



CSCA0102

IT and Business Applications

Chapter 5

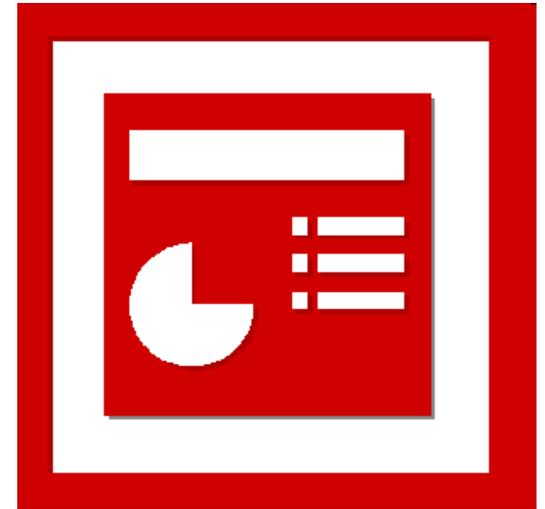
Microsoft PowerPoint

Slideshow Presentation

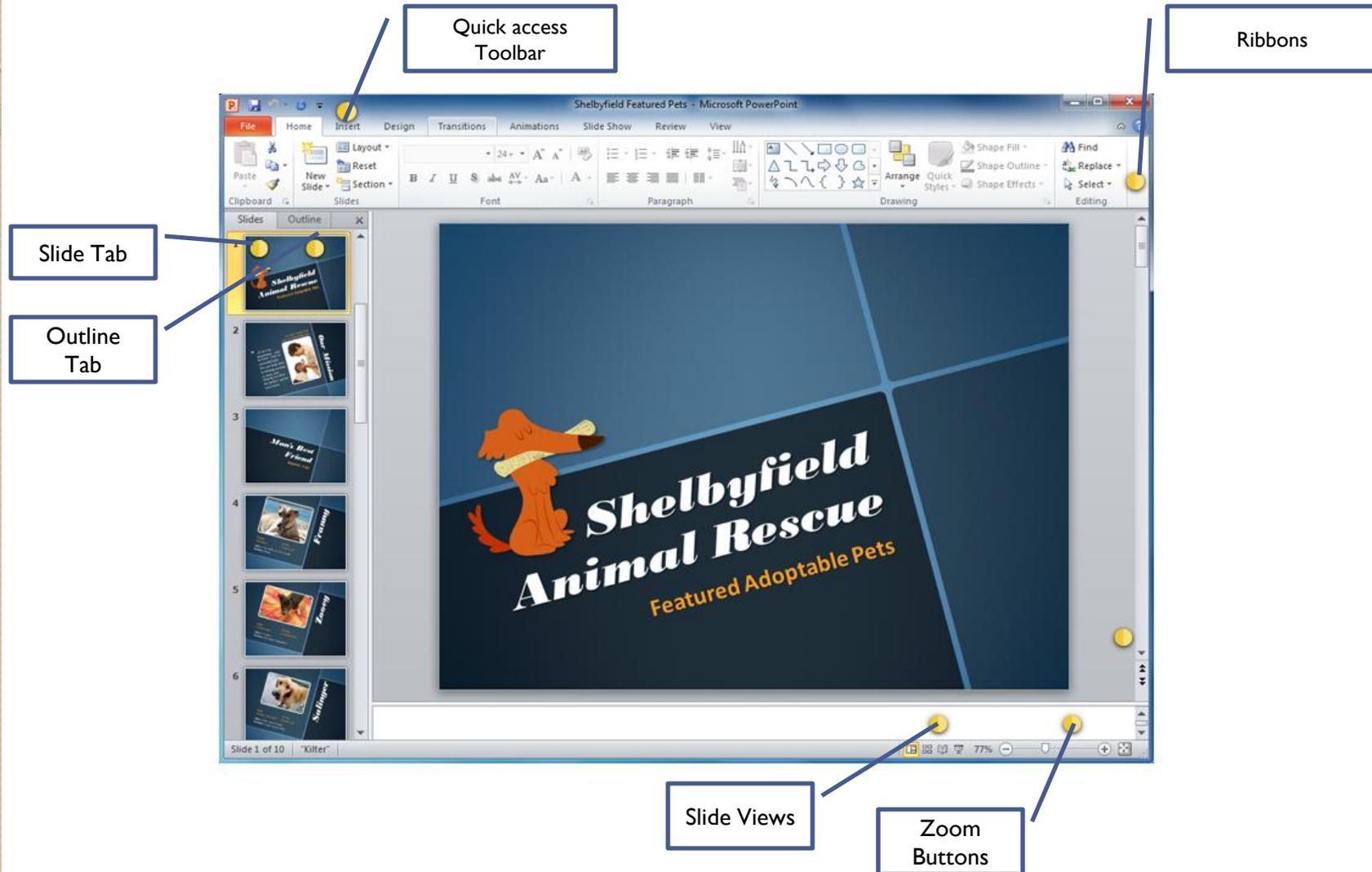
- A slideshow is a display of a series of chosen pictures, which is done for artistic or instructional purposes.
- A well organized slideshow allows a presenter to fit visual images to an oral presentation.

Introduction to MS PowerPoint

- PowerPoint is a **presentation software** that allows you to create dynamic slide presentations that can include animation, narration, images, and videos.



PowerPoint Interface



PowerPoint Screen

Slide Views

- Power Point gives you four screen layouts for constructing your presentation in addition to the Slide Show.
 - Normal view
 - Slide view
 - Outline view
 - Slide sorter view

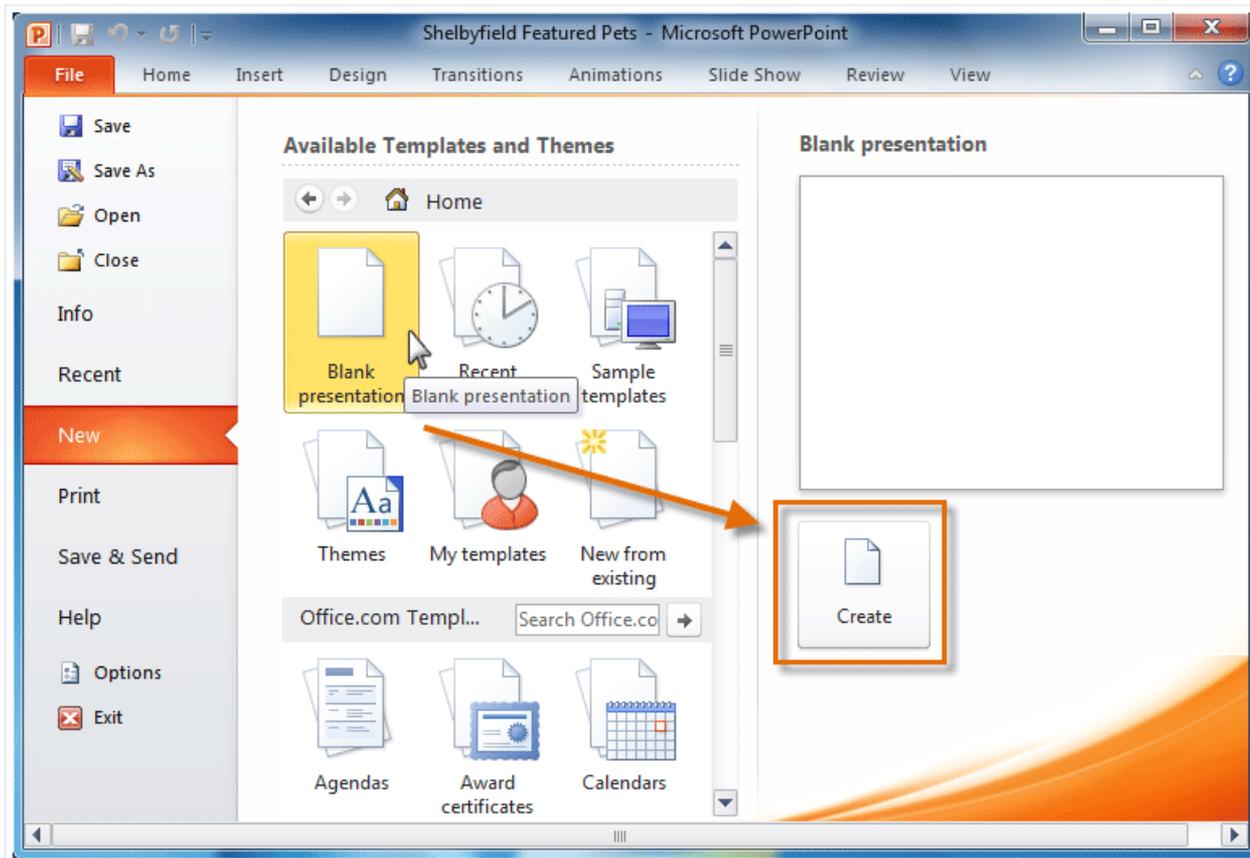
Working with Slide

To create a new blank presentation:

- Click the **File** tab.
- Select **New**. Select **Blank presentation** under **Available Templates and Themes**. It will be highlighted by default.
- Click **Create**. A new blank presentation appears in the PowerPoint window.

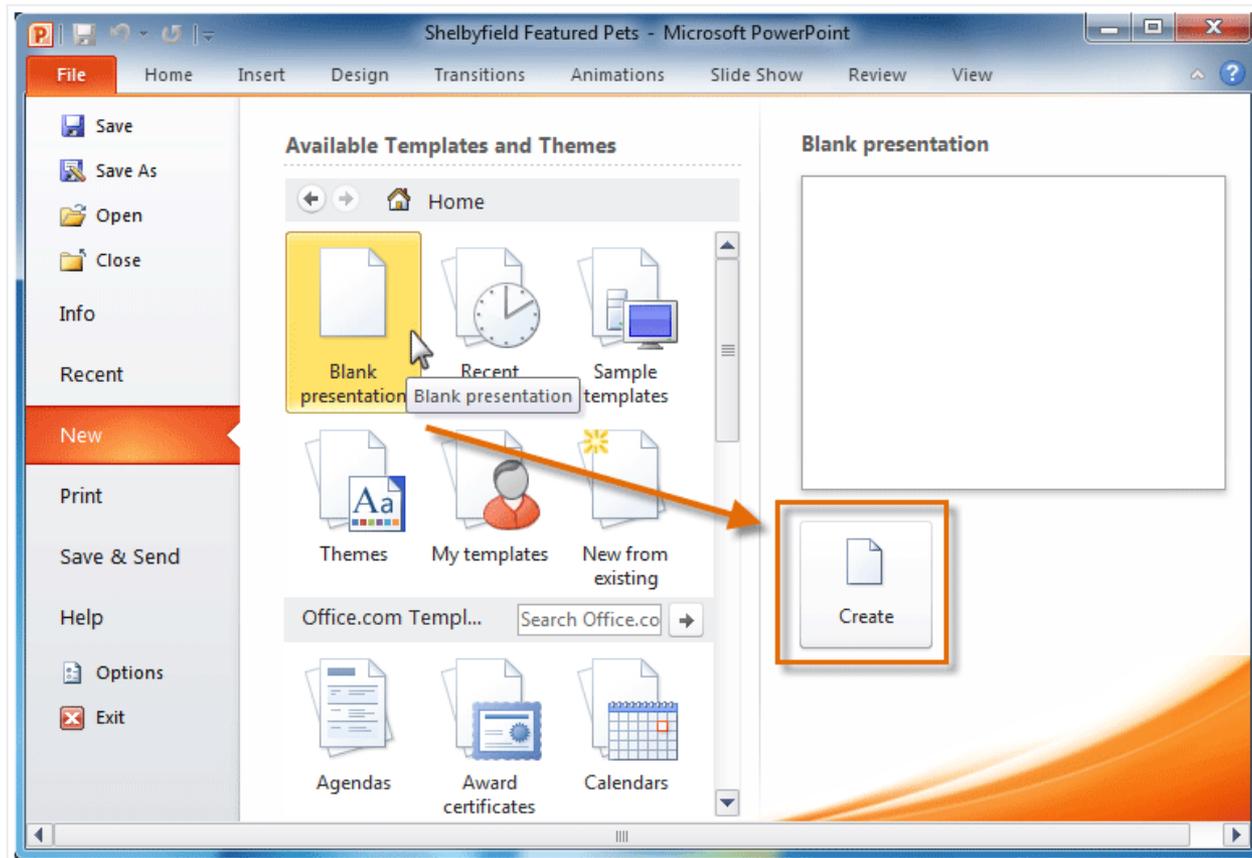
Working with Slide

To create a new blank presentation:



Working with Slide

To create a new blank presentation:



Working with Slide

To insert a new slide:

- From the **Home** tab, click the bottom half of the **New Slide** command to open the menu of slide layout options.

Working with Slide

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**.
- 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.
- Click the **Paste** command on the Home tab.

Working with Slide

To duplicate a slide:

- An alternative to copying and pasting, **duplicating slides** copies the selected slide and—in one step—pastes it directly underneath. This feature does not allow you to choose the location of the copied slide, nor does it offer Paste Options for advanced users, so it's more convenient for quickly inserting similar slides.
- Select the slide you want to duplicate.
- Click the **New Slide** command.
- Choose **Duplicate Selected Slides** from the drop-down menu.
- A copy of the selected slide appears underneath the original.

Working with Slide

To delete a slide:

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

Adding Content

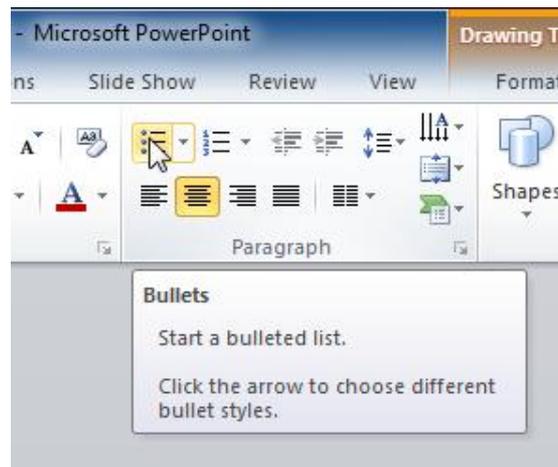
To insert text:

- Click the placeholder or text box where you want to insert text.
- The **insertion point** appears.
- Type directly into the placeholder or text box.

Adding Content

To insert a bulleted list:

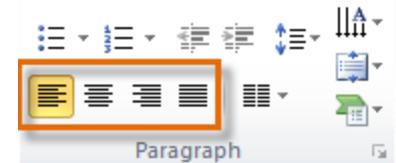
- Select the text box or specific text you want to format as a bulleted list.
- Click the **Bullets** command in the **Paragraph** group on the **Home** tab.



Adding Content

To change horizontal text alignment:

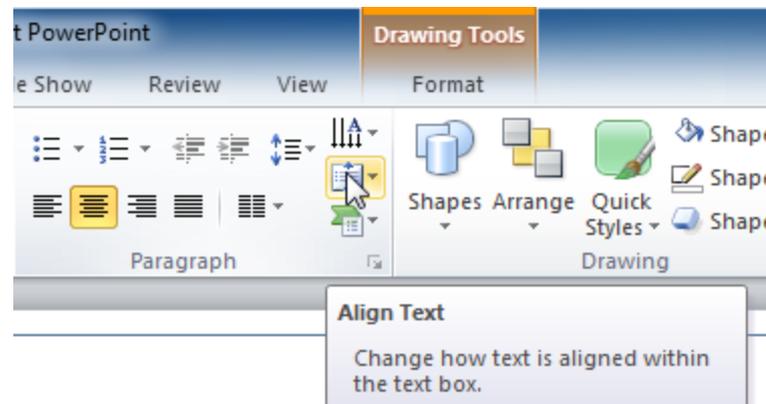
- Select the text you want to modify.
- Select one of the four **alignment options** in the **Paragraph** group.
 - **Align Text Left:** Aligns all of the selected text to the left margin
 - **Center:** Aligns text an equal distance from the left and right margins
 - **Align Text Right:** Aligns all of the selected text to the right margin
 - **Justify:** Aligns text equally on both sides to the right and left margins; used by many newspapers and magazines



Adding Content

To change vertical text alignment:

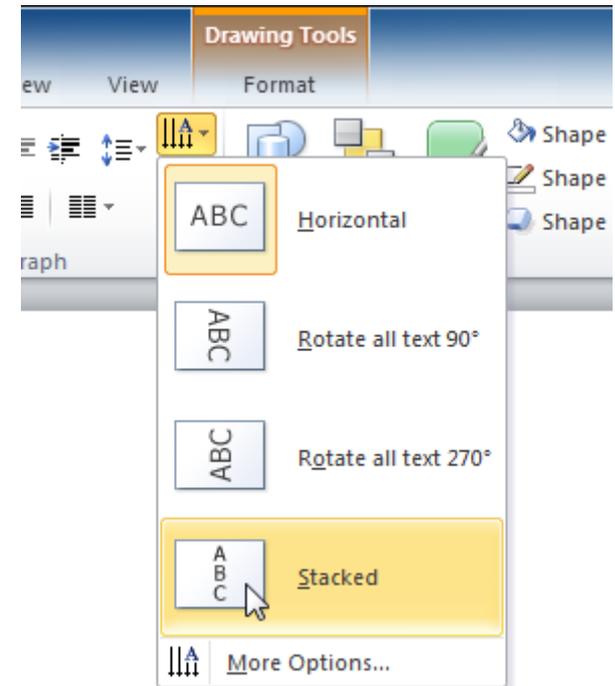
- Select the text you want to modify.
- Click the **Align Text** command in the **Paragraph** group. A menu will appear.
- Choose to align the text at the **Top**, **Middle**, or **Bottom** of the text box.



Adding Content

To change text direction:

- Select the text you want to modify.
- Click the **Text Direction** command in the **Paragraph** group. A menu will appear.
- Choose for the direction of the text to be **Horizontal**, **Rotated**, or **Stacked**.



Adding Content

To insert an image from a file:

- Select the **Insert** tab.
- Click the **Picture** command in the **Images** group. The Insert Picture dialog box appears.
- Select the desired image file, then click **Insert**.

Adding Content

To insert clip art:

- Review the results from a clip art search in the **Clip Art** pane.
- Select the desired image.

Themes

- A **theme** is a **predefined combination** of colors, fonts, and effects that can be applied to your presentation.
- PowerPoint includes built-in themes that allow you to easily create professional-looking presentations without spending a lot of time formatting.

Themes

To apply a theme:

- Go to the **Design** tab.
- Locate the **Themes** group. Each image represents a theme.
- Click the drop-down arrow to access more themes.
- Hover over a theme to see a **live preview** of it in the presentation. The name of the theme will appear as you hover over it.
- Click a theme to apply it to the slides.

Transition

- **Transitions** are motion effects that when in Slide Show view add movement to your slides as you advance from one slide to another.
- There are many transitions to choose from, each one of which allows you to control the speed and even add sound.

Transition

To apply a transition:

- Select the **slide** you want to modify.
- Click the **Transitions** tab.
- Locate the **Transition to This Slide** group. By default, **None** is applied to each slide.
- Click the **More** drop-down arrow to display all of the transitions.
- Click a **transition** to apply it to the selected slide. This will automatically preview the transition as well.

Transition

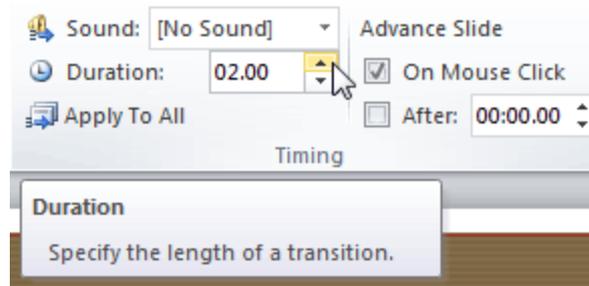
To preview the transition:

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

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.



Transition

To remove a transition:

- Select the **slide** you want to modify.
- Choose **None** from the gallery in the **Transition to This Slide** group.
- Repeat this process for each slide you want to modify.

Presenting Slide Show

- Once your slide show is completed, you will need to learn how to present it to an audience.
- PowerPoint offers several tools and features that can help make your presentation smooth, engaging, and professional.

Presenting Slide Show

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.

