

PRESENTATION (POWERPOINT) PART (1)



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ASSISTANT LECTURER



PowerPoint

Microsoft PowerPoint is a presentation tool that supports text, shapes, graphics, pictures and multimedia. By default, presentations saved with the .pptx extension.

▶ Starting Microsoft PowerPoint

From the Start Menu

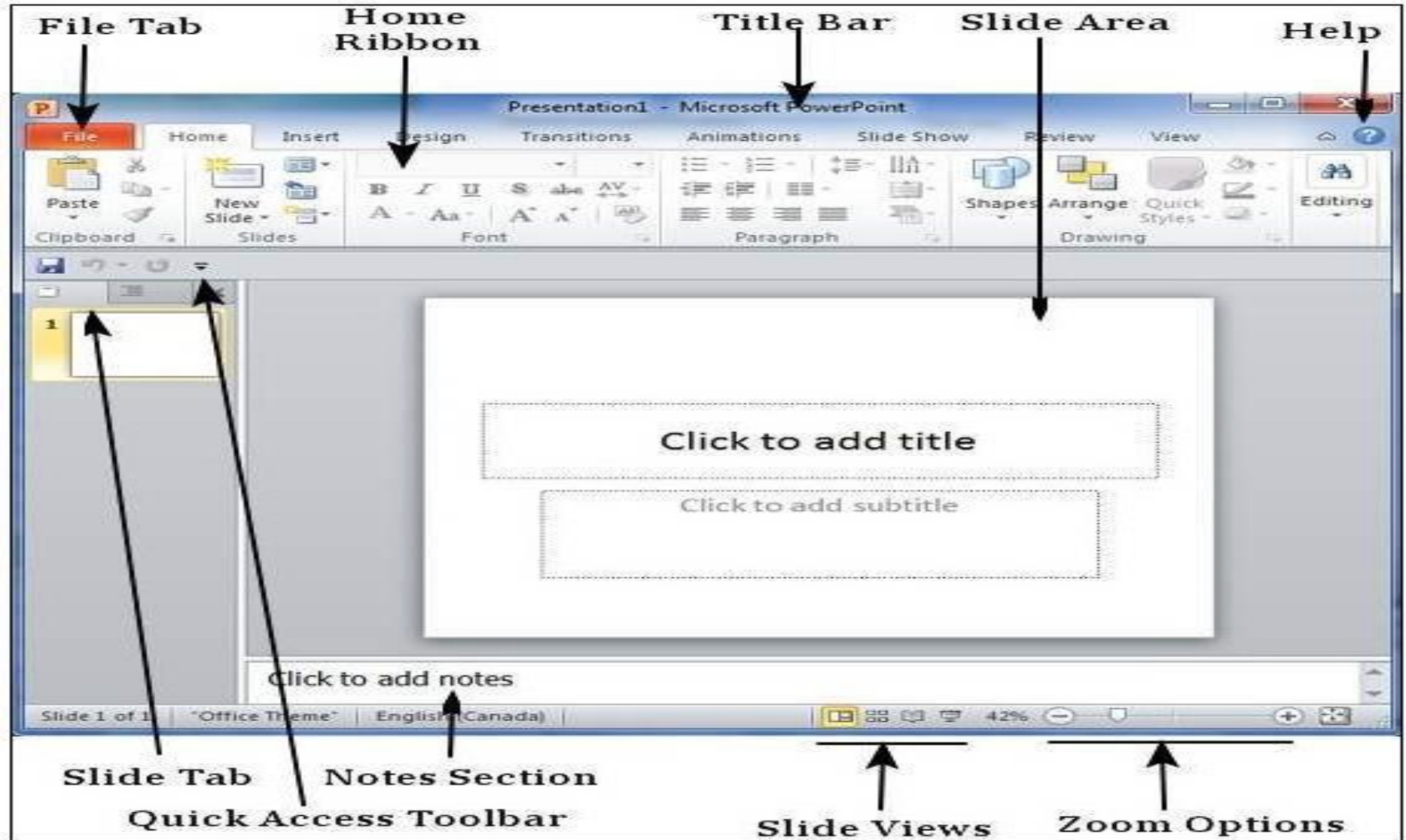
1. Click the Start Menu.
2. Click All Programs.
3. Search for Microsoft Office, and click it.
4. Search for Microsoft PowerPoint , and click it.

Or double-click on the PowerPoint desktop icon.

Or From the Search Window by typing PowerPoint and click it.

This will launch the Microsoft PowerPoint2010 application and you will see the following window.

MS PowerPoint Window



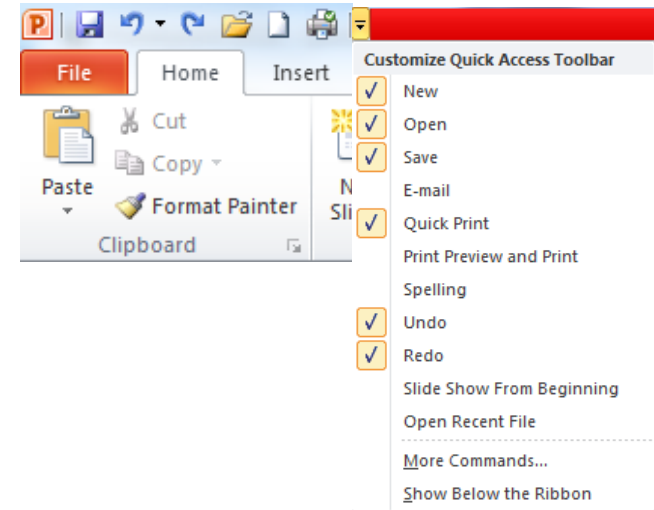
PowerPoint

▶ Title bar

This lies in the middle and at the top of the window. It shows the name of the file followed by the name of the program which in this case is Microsoft PowerPoint.

▶ Quick Access Toolbar

provide immediate access to an operation.



▶ Slide Area

This is the area where the actual slide is created and edited. You can add, edit and delete text, images, shapes and multimedia in this section.

PowerPoint

➤ Ribbon

The ribbon contains three components :

Tab

Command

Group



- ❖ **Tabs:** These appear across the top of the Ribbon and contain groups of commands. Home, Insert, Page Layout, etc.
- ❖ **Groups:** They organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment, etc.
- ❖ **Commands:** Commands appear within each group as mentioned above.

PowerPoint

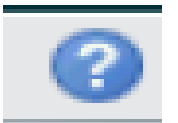
► Zoom Control

Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider to increase/decrease the zoom ratio for your slide.



Help

The Help Icon can be used to get PowerPoint related help anytime you like. This provides nice tutorial on various subjects related to PowerPoint.



► Notes Section

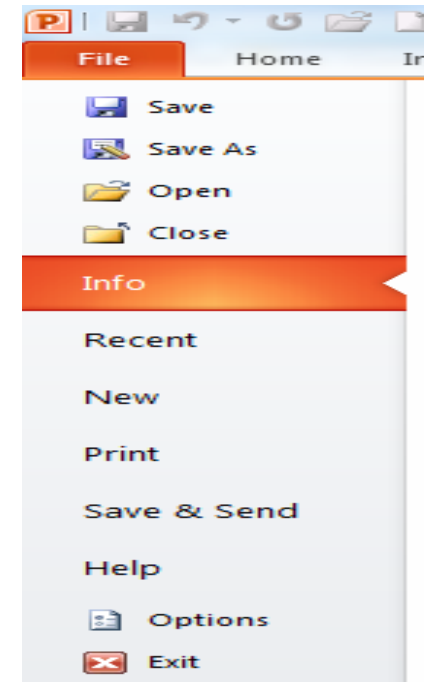
This sections allows you to add notes for the presentation. These notes will not be displayed on the screen during the presentation; these are just quick reference for the presenter.

PowerPoint

► File Tab

This tab provide more options for working with a file and settings in PowerPoint.

You can save presentations, open existing ones and create new presentations and et..



► Slide Tab

This section is available only in the **Normal view**. It displays all the slides in sequence. You can add, delete and reorder slides from this section.

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➤ Slide Views

PowerPoint supports multiple views

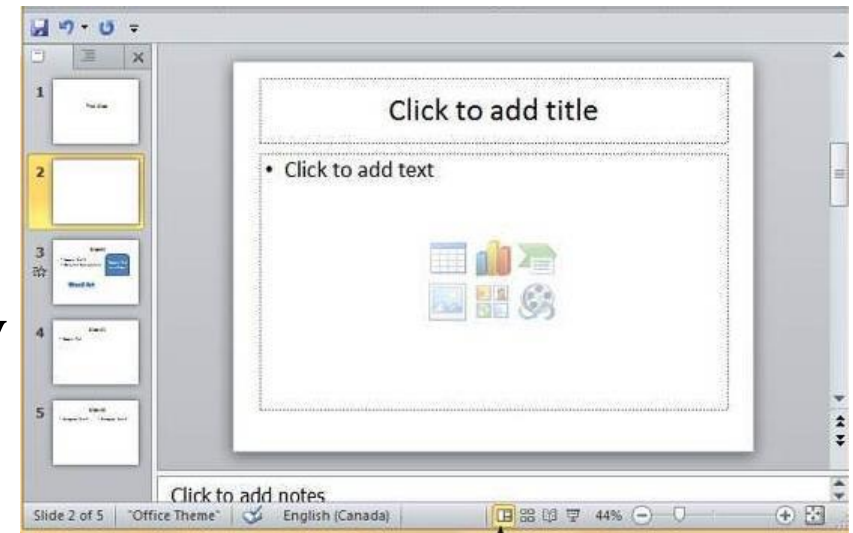
1. Click View tab.

Or access quickly from the bottom bar just to the left of the zoom settings.

2. Do one of the following:

❖ Normal View

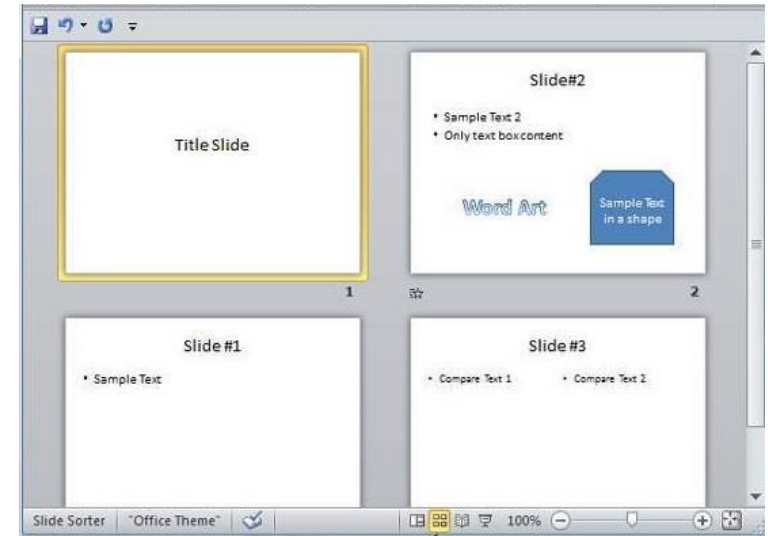
This view is default, used to create/ delete/ edit/ rearrange slides, add/ remove/ modify content and manipulate sections.



PowerPoint

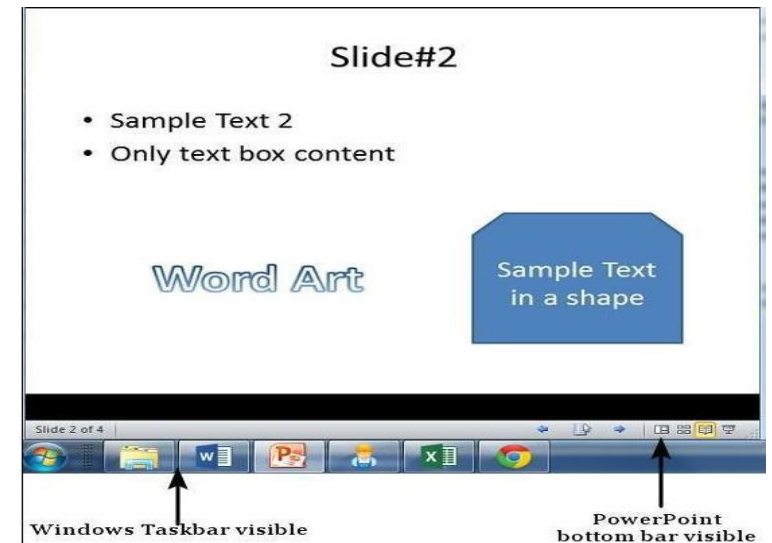
❖ Slide Sorter View

This view is used to sort and rearrange the slides. Perfect for adding or removing sections making them easy to rearrange.



❖ Reading View

In the reading view the taskbar is still available while viewing the slideshow, and You cannot make any modifications.



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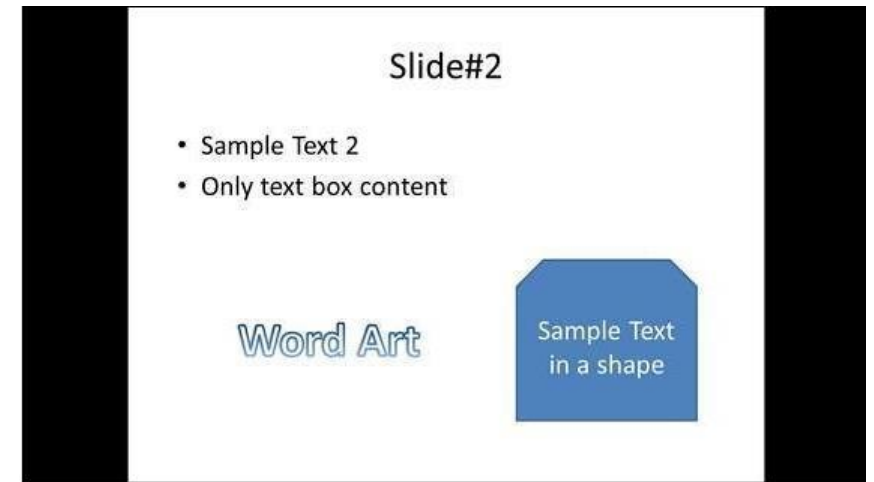
➤ Slides Show

This view is used to run the slideshow during presentation.

❖ Click the mouse/press a key to view the next slide during a slide show.

❖ To return to the normal view any time during a slide show, press the ESC key.

➤ **Note:** when you run the slideshow, the presentation takes up the entire screen so other applications cannot be accessed from the taskbar.



PowerPoint

PowerPoint files are called presentation. Whenever you start a new project in PowerPoint, you'll need to create a new presentation.

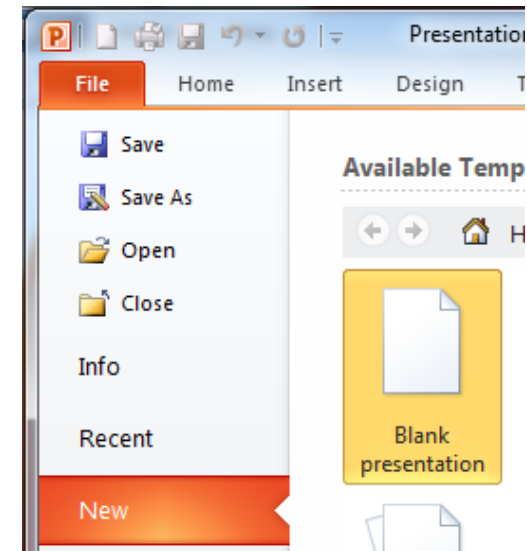
➤ How to Create a New Presentation

1. Click the File tab.
2. Click New.
3. Select Blank Presentation.

Or click **Ctrl+N** keys from keyboard.

➤ Open an Existing Presentation

1. Click File tab.
2. Select Open.
3. Select the presentation you want to open from dialog box, click open.



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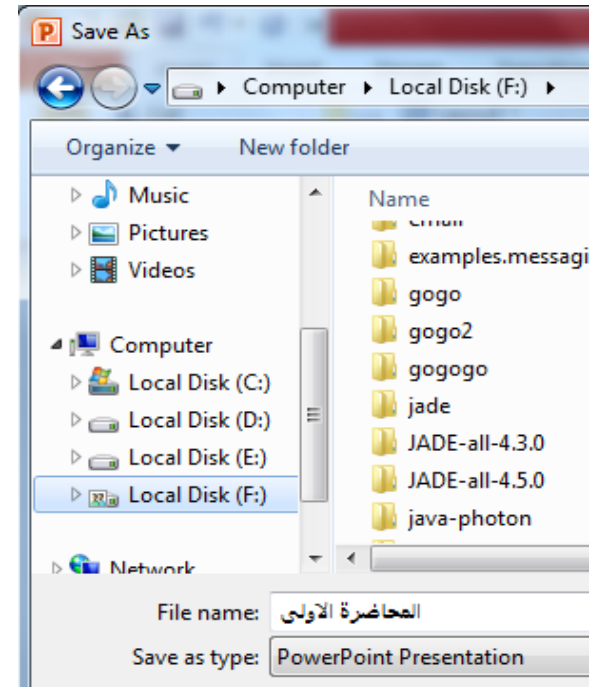
➤ How to Save a Presentation?

❖ Use the Save As Command:

Save As allows you to choose a name and location

for your presentation. **It's useful if you want to save in another location or by another name.**

- 1. Click File tab.
- 2. Select Save As.
- 3. The Save As dialog box will appear.
- Select the location where you wish to save the presentation.
- Enter a name for the presentation and click Save.



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❖ Use the Save Command:

It's useful if you have made changes to the presentation, the file will automatically save without a dialogue box coming up by:

1. Click the Save command on the Quick Access Toolbar.
2. The presentation will be saved in its current location with the same file name.



Or press the **Ctrl + S** keys from keyboard to save the changes.

Or from file tab

- If you are saving for the **first time** and select Save, the Save As dialog box will appear.

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► How to Print a Presentation

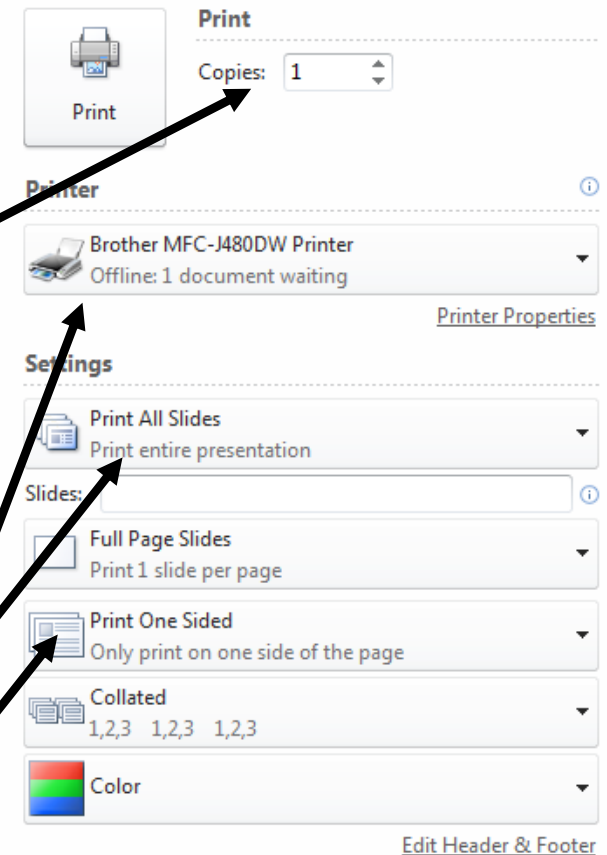
To print your presentation:

- 1 Click the File tab.
2. Click the Print command.
3. Select the number of copies.

If you want to change the setting such as:

- This dropdown shows the available printers.
- Select to print the (all Slides, current Slide, custom Slides range).
- Select to print the presentation (one or both sides).

- ❖ **Print preview** automatically displays when you click on the Print command in the file tab.



PowerPoint

➤ How to Quick Print a Presentation

To print something with a single click, click Quick Print command on the Quick Access Toolbar.

This feature prints the presentation using the default settings and the default printer.

➤ Close the active Presentation without closing PowerPoint

1. Click the File tab.
2. Select Close.

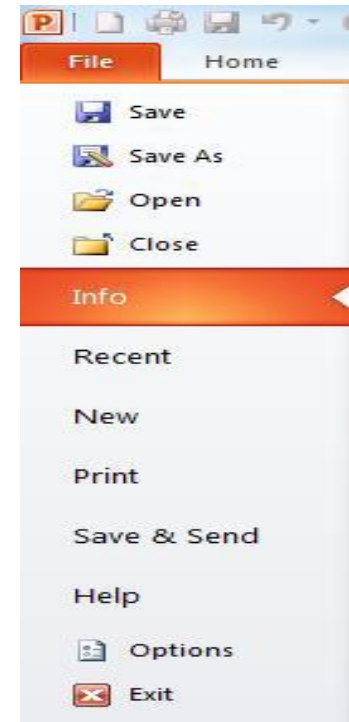
Or press **ctrl +w** from keyboard.

➤ Exit Microsoft PowerPoint

If you want to leave the PowerPoint program:

1. Click the File tab.
2. Click Exit.

Or click X in the top right of window.



PowerPoint

➤ How to add new slides in an existing presentation

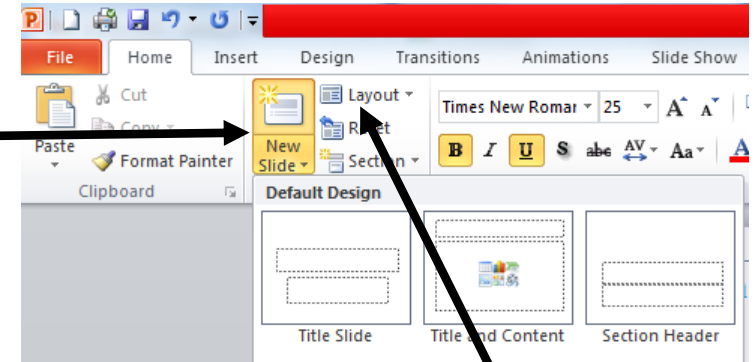
1. Click the Home tab.

2. Select **New slide**.

Or press **Ctrl +M** keys from keyboard.

Or from Slide tab, right-click, select **New slide**

3. Choose the Layout from the existing layout styles available to you.



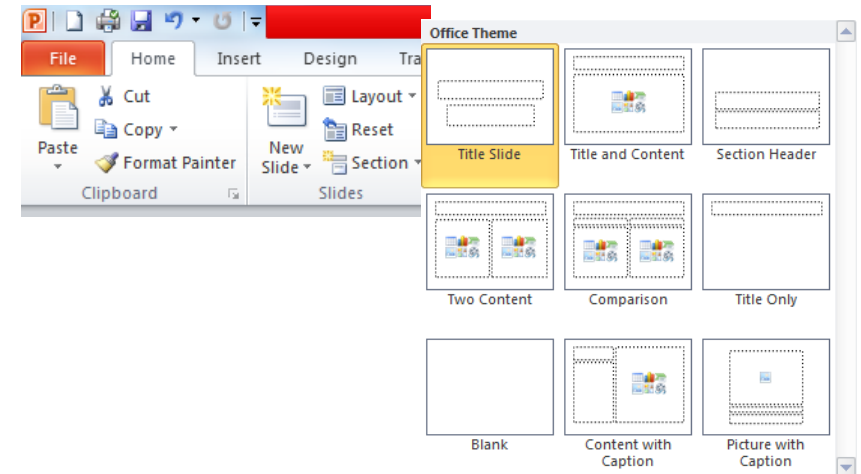
➤ How to change the slide layout

1. Click the Home tab.

2. Select Layout.

3. Choose the Layout from the existing layout styles available to you.

Or right-click on the slide, choose Layout, select layout styles.



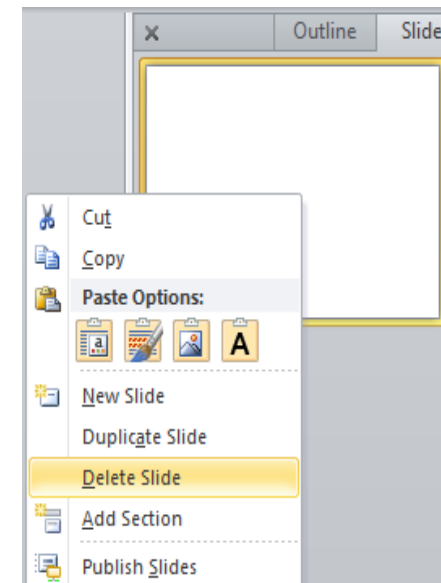
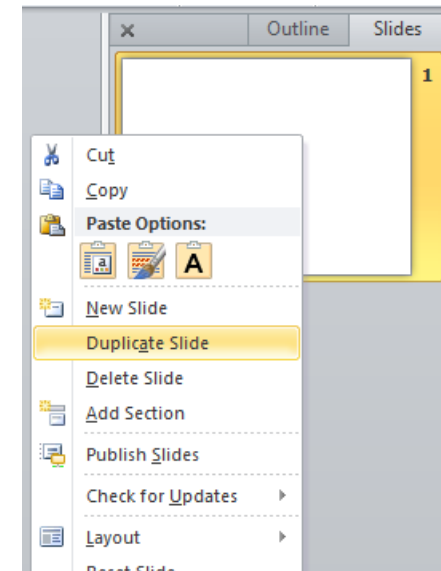
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➤ How to Duplicate Slide

Right-click on the slide, select Duplicate Slide.
Or using **copy and paste** by Select the slide in the slide panel, press **Ctrl+C** Keys to copy the slide, press **Ctrl+V** Keys to paste the slide.

➤ How to Delete Slide

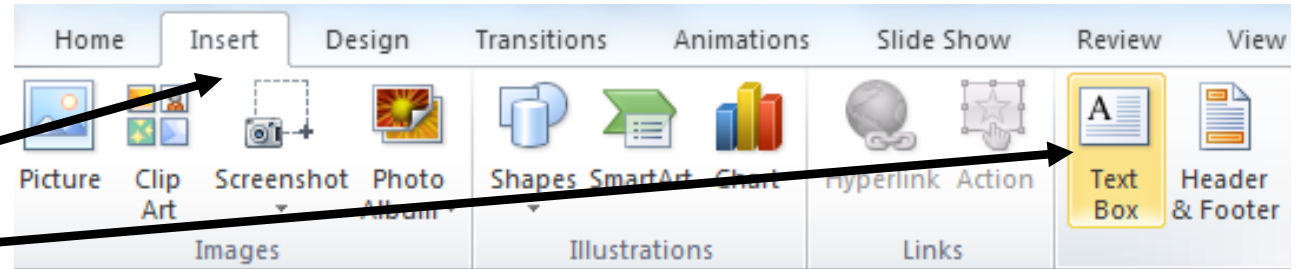
Right-click on the slide to be deleted, select the Delete Slide option.
Or select the slide, press the Delete Key from key board.



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➤ How to Add Text

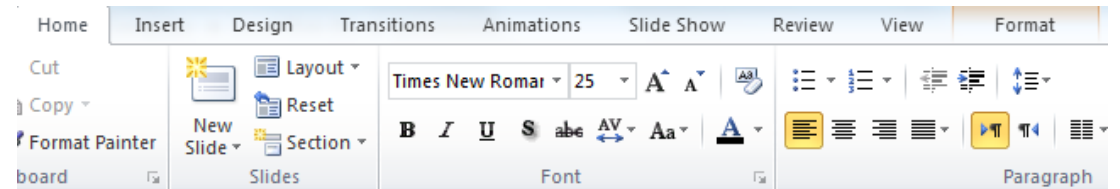
1. Click the Insert tab.
2. Select Text Box.



You can now start typing directly into the text box.

➤ How to Formatting Text

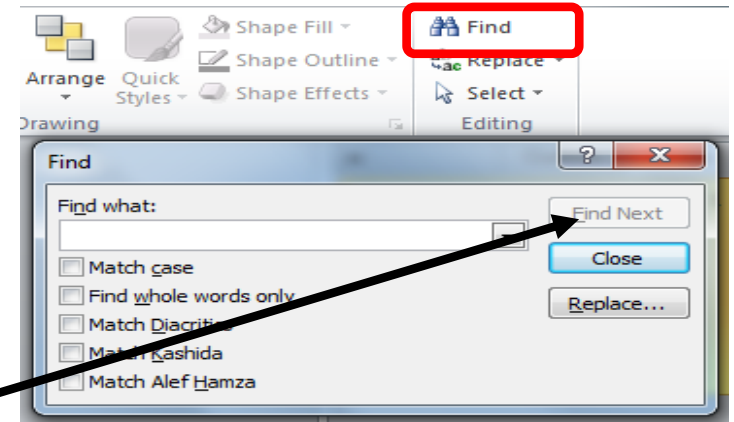
1. Select the text.
2. Click the Home tab, do one of the following:
 - Choose **Font** to change the text type.
 - Choose **Font Size** to change the text size.
 - Choose **Font Color** to change Text color.
 - Choose **Bold, Italic, Underline**.
 - Add **Bullets, Numbering, Align** (Left, Center, Right, Justify).



PowerPoint

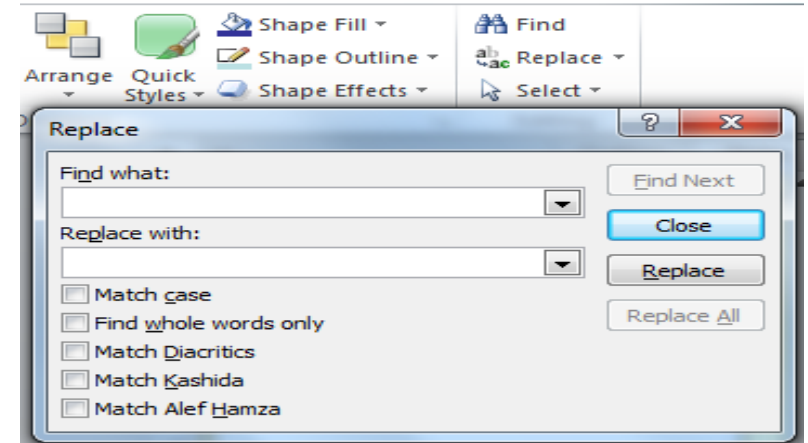
➤ How to Search inside a Presentation

1. Click the **Home** tab.
2. Select **Find** to find any text.
Or by press **Ctrl+F** Keys from keyboard.
3. Enter a text string, click Find Next.



➤ How to Find and replace text

1. Click the **Home** tab.
2. Select **Replace**.
3. In the Find what box, enter the text you want to find and replace.
4. In the **Replace with** box, enter the text you want to use as the replacement.
5. Click **Replace All**.





Thank
You

FOR
LISTENING