



POWERPOINT



WHAT IS MS POWERPOINT?

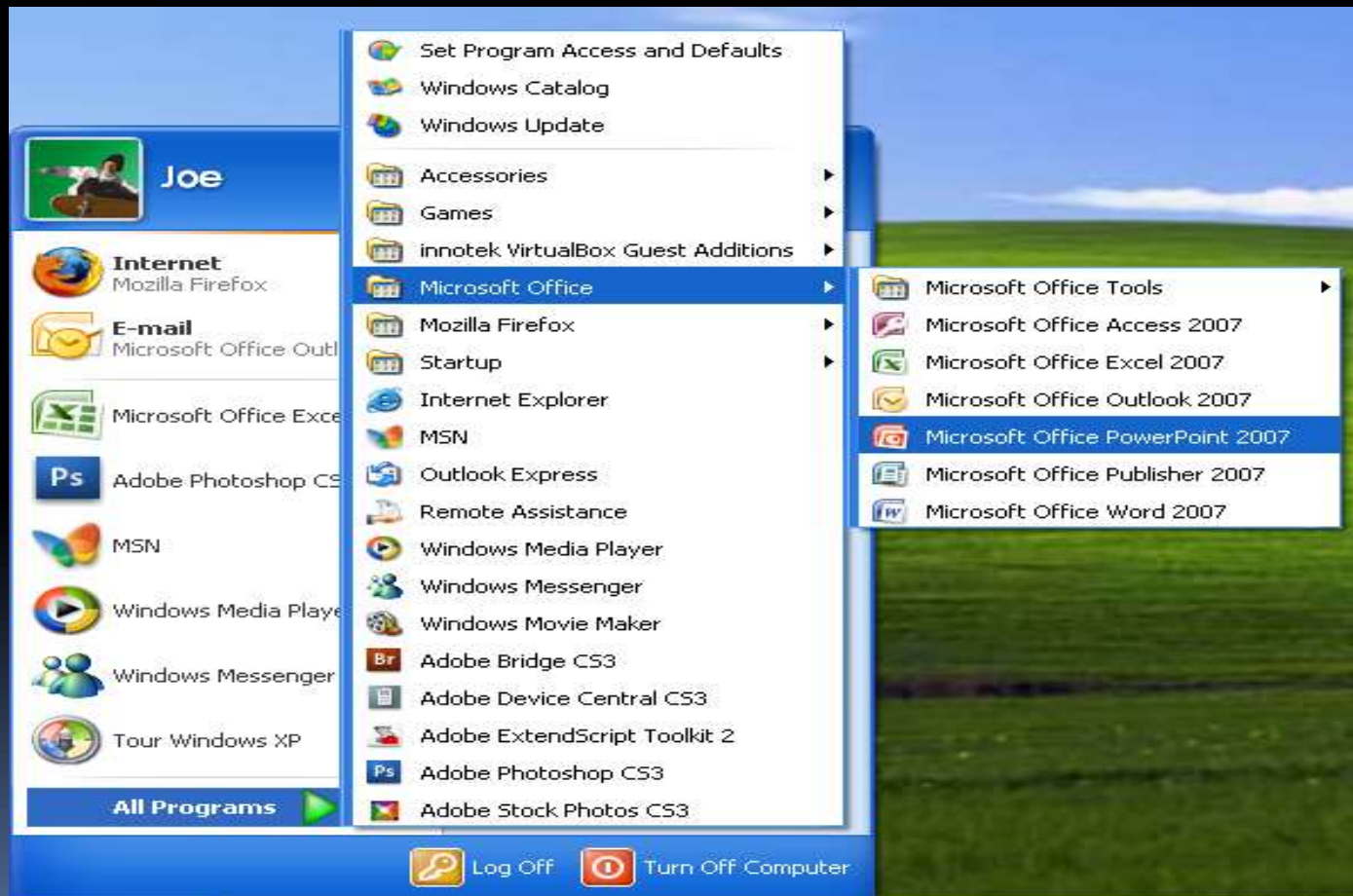
- **Microsoft PowerPoint** is a Presentation Program, created by Robert Gaskins and Dennis Austin at a software company named Forethought, Inc. It was released on April 20, 1987, initially for Macintosh computers only and in 1990 it was offered for Windows users.
- A PowerPoint presentation is a group of slides that can have Text, Pictures, Graphics, Tables, Sound and Video. It is a Software Package designed to create Electronic Presentation consisting of a series of separate pages or slides.





START MS-POWERPOINT

<Start> <All Program> <Microsoft Office> <Microsoft Office Powerpoint 2007> :-





RIBBONS AND TABS

The image shows a screenshot of the Microsoft PowerPoint application window. The interface is annotated with eight numbered callouts:

- 1. Office Button:** Located in the top-left corner of the application window.
- 2. Ribbon:** The main area containing the ribbon tabs and the ribbon itself.
- 3. Tabs:** The individual ribbon tabs such as Home, Insert, Design, Animations, Slide Show, Review, View, and Add-Ins.
- 4. Slide & Outline Tabs:** The tabs on the left side of the window, labeled Slides and Outline.
- 5. Slide:** The main content area of the current slide, showing a title and subtitle.
- 6. Notes:** The area at the bottom of the slide, used for adding speaker notes.
- 7. View Buttons:** Buttons at the bottom right of the window for switching between different views (Normal, Sort, Compare, etc.).
- 8. Zoom Slider:** A slider at the bottom right of the window used to adjust the zoom level of the slide.



Ribbon

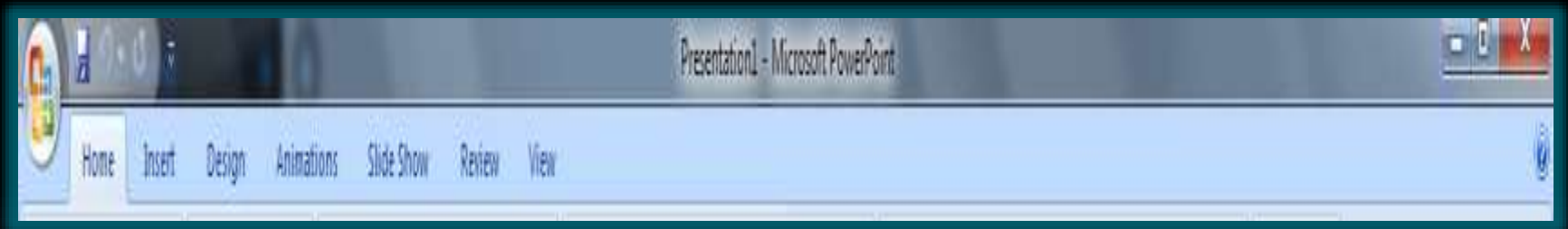
Ribbon is a set of tools and commands across the top of the screen. It has eight tabs: Home, Insert, Design, Animations, Slide Show, Review, View and Format. Each tab is divided into groups.





TABS

The Tab on the Ribbon contain the button needed to edit character, text and layout as well as the additional tools that you may need. Each Tab consist of different “Groups”.



HOME TAB

The Home tab holds the **Cut** and **Paste** features, **Font** and **Paragraph** options, and what you need to add and organize slides.



GROUPS:- Clipboard, Slides, Font, Paragraph, Drawing, and Editing

INSERT TAB

Click **Insert** to add something to a slide. This includes pictures, shapes, charts, links, text boxes, video and more



GROUPS:- Tables, Illustrations, Links, Text, and Media Clips

DESIGN TAB

On the **Design** tab, you can add a theme or color scheme, or format the slide background



GROUPS:- Page Setup, Themes, Background Animations:- Preview, Animations, Transition to this Slide

ANIMATIONS TAB

Use the **Animations** tab to choreograph the movement of things on your slides. Note that you can see many possible animations in the gallery in the Animation group, and see more of them by clicking **More**



GROUPS:- Preview, Animations, Transition to this Slide

SLIDESHOW TAB

On the **Slide Show** tab, set up the way that you want to show your presentation to others.



GROUPS:- Start Slide Show, Set Up, Monitors Review

REVIEW TAB

The **Review** tab lets you add comments, run spell-check, or compare one presentation with another (such as an earlier version)



GROUPS:- Proofing, Comments, Protect:- Protect Animation

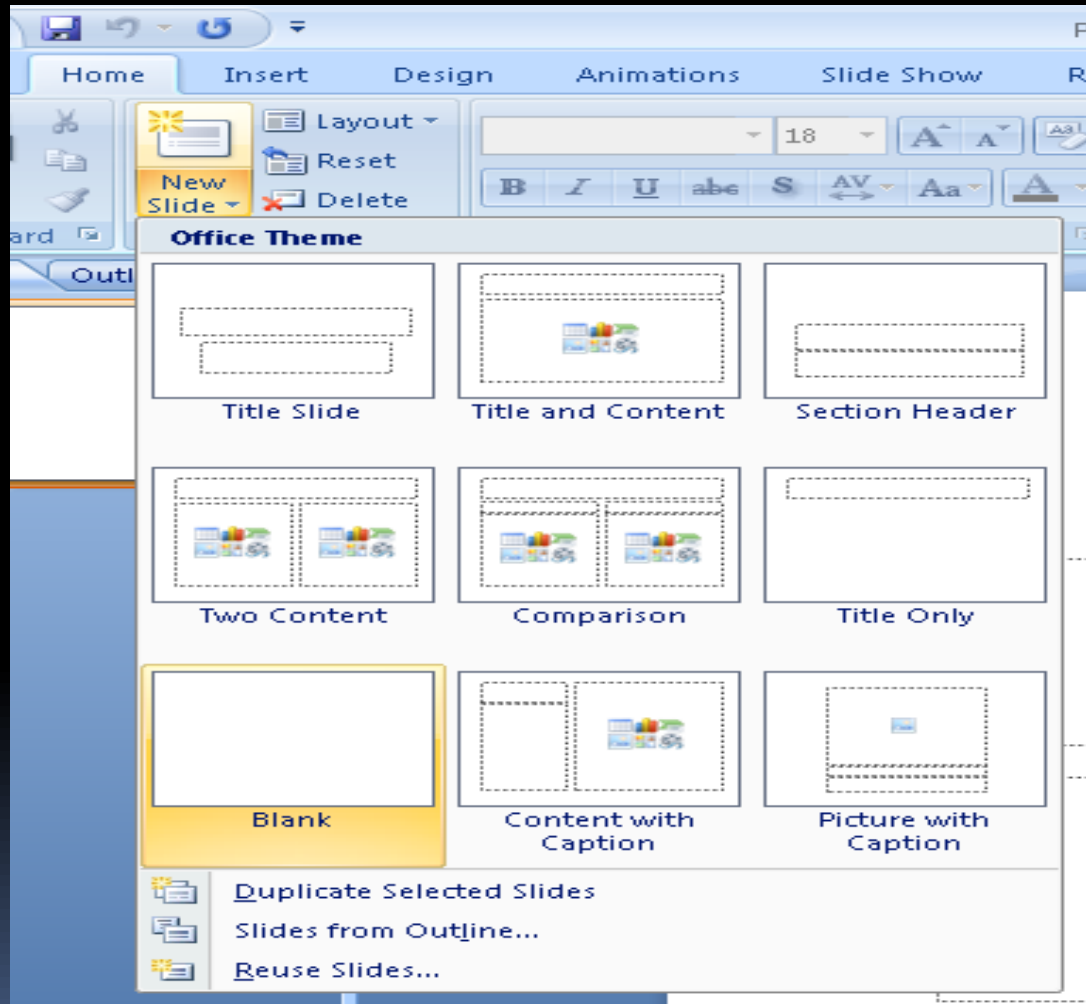
VIEW TAB

Views allow you to look at your presentation in different ways, depending on where you are in the creation or delivery process.



GROUPS:- Proofing, Comments, Protect:- Protect Animation

When you open PowerPoint this is what you will see....

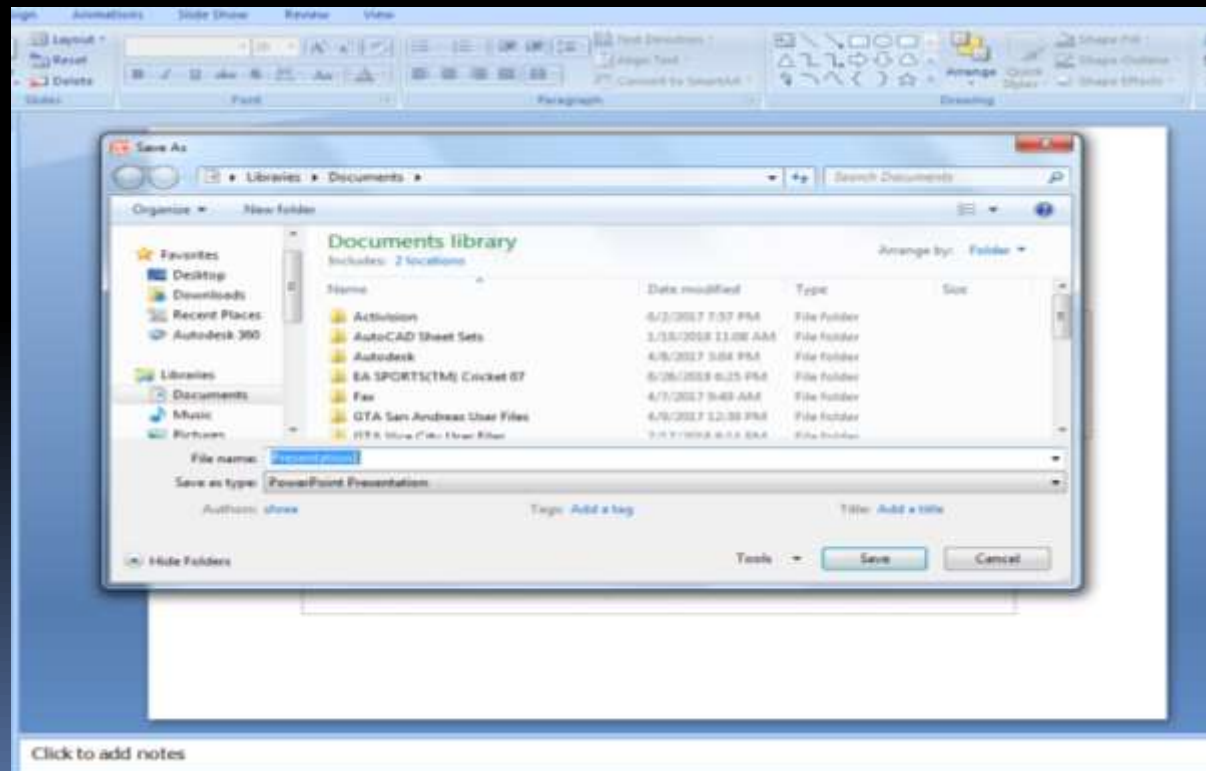


SAVING A PRESENTATION

- Saving a Presentation:

- 1 Select Save or Save as from Microsoft Button
- 2 Specify location
- 3 Type in the desired Filename
- 4 Click Save

★ Short cut Key : ctrl+s



INSERTING MOVIES FROM A FILE

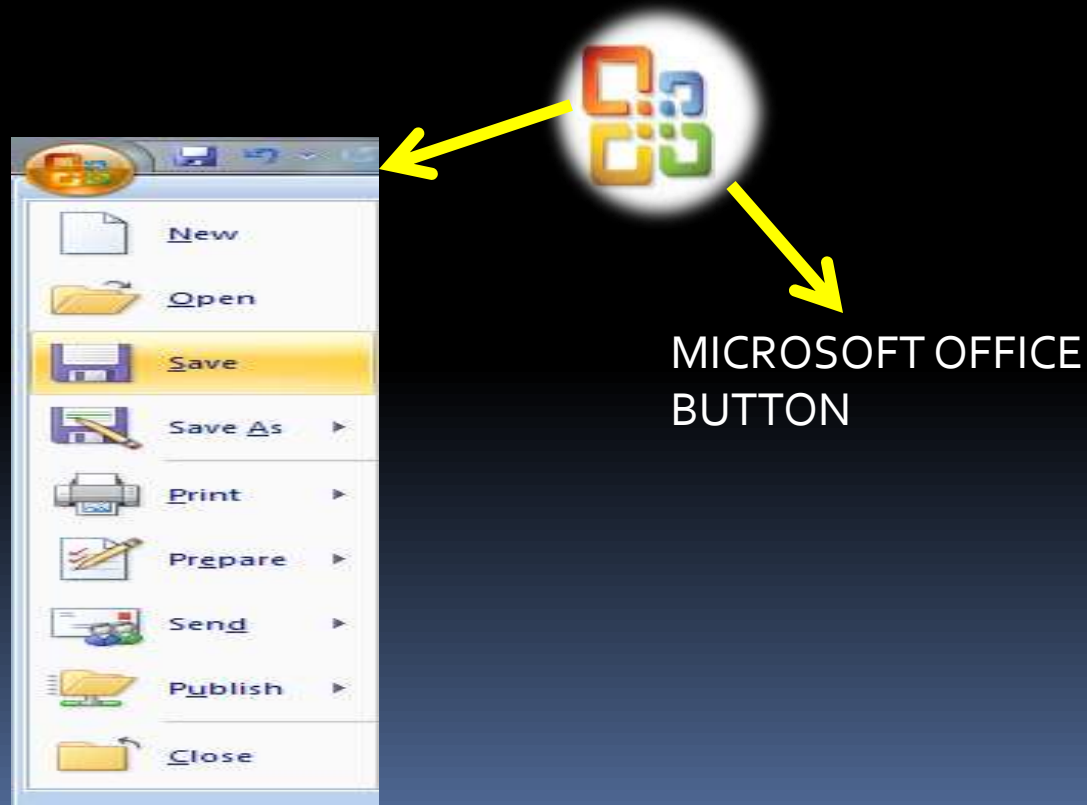
- Select the slide to which you wish to add a movie.
- In the insert tab under the Media Clips group, click the arrow on the button.
- Click the movie to insert it, or over your mouse over it first, click on the menu arrow that appears, and choose insert.
- The video appears on your slide.

INSERTING SOUND FROM A FILE

- Select the slide to which you wish to add a sound.
- In the insert tab under the Media Clips group, click the arrow on the button.
- Click the Sound to insert it, or over your mouse over it first, click on the menu arrow that appears, and choose insert.
- The sound appears on your slide.

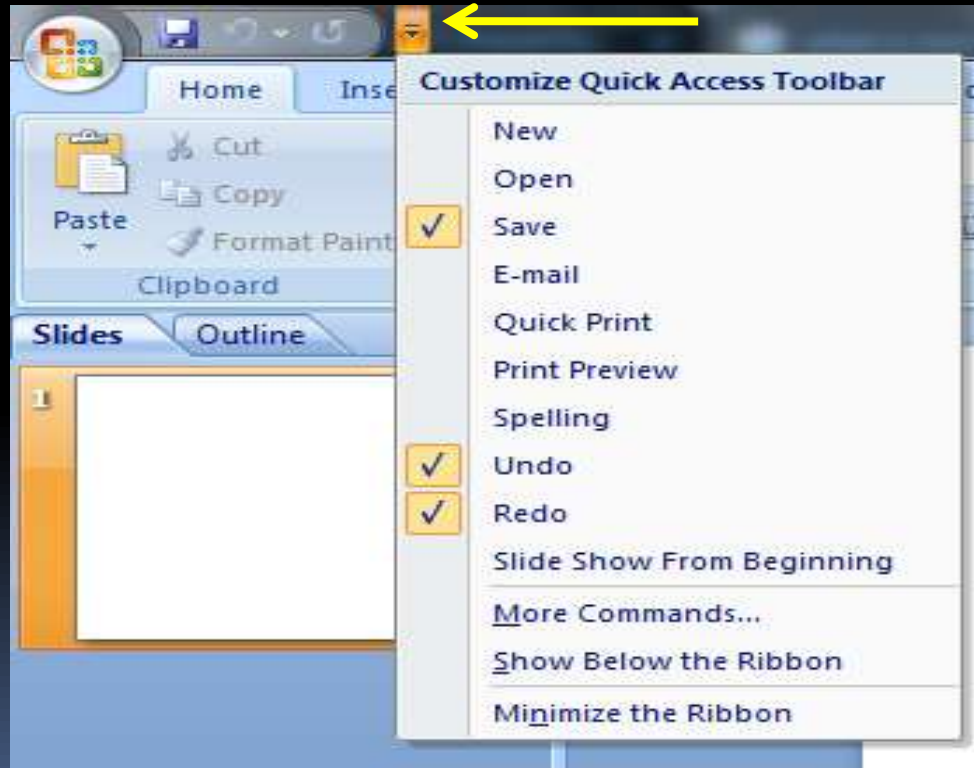
MICROSOFT OFFICE BUTTON

In PowerPoint2007, the upper-left corner of the window is **Microsoft Office button**. On clicking this **button**, a drop down menu appears which can be used for creating a new file, for opening an existing file, for saving a file, and for performing many other tasks



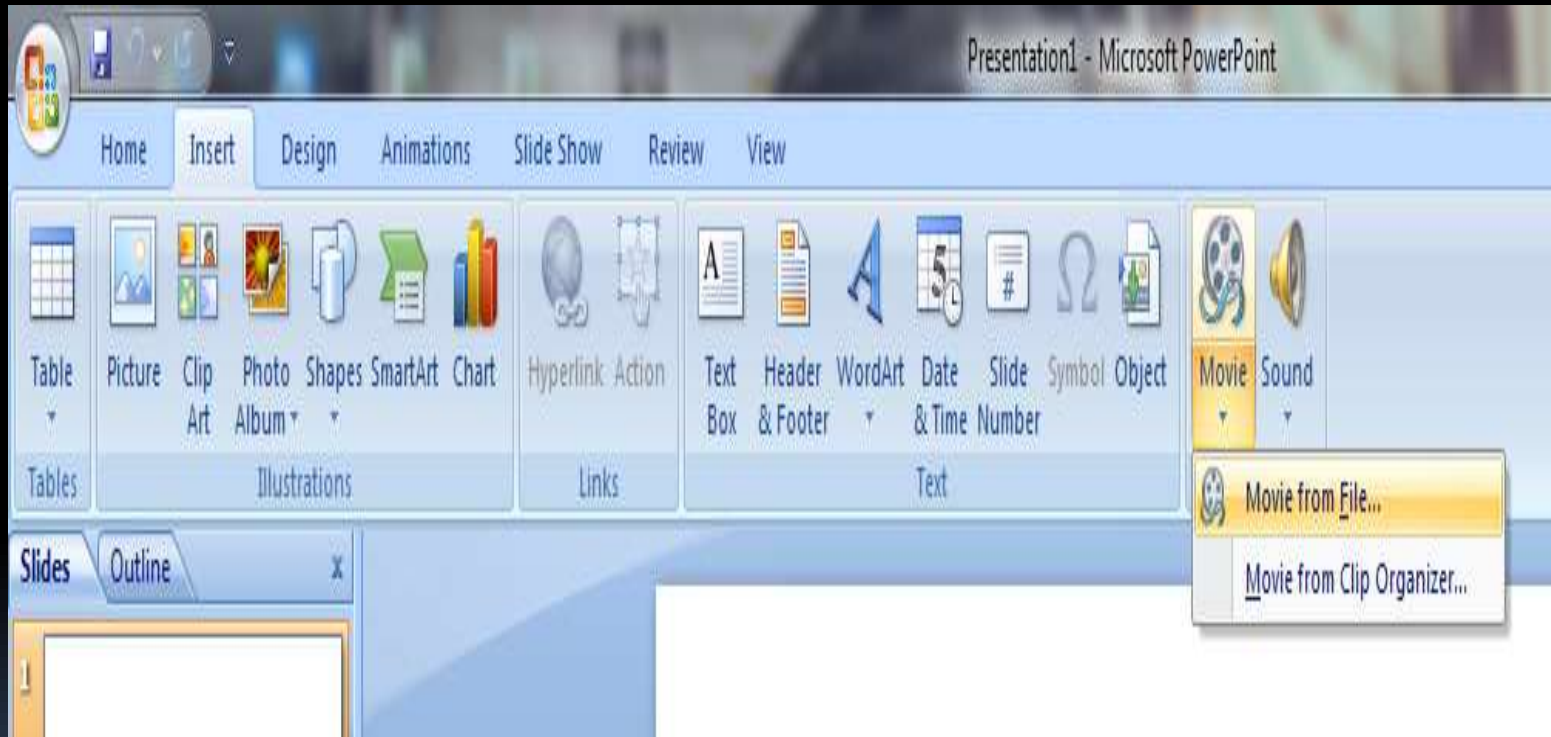
QUICK ACCESS TOOLBAR

The quick access toolbar is a customizable toolbar that contains commands that you may want to use.



INSERTIG MOVIES FROM A FILE

- Select the slide to which you wish to add a movie.



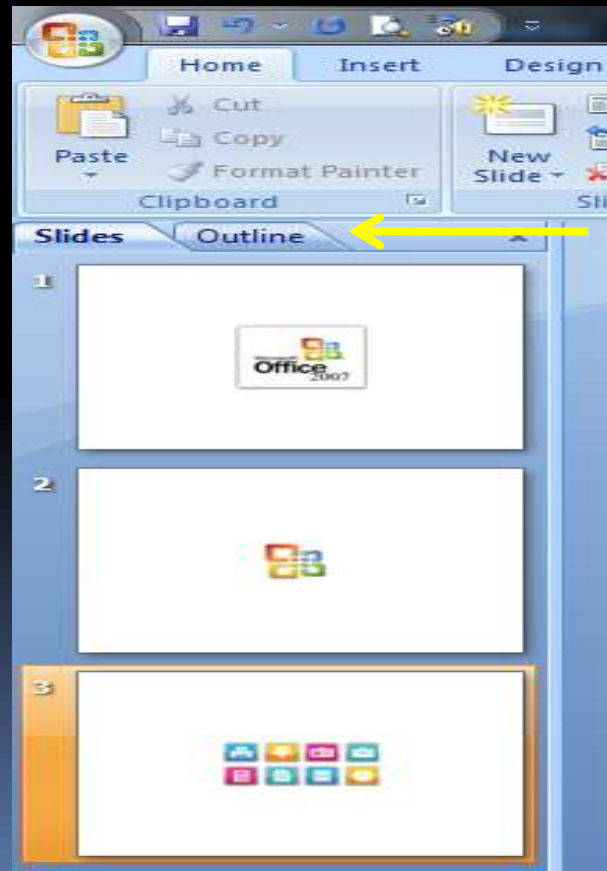
MINI TOOLBAR

A new feature in Office 2007 is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text.



NAVIGATION

Navigation through the slides can be accomplished through the Slide Navigation menu on the left side of the screen.



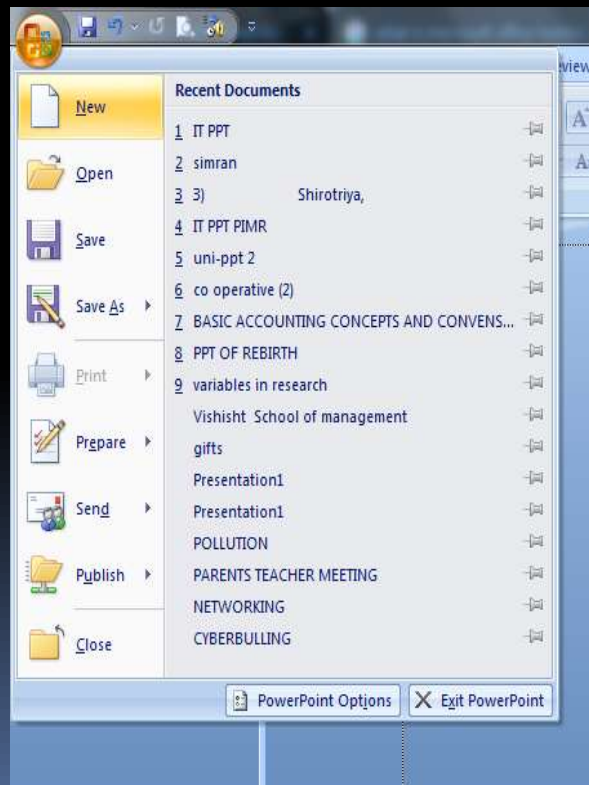
CREATING A NEW PRESENTATION

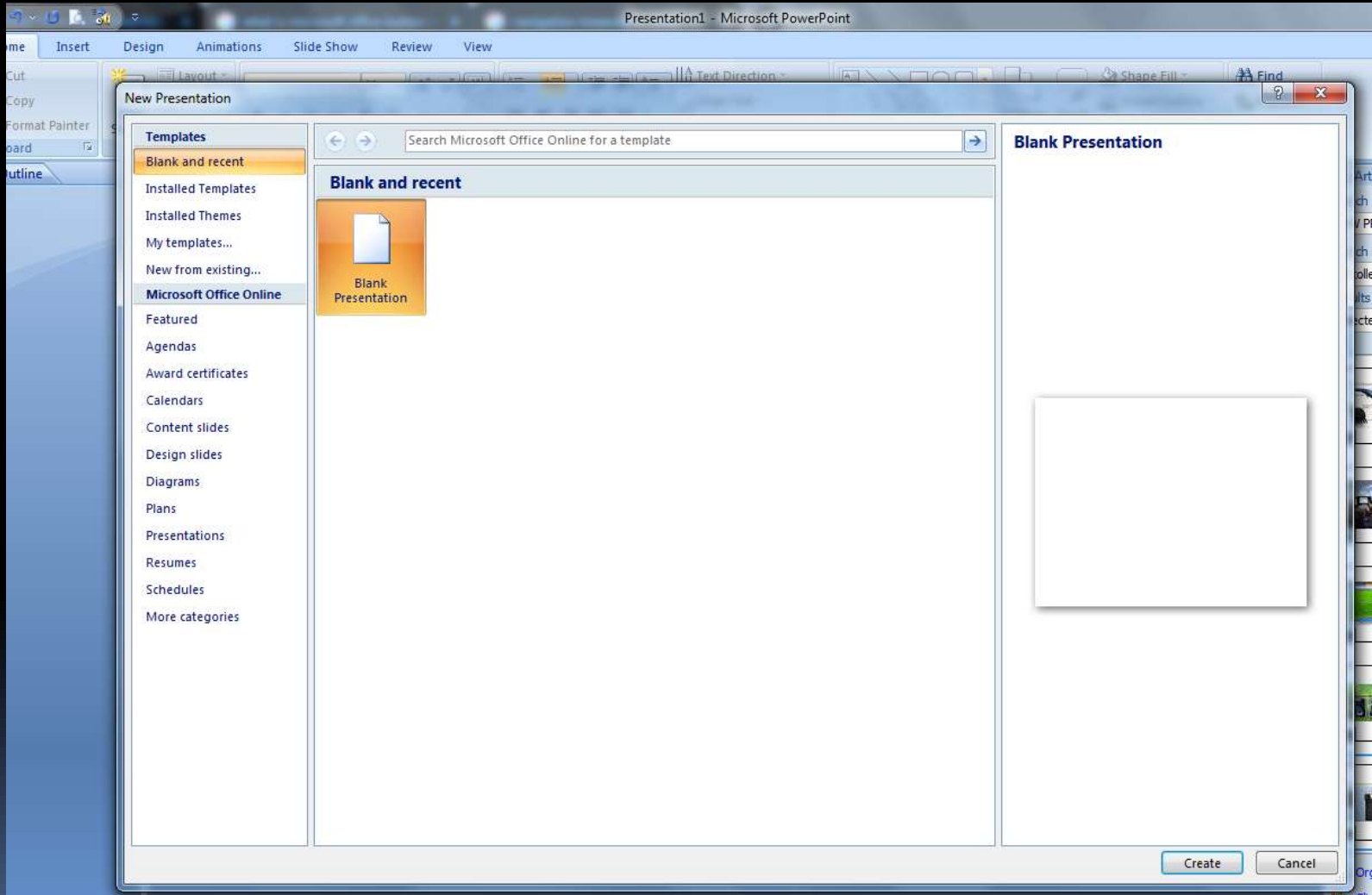
You can start a new presentation from:-

- A blank slide,
- A template,
- An existing presentations
- or a Word outline

FROM A BLANK SLIDE

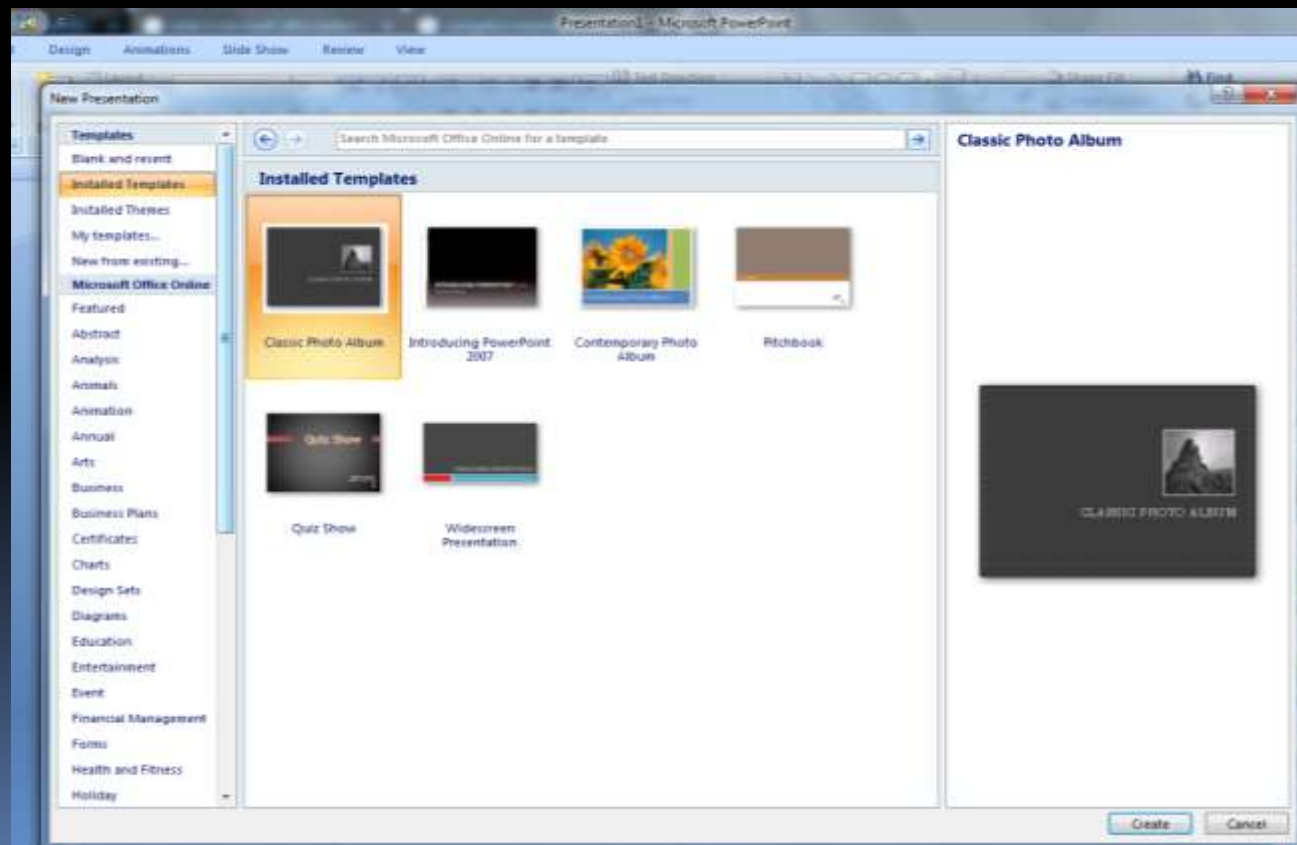
1. Click the Microsoft Office Button.
2. Click New
3. Click Blank Presentation





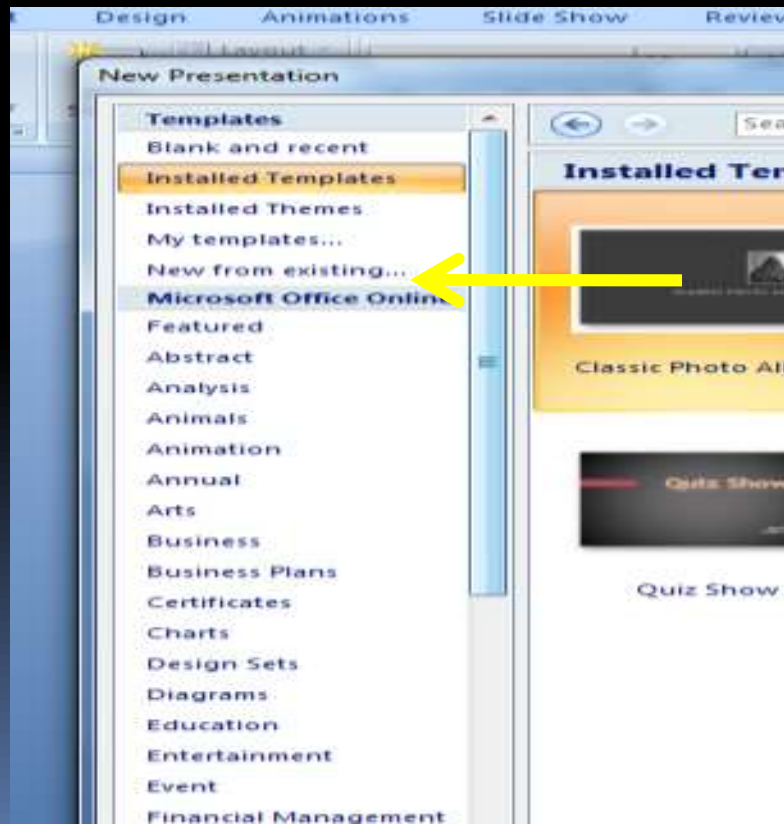
FROM A TEMPLATE

1. Click the Microsoft Office Button.
2. Click New
3. Click Installed Templates or Browse through Microsoft Office Online Templates
4. Click the template you choose



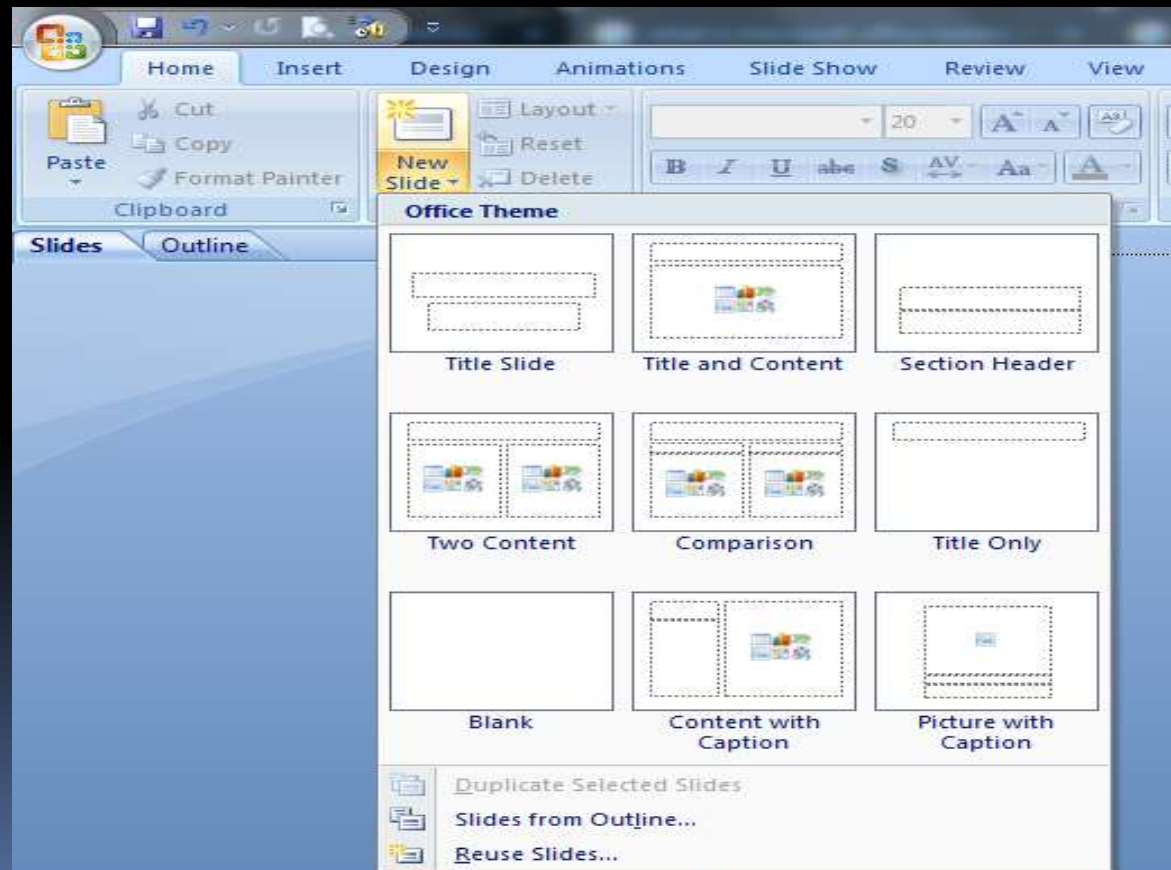
FROM AN EXISTING PRESENTATION

1. Click the Microsoft Office Button.
2. Click New
3. Click New From Existing
4. Browse to and click the Presentation



FROM A WORD OUTLINE

1. In Home Tab Click on New Slide
2. Choose slide which you want to use



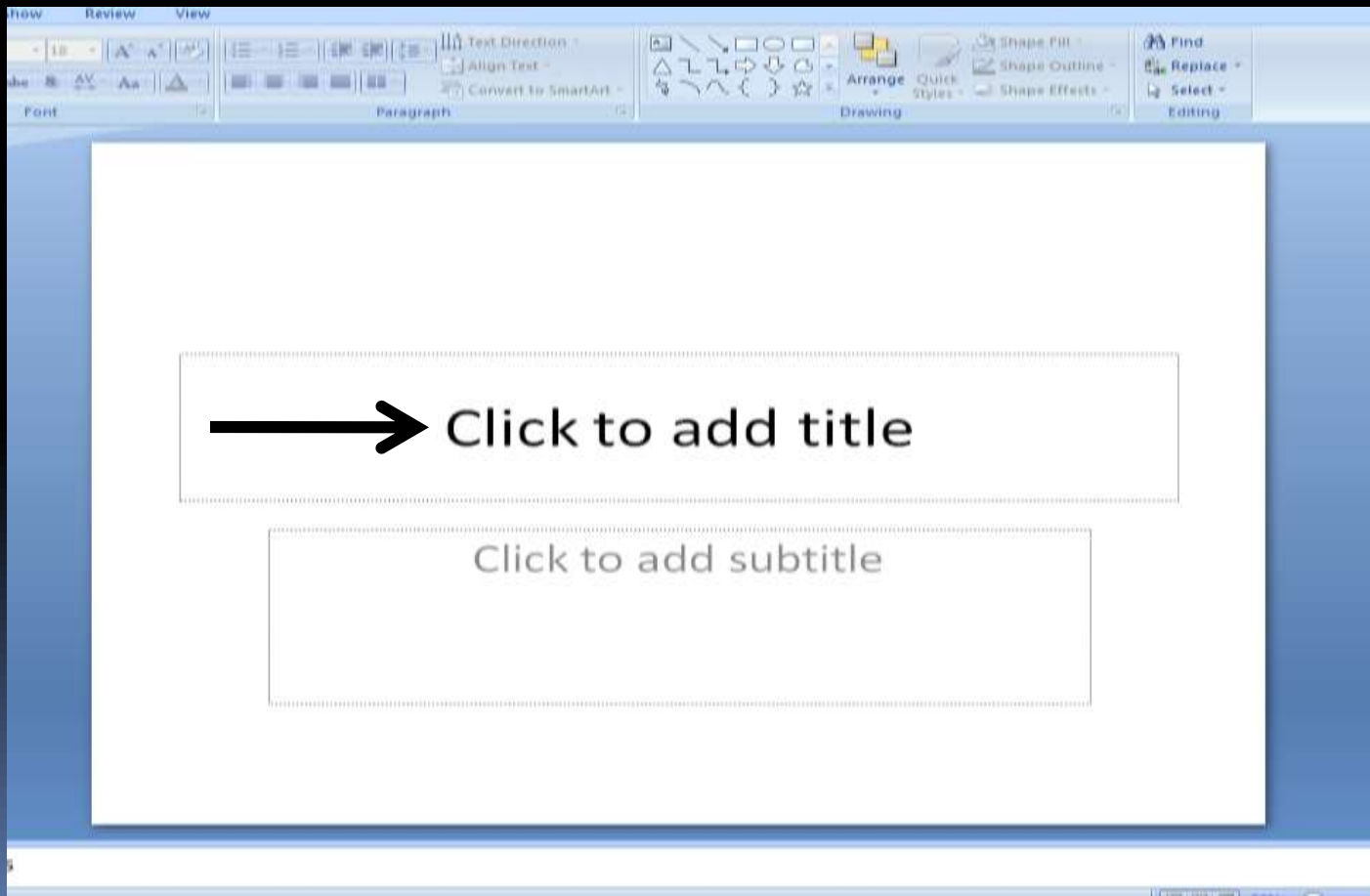
WORKING WITH TEXT

1. Select the slide where you want the Text
2. On the Insert Tab, click on Text Box
3. Click on the slide and drag the cursor to expand the text box
4. Type in the text



ENTER TEXT

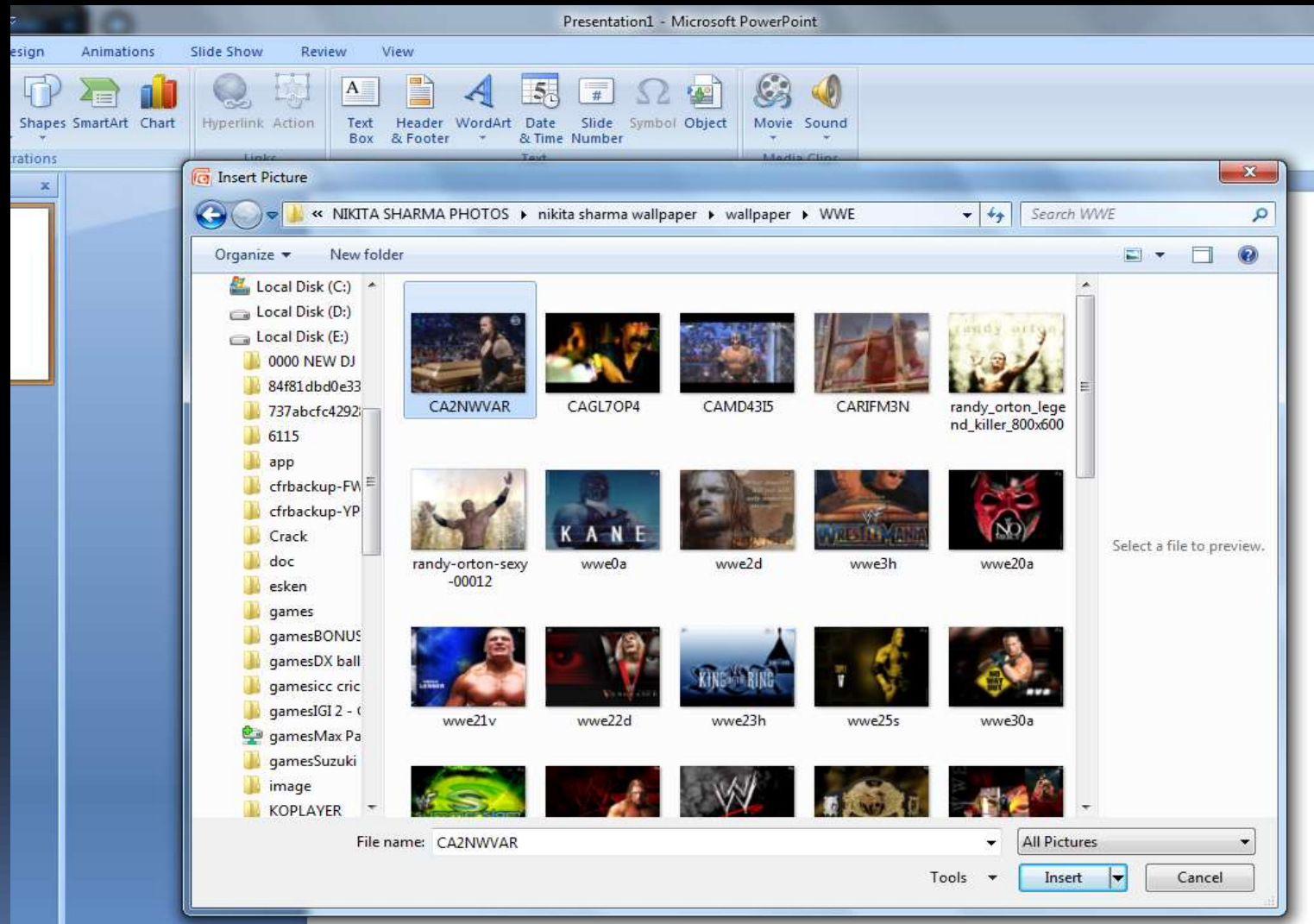
1. Select the slide where you want the Text
2. Click in a text box to add a text



ADDING PICTURES



ADDING PICTURES



ADDING CLIP ART

Presentation1 - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View

Table Picture **Clip Art** Photo Album Shapes SmartArt Chart Hyperlink Action Text Box Header & Footer WordArt Date & Time Slide & Number Symbol Object Movie Sound

Tables Illustrations Links Text Media Clips

Click to add title

Click to add subtitle

Click to add notes

Clip Art

Search for: FLOWERS Go

Search in: All collections

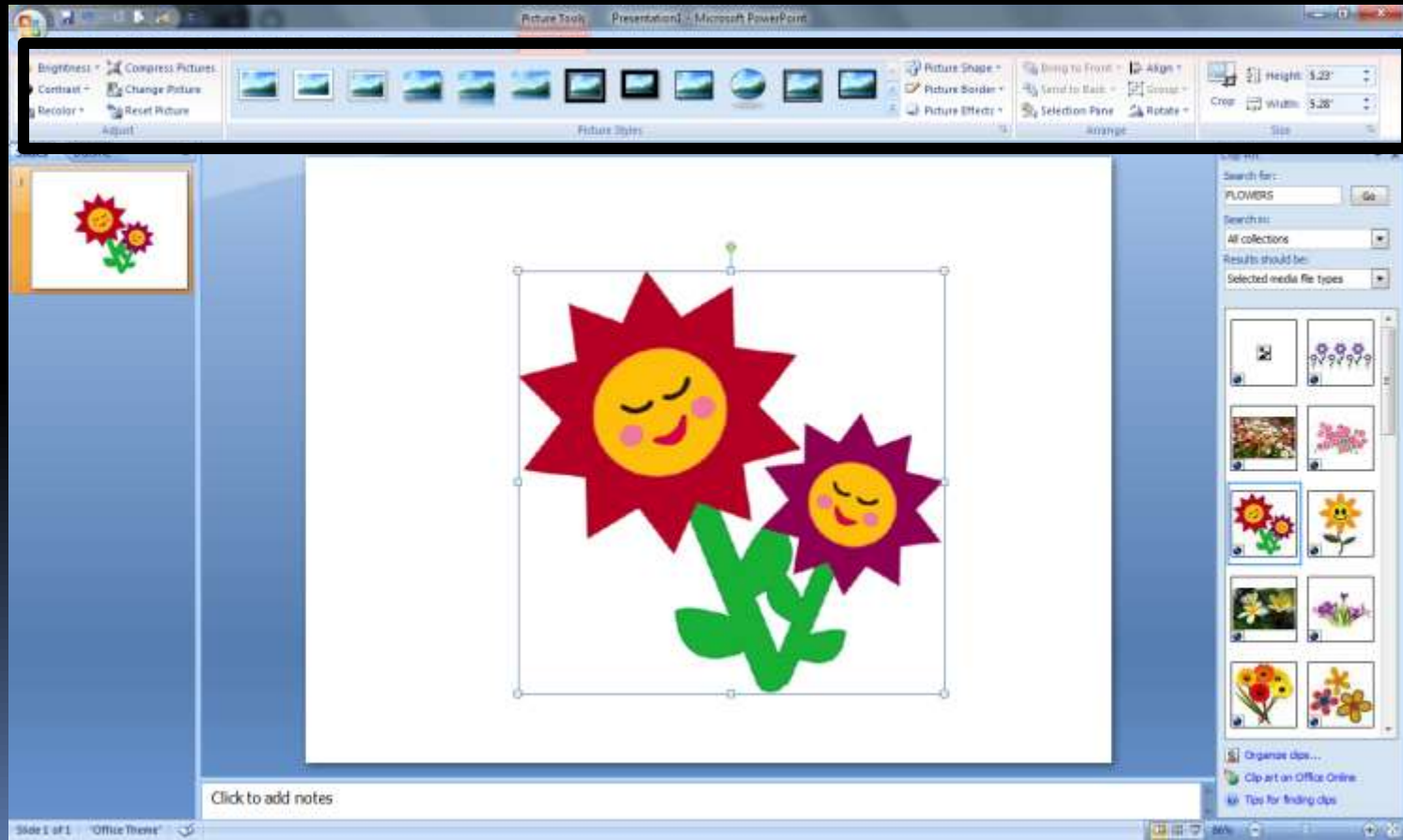
Results should be: Selected media file types

Organize clips...
Clip art on Office Online
Tips for finding clips

EDITING PICTURE AND CLIP ART

When you add a graphic to the presentation, an additional Tab appears on the Ribbon. This tab has four groups:

- Adjust
- Picture Style
- Arrange
- Size



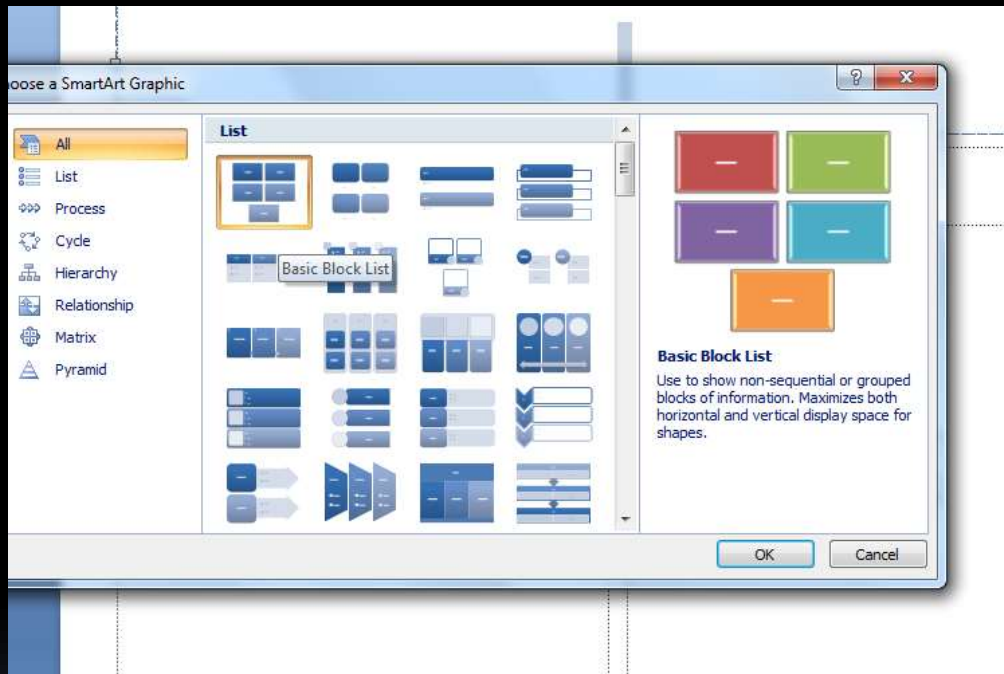
ADDING SMART ART

Smart Art is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes.

To add Smart Art:

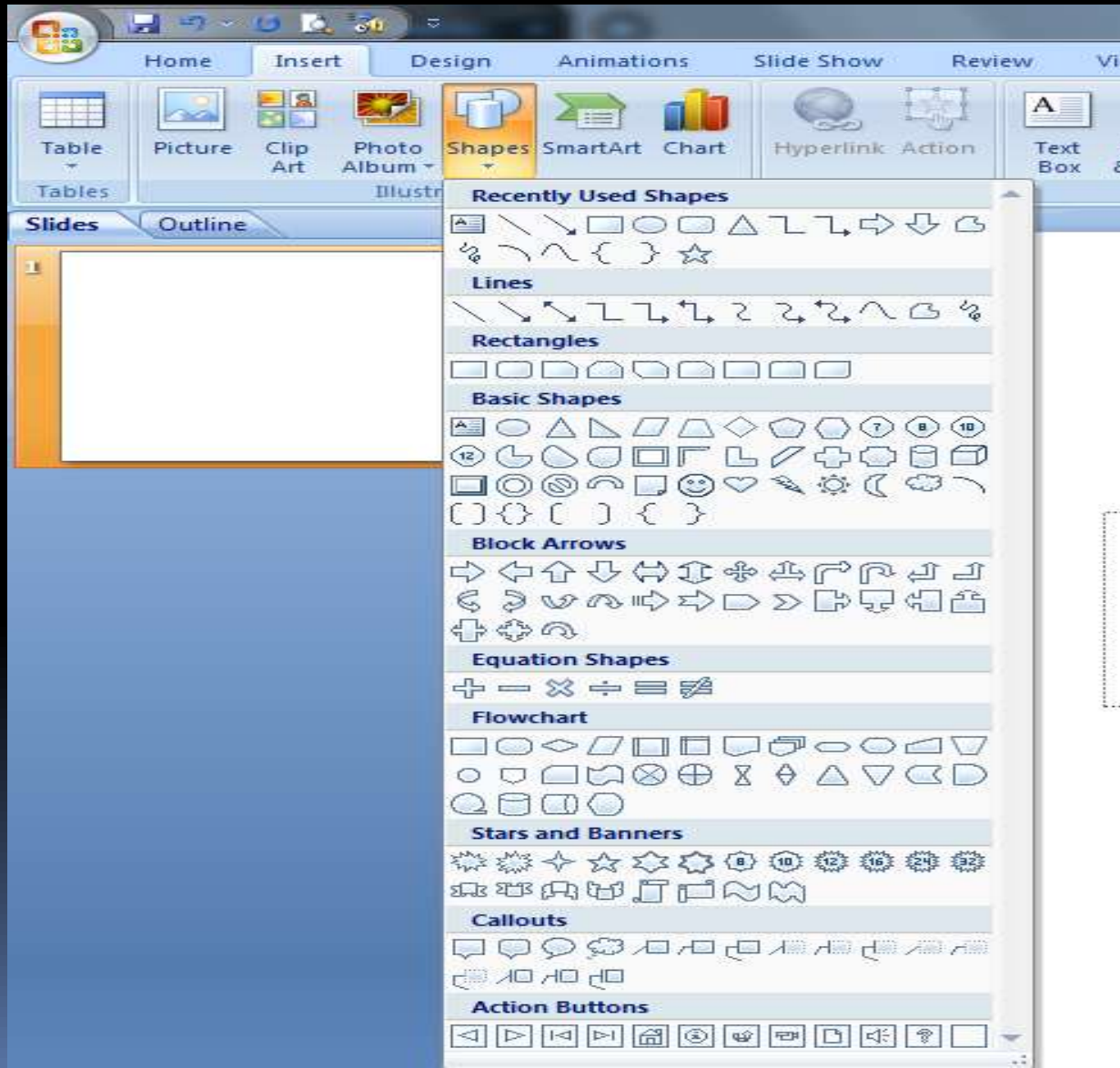


ADDING SMART ART



Drag it to the desired location in the slide

ADDING A SHAPE



THANKYOU