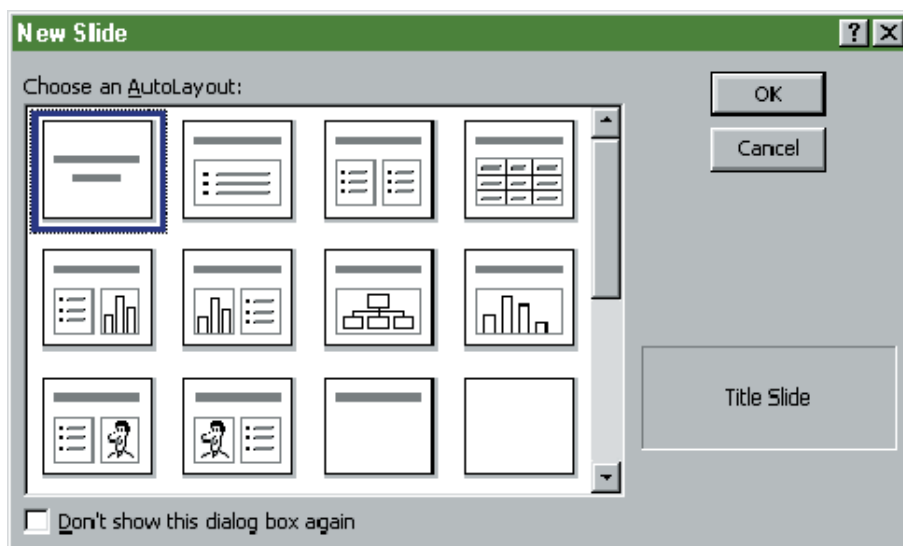


Figure 9.6 : New Slide Dialog box

→ NOTE

New Presentation dialog box lets you chose from four options:

- 1 General
- 1 Presentation Designs
- 1 Presentations
- 1 Web Pages


i TIPS

AutoLayout lets PowerPoint create new objects for new slides, positioning and aligning them, making the work easier and faster.

9.3.2 Creating a Blank Presentation

Blank Presentation creates the default templates called *Default Design* that uses no colour and includes no styles or enhancements. When you create a blank presentation, you have a full control of the colour scheme, layout and style of your slides. You can add a template, colours and other enhancements selectively at any time by using the menu or toolbar command.

- 1) Select the New option from the File menu. A new presentation dialog box is displayed as shown in Figure 9.5.
- 2) Select the General tab and double-click on the Blank Presentation icon. A New Slide dialog box is displayed as shown in the Figure 9.6. Double Click on Title Slide box and the title slide is displayed as shown in Figure 9.7.

 TIPS
You can use the shortcut 'Ctrl+O' or click the 'Open' button on the Standard Toolbar, to open a new presentation.

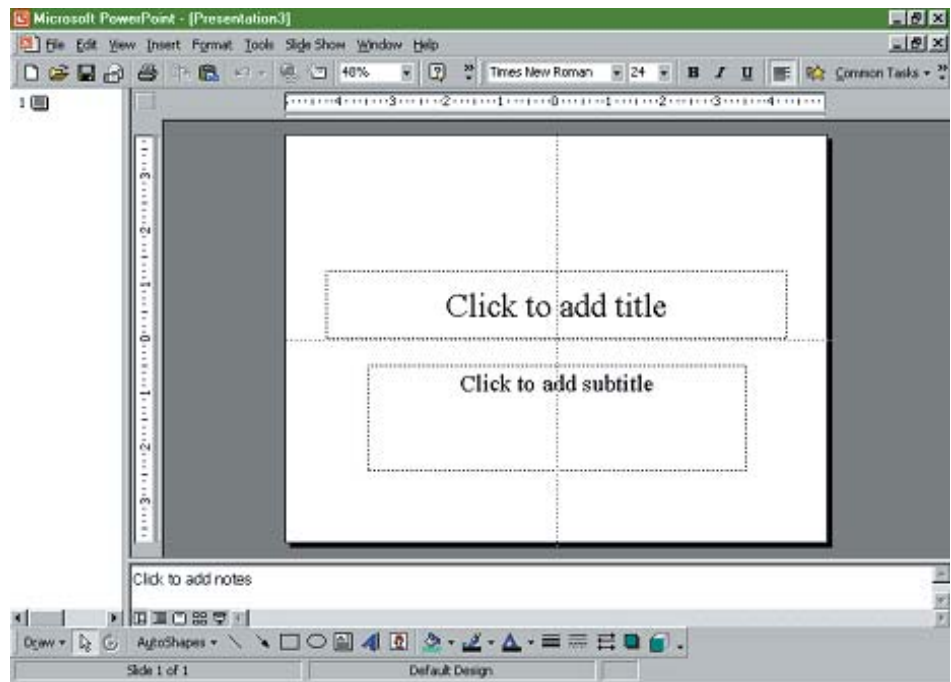


Figure 9.7 : Blank Presentation

9.3.3 Opening and Closing an Existing Presentation

Opening An Existing Presentation

- 1 You can open a presentation by selecting the Open option from the File menu.
- 1 You will get an Open Dialog box. Choose the presentation to open as shown in Figure 9.8, and click Open.

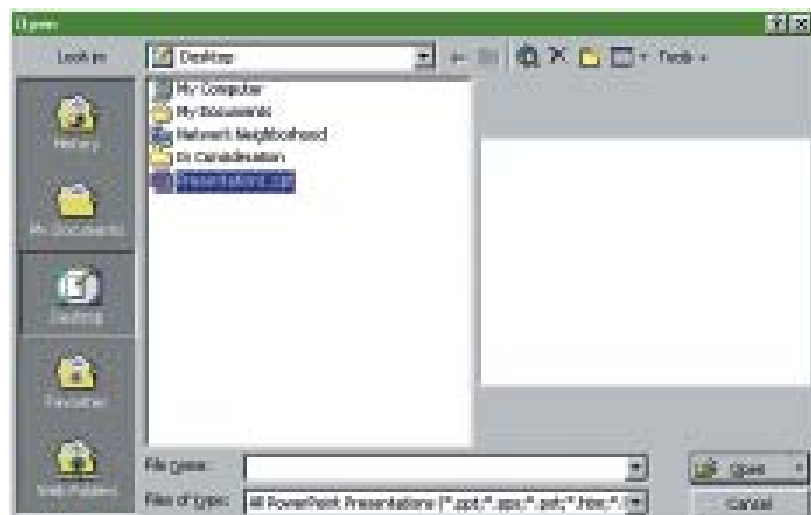


Figure 9.8 : Open Dialog box

Saving a Presentation

1. Select Save As option from the File menu. A Save As dialog box is displayed as shown in the Figure 9.9.
2. Enter the file name.
3. Click on the Save button.

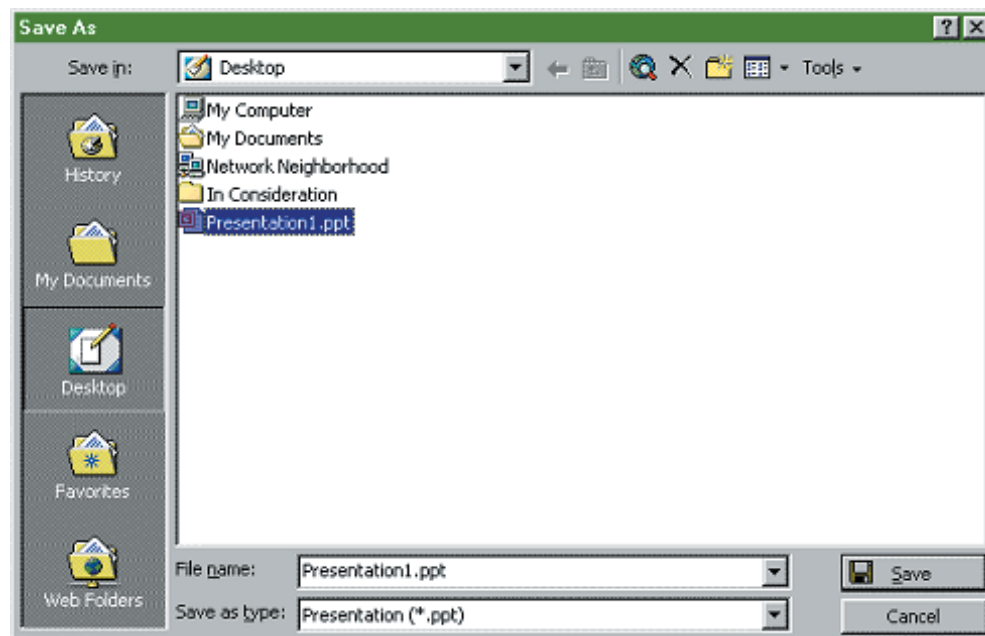


Figure 9.9 : Save Dialog box

TIPS

You can use the shortcut 'Ctrl+S' or use the 'Save' button on the Standard Toolbar, to Save the current Presentation.

NOTE

While closing the Presentation if it is not saved, then PowerPoint will prompt you to save the Presentation or not.

Closing a Presentation

To close a presentation, select the close option from the File menu. If the current presentation is unsaved, PowerPoint will display a dialog box, as shown in Figure 9.10 asking to save the current presentation with Yes and No options. Select Yes if you want to save file, No if you do not want to save the file or cancel to return to your file without saving it.

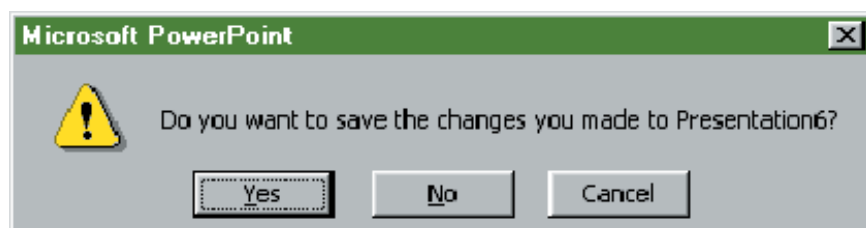


Figure 9.10 : Close Dialog Box

TIPS

You can use the shortcut 'Alt+F4' or use the close button on the Title Bar, to exit the Presentation. You can use scroll bars to move from one slide to another.

TIPS

You can use the shortcut 'Ctrl+M' or click 'New Slide' button on the Standard Toolbar. You can add your own objects, text or pictures to a slide by selecting appropriate option from the Insert menu. You can insert slides before and after any slide. You can insert slides from other files as well.

Exiting PowerPoint

To exit PowerPoint, Select Exit option from the File menu.

9.4 INSERTING AND DELETING SLIDES IN A PRESENTATION

After you create your presentation file, you can add, insert or delete slides wherever necessary.

Adding Slides

- 1) Select the New Slide option from the Insert menu. This invokes the New Slide dialog box displaying the slide layout.

- 2) Select an appropriate Auto Layout from the New Slide dialog box.
- 3) Click on the OK button.

Inserting slides

Slides can be inserted before or after a particular slide. You can select a slide in the Slide Sorter View and then add a slide by using the New Slide option from the Insert Menu. This action will result in the new slide being inserted after the selected slide. You can also insert slides from another file:

1. Select the Slides from Files option from the Insert menu. This displays the Slide Finder dialog box as shown in Figure 9.11.
1. Select the Browse button to show the Insert slides from the Files dialog box. This allows you to browse through other presentations and select slides from those Presentation sets.

TIPS

You can select the slide in the Slide Sorter View and press the 'Delete' key to delete a slide.

TIPS

Different views can be selected using the view buttons in the bottom left pane or using the View option from the View menu.

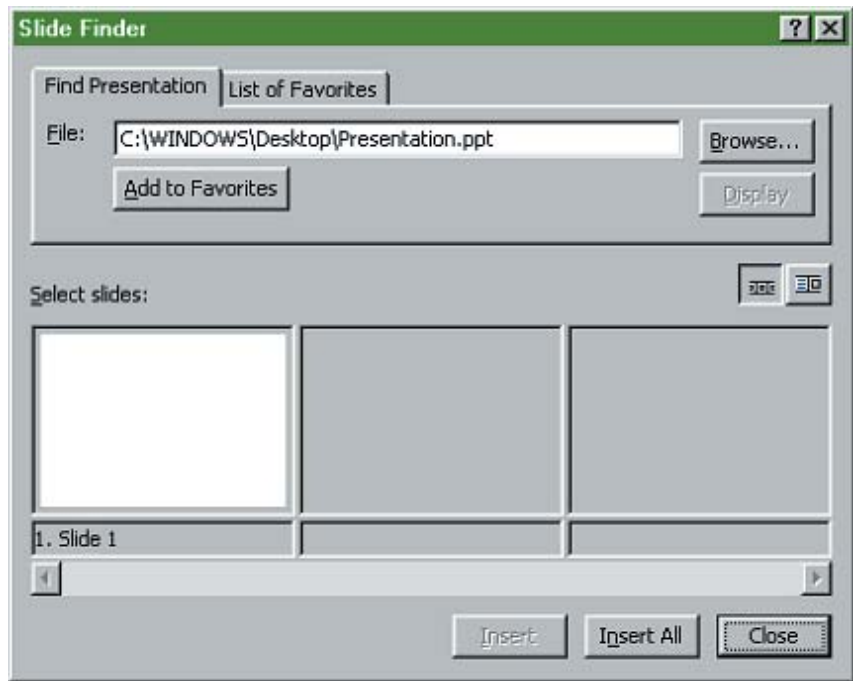


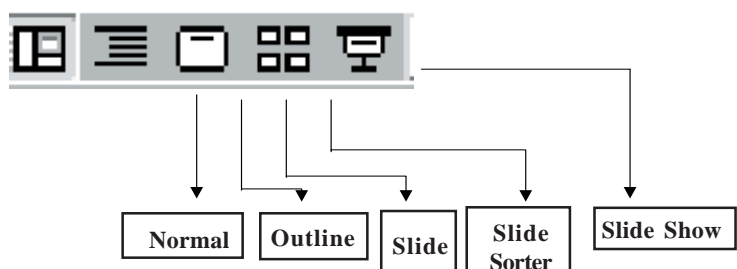
Figure 9.11 : Slide Finder

Deleting Slides

To delete the slide, mark the slide to be deleted and select the Delete Slide option from the Edit menu.

9.5 VIEWING A PRESENTATION

There are many views to view a PowerPoint Presentation. Each view has a particular purpose and advantage. You can either select views using the view buttons in the bottom left pane or you can select the View option from the View menu.



Zooming In and Out

PowerPoint displays the Presentation at a present percentage of its full size. The percentage PowerPoint uses varies, depending on your video driver, the screen resolution you use, and the size of your monitor.

To specify the zoom percentage:

- 1) Select the Zoom option from the View menu. A zoom dialog box is displayed as shown in Figure 9.12.
- 2) Select the percentage.
- 3) Click on the OK button.

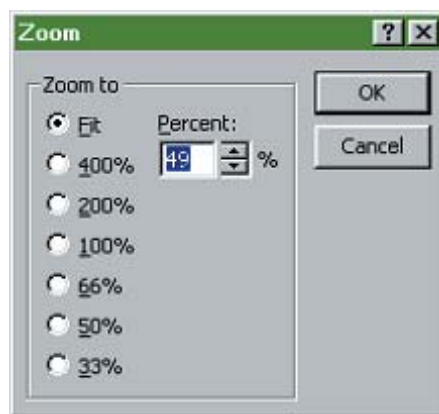


Figure 9.12 : Zoom

→ NOTE

Slide View is used to create and edit slides., it displays individual slides in the current PowerPoint

Slide View

The Slide view is used to create and edit slides. This is the default view when you first open PowerPoint. The Slide view displays individual slides in the current PowerPoint window. In this view, all the menus and toolbars are available for use. To display the Slide view, select the Slide option from the View menu. Figure 9.13 (a) illustrates the slide view.

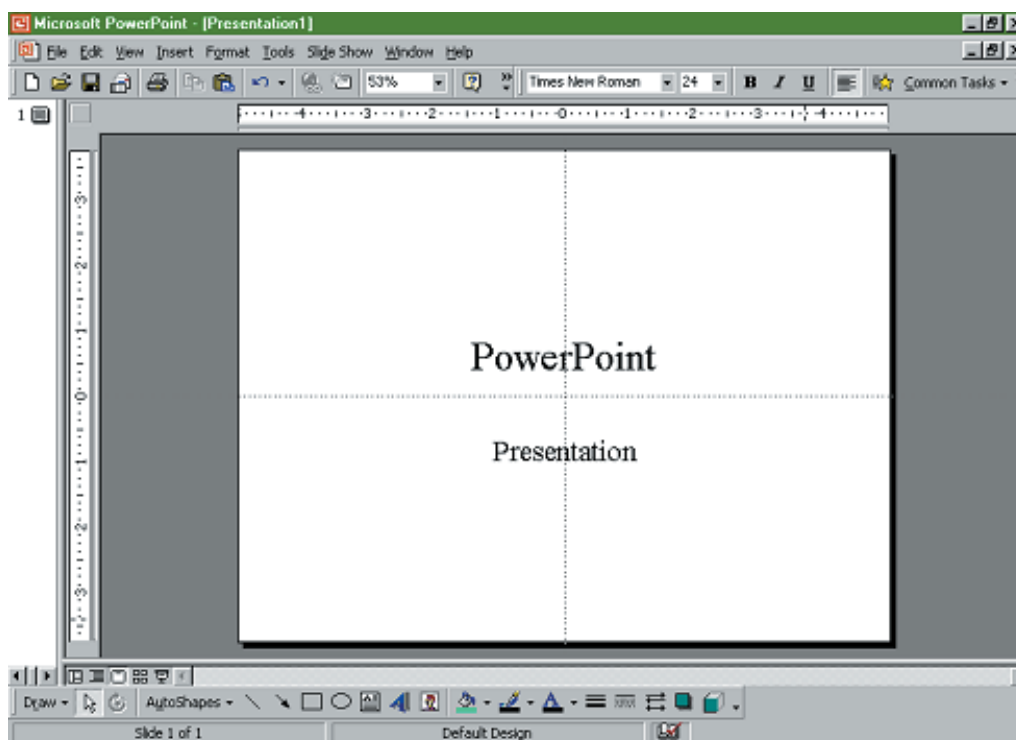


Figure 9.13 (a) : Slide View

→ **NOTE**

Outline View displays the text of multiple slides in the outline form. A special set of tools appears to the left of the presentation text in the Outline view. A numbered slide icon is displayed to the left of each slide's title.

Outline View

Outline view displays only the text of multiple slides in the outline form as shown in Figure 9.13(b). A special set of tools appears to the left of the presentation text in the Outline view. A numbered slide icon is displayed to the left of each slide's title. If a slide contains no pictures or graphics, the slide icon is empty except for a narrow line near the top indicating the title. If the slide contains a picture or other objects, the slide icon also contains a graphical representation.

In this view, you can edit the displayed text, delete slides and even cut and paste slides from one location to another. Cutting and pasting is possible within the same presentation or between different presentations.

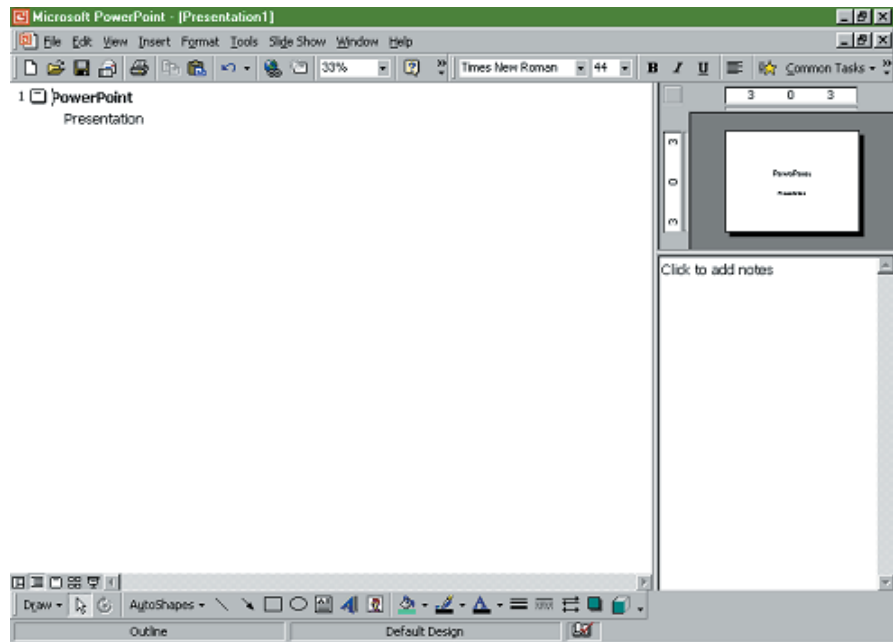


Figure 9.13 (b) : Outline View

→ **NOTE**

Slide Sorter View gives you a miniature picture of each slide. You can use this view to select and drag slides from one position to another within the slide show.

Slide Sorter View

Slide Sorter view gives you a miniature picture of each slide, as shown in Figure 9.13(c). You can use this view to select and drag slides from one position to another within the slide show. The slide number appears near the bottom-right corner of each slide.

To select a slide in Slide Sorter view, use the arrow keys to highlight the slide, or click on the slide you want to select. A bold outline surrounds the selected Slide.

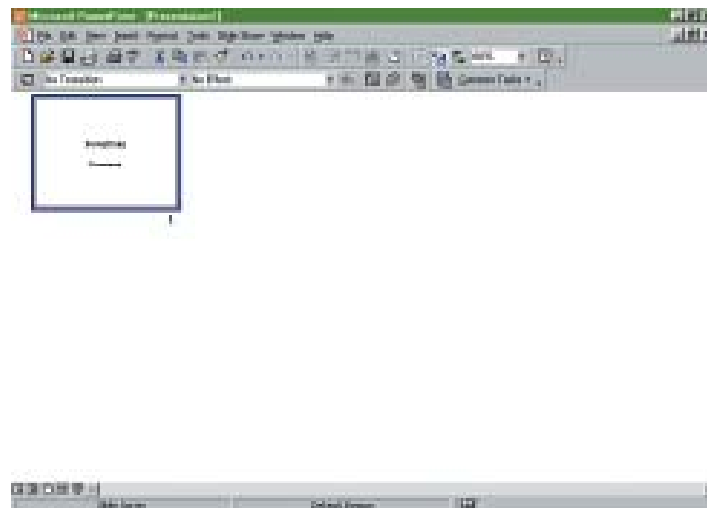


Figure 9.13 (c) : Slide Sorter View

Slide Show View

The Slide Show view displays the slide full screen. When you use this view, the PowerPoint window is not visible and each slide occupies the complete screen area as shown in Figure 9.13(d). This view helps you to check the final sizes, colours, animation, transitions between slides, sounds and other controls. To display the Slide Show view, select the Slide Show option from the View Menu.

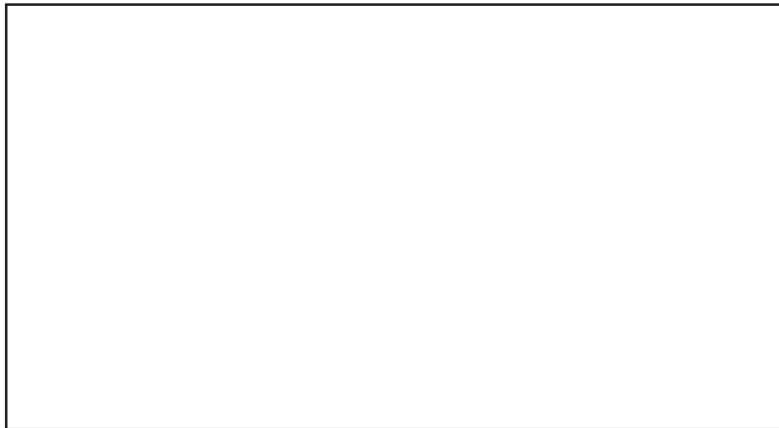


Figure 9.13 (d) : Slide Show View

➔	NOTE
Placeholder is an area used for writing text.	

9.6 ENTERING AND EDITING TEXT

Text is one of the most important components of any application. Every slide in a Presentation contains text of some kind, even if it is just the title. Entering and editing text in PowerPoint is similar to entering and editing text in any Office application.

PowerPoint

Presentation

sample text in a slide placeholder includes two placeholders, one that and list. You can replace the sample the sample text disappears and the are the text will begin.

resentation

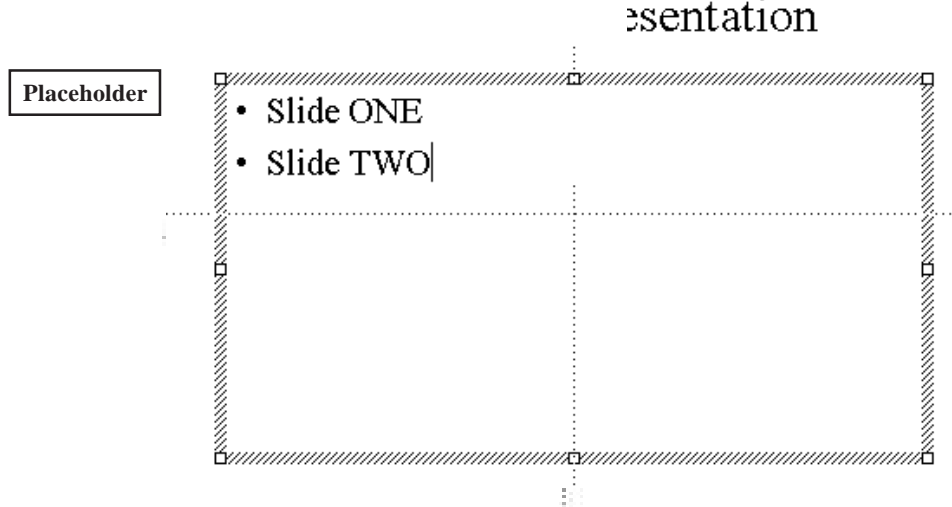


Figure 9.14 : Typing Content in Slides

Creating New Text Object

1. Select the Text Box button from the drawing toolbar.

2. Place the pointer where you want the text box to appear.
3. Click on the left mouse button. A text box is displayed with the insertion point as show in Figure 9.15.
4. Type the desired text in the text box. The text box expands to accommodate the text you enter. If you want to type on a new line, press Enter.

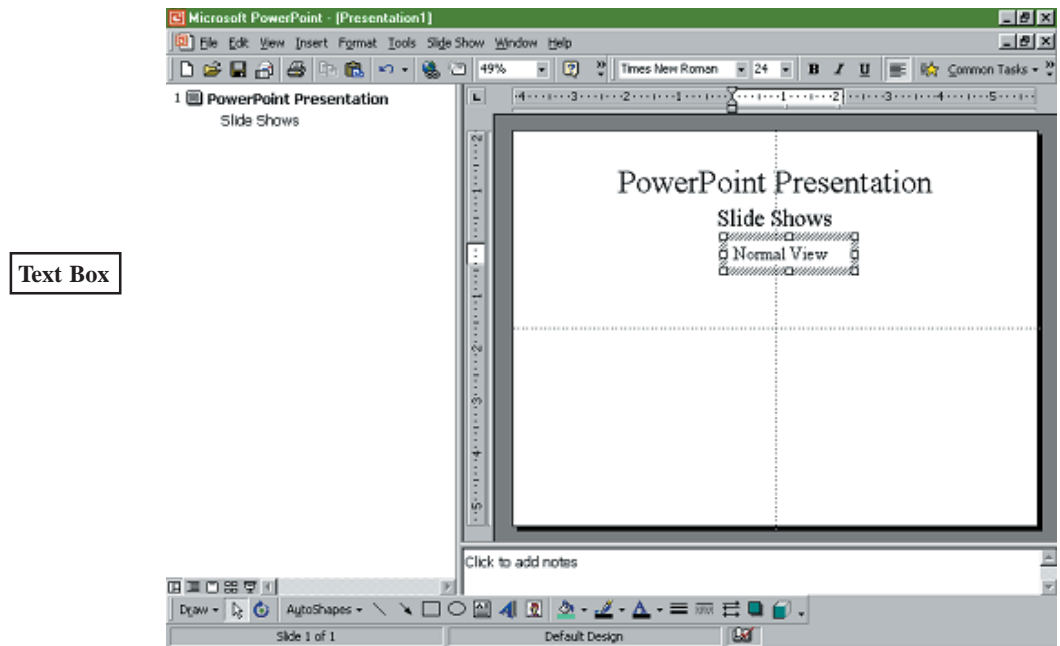


Figure 9.15 : Creating New Text Objects

→ NOTE

Changes can be made in the text object by clicking it and then using the Cut, Copy, Paste Edit functions.

Changing Text and Correcting Errors

Click on the text object to make changes. An insertion point is displayed, indicating that you can edit the text. You can use the Cut, Copy, Paste, Clear and Select All options from the Edit menu to edit the text.

When you finish editing text, deselect the object by clicking on a blank area of the slide or the gray border around the slide.

→ NOTE

You can enhance the text in a PowerPoint Presentation using functions for selecting fonts, style, color, size, etc.

9.7 ENHANCING TEXT PRESENTATION

Enhancing Text

PowerPoint provides many text enhancing functions including changing placements, selecting fonts, changing text style, colour, size and adding special effects like underline, shadow, and so on.

Changing Line and Paragraph Spacing

PowerPoint helps you to set the spacing between lines as well as the space before and after paragraphs.

1. Select the text for which you want to change line or paragraph spacing, either in the master or on the individual slide.
2. Select the Line Spacing option from the format menu. The Line Spacing box is displayed as shown in Figure 9.16.
3. In the Line Spacing, Before paragraph and After paragraph boxes, enter the number of lines or points to be used.

i TIPS

The line spacing in most templates is the default spacing i.e. 1 line, the space after the paragraph is 0, and the space before the paragraph is 0.2 or 0.

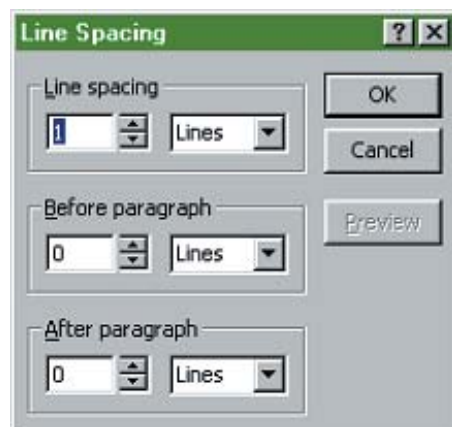
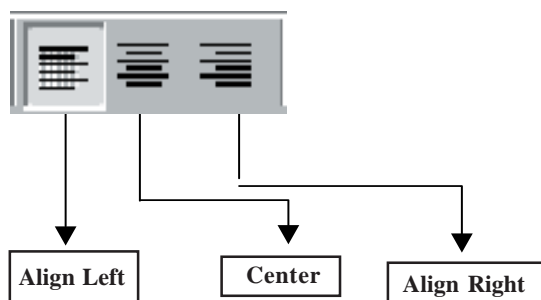


Figure 9.16 : Line Spacing

Aligning Text

Alignment is the way text is placed between the margin of a page or a text box. In presentation slides, text is generally left-aligned for paragraphs or bullets and centered for titles. Single word or line in a paragraph cannot be aligned.

We can align text using the buttons below given on the Formatting Toolbar.



Adding Bulleted Text

Bullet lists provide a way to highlight the important points. You can put any text into a bulleted list format.

- 1) Position insertion point on the text.
- 2) Select the Bullet option from the Format menu. The dialog box as shown in the Figure 9.17 is displayed.
- 3) Select the bullet you want, if the type is not shown, then click the 'Character' button to view the special characters that Windows provides.
- 4) Click on the OK button to apply the bullet to the text.

TIPS

Text is generally left aligned for paragraphs or bullets and centered for titles in Presentation slides. You can use the following shortcuts for alignment:

- Align Left: 'Ctrl+L'
- Center: 'Ctrl+E'
- Align Right: 'Ctrl+R'

TIPS

You can use the 'Bullets' button on the Formatting Toolbar to apply bullets to the text.



Figure 9.17 : Bullets

9.8 WORKING WITH COLOUR AND LINE STYLE

All objects that you draw in Power Point except a line have a fill colour, line colour and line style. For any object, you can turn off the line colour and fill colour. In most templates, an object's line is a narrow solid line. You can select any one of the wider line styles or any one of the double or triple lines. You can change a solid line to dashed, dotted, and so on, by selecting one of the dash style options. You can also add arrowheads to either end or to both ends of the line or arc.

Choosing Fill Colour, Line Colours and Line Styles

You can change an object's Fill Colour in PowerPoint.

- 1) Select the object.
- 2) Select the Colours and Lines option from the Format menu. Following Format AutoShape dialog box is displayed as shown in Figure 9.18.

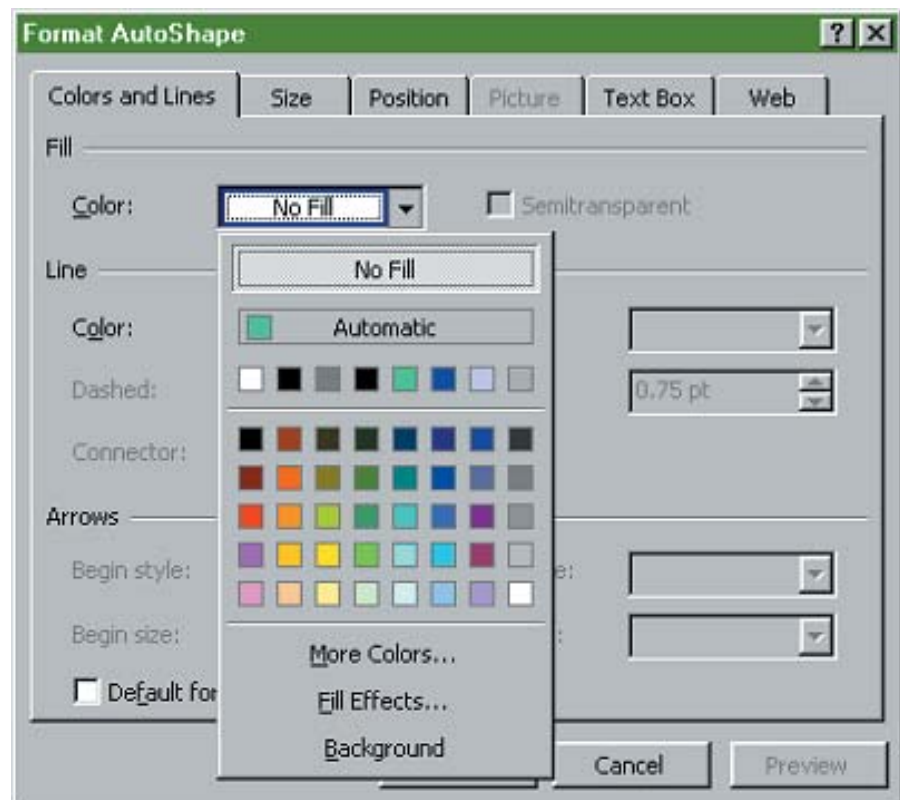


Figure 9.18 : Format AutoShape

→ NOTE

- No Fill Colour option to remove the fill colour from the object.
- More Colours... option opens a dialog box showing more colours to select from.
- Fill Effects... option opens a dialog box that gives us options of changing the gradient, Texture, Pattern, and Picture.

- 3) Select the Colours and Lines tab to display the current fill colour in the Fill Colour box.
- 4) Click on the arrow to open the Fill Colour drop-down list. The drop-down list displays the following options:
 - 1 No Fill Colour option to remove the fill colour from the object.
 - 1 More Colours... option to open another dialog box as shown in the given Figure 9.19(a).

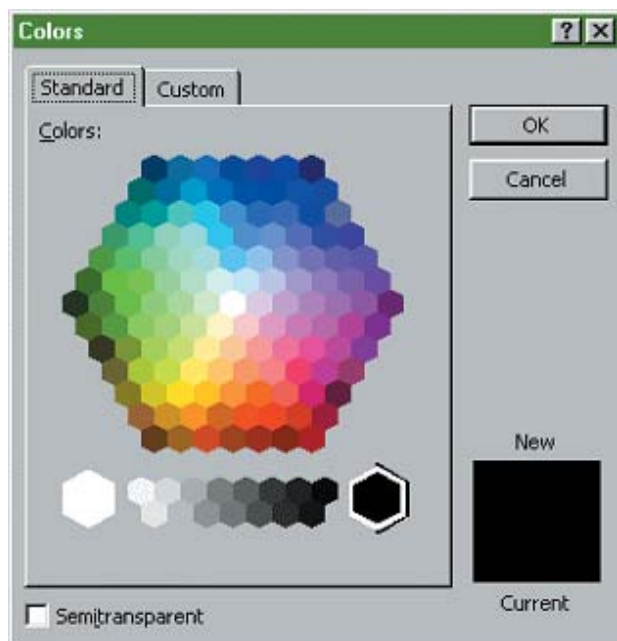


Figure 9.19 (a) : More Colours

- 1) Fill Effects... option to open a Fill Effects dialog box as shown in given Figure 9.19 (b).



Figure 9.19 (b) : Fill Effects

- 5) Select one of the options from the drop-down list.
- 6) Click on the OK button in the Format AutoShape dialog box.
- 7) Click on any blank area of the screen to deselect the object.

9.9 ADDING HEADERS AND FOOTERS

Header is a text element shown at the top margin of a document while footer is a text element shown at the bottom margin. You can add headers and footers to your slides, presentation notes and audience handouts.

1. Select the Header and Footer option from the View menu to display the Header and Footer dialog box as shown in Figure 9.20.

→ NOTE

- To add a Date and time, Slide number and Footer text to a Slide, select the Slide tab.
- To add header to the slide, select the Slide Master option from the Master submenu, from the View menu.

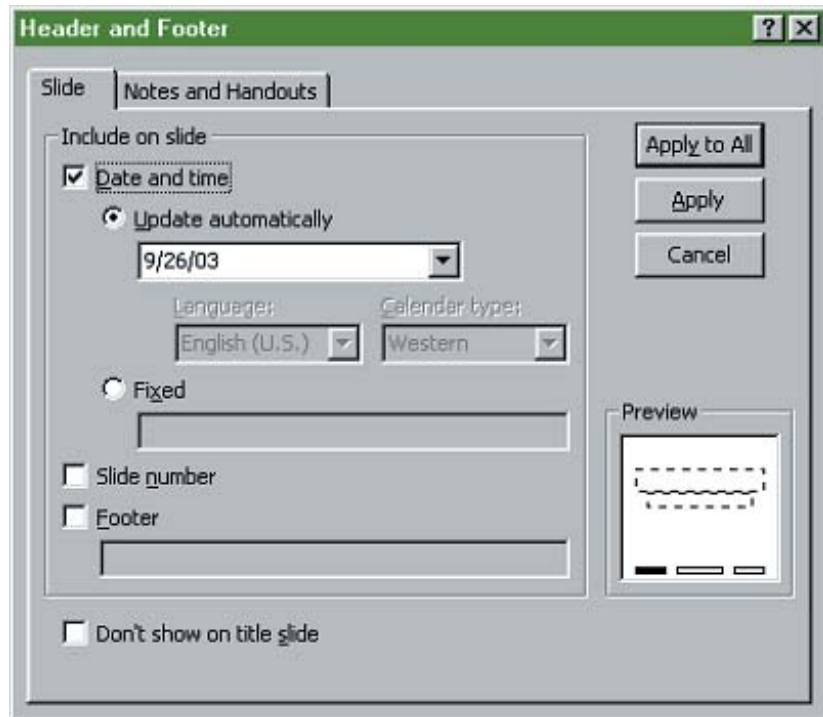


Figure 9.20 : Header and Footer

2. Select the Slide tab to add a Date and time, Slide number and Footer text to a Slide, or select *Notes and Handouts* tab to add Date and time, Header, Page number and Footer to Notes and Handouts.

You can add header to your slide by selecting the Master option from the View menu and then selecting the Slide Master option from the Master submenu.

9.10 LET US SUM UP

This Unit focused on providing on orientation to microsoft powerpoint. The basic points highlighted in this unit were:

1. You can create a Presentation using a Blank Presentation or the Template.
1. You can insert slides before and after any slide.
1. There are many views to view any Presentation:
 - o Slide View
 - o Outline View
 - o Slide Sorter View
 - o Slide Show View
1. Slide Sorter View can be used to alter the order of the slides.
1. PowerPoint has all the editing functions you need to create an effective presentation. Changing the look of a presentation is simple and easy with colour scheme and colours and line styles. Templates determine the colour scheme, frame, font size and type and other characteristics that alter a slides appearance.

9.11 CHECK YOUR PROGRESS EXERCISE

1) What is a presentation template?

.....
.....

2) How do you create a blank presentation?

.....
.....

3) How do you specify the zoom percentage?

.....
.....

4) Create a PowerPoint Presentation and try to insert slides before and after any slide.

.....
.....

5) Try to view the Presentation using the views that PowerPoint Presentation provides.

.....
.....

6) Use bulleted lists in the Presentation and try to change the text colour. Use header and footer in the Presentation.

.....
.....

9.12 ANSWERS TO CHECK YOUR PROGRESS EXERCISE

1) When predefined slide and title, colour scheme and graphic elements are saved in a presentation file it is called a presentation template.

2) To create a blank presentation:

- 1 Select the New option from the File menu. A new presentation dialog box is displayed.
- 1 Select the General tab and double click on the Blank Presentation icon.
- 1 Enter the file name
- 1 Create presentation
- 1 Click on the Save button.

**Understanding
Computer Applications**

- 3) To specify the zoom percentage:
 - 1) Select the zoom option from the view menu.
 - 2) Select the percentage
 - 3) Click on the OK button.
- 4) This is practice exercise. Do it yourself.
- 5) This is practice exercise. Do it yourself.
- 6) This is practice exercise. Do it yourself.