

CHAPTER 4



PRESENTATIONS

4.1 PRESENTATION – AN INTRODUCTION

A presentation is a good way to convey pieces of information, usually in the form of an outline, to a large audience. Presentations are usually demonstrations, introductions, lectures or speeches intended to inform, inspire, motivate or present a new idea/product. Generally, computerized presentations are appealing to users because these are easy to create, edit and generally small enough to fit onto a CD or a USB Drive.

Presentations consist of a number of individual pages called "*slides*". Slides may contain text, graphics, movies, and other objects, which may be arranged freely. *So, a presentation is a combination of slides, handouts, notes, and outlines all in one file. You can add text, graphics, photos, clip art, sound and video to your slides.*

A presentation is any kind of interaction between a speaker and audience, but it usually involves one or more of the following visual aids: *LCD projectors, computer-based slides, handouts, and speaker notes.*

The presentation can be printed or even displayed live on a computer. For larger audiences the computer display is often projected using a video projector.

4.2 MICROSOFT POWERPOINT

Microsoft PowerPoint (MS PowerPoint), usually just called *PowerPoint*, is a closed source commercial presentation program developed by *Microsoft*. It is part of the *Microsoft office suite*, and runs on *Microsoft Windows operating system*.

In the Microsoft office suite, PowerPoint is the presentation graphics software used to design dynamic and easy to use presentation. Today, PowerPoint presentations in many forms, styles and custom layouts are used by working professionals, academics, students, medical practitioners and others to display data and information in a visual manner.

Microsoft PowerPoint is a professional presentation program that allows the user to create "presentation slides" that can be displayed on the computer screen or through a projector that is plugged in to the computer.

As a part of the Microsoft Office Suite, PowerPoint has become the world's most widely used presentation program used for making visual aids for presentations. The primary users of this software are sales and business staff, teachers, and trainers. This software is relatively easy to use and is designed to provide a novice user with a professional presentation tool at a minimal cost.

There are three main functions within PowerPoint presentation software: *creation, editing, and presentation*. The functionality provided in this tool interacts seamlessly with all other Microsoft Office applications. This gives the user the ability to copy and paste text and images from other documents and quickly incorporates them into a presentation.

Microsoft release *PowerPoint 2010* (included in Office 2010) on *June 15, 2010*. It has been redesigned with a much more features, user-friendly and intuitive layout than its predecessors. PowerPoint 2010 provides a variety of professionally designed templates, themes, and style galleries to help you create great-looking presentations.

In PowerPoint 2010, how a window displays depends on the size of the window, the size of your monitor, and the resolution to which your monitor is set. Resolution determines how much information your computer monitor can display. If you use a low resolution, less information fits on your screen, but the size of your text and images are larger. If you use a high resolution, more information fits on your screen, but the size of the text and images are smaller.

4.2.1 Features of PowerPoint

Microsoft PowerPoint 2010 enables you to quickly create high-impact, dynamic presentations. Some of the important features of PowerPoint 2010 are:

- **Intuitive User interface:** PowerPoint 2010 has a new, intuitive user interface called the *Ribbon* that helps you create better presentations much more quickly than you could in earlier versions of PowerPoint.
- **Create Dynamic presentations:** PowerPoint 2010 quickly create dynamic and great-

looking presentations using the redesigned user interface and new graphics capabilities.

- **Video Capabilities:** One of the attractive features of Microsoft PowerPoint is that it allows you to use video in your presentations. With this software, you can embed a video clip into one of your slides and use it during the slide show. When you embed the video, you can also perform a number of editing functions which will allow you to alter the video to your needs for the presentation. For example, you can trim the videos, bookmark specific scenes, and add fades and more.
- **Live Preview:** PowerPoint 2010 takes advantage of the *live preview* feature to review your formatting choices before you apply them.
- **Apply a consistent look and feel in one click:** PowerPoint 2010 themes help you change the look and feel of your entire presentation with just one click. Changing the theme of your presentation not only changes the background color but the color of a diagram, table, chart, or font, and even the style of any bullet points within a presentation.
- **Sharing:** Another feature of Microsoft PowerPoint 2010 is the ability to share presentations with other individuals in different locations. For example, you can create a video of your slideshow and then send the video to other individuals.
- **Special Effects:** When creating a presentation, one of your jobs as a presenter is to keep the attention of your audience. If you create a plain presentation without any flair, your subjects may not pay attention for long. With Microsoft PowerPoint 2010, you can use a number of special effects to enhance the quality of your presentation. For instance, you can use animations and transition effects when changing slides.
- **Dramatically modify shapes, text, and graphics with new tools and effects:** You can now manipulate and work with your text, tables, charts, and other presentation elements in much richer ways than ever before.
- **Reduce your document sizes and improve damaged file recovery at the same time:** The new, compressed Microsoft PowerPoint XML Format offers a dramatic reduction in file size, while offering an improvement in data recovery for damaged files.
- **Help protect the private information in your documents:** Detect and remove unwanted comments, hidden text, or personally identifiable information using the *Document Inspector*, preparing your presentation to be shared with others.

- **Support other File formats:** PowerPoint 2010 enable support for other file formats, such as PDF (Portable Document Format) and XPS (XML Paper specification).
- **Themes and Quick Styles:** PowerPoint 2010 comes with new themes, layouts and Quick Styles that offer you a wide range of options when you are formatting your presentations.

4.3 STARTING MICROSOFT POWERPOINT

To Start PowerPoint 2010 from the Start Menu:

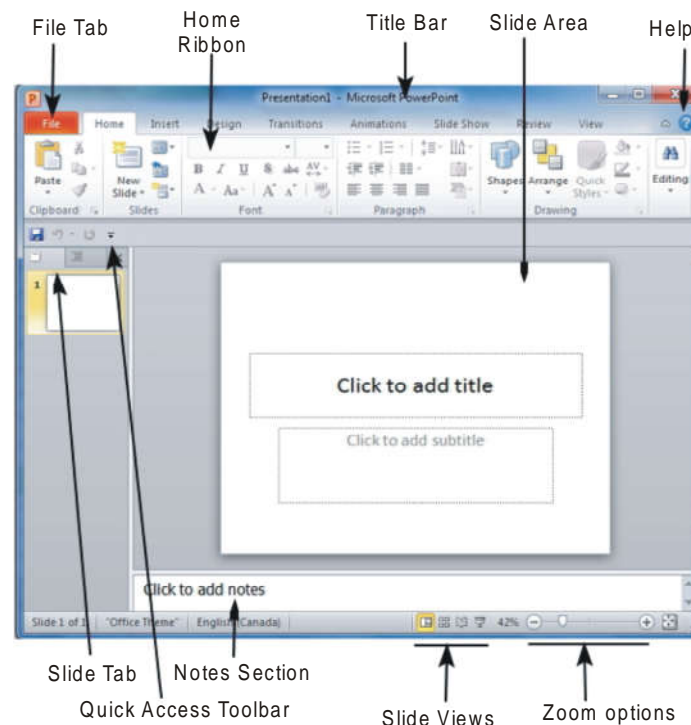


Fig. 4.1 (Microsoft PowerPoint Window or Screen Layout)

- Click on the **Start** button, point to **All Programs** then **Microsoft Office** and click on **Microsoft PowerPoint 2010**.
- The first screen that you will see a new blank presentation begins automatically with one slide.

4.3.1 Parts of PowerPoint Window

Let us discuss the various important parts of the PowerPoint window:

- **File Tab:** The *File* tab replaces the *Office button* from PowerPoint 2007. You can click

it to check *Backstage view*, which is the place to come when you need to open or save files, create new presentations, print a presentation, and do other file-related operations.

- **Quick Access Toolbar:** The *Quick Access Toolbar* you will find just above the *File tab* and its purpose is to provide a convenient place for the PowerPoint most frequently used commands. You can customize this toolbar based on your comfort.
- **Ribbon:** Ribbon contains commands organized in three components:
 - (i) **Tabs:** Tabs appear across the top of the Ribbon and contain groups of related commands. *Home, Insert* and *Page Layout* are the examples of ribbon tabs.
 - (ii) **Groups:** Groups organize related command. Each group name appears below the group on the Ribbon. For example: Group of commands related to fonts (Font group) or group of commands related to alignment (Paragraph group) etc.
 - (iii) **Commands:** Commands appear within each group as mentioned above. For example: *Bold, Italic* and *Underline* are the commands appear under *Font group* of *Home tab*.
- **Title Bar:** This is the top section of the window. It shows the name of the file followed by the name of the program which in this case is Microsoft PowerPoint.
- **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.
- **Help:** The Help Icon can be used to get PowerPoint related help anytime you need. Clicking on the "?" opens the PowerPoint Help window where you have a list of common topics to browse from. You can also search for specific topics from the search bar at the top.
- **Zoom Options:** Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out, - and + buttons you can click to increase or decrease the zoom factor. The maximum zoom supported by PowerPoint is 400% and the 100% is indicated by the mark in the middle.
- **Slide Views:** The group of four buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch between PowerPoint views.
 - **Normal Layout view:** This displays page in normal view with the slide on the right and a list of thumbnails to the left. This view allows you to edit individual slides and also rearrange them.

- **Slide Sorter view:** This displays all the slides as a matrix. This view only allows you to rearrange the slides but not edit contents of each slide.
- **Reading View:** This view is like a slide show with access to the Windows task bar in case you need to switch windows. However, like the slide show you cannot edit anything in this view and clicking will progress the presentation to the next slide.
- **Notes Section:** This section 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.
- **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.

4.4 CREATING NEW PRESENTATION

PowerPoint files are called *presentations*. When you start a new project in PowerPoint, you will need to **create a new presentation**.

A PowerPoint presentation consists of one or more slides where each slide can display text and graphics. Creating a presentation means adding slides and typing text and pasting graphics on each slide.

A *Slide layout* contains placeholders, such as text, chart, table, or graphic, where you can enter text or insert elements. When you create a new slide, you can apply a *standard layout* or a *custom layout* of your own design. You can also apply a layout to an existing slide at any time.

PowerPoint offers different ways to create a presentation:

- (i) Creating a Blank Presentation
- (ii) Creating a Presentation Using Design Template

4.4.1 CREATING A BLANK PRESENTATION

When you first start PowerPoint, the program loads a blank presentation that you can modify later on.

The *Blank presentation* option is one of the more commonly used methods. It offers several blank slides with layouts for text and graphics.

To Create a New Blank Presentation:

1. In **PowerPoint**, click the **File tab**.

The *Backstage View* appears.

2. Click **New**.

PowerPoint displays different templates you can choose.

3. Click **Blank Presentation** and then click **Create**.

PowerPoint displays a blank slide with a *title* and *subtitle* box, as shown in **Figure 4.2**.

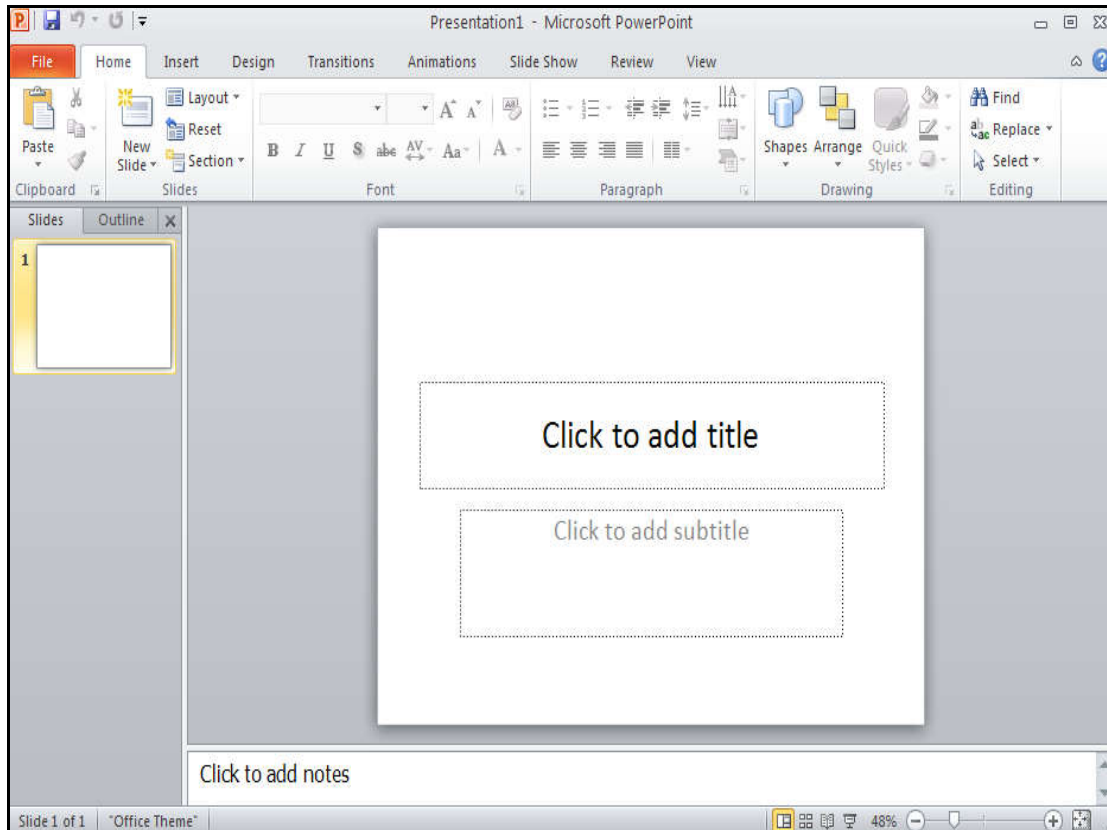


Fig. 4.2 (Creating a New Blank Presentation)

To Enter Title and Subtitle:

- Click on "Click to add title" section of the slide and enter the slide title.
- Click on "Click to add subtitle" section of the slide and enter the desired text.

4.4.2 CREATING A PRESENTATION USING DESIGN TEMPLATE

A Power Point template is a pattern or blueprint of a slide or group of slides. Templates can contain layouts, colors, fonts, effects, background styles, and even content. Power Point offers a variety of design templates to make it easy to create an attractive presentation.

These templates come in a variety of colors and styles. You can apply a design to existing slides or begin a new presentation with a template.

To Create a New Presentation using Design Template:

1. In **PowerPoint**, click the **File** tab, and then click **New**.
2. Under **Available Templates and Themes**, do one of the following:

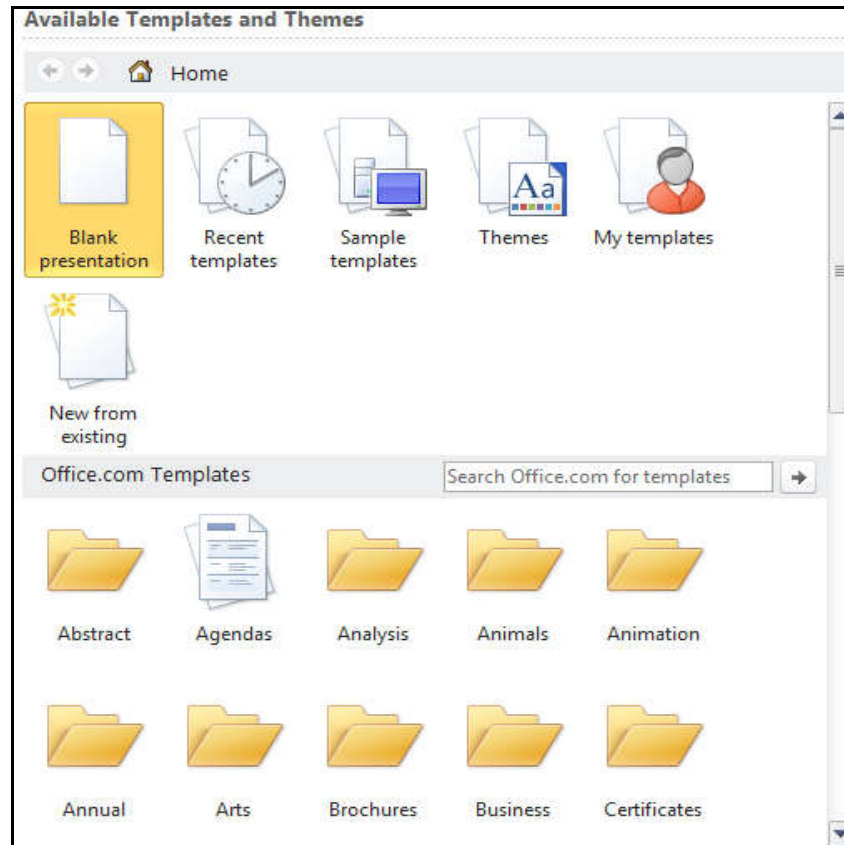


Fig. 4.3 (Creating a New Presentation using Design Templates)

- To *reuse a template* that you have recently used, click **Recent Templates**.
- To *use a template* that you installed to your local drive previously, click **My Templates**, click the template that you want, and then click **OK**.
- Under **Office.com Templates**, click a **template category**, select a template, and then click **Download** to download the template to your local drive.
- When you find the template that you want, click it to see the details, and then click **Create**.

4.5 SLIDES

In PowerPoint, a slide is a single page of a presentation. Slides can contain text, images, videos, and other multimedia content. They are used to convey information to an audience in a clear and concise way.

Slides are typically organized into a sequence that tells a story or presents an argument. Each slide should have a clear purpose and should be designed to support the overall message of the presentation.

Here are some of the key elements of a PowerPoint slide:

- **Title:** The title should be concise and informative, and it should give the audience a good idea of what the slide is about.
- **Text:** The text should be easy to read and should be limited to key points. Use bullet points or numbered lists to make the information scannable.
- **Images:** Images can be used to break up text and make your presentation more visually appealing. Choose images that are relevant to your topic and that are of high quality.
- **Videos:** Videos can be used to add interest and engagement to your presentation. Make sure that your videos are short, relevant to your topic, and of good quality.
- **Other multimedia content:** Other types of multimedia content, such as audio files, charts, and tables, can also be used in PowerPoint presentations.

When creating your slides, be sure to consider the following:

- **Audience:** Who are you presenting to? What is their level of understanding of the topic?
- **Purpose:** What do you want to achieve with your presentation? Are you trying to inform, persuade, or instruct?
- **Message:** What is the key message that you want to convey to your audience?

4.5.1 WORKING WITH SLIDES

(i) **To Insert a New Slide Using the Keyboard:**

- Press **Ctrl + M**

(ii) **To Insert a New Slide Using the Mouse:**

- On the **Home** tab, in the **Slides** group, click the *upper portion* of the **New Slide** button. This will add a new slide with bullet point in it.

(iii) **To Insert a New Slide with different layouts:**

- On the **Home** tab, in the **Slides** group, click the *lower portion* of the **New Slide** button. This will display several layouts:

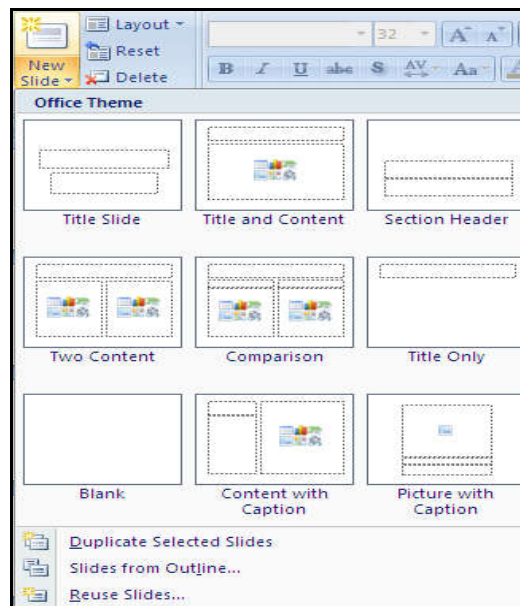


Fig. 4.4 (Several Slide Layouts)

- Click on the intended layout will insert the slide to your presentation.
- (iv) **To Change the Layout of an Existing Slide:**
- Select the slide you wish to change.
 - Click the **Layout** command in the **Slides** group on the **Home** tab. A menu appears with different options.

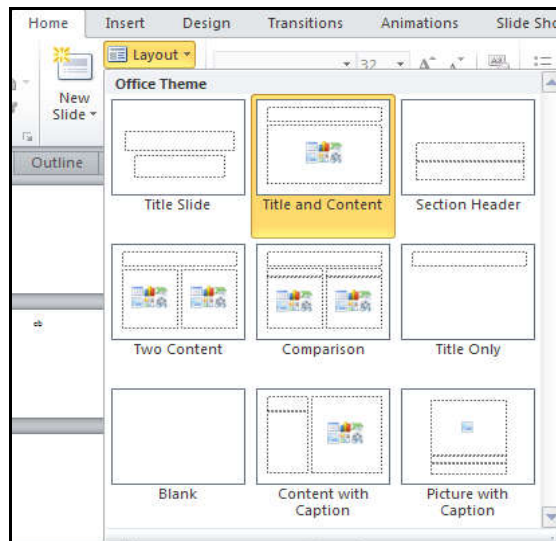


Fig. 4.5 (Changing the Layout of Existing Slide)

- Click an option to select it. The slide will change in the presentation.

(v) To Copy and Paste a Slide:

- On the **Slides** tab in the left pane, select the slide you want to copy.
- Click the **Copy** command on the **Home** tab. You can also right-click your selection and choose **Copy**.

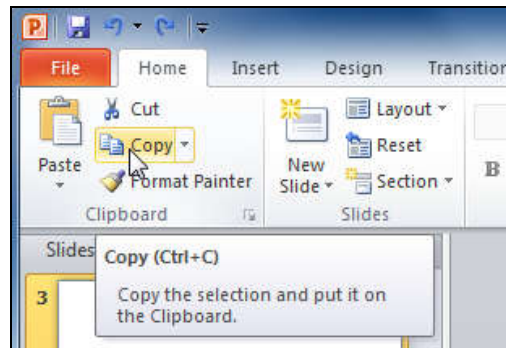


Fig. 4.6 (Copying a Slide)

- In the left pane, click just below a slide or between two slides - to choose the location where you want the copy to appear. A horizontal insertion point will mark the location.

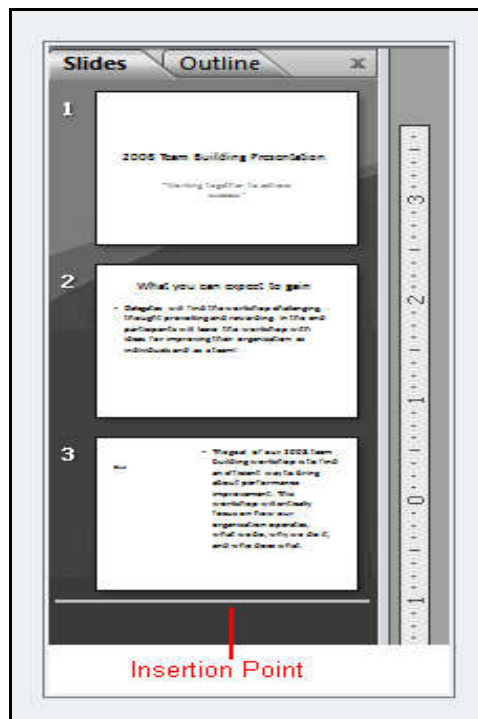


Fig. 4.7 (Copying a Slide: Insertion Point)

- Click the **Paste** command on the **Home** tab. The copied slide will appear.

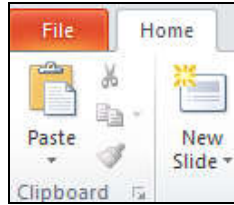


Fig. 4.8 (Paste a Slide)

(vi) To Delete a Slide:

- Select the slide you wish to delete.
- Press the **Delete** or **Backspace** key on your keyboard.

(vii) To Move a Slide:

- Select the slide you want to move.
- Click, hold, and drag your mouse to a new location. A horizontal insertion point will mark the location.
- Release the mouse button. The slide will appear in the new location.

(viii) To Duplicate a Slide:

- Select the slide you want to duplicate.
- On the **Home** tab, in the **Slides** group, click the *lower portion* of the **New Slide** button.
- Choose Duplicate Selected Slides from the drop-down menu.

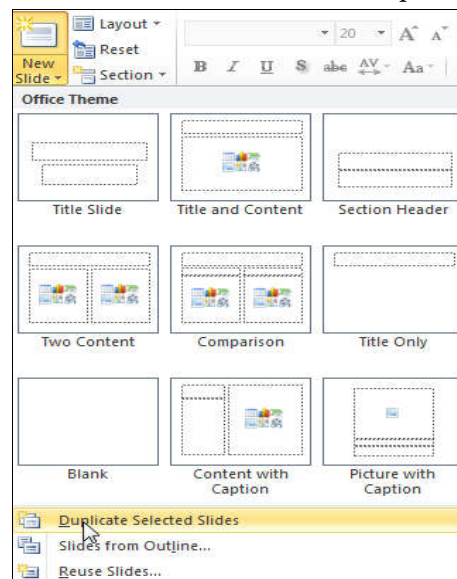


Fig. 4.9 (Duplicate a Slide)

- A copy of the selected slide appears underneath the original.

4.6 INSERTING TEXT

PowerPoint allows users to add text to the slide in a well-defined manner to ensure the content is well distributed and easy to read. The procedure to add the text in a PowerPoint slide is always the same - *just click in the text box and start typing*. The text will follow the default formatting set for the text box, although this formatting can be changed later as required.

To add text to your slide, you can either use the *placeholders* provided when you choose a *layout* or create a *text box* on a blank slide.

Adding Text to a Placeholder

If you have selected a layout for your slide, you will see boxes that contain dummy text which read something like "Click to Add Title" or "Click to Add Text". When you click in the box, the dummy text will disappear, the cursor will become a blinking line (|), and you can begin to type your text. These boxes or containers are called "Placeholders".

Some of the commonly found placeholders are:

- **Title Box**

This is typically found on slides with title layout and in all the slides that have a title box in them. This box is indicated by "Click to add title".

- **Subtitle Box**

This is found only in slides with Title layout. This is indicated by "Click to add subtitle".

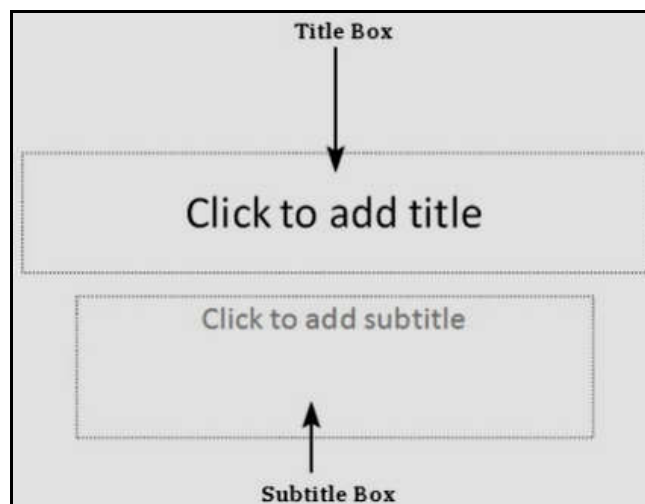


Fig. 4.10 (Title and Subtitle Box)

- **Content Box**

This is found in most of the slides that have a placeholder for adding content. This is indicated by "**Click to add text**". As you can see, this box allows you to add text as well as non-text content. To add text to such a box, click anywhere on the box, except on one of the content icons in the center and start typing.

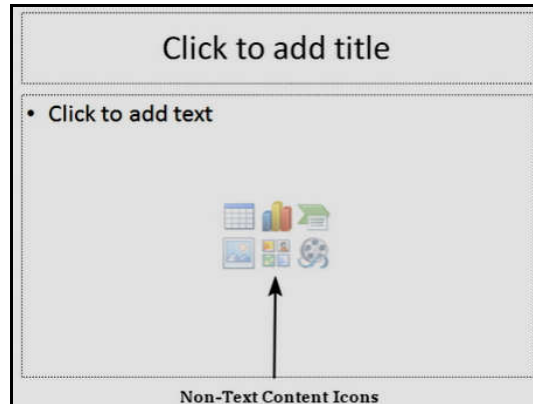


Fig. 4.11 (Content Box)

- **Text Only Box**

This is not a default content box available in PowerPoint, but you can create it using *Slide Master*, if required. This is also indicated by "**Click to add text**".

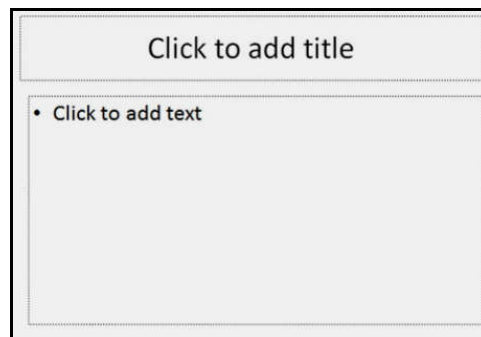


Fig. 4.12 (Text Only Box)

To Create a Text Box:

- To create a text box in a blank slide, go to the **Insert tab** on the Ribbon and click on the **Text Box** button.
- Your mouse pointer will change to an *insertion point*. **Left click** and **drag** your cursor across the screen to choose the size and location of your text box.

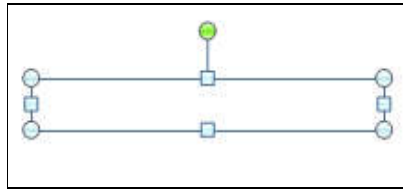


Fig. 4.13 (Inserting a Text Box)

To Resize a Text Box:

- If you wish to resize your text box after it is created, hover your mouse over the circles or squares around the border of the box. The circles will resize both the width and the height of the box, the squares on the top and bottom will resize the box vertically, and the squares on the sides will resize it horizontally.
- When your cursor changes shape, **left click** and **drag** your mouse. The circles in the corners will adjust both height and width while the squares to the sides will adjust one or the other.
- To **rotate** the text box, **left click** on the green circle above the box and **drag** your mouse.
- To simply **move** the box, **click** on the border and **drag** your mouse.

Note: If you want to move the box in a straight line, hold down the **Shift key** before clicking and dragging the mouse.

To Delete a Text Box:

To delete a text box, click on the border of the box. Once the border is highlighted, press the **[Delete]** key on your keyboard.

Note: If you can't see the border of the box, first click on the text. This will make the border visible.

4.6.1 Font

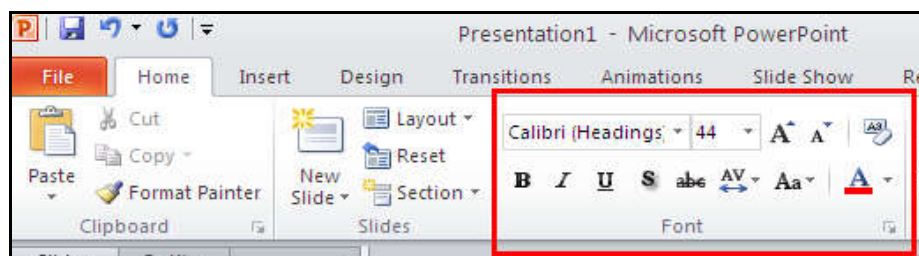


Fig. 4.14 (Font Command)

The *font command* in Microsoft PowerPoint presentations allows you to format font in a presentation. PowerPoint offers a wide range of in-built fonts to choose from. Depending on the purpose of the presentation, you may want to choose a more casual font or a formal one.

In PowerPoint 2010, the default font for text boxes and shapes is *Calibri* with font size of *18 points*.

To Change Font Style:

- Click the **Home** Tab → **Font** Group → **Font** command.
- Select the font from the list (as shown in **Fig. 4.15**) that you want to use for the presentation.

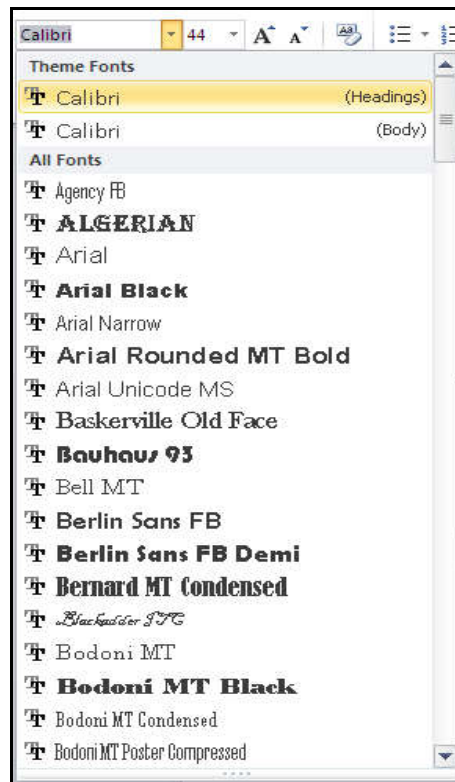


Fig. 4.15 (Font List)

To Change Font Size:

- Select the text the font-size of which you want to change.
- Click the **Home** Tab → **Font** Group → **Font Size** command.
- From the **Font Size dropdown**, select the size you want to use for your text.

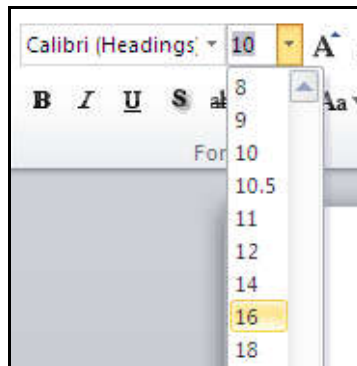


Fig. 4.16 (Font Size)

4.7 ADDING GRAPHICS

Graphics such as drawings, pictures, clip art or graphs are frequently used in PowerPoint presentation.

4.7.1 INSERTING PICTURES / IMAGES

PowerPoint 2010 offers several options to add pictures or images into your presentation.

To Insert a Picture:

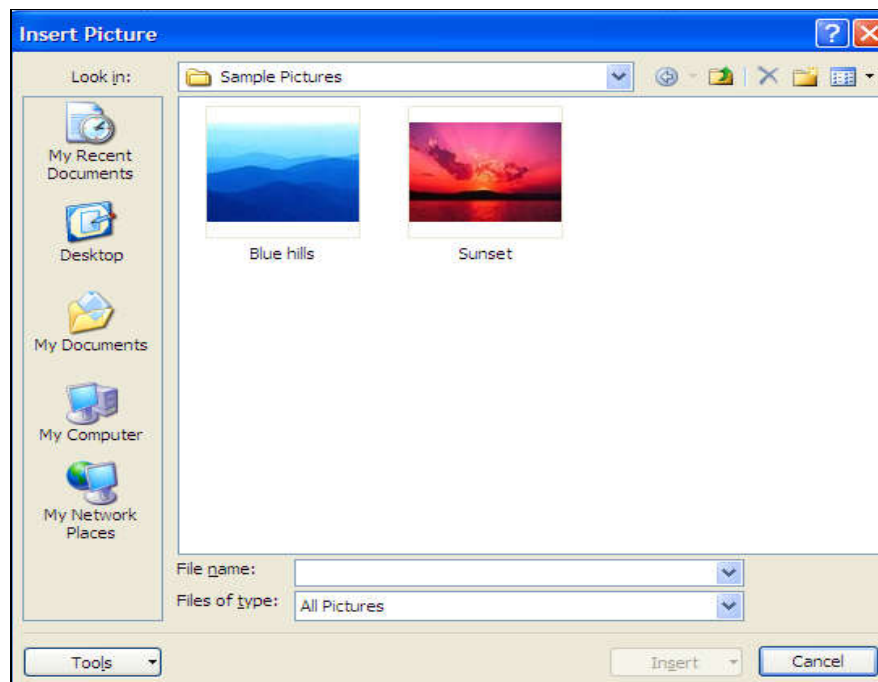


Fig. 4.17 (Insert Picture Dialog Box)

- Click the **Insert** Tab → **Images** Group → **Picture** Button.
- **Insert Picture Dialog** box appears.
- **Browse** to the picture from your files.
- Click the **name** of the picture.
- Click **Insert**.
- To **move** the graphic, **click** it and **drag** it to where you want it.

4.7.2 Inserting Clip Art

The use of *Clip Art* in PowerPoint allows you to insert readymade images quickly and easily into your presentations.

To Insert Clip Art:

- Click the **Insert** Tab → **Images** Group → **Clip Art** Button.
- **Search Clip Art Dialog** box appears.

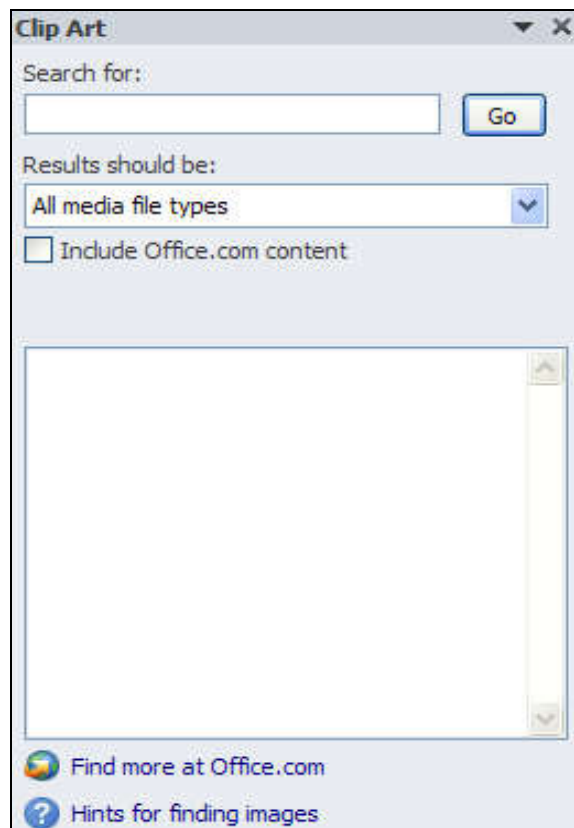


Fig. 4.18 (Search Clip Art Dialog box)

- Search for the clip art using the **Search Clip Art dialog box**.
- Click the **clip art**.
- To **move** the graphic, **click** it and **drag** it to where you want it.

4.7.3 Inserting a Shape

PowerPoint 2010 includes a basic set of tools for drawing shapes and lines onto a slide. Using the drawing tools, you can add lines, arrows, boxes and circles to help make your presentation unique and artistic.

To Insert Shapes:

- Click the **Insert Tab** → **Illustrations Group** → **Shapes Button**.
- Click the shape you choose.

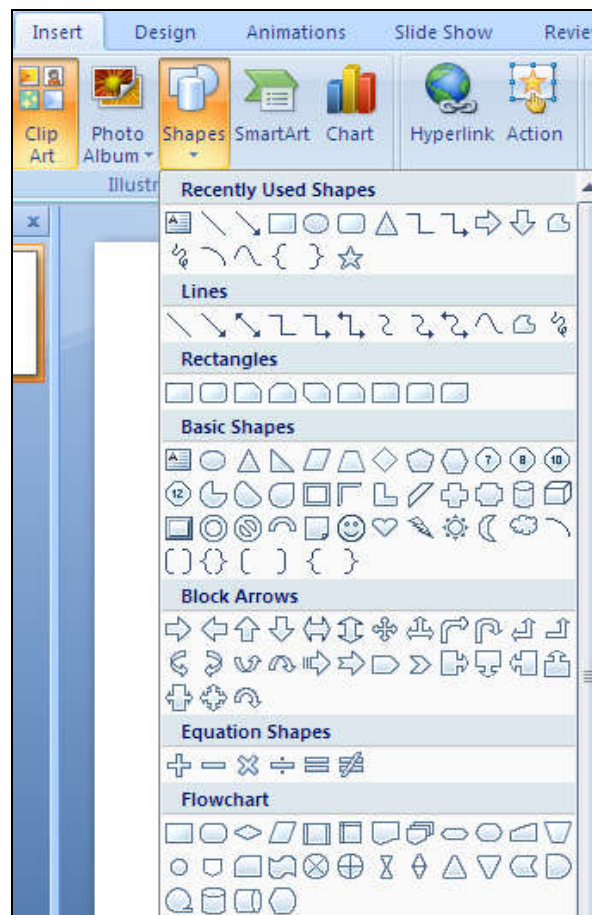


Fig. 4.19 (Add Shapes)

- Click the **Slide**.
- **Drag** the cursor to expand the shape.

4.7.4 Inserting SmartArt

SmartArt is a feature in PowerPoint 2010 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes.

To Add SmartArt:

- Click the **Insert** Tab → **Illustrations** Group → **SmartArt** Button.
- **Choose a SmartArt Graphic** dialog box appears.

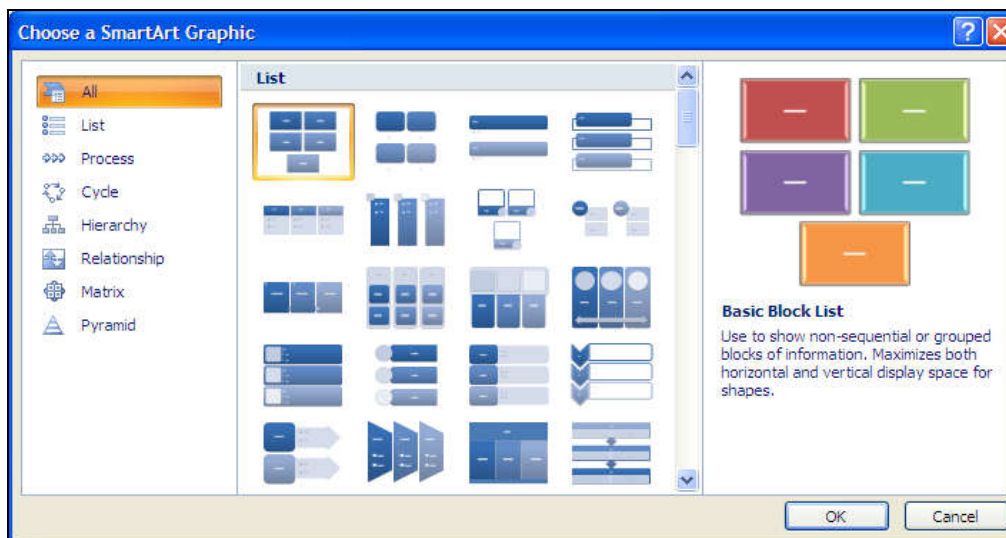


Fig. 4.20 (Choose a SmartArt Graphic Dialog box)

- Click the **SmartArt** you want to choose.
- Click the **OK**.
- **Drag** it to the desired location in the slide.

4.7.5 Inserting a Photo Album

The Photo Album feature allows you to easily create a photo album to share pictures.

To Create a Photo Album:

- Click the **Insert** Tab → **Images** Group → **Photo Album** Button.
- Choose **New Photo Album** option from the drop-down list.
- **Photo Album** dialog box appears.

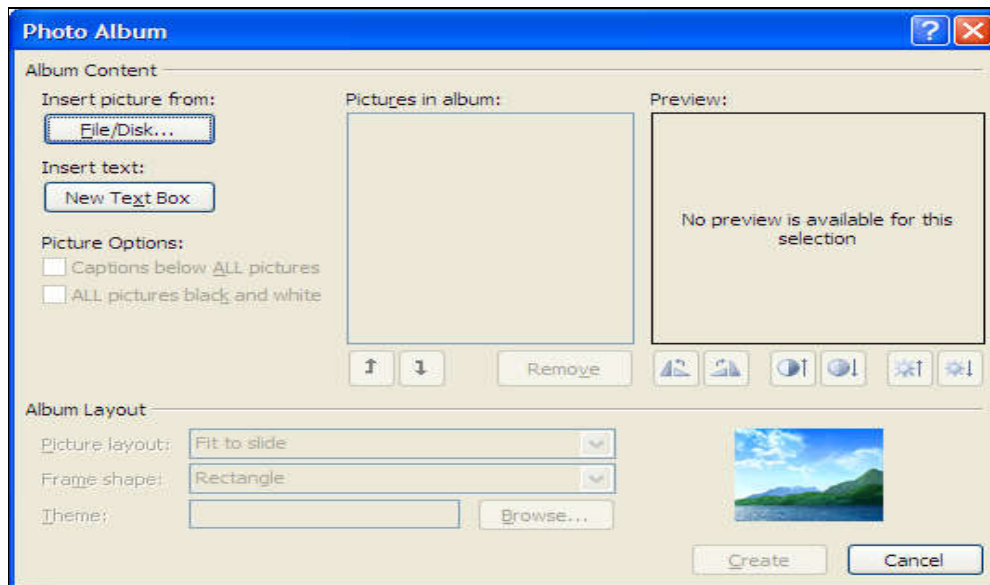


Fig. 4.21 (Photo Album Dialog box)

- Click **File/Disk** to add pictures to the photo album.
- Move the pictures up and down in the order of the album by clicking the up/down arrows.

4.8 INSERTING MULTIMEDIA

Adding multimedia such as audio and video to your presentation can be a great way to catch audience's attention.

PowerPoint 2010 provides some videos and sound clips that are free to use in the *Clip Manager*. You can also use clips from other sources, such as the Web, a CD of sound effects, or sounds you create yourself.

4.8.1 Inserting Sounds

PowerPoint allows you to **add sound** to your presentation, which opens up many possibilities. Perhaps you want to add **background music** to one slide, a **sound effect** to another and some **narration** or **commentary** to a few slides. You can either add an **audio file from your computer** or browse PowerPoint's collection of **clip art audio**.

(1) To Insert Audio from a file on your computer:

- From the Insert tab, in the **Media** group, click the Audio drop-down arrow and select Audio from File.

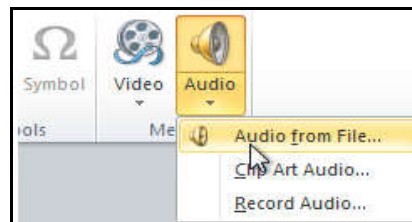


Fig. 4.22 (Insert Audio from a File)

- Locate and select the desired audio file, then click Insert.

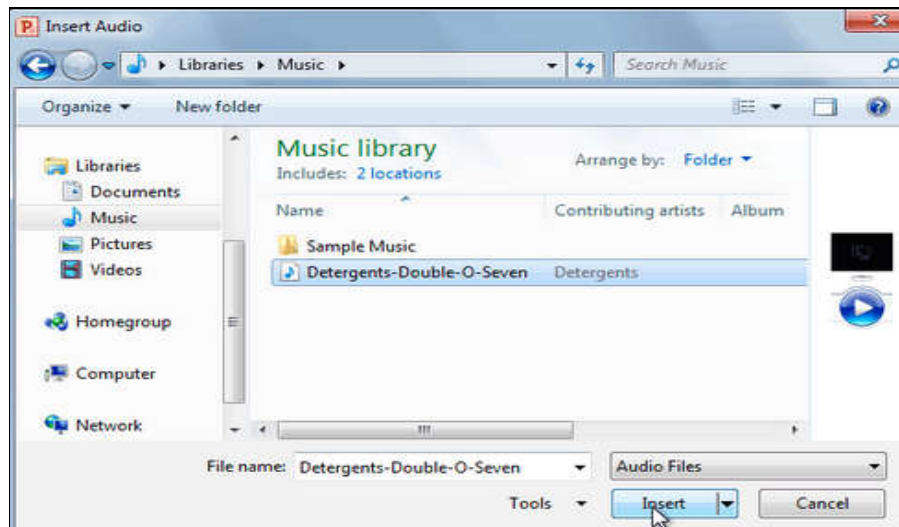


Fig. 4.23 (Insert Audio from a File: Locate and Select Audio file)

- The audio file will be added to the slide.

(2) To Insert Clip Art Audio:

- From the **Insert** tab, in the **Media** group, click the **Audio** drop-down arrow and select **Clip Art Audio**.

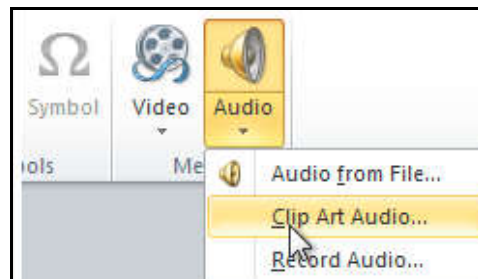


Fig. 4.24 (Insert Clip Art Audio)

- The **Clip Art pane** will appear on the right. Enter keywords in the **Search for:** field, then click **Go**.

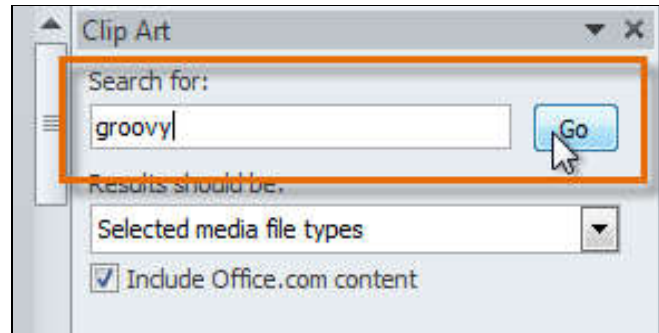


Fig. 4.25 (Insert Clip Art Audio: Search for Audio)

- The results will appear in the **Clip Art pane**. To **preview** an audio file, **right-click** the file and select **Preview/Properties**.

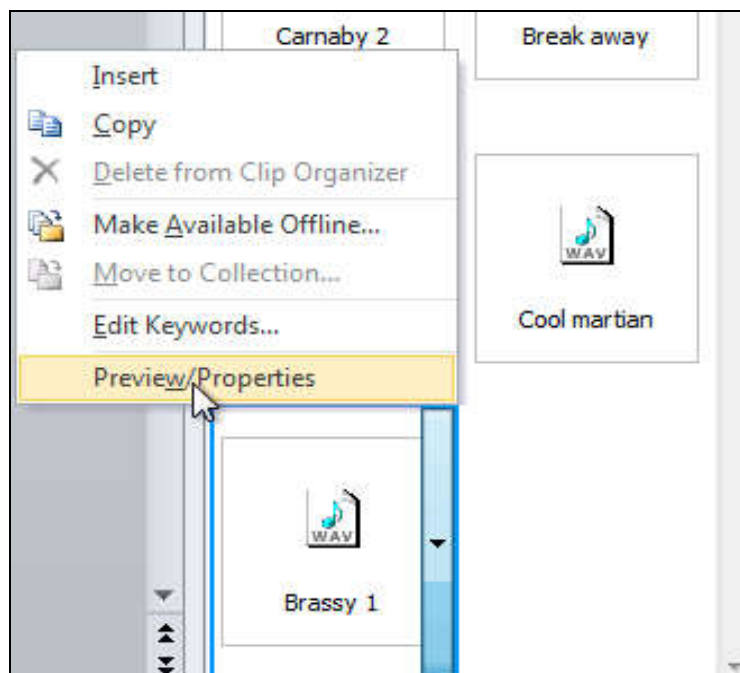


Fig. 4.26 (Insert Clip Art Audio: Search for Audio)

- A **dialog box** will appear, and the audio file will start playing automatically (it may take a few seconds to load). To play it again, press the Play button.

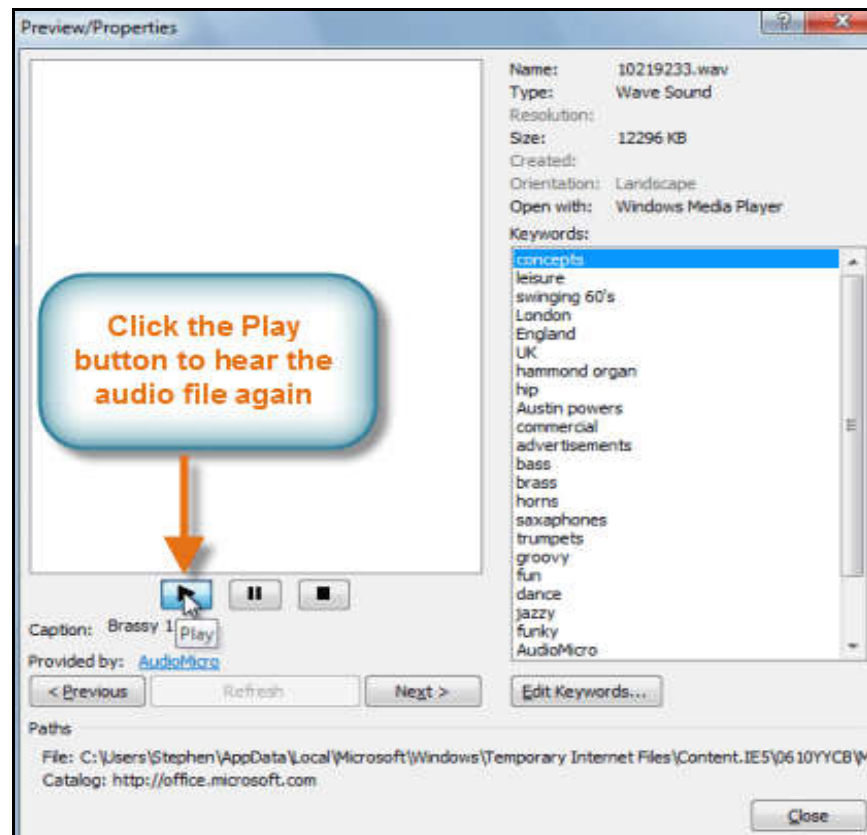


Fig. 4.27 (Insert Clip Art Audio: Audio Play)

- When you are finished previewing the file, click Close.
- Once you have found the audio file you want to use, **click** it to insert it into the slide.

(3) To Record Audio:

- From the **Insert** tab, in the Media group, click the **Audio** drop-down arrow and select **Record Audio**.

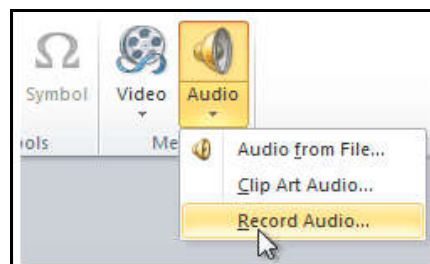


Fig. 4.28 (Record Audio)

- Type a **name** for the audio recording if you want.

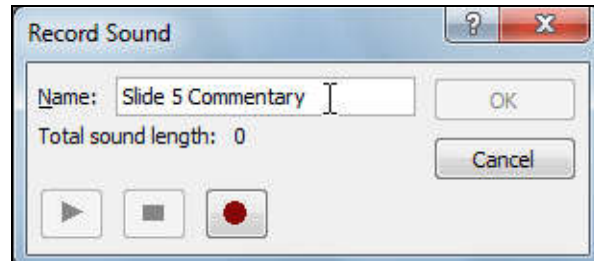


Fig. 4.29 (Record Audio: Set the Name for Recording)

- Click the **Red Record button** to start recording.

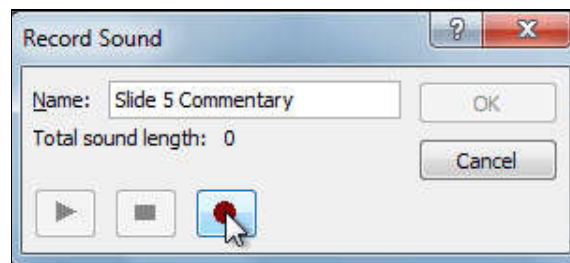


Fig. 4.30 (Record Audio: Click Record Button to Start Recording)

- When you are finished recording, click the **Stop** button.

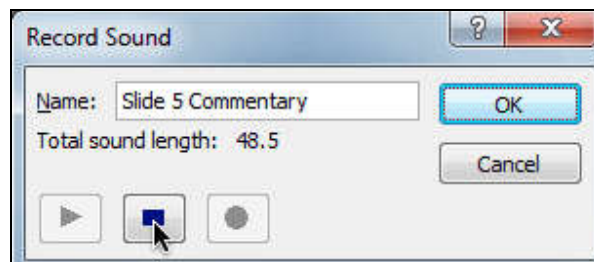


Fig. 4.31 (Record Audio: Click Stop Button to Stop Recording)

- To preview your recording, click the **Play** button.

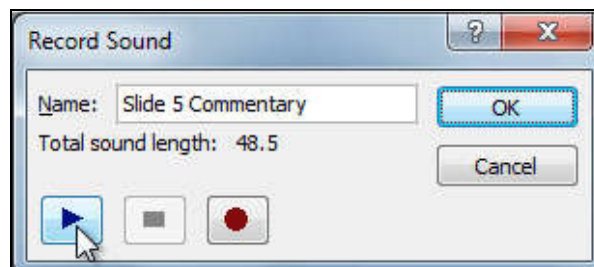


Fig. 4.32 (Record Audio: Click Play Button to Preview Recording)

- When you are done, click **OK**. The audio file will be inserted into the slide.

4.8.2 Inserting Videos

Adding videos to a PowerPoint presentation is very similar to adding sound. PowerPoint 2010 provides some videos and sound clips that are free to use in the *Clip Manager*. You can also use video clips from other sources, such as the Web, a CD of video effects, or videos you create yourself.

(1) To Insert Video from a file on your computer:

- From the **Insert** tab, in the **Media** group, click the **Video** drop-down arrow and select **Video from File**.

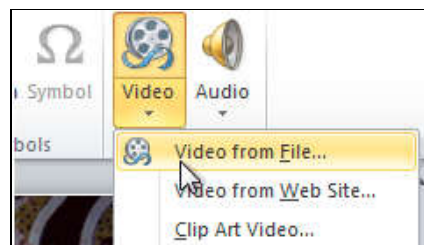


Fig. 4.33 (Insert Video from a file)

- Locate and select the desired video file, then click **Insert**.

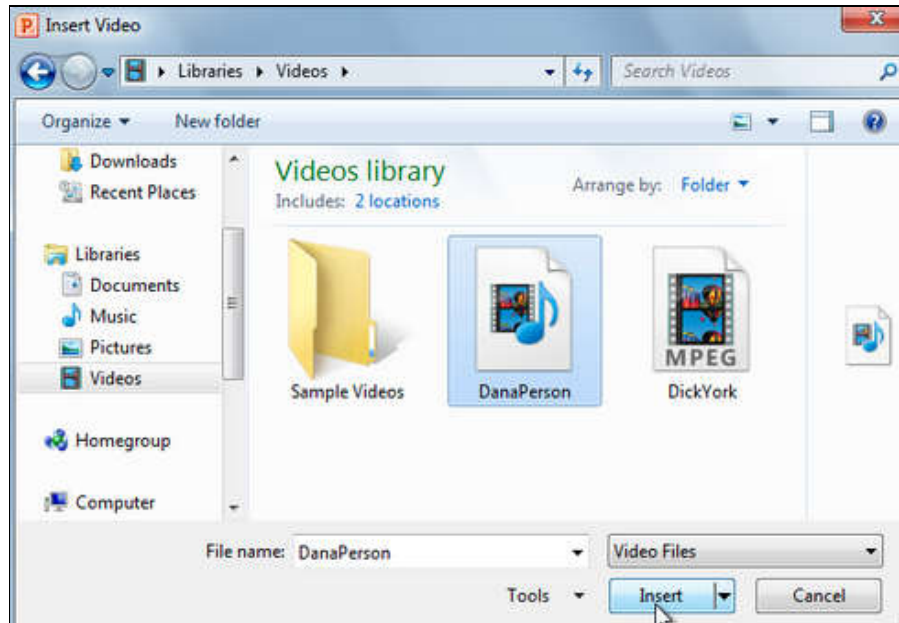


Fig. 4.34 (Insert Video from a file: Locate and Select the Video)

- The video will be added to the slide.

(2) To Embed Video from Web Site:

Some websites, like *YouTube*- allow you to embed videos into your slides. An embedded video will still be hosted on its original website, meaning the video itself won't be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you will also need to be connected to the Internet for the video to play.

- From the **Insert** tab, in the **Media** group, click the **Video** drop-down arrow and select **Video from Web Site**.

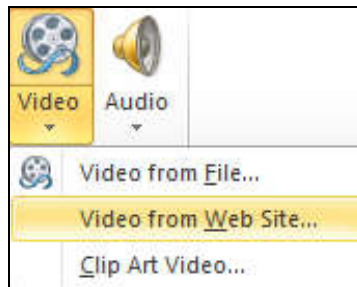


Fig. 4.35 (Embed Video from Website)

- **Insert Video From Web Site dialog box** appears. To insert a link to a video you have uploaded to a website, copy the embedded code from that website and paste it into the Text box. Click **Insert**.

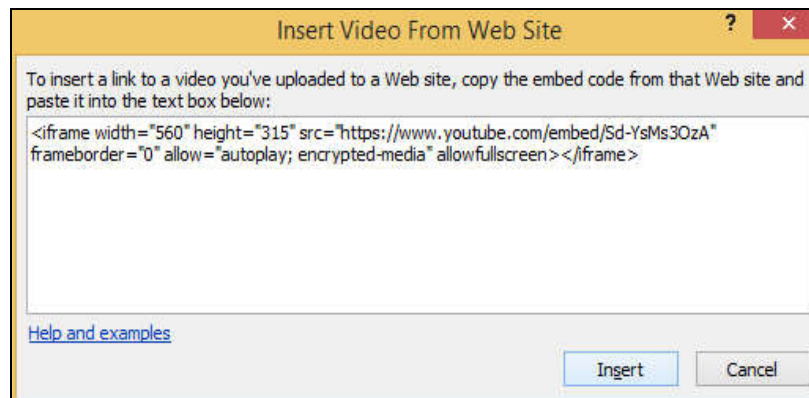


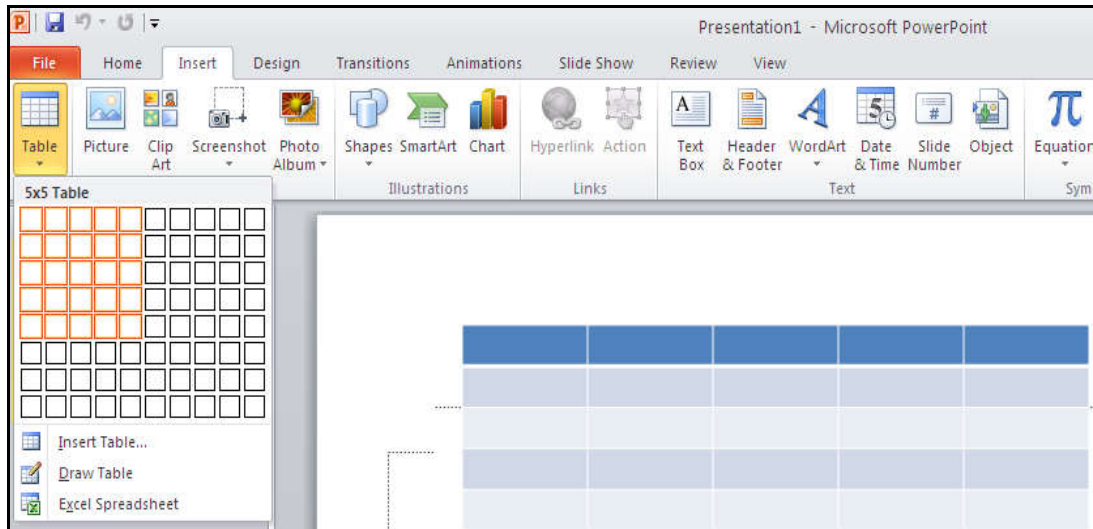
Fig. 4.36 (Insert Video From Web Site Dialog box)

4.9 INSERTING TABLES

Tables are another tool you can use to display information in PowerPoint 2010. A *table* is a grid of cells arranged in *rows* and *columns*. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

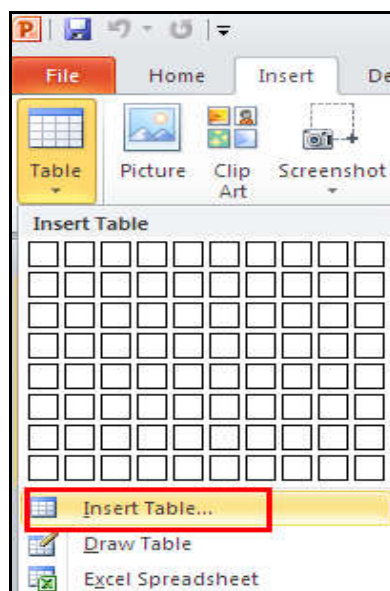
To Insert Tables:

- Select the slide that you want to add a table to.
- On the **Insert** tab, in the **Tables** group, click **Table**. Do one of the following:
 - **Click** and **move** the pointer to select the number of rows and columns that you want, and then release the mouse button.



OR

- Click Insert Table.



- o Enter a number in the **Number of columns** and **Number of rows** lists.

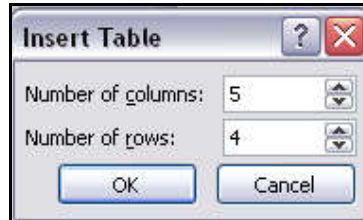


Fig. 4.37 (Insert Table Dialog box)

- o Click OK.

4.10 INSERTING SYMBOLS

In PowerPoint presentations, sometimes you need to insert the special *symbols* to your slides.

To Insert Symbols:

- In the **Insert** Tab, under the **Symbols** group, click on the **Symbol** command.

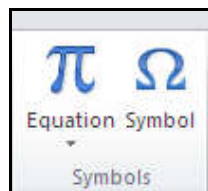


Fig. 4.38 (Symbol Command)

- In the **Symbol dialog box**, select one of the special characters you want to insert in the presentation.

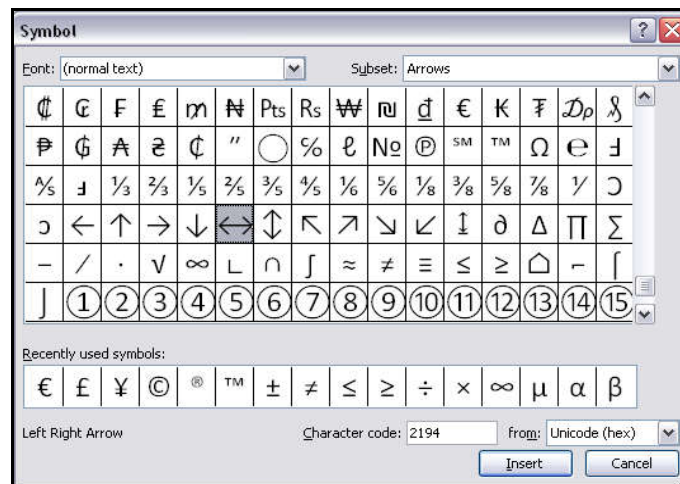


Fig. 4.39 (Symbol Dialog Box)

- Click on **Insert** button.
- If you cannot find the character or special symbol you are looking for, you can change the *Font Subset* from the dropdown and look at a new set of characters.

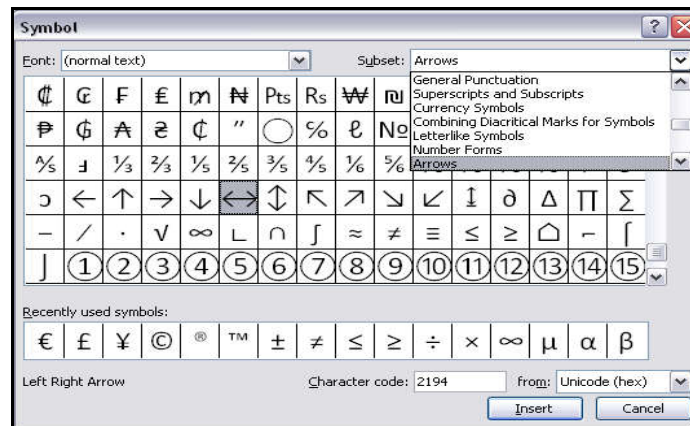


Fig. 4.40 (Symbol Dialog Box: Changing Font Subset)

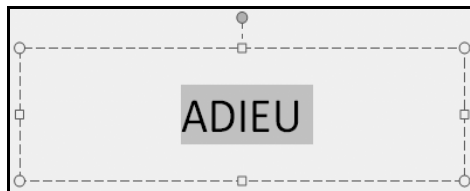
4.11 INSERTING HYPERLINKS

A PowerPoint presentation can be more than simply advancing through your slides. In PowerPoint, you have the ability to link to a web page, e-mail address, file, slide in the same presentation, and a slide in a different presentation. You can do all of this using tools called *Hyperlinks*.

A **hyperlink** is a **connection** from one slide to a web page, e-mail address, slide, or file. Text or objects such as pictures and shapes can be formatted as a hyperlink.

To Insert a Hyperlink to a Web page:

- Select the **text** or **object** that you want to use as a hyperlink. In this example, we will use text.



- Select the **Insert** tab.
- Click the **Hyperlink** command in the **Links** group. The **Insert Hyperlink** dialog box will appear.

- If you use text for the hyperlink, the **Text to display** field will appear active in the dialog box. The text you select on the slide will appear in this field.

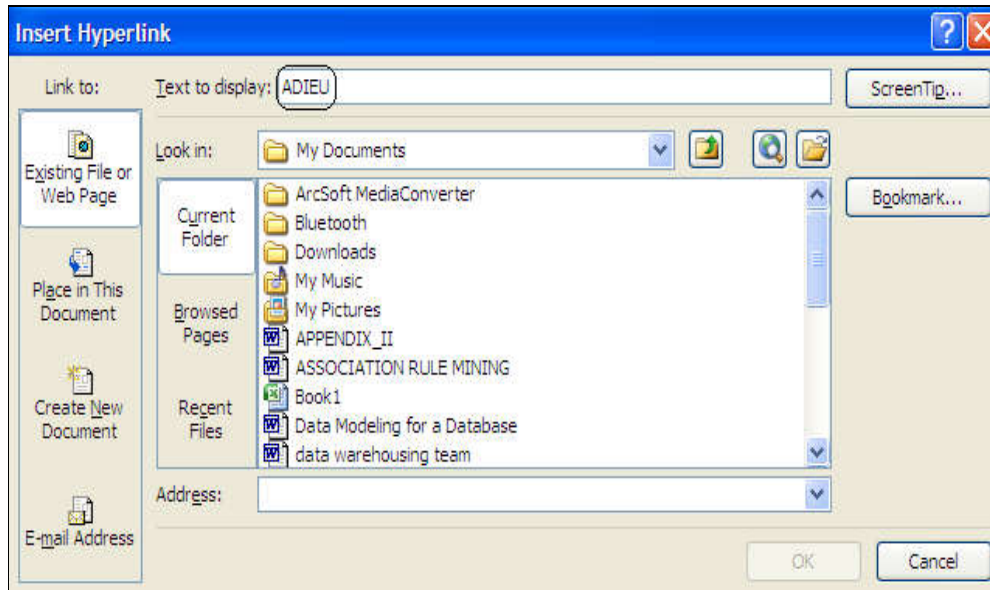


Fig. 4.41 (Insert Hyperlink Dialog box)

- Click **Existing File or Web page** and enter the **website address** in the **Address** field.

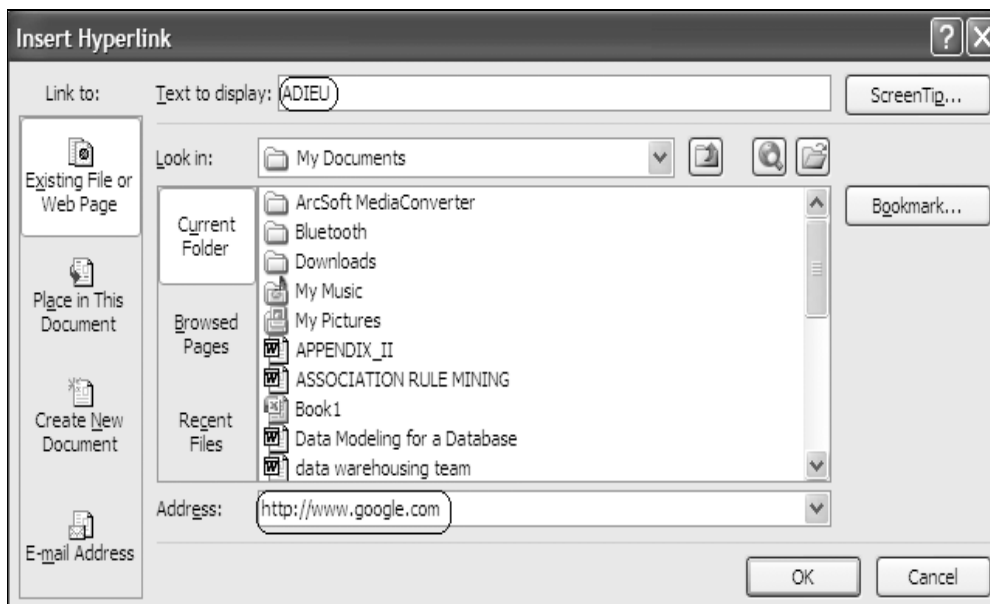


Fig. 4.42 (Insert Hyperlink Dialog box: Enter website address)

- You can add a **ScreenTip**, which is a box of information that appears when you hover over hyperlink.

To Insert a ScreenTip:

- Click **ScreenTip**.

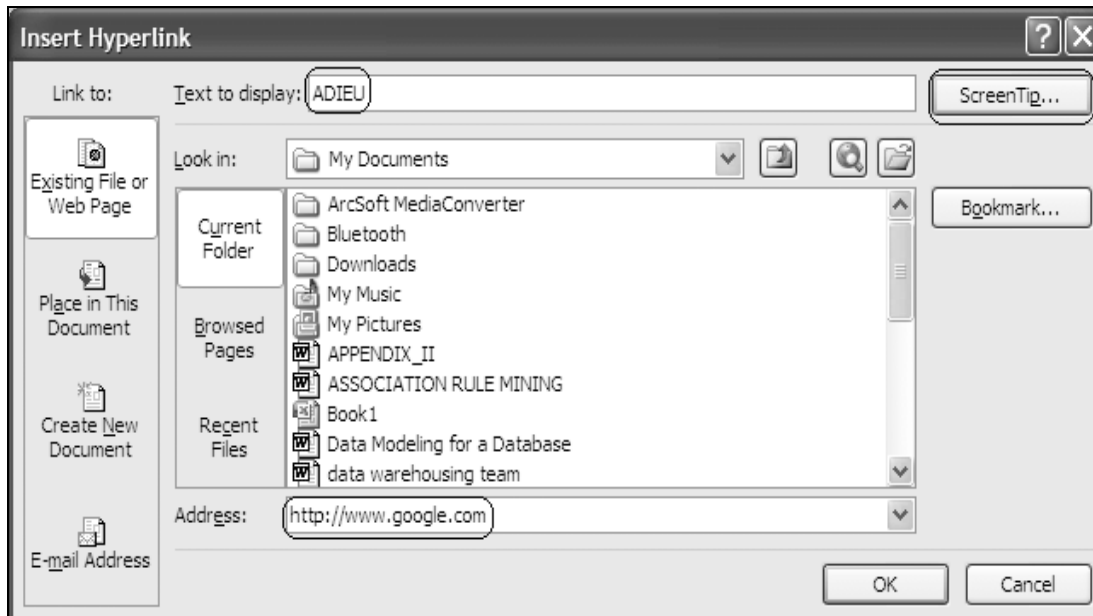


Fig. 4.43 (Insert Hyperlink Dialog box: To Insert Screen Tip)

- The **Set Hyperlink ScreenTip** dialog box will appear.
- Enter the **tip** text and click **OK**.

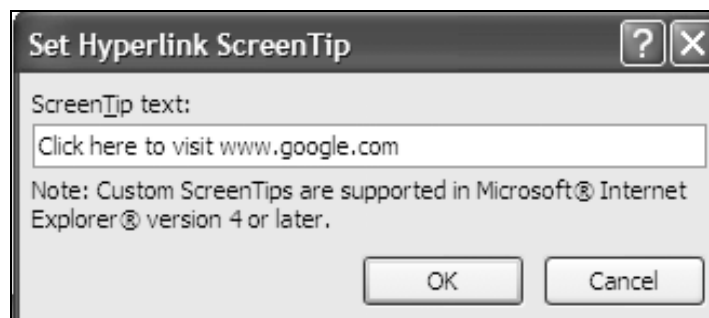


Fig. 4.44 (Set Hyperlink ScreenTip Dialog box)

- Click **OK** in the **Insert Hyperlink dialog box**.
- **Click** anywhere on the slide to deselect the text or object.

4.12 SAVING A PRESENTATION

One of the most basic tasks in PowerPoint is being able to save your work; this is probably the most important task as well.

To Save a Presentation:

- Click on the **File** tab to launch the **Backstage** view and select **Save**. **Save As** dialog box appears.

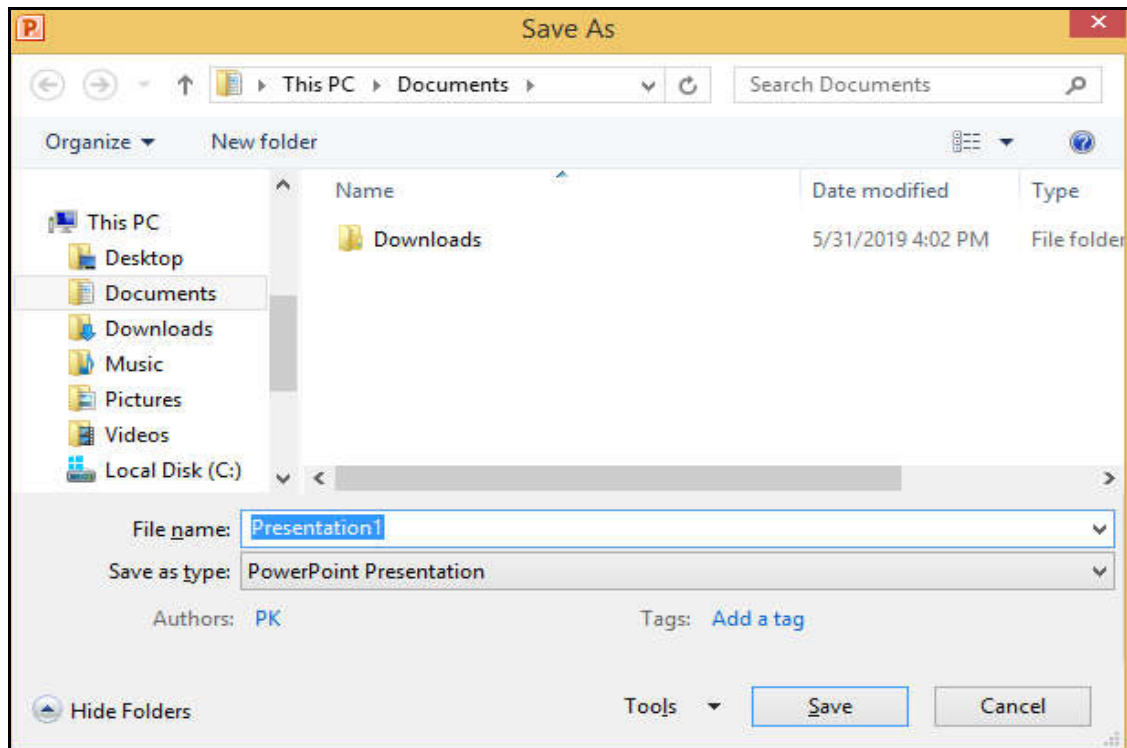


Fig. 4.45 (Save As Dialog box)

- In the **Save As** dialog box, type in the **File name** and click "Save".

4.13 OPENING A PRESENTATION

There may be a situation when you open an existing presentation and edit it partially or completely.

To Open an existing Presentation:

- Click the **File** tab. This takes you to **Backstage** view.
- Select **Open**. The **Open dialog** box appears.

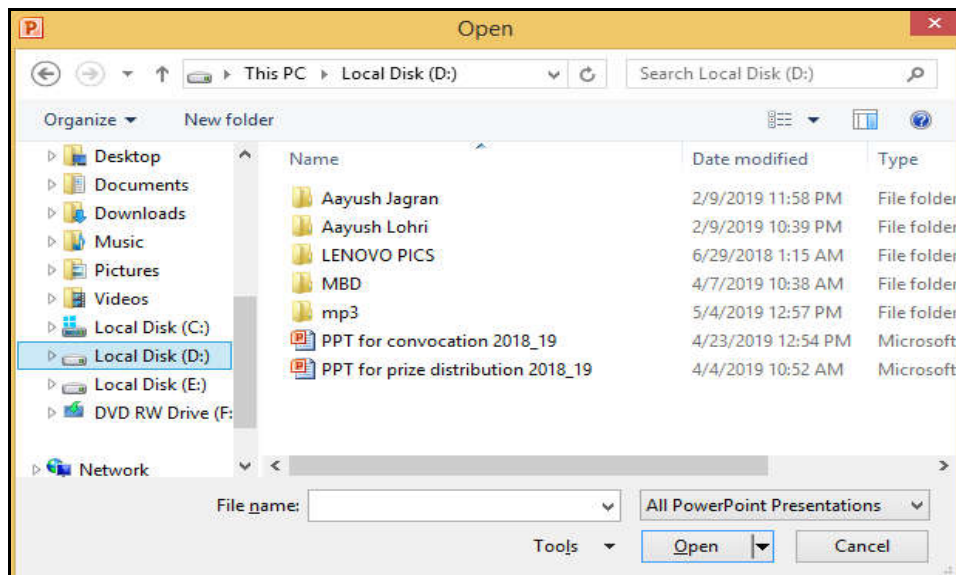


Fig. 4.46 (Open Dialog box)

- Select your desired presentation, and then click **Open**.

4.14 TRANSITION EFFECTS

Transition effects or Transitions are the movements you see when one slide changes to another in slide show view. Transition effects are different from animation effects. The term animation in PowerPoint refers to the movements of text and objects on the slide, while transitions refer to the movement of the slide as it changes to another slide.

To Apply Transition Effects:

- Select the slide you wish to modify.
- Click the **Transitions** tab.
- Locate the **Transition to This Slide** group. By default, **None** is applied to each slide.

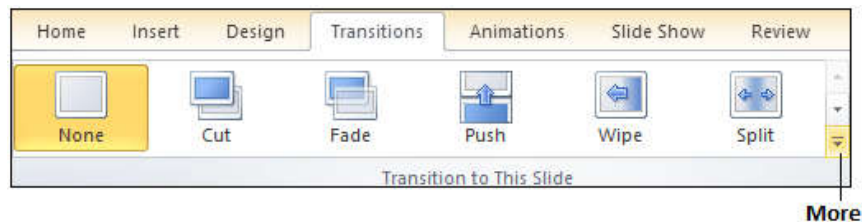


Fig. 4.47 (Applying Transition Effects)

- Click the **More** drop-down arrow to display all the transition effects.

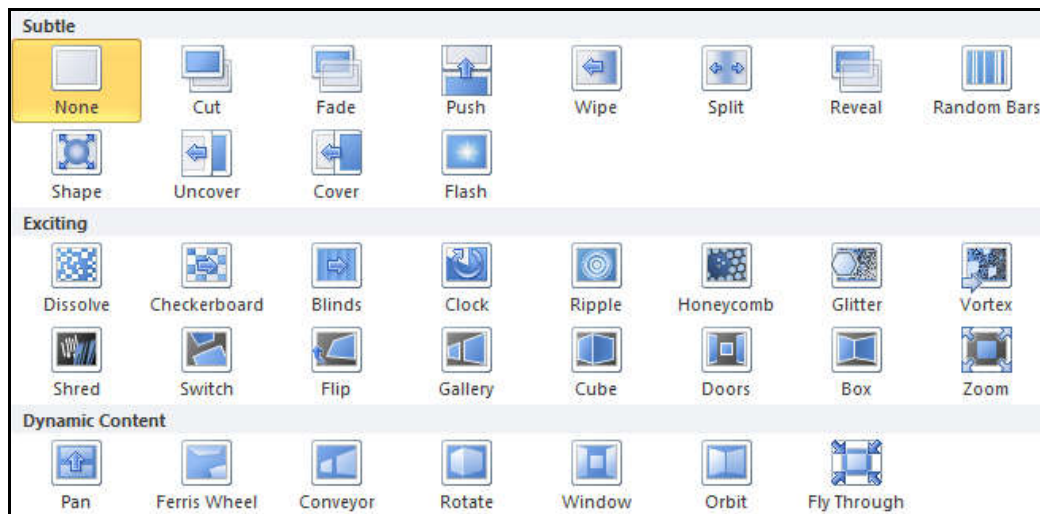


Fig. 4.48 (Transition Effects)

- Click a **slide transition** effect to apply it to the selected slide.

Note: Click **Apply To All** command in the **Timing** group to apply the transition effect to all the slides in the presentation.

4.14.1 Preview a Transition

You can *preview* the transition for a selected slide at any time, using either of these two methods:

- (i) Click the Preview command on the Transitions tab.
- (ii) Click the star Play Animations icon. The icon appears on the Slides tab in the left pane beside any slide that includes a transition.

4.14.2 Modifying Transition

To Modify the Duration:

- Select the slide that includes the transition you want to modify.
- In the **Duration** field in the **Timing** group, enter the amount of time you want the transition to take.

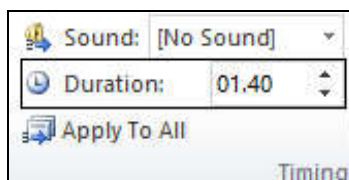


Fig. 4.49 (Transition Effects: Modify the Duration)

To Add Sound:

- Select the slide that includes the transition you want to modify.
- Click the **Sound** drop-down menu in the **Timing** group.

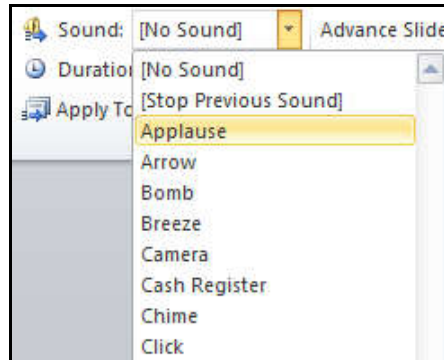


Fig. 4.50 (Transition Effects: Adding Sound Effects)

- You will hear the sound and see a *live preview* of the transition as you hover over each sound.
- Click a *sound* to apply it to the selected slide.

To Remove a Transition:

- Select the slide you want to modify.
- Choose **None** from the gallery in the **Transition to This Slide** group.

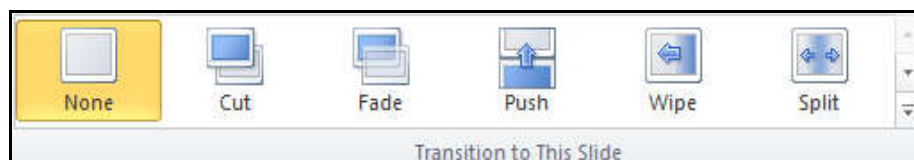


Fig. 4.51 (Transition Effects: Remove a Transition)

- Repeat this process for each slide you want to modify.

Note: To remove transitions from all slides, select a slide that uses **None**, and then click the **Apply to All** command.

4.15 ANIMATION EFFECTS

In PowerPoint you can **animate** text and **objects** such as clip art, shapes, and pictures on the slide. Animation or movement, on the slide can be used to **draw** the **audience's attention** to specific content or to make the slide easier to read.

To Apply Animation Effects:

- Select the **text** or **object** on the slide you wish to animate.
- Select the **Animations** tab.
- In the Animation group, click the More drop-down arrow to view the available animations.



Fig. 4.52 (Applying Animation Effects)

- Move your cursor over each option to see a *live preview* of the animation on the slide.
- Select the desired animation effect. The object will now have a *small number* next to it to show that it has an animation. Also, in the Slide pane, the slide will now have a *star symbol* next to it.

To Add Multiple Animations to an object:

- Select the object.
- Click the **Animations** tab.
- In the **Advanced Animation** group, click the **Add Animation** command to view the available animations.
- Select the desired animation effect.

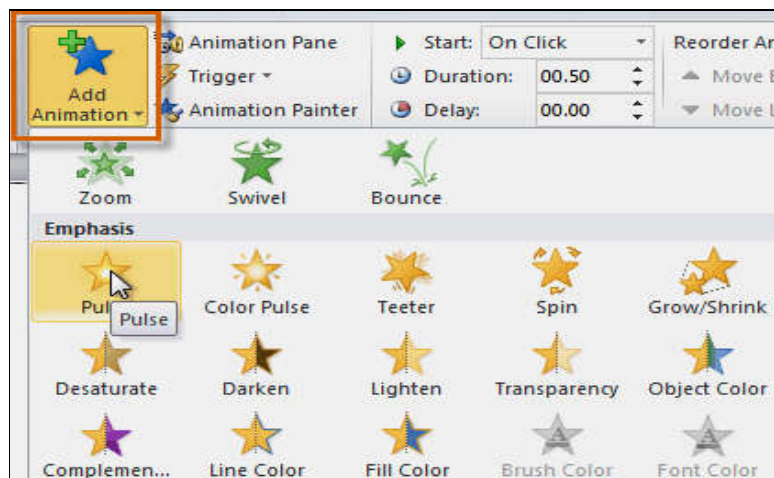


Fig. 4.53 (Add Animation Command)

- If the object has more than one effect, it will have a different number for each effect. The numbers indicate the order in which the effects will occur.

To Copy Animations with the Animation Painter:

Sometimes you may want to apply the same effects to more than one object. You can do this by **copying** the effects from one object to another using the *Animation Painter*.

- Click the object that has the effects you want to copy.
- From the **Animations** tab, click the **Animation Painter** command.

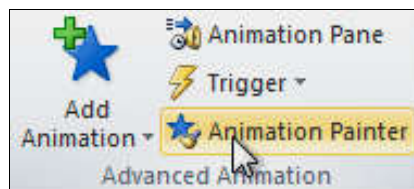


Fig. 4.54 (Animation Painter)

- Click the object you want to copy the effects to. The effects will be applied to the object.

To Preview Animations:

Any animation effects you have applied will show up when you play the slide show. However, you can also quickly preview the animations for the current slide without viewing the slide show.

- Navigate to the slide you want to preview.
- From the **Animations** tab, click the **Preview** command under **Preview** group. The animations for the current slide will play.

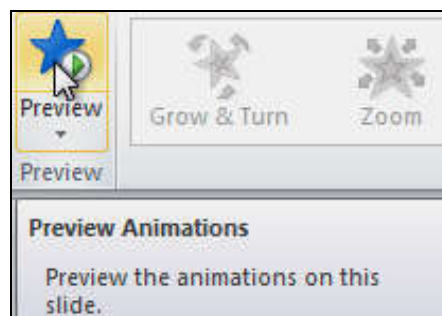



Fig. 4.55 (Preview Animations)

To Change Animation Effects:

- Select the object that has the animation effect that you want to change.

- On the **Animations** tab, in the **Animation** group, click the **More** button , and then select the new animation that you want.

To Remove Animation Effects:

- On the **Animations** tab, in the **Advanced Animation** group, click **Animation Pane**.

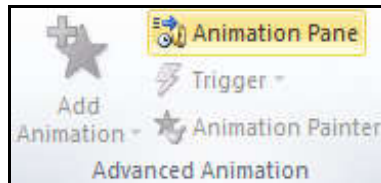


Fig. 4.56 (Animation Pane)

- In the **Animation Pane**, right-click the animation effect that you want to remove and then click **Remove**.

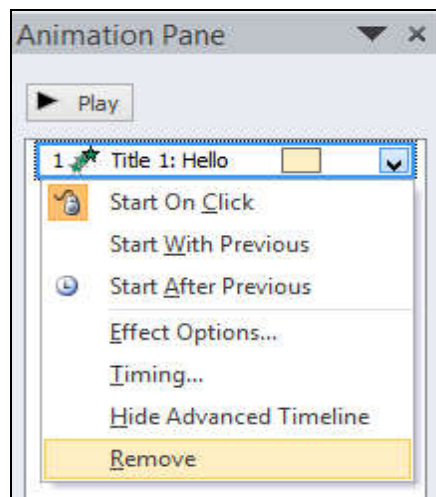


Fig. 4.57 (Animation Pane: Remove Animation)

4.16 SLIDE SHOW

Once you have created a presentation and previewed it, set up a slide show. Take the necessary steps to make sure your slides are ready for a real audience.

To Start a Slide Show:

- Select the **Slide Show** tab.
- Click the **From Beginning** command in the **Start Slide Show** group to start the slide show with the first slide.



Fig. 4.58 (Slide Show: From the Beginning)

OR

- Select **Slide Show view** button at the bottom of the window to start the slide show.

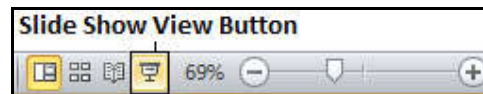


Fig. 4.59 (Slide Show: Slide Show View Button)

You can also start the slide show from the slide you prefer by selecting the slide and clicking on **From Current Slide** from the **Start Slide Show** group.

4.17 PRINTING PRESENTATION SLIDES

Sometimes it is necessary that you have to share your slides with your audience in printed format before you begin presenting them so they can take notes.

To Print Slides:

- Click the **File** tab to go to **Backstage view**.

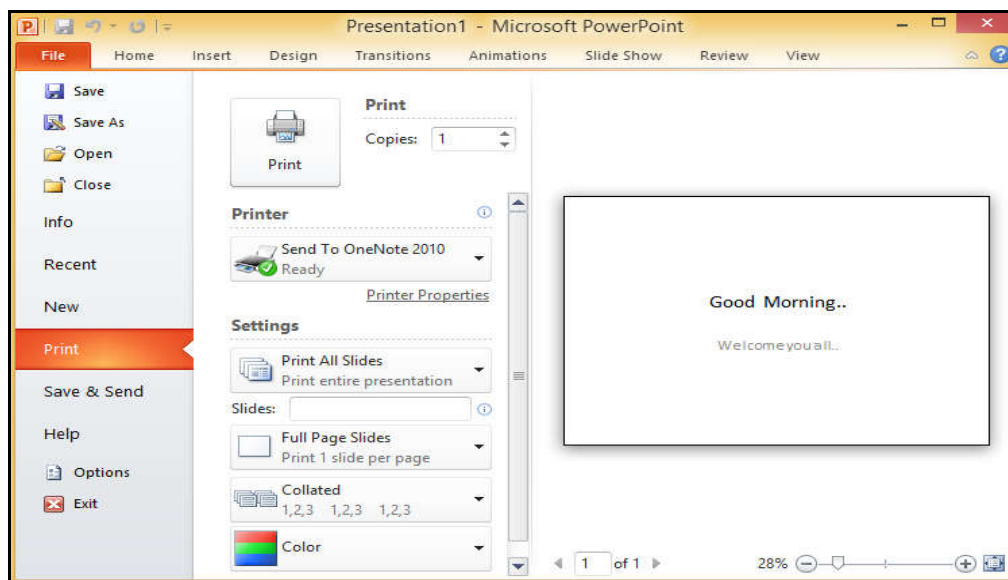


Fig. 4.60 (Printing Slides)

- Select **Print**. The **Print pane** appears, with the **print settings** on the *left* and the **Print Preview** on the *right*.
- Decide how you want the slides to appear on the page. If you only want to print certain slides, you can type a **range** of slides. Otherwise, select **Print All Slides**.
- Select the **number of copies**.
- Select a **printer** from the drop-down list and click the **Print** button.

4.18 EXPORTING PRESENTATIONS AS PDF HANDOUTS AND VIDEOS

4.18.1 Exporting a PowerPoint presentation as a PDF Handout

Exporting a PowerPoint presentation as a PDF handout is a great way to share your presentation with others who may not have PowerPoint installed on their computers. The PDF format will preserve the layout and formatting of your presentation, so it will look exactly the same as it does in PowerPoint. PDF handouts are also a good option for printing, as they will maintain the formatting and layout of your presentation.

To Export a Presentation as a PDF handout:

- Open the presentation you want to export as PDF handouts.
- Click on the "File" tab in the Ribbon.

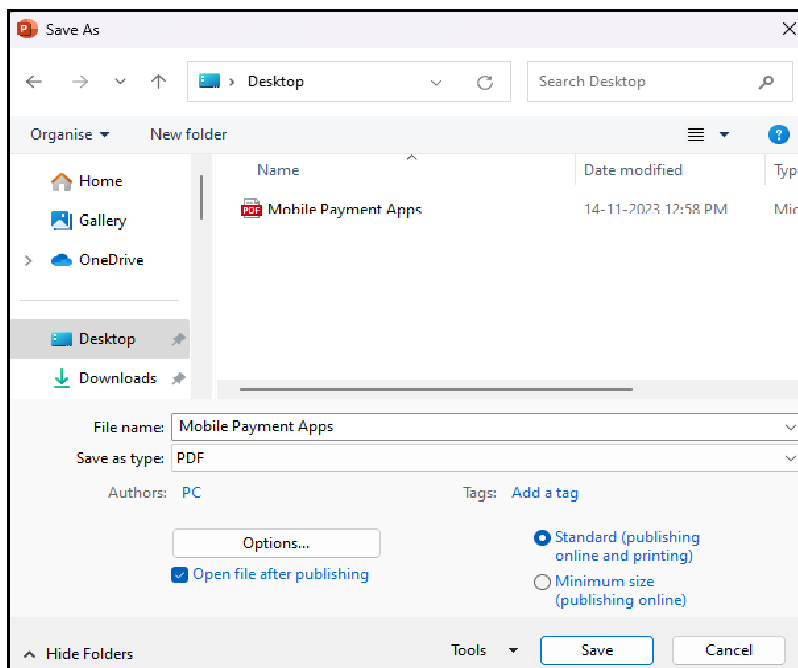


Fig. 4.61 (Save as type: PDF)

- Select "Save As" from the menu.
- Choose a location to save your file.
- In the "Save as type" dropdown menu, select "PDF".
- Click the "Options" button to customize the PDF settings.
- In the "Publish Options" dialog box, choose "Handouts" from the "Publish what" dropdown menu.

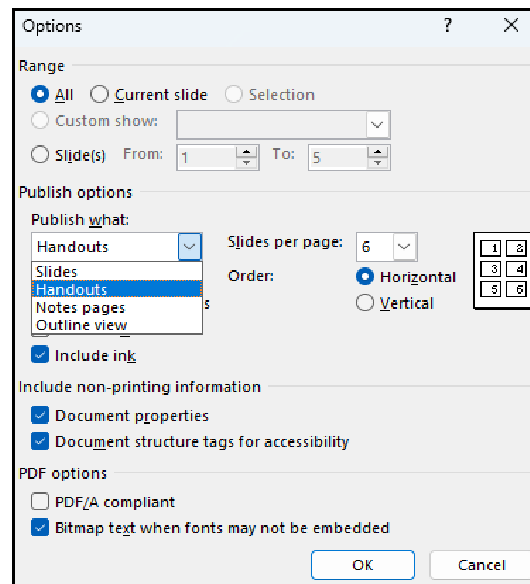


Fig. 4.62 (Publish options- Publish what: Handouts)

- Click "OK" to close the options.
- Click "Save" to save your presentation as a PDF handout.

4.18.2 Exporting a PowerPoint presentation as a Video

Exporting a PowerPoint presentation as a video is a straightforward process that allows you to convert your slides into a self-playing video file. This can be useful for sharing your presentation with others who may not have PowerPoint installed or who prefer to watch a video instead of reading slides.

To Export a Presentation as a Video:

- Open the presentation you want to export as video.
- Click on the "File" tab in the Ribbon.
- Click "Export" or "Save & Send", and then click "Create a Video".

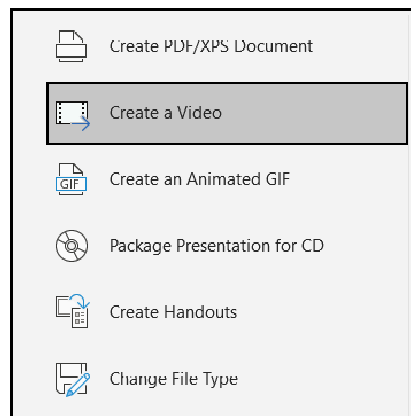


Fig. 4.63 (Export or Save & Send – Create a Video)

- In the "Create a Video" dialog box, select the desired video quality from the **Video quality** drop-down list.
- If you have recorded timings and narrations for your presentation, select the "Use Recorded Timings and Narrations" option.
- In the "Seconds spent on each slide" box, type the desired time you want to spend on each slide.

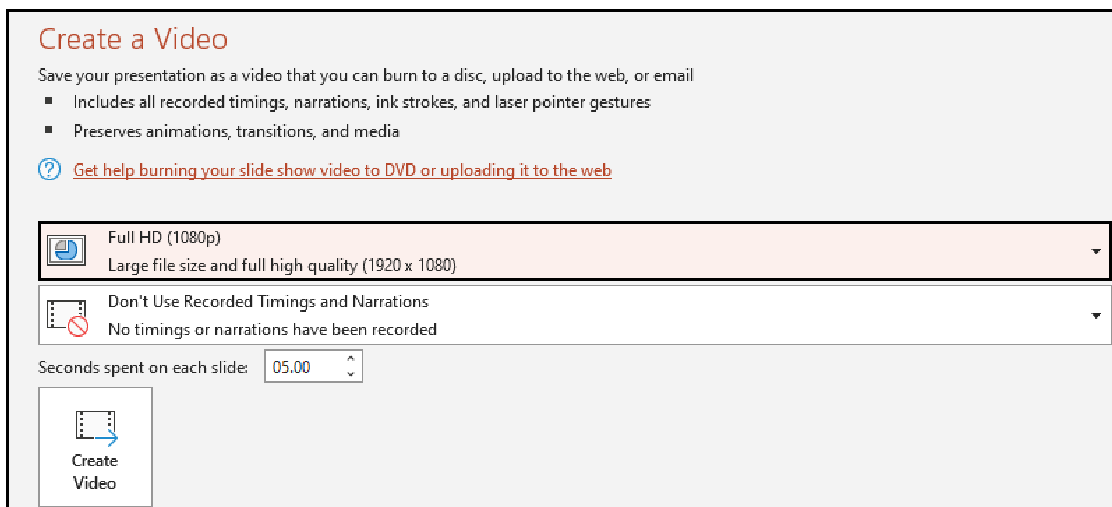


Fig. 4.64 (Create a Video dialog box)

- Click "Create Video".
- In the "Save As" dialog box, type a **file name** for your video and select a location to save it.

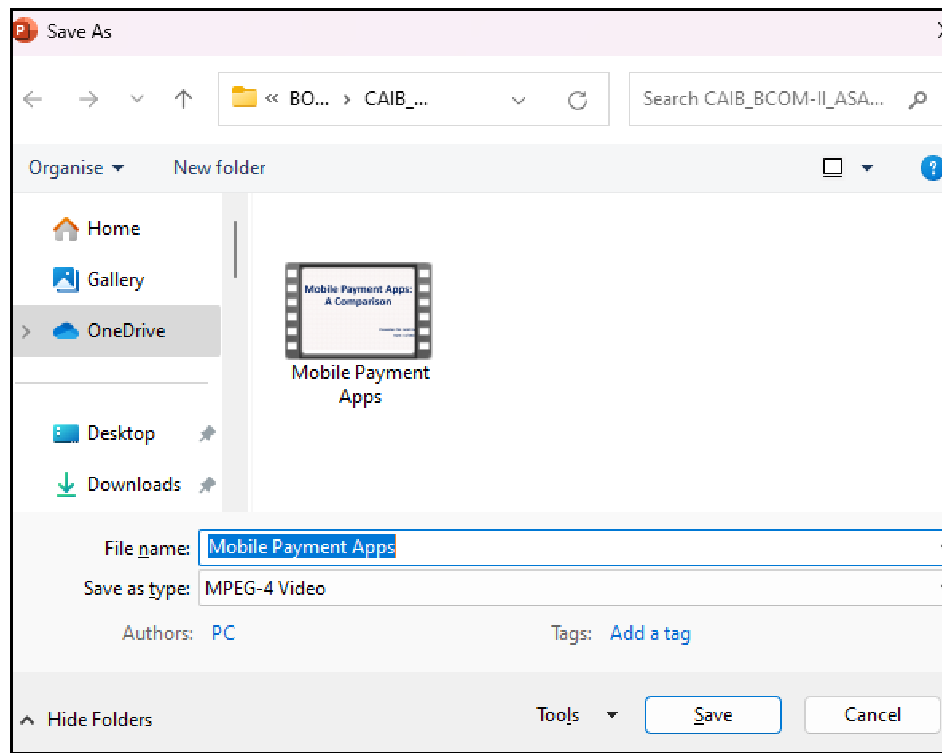


Fig. 4.65 (Save As dialog box)

- Click "Save".

QUESTIONS

Short Answer Questions

Q1. Define Presentation.

Ans: A presentation is a good way to convey pieces of information, usually in the form of an outline, to a large audience. Generally, computerized presentations are appealing to users because these are easy to create, edit and generally small enough to fit onto a CD or a USB Drive.

A presentation is any kind of interaction between a speaker and audience, but it usually involves one or more of the following visual aids:

LCD projectors, computer-based slides, handouts, and speaker notes. Presentations consist of a number of individual pages called "**slides**". Slides may contain text, graphics, movies, and other objects, which may be arranged freely.

Q2. What is Microsoft PowerPoint?

Ans: Microsoft PowerPoint, usually just called PowerPoint, is a closed source commercial

presentation program developed by Microsoft. It is part of the Microsoft office suite, and runs on Microsoft windows operating system. In the Microsoft office suite, PowerPoint is the presentation graphics software. It allows you to create dynamic presentations using its easy-to-use, predefined layouts and templates.

Q3. How to create a good Power Point Presentation?

Ans: When creating a power point presentation, don't use pictures from the generic clip art, instead explore for more pictures from either the internet, or from a snapshot with your camera. This will definitely not bore the audience and will capture the audience's eyes.

When you are searching for pictures, try to look for pictures that are relevant to the presentation's topic. For instance if you are presenting a topic about sales, it would be more reasonable if you include a picture that has to do with money like a dollar bill, coins, dollar sign, etc.

Q4. How to insert page number in PowerPoint presentation?

Or

How to insert slide number in a presentation?

Ans: To insert page number in PowerPoint presentation:

1. On the **Insert tab**, click **Header & Footer**.
2. In the **Header and Footer box**, on the **Slide tab**, select the **Slide number check box**, and then in the **Starts at** box, type the page number that you want to start with on the first slide.
3. Click **Apply to All**.


Q5. What is Slide Sorter View?

Or

What is the role of Slide Sorter View in PowerPoint?

Ans: As you are working on your presentation, you may want to change the order of your slides. You can rearrange slides in *Slide Sorter View*.

To Manipulate Slides in Slide Sorter View:

- Click on the Slide Sorter View button  in the right bottom corner of the page.
- Click the slide you want to move.
- Hold down the left mouse button and drag the slide to its new location. A pointer with a box appears as you drag the slide.

Q6. What is Transition in MS-PowerPoint?

Ans: Transition or Transitions effects are the movements you see when one slide changes to another in slide show view. Transition effects are different from animation effects. The term animation in PowerPoint refers to the movements of text and objects on the slide, while transitions refer to the movement of the slide as it changes to another slide.

Q7. What is Animation in PowerPoint?

Ans: Animation refers to a graphic element that displays movement. When you apply some visual effects to the content in your slide or to the entire slide then the outcome is known as an animated slide. In the simplest sense, animation is something that makes slide objects move

on a slide. Slide objects can be anything on a slide. These include text, pictures, charts, SmartArt graphics, shapes, and even movie clips.

Q8. How to add animations in PowerPoint?

Ans: To Add Animation Effects:

- Select the **text** or **object** on the slide you wish to animate.
- Select the **Animations** tab.
- In the Animation group, click the More drop-down arrow to view the available animations.
- Move your cursor over each option to see a *live preview* of the animation on the slide.
- Select the desired animation effect. The object will now have a *small number* next to it to show that it has an animation. Also, in the Slide pane, the slide will now have a *star symbol* next to it.

 **Long Answer Questions**

Q1. What is MS-PowerPoint? Explain its various features.

Or

Explain the various features of MS-PowerPoint

Ans: Refer section 4.2 & 4.2.1

Q2. Define MS-PowerPoint. What are the application areas of PowerPoint?

Ans: Microsoft PowerPoint (MS PowerPoint), usually just called *PowerPoint*, is a closed source commercial presentation program developed by *Microsoft*. It is part of the *Microsoft office suite*, and runs on *Microsoft Windows operating system*.

In the Microsoft office suite, PowerPoint is the presentation graphics software used to design dynamic and easy to use presentation. Today, PowerPoint presentations in many forms, styles and custom layouts are used by working professionals, academics, students, medical practitioners and others to display data and information in a visual manner.

Microsoft PowerPoint is a professional presentation program that allows the user to create "presentation slides" that can be displayed on the computer screen or through a projector that is plugged in to the computer.

As a part of the Microsoft Office Suite, PowerPoint has become the world's most widely used presentation program used for making visual aids for presentations. The primary users of this software are sales and business staff, teachers, and trainers. This software is relatively easy to use and is designed to provide a novice user with a professional presentation tool at a minimal cost.

There are three main functions within PowerPoint presentation software: **creation, editing, and presentation**. The functionality provided in this tool interacts seamlessly with all other Microsoft Office applications. This gives the user the ability to copy and paste text and images from other documents and quickly incorporates them into a presentation.

Application areas of PowerPoint:

Some of the main application areas of PowerPoint are:

- Presentation software is widely used by companies while launching their new product.

- It is also used in distributing financial information, that means one can easily display the over all profit and loss with the help of slides to all the management
- It also helps the communication idea and discussing marketing plans. As we all know in today's world, computer is used in each and every place, so a better product needs better advertisement.
- They are used by teachers as an aid in teaching
- They are used by doctors to advice their patients about the cause and prevention of various diseases.
- They are used for engineers to demonstrate the needs and benefits of particular projects.
- The list of users of presentation software will go endless as it is the easiest software that a person can learn and use.

Q3. Discuss the steps for creating a presentation in MS-PowerPoint.

Ans: Refer Section 4.4. 4.4.1 & 4.4.2

Q4. What is Multimedia in PowerPoint? How to add Audio and Video in PowerPoint presentation?

Ans: Refer Section 4.8, 4.8.1 & 4.8.2

Q5. How to apply Animation effects over different objects in PowerPoint presentation?

Ans: Refer Section 4.15

Q6. How to export a PowerPoint presentation as a PDF Handout and video?

Ans: Refer Section 4.18.1 & 4.18.2

