

Microsoft PowerPoint

TALENT & OLYMPIAD



Introducing PowerPoint

Microsoft PowerPoint is basically a presentation of graphics package, which helps in the formulation of presentations requiring slides. With the help of PowerPoint slides can be prepared quickly and having a consistent look to the presentation. The use of slides enhances the effectiveness of communication and clarity of subject material to the audience as well as its retention by them.



To start PowerPoint:

- ❖ Double click PowerPoint 2003 icon on the desktop.
Or
- ❖ Click Start and Select Programs → Microsoft Office → Microsoft Office PowerPoint 2003, to open the Microsoft PowerPoint window.



To open a blank presentation:

- ❖ Click create a new Presentation link on the Getting Started pane. A new window opens.
- ❖ Click Blank presentation link on the New Presentation pane, when a new presentation opens, the Slide Layout pane on the right side of the window appears.
- ❖ Select the layout which you want to select by double-clicking on any one of them.



The Basic Elements of Slides:

- ❖ **Outline Pane:** Allows you to organize and develop the content of the presentation. You can type all the text of the presentation and paragraphs and slides, rearrange bullet points.
- ❖ **Slide Pane:** Enables you to view the text look on each slide you can add movies, graphics and sounds, add animations to individual slides and create hyperlinks.
- ❖ **Notes Pane:** Allows you to add information or speaker notes that you want to share with the audience, to add graphics in notes; you need to add the notes in note page view.



Inserting a New Slide Changing the Layout of a Slide

To insert a new slide in the presentation:

- ❖ Select Insert → New Slide, as shown in the following figure:



To change the layout:

- ❖ Select the slide in which the layout needs to be changed.
- ❖ Select the appropriate slide-layout from the Slide Layout pane.



Adding Text in the Layout

You need to click "Click to add title area" of the slide layout and thus type the title of the presentation. In the same way, click "Click to add subtitle" area of the slide layout and then type the subtitle of the presentation.



Inserting WordArt

WordArt is an auto shape toolbar that allows creating a variety of three-dimensional word shapes to add to their slides. You can change the text, determine text wrapping points and even modify the orientation of the text.



To insert the word art:

- ❖ Select the area of the slide where you want to place the word art.
- ❖ Click the Insert WordArt button to open the WordArt gallery, as shown in the following figure: (See Figure. 9.6.1)
- ❖ Select the desired word art design.
- ❖ Click Ok to open the Edit WordArt Text dialog box.
- ❖ Type the text and set the font and size.
- ❖ Click OK to apply all effects.

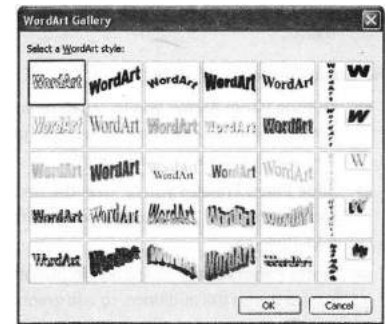


Figure 9.6.1



Inserting Picture in Slide

PowerPoint allows inserting picture in your slide. You can insert a picture through ClipArt or any picture which is saved on any location of hard disk.



To insert a picture from any location of hard disk:

- ❖ Select the appropriate slide layout, such as content from Slide Layout right pane.
- ❖ Click Insert Picture to open Insert Picture dialog box.
- ❖ Select the appropriate picture and click Insert.



To insert a picture from ClipArt:

- ❖ Click Insert ClipArt to open Select Picture dialog box.
- ❖ Search the appropriate picture and select them.
- ❖ Click OK.



Inserting Chart in Slide

PowerPoint allows inserting chart in your slide. This feature improves the usability of PowerPoint presentation. PowerPoint enables various types of chart, such as Column, Bar, Line, Pie, Area, Doughnut, Surface and Bubble. According to your requirement you can select any type of chart type.

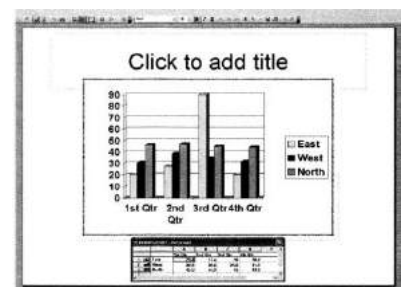


Figure 9.6.2



To insert a chart in slide:

- ❖ Click Insert Chart to insert chart in slide, as shown in the following figure: (See Figure. 9.6.2)
- ❖ Update the data in Datasheet that opens along with chart.
- ❖ In the main menu Select Chart → Chart Type to open Chart Type dialog box, as shown in the following figure;
- ❖ Select the appropriate chart type, such as Pie from available list.
- ❖ Click OK.

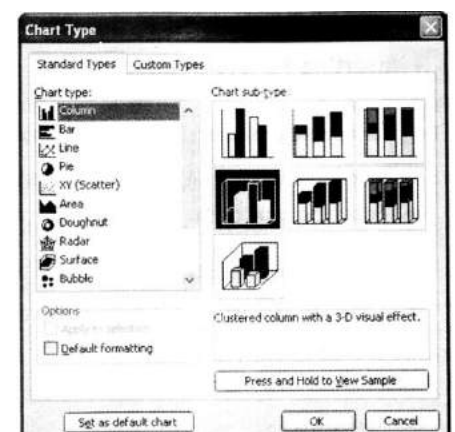


Figure 9.6.3



Inserting Diagram or Organization Chart in Slide:

PowerPoint enables a diagram gallery that allows inserting diagram and organization chart to show hierarchical relationships.



To insert diagram or organization chart:

- ❖ Click Insert Diagram or Organization chart to open Diagram Gallery, as shown in the following figure: (See Figure. 9.6.3)
- ❖ Select the appropriate diagram or organization chart.
- ❖ Click OK.



Inserting Media Clip

PowerPoint allows inserting media clip in your presentation. This feature makes your presentation more interesting. You can insert an interested video clip in your presentations that create more interest in your presentation.



To insert media clip:

- ❖ Click Insert Media Clip to open Media Clip dialog box.
- ❖ Select the appropriate clip.
- ❖ Click OK.

Commonly Asked QUESTIONS



..... is an auto shape toolbar that allows creating a variety of three dimensional word shapes to add to the slides.

- | | |
|-------------------|------------------|
| (A) AutoShape | (B) Clip Art |
| (C) WordArt | (D) All of these |
| (E) None of these | |

Answer: (C)

Explanation

Correct Option:

(C) WordArt is an auto shape toolbar that allows creating a variety of three - dimensional word shapes to add to the slides.

Incorrect Options:

Rest of the options is incorrect.



Microsoft PowerPoint is basically a presentation of graphics package. Which one of the following panes enables viewing the text looks on each slide?

- | | |
|-------------------|------------------|
| (A) Notes pane | (B) Slide Pane |
| (C) Outline Pane | (D) All of these |
| (E) None of these | |

Answer: (B)

Explanation

Correct Option:

(B) Slide enables you to view the text looks on each slide, you can add movies, graphics and sounds, add animations to individual slides and create hyperlinks.

Incorrect Options:

(A) Notes pane allows you to add information or speaker notes that you want to share with the audience, to add graphics in notes; you need to add the notes in notes page view.

(C) Outline pane allows you to organize and develop the content of the presentation. You can type all the text of the presentation and paragraphs and slides, rearrange bullet points.



..... allows you to organize and develop the content of the presentation.

(A) Notes pane

(B) Slide Pane

(C) Outline Pane

(D) All of these

(E) None of these

Answer: (C)

Correct Option:

(C) Outline pane allows you to organize and develop the content of the presentation. You can type all the text of the presentation and paragraphs and slides, rearrange bullet points.

Incorrect Options:

(A) Notes pane allows you to add information or speaker notes that you want to share with the audience, to add graphics in notes; you need to add the notes in notes page view.

(B) Slide enables you to view the text looks on each slide, you can add movies, graphics and sounds, add animations to individual slides and create hyperlinks.



Running a Slide Show

When you create 4 to 5 slides, you can run this presentation as a slide show. Slideshow means viewing the slides of presentation in succession.



To run a slide show we need to follow the following steps:

- ❖ Select Slide Show → View Show. The first slide of the presentation will be displayed and thus it covers the full screen.
- ❖ Click the screen to view the next slide. Alternatively, a menu is displayed when you click the rectangular shaped icon at the bottom left hand corner of the screen.
- ❖ Then click Next to display the next slide.



PowerPoint views

Microsoft PowerPoint introduces with different views to help while creating a presentation. Slide sorter view and normal view are the two main views used in PowerPoint. You can click the buttons at the lower left of the PowerPoint window to easily switch between views.



Slide Sorter View

You can see all the slides in the presentation on screen at the same time in the slide sorter view, displayed in miniature. It makes easy to move, add and delete slides. You may also preview animations on multiple slides by selecting the slides you want to preview and then clicking Animation Preview on the Slide Show menu. You can also add special effects, such as animation and sound on title text, bulleted text, sub title text and picture. For example: text moving from left to right and top to bottom with background sound is called animated slide. You can also add some special effect in your slide.



To apply animation in slide:

- ❖ Select the slide and slide show → Custom Animation
- ❖ Select the Object(s) from Check to Animate slide object box
- ❖ Select effects from Entry Animation and Sound list box and click OK.



Apply Transition

The process in which the incoming slide moves on the screen and the outgoing slide moves off the screen during a slide show thus these special effects applied to crossover between slides are known as transitions.



To apply transition performs the following steps:

- ❖ Select Slide Show → Slide Transition to open the Slide Transition pane, as shown in the following figure: (See Figure. 9.6.4)
- ❖ From the Apply to selected slides list select the type of transition.
- ❖ Select the speed from Speed list box and select sound from Sound list box, in Modify transition section.
- ❖ Select whether you want transition of slide automatic or on mouse click, in Advance slide section.



Printing a presentation

PowerPoint allows printing slides. Before printing slides, you need to set them up according to your requirements, such as A4 Paper, on screen Slide Show and 35mm Slides. To set up the page:

- ❖ Open the presentation and select Page Setup from File menu.
- ❖ Select the output medium from Slides sized droop down list.
- ❖ Set the orientation, such as Landscape.
- ❖ Click OK.



To print a presentation:

- ❖ Click File → Print or Press Ctrl + P to open the Print dialog box, as shown in the following figure:
- ❖ The Print dialog box contains Print What list that have the following options;
- ❖ Slides: Allows one slide per page.
- ❖ Handouts: Allows 1, 2, 3, 6 or 9 slides per page. Slides can be ordered vertically or horizontally.
- ❖ Note Pages: Allows one slide per page with additional notes.
- ❖ Outline View: Allows the text of slides in outline format,
- ❖ Click OK.

Commonly Asked QUESTIONS



Ravin prepares a presentation for college's annual function. He wants to apply custom animation in his presentation. Which one of the following steps he should perform to apply custom animation?

- (A) Select slide show → Custom Animation
- (B) Select view show slide show → Custom Animation
- (C) Select view → slide show → Custom Animation
- (D) Select slide show → view → Custom Animation
- (E) None of these

Answer: (A)

Explanation

Correct Option:

(A) Select slide show → Custom Animation.

Incorrect Options:

Rest of the options is incorrect.



PowerPoint allows printing slides. Before printing slides, you need to set them up according to your requirements. Which of the following options are available in Print what list?

- (A) Slides
- (B) Handouts
- (C) Note Pages
- (D) All of these
- (E) None of these

Answer: (D)

Explanation

Correct Option:

(D) The print dialog box has Print What list that contains slides, handouts and note pages options.

Incorrect Options:

Rest of the options is incorrect.



Jack wants to run his power point presentation using short cut key. Which one of the following short cut keys Jack can use?

- (A) Alt+F8
- (B) F5
- (C) F7
- (D) F1
- (E) None of these

Answer: (B)

Explanation

Correct Option:

(B) F5 key allows viewing show.

Incorrect Options:

(A) Alt + F8 allows adding Macros

(C) F7 allows starting spell check.

(D) F1 allows opening of power point help.

You Must KNOW

- ❖ PowerPoint 2003 allows saving a presentation as a web page.

IMPORTANT TERMS

- ❖ **Slide Pane:** Enables you to view the text looks on each slide, you can add movies, graphics and sounds, add animations to individual slides and create hyperlinks.
- ❖ **Transition:** Is the process in which the incoming slide moves on the screen and the outgoing slide moves off the screen during a slide show thus these special effects applied to crossover between slides

SUMMARY



- ❖ WordArt is an auto shape toolbar that allows creating a variety of three- dimensional word shapes to add to the slides.
- ❖ You can insert a picture through ClipArt or any picture which is saved on any location of hard disk.
- ❖ PowerPoint enables a diagram gallery that allows inserting diagram and organization chart to show hierarchical relationships.
- ❖ PowerPoint allows inserting media clip in your presentation.
- ❖ Slide sorter view and normal view are the two main views used in PowerPoint,
- ❖ Notes Pane allows adding information or speaker notes that you want to share with the audience.
- ❖ PowerPoint enables various types of chart, such as Column, Bar, Line, Pie, Area, Doughnut, Surface and Bubble.



Abbreviations

PP..... PowerPoint

Self Evaluation **TEST**



Duration
15 Minutes



Power point is a presentation tool that enables to present your presentation with graphics and animation. Which one of the following is the right extension of PowerPoint presentation file?

- (A) .pdf
- (B) .doc
- (C) .txt
- (D) .ppt
- (E) None of these



Which of the following statements are true about transition?

- (A) During a slide show the incoming slide moves on the screen
- (B) During a slide show outgoing slide moves off the screen
- (C) Power point enables a list of transition
- (D) All of these
- (E) None of these



Power point allows hiding mouse pointer. Which one of the following keys is used to hide the pointer in Power Point?

- (A) Ctrl + H
- (B) Ctrl + F
- (C) Ctrl + G
- (D) Ctrl + J
- (E) None of these



Which of the following statements are true about Power Point?

- (A) To return to the first slide in Power Point press both mouse buttons for 2 Seconds
- (B) To advance to the next slide in Power Point press Right Arrow key
- (C) Slide sorter view and normal view are the two main views used in PowerPoint
- (D) All of these
- (E) None of these



Figure 9.5.1Figure 9.5-lhich one of the following allows to see all the slides in the presentation on screen at the same time?

- (A) Slide Sorter view
- (B) PowerPoint view
- (C) View Show
- (D) All of these
- (E) None of these



Power point enables various master views. Which of the following master views are available in PowerPoint?

- (A) Slide Master
 - (B) Handout Master
 - (C) Notes Master
 - (D) All of these
 - (E) None of these
-



Which of the following statements is/are correct?

Statement A: Bubble is a chart type available in PowerPoint 2003.

Statement B: PowerPoint allows inserting media clip in your presentation.

- (A) Statement A is correct
 - (B) Statement B is correct
 - (C) Both statement A and B are correct
 - (D) Neither statement A nor statement B is correct
 - (E) None of these
-



Which one of the following statements is true?

Statement A: Slide sorter view is a process in which the incoming slide moves on the screen.

Statement B: Organization chart shows hierarchical relationships,

- (A) Statement A is correct
 - (B) Statement B is correct
 - (C) Both statement A and B are correct
 - (D) Neither statement A nor statement B is correct
 - (E) None of these
-



Match the following:

A

- 1. F5
- 2. Ctrl +M
- 3. F7
- 4. F6

B

- A. New Slide
- B. Slide Show
- C. Help File
- D. Spell check
- E. Next Pane

- (A) 1 - B, 2 - A, 3 - E, 4 - D
- (B) 1 - B, 2 - A, 3 - D, 4 - E
- (C) 1 - B, 2 - C, 3 - D, 4 - E
- (D) 1 - B, 2 - D, 3 - A, 4 - E
- (E) None of these



..... is an auto shape toolbar that allows creating a variety of three- dimensional word shapes to add to the slides.

- (A) AutoShape
 - (B) Clip Art
 - (C) WordArt
 - (D) All of these
 - (E) None of these
-

Self Evaluation Test

SOLUTIONS



Explanation for Selected Questions



Correct Option:

(D) .ppt is the extension of Power Point presentation file.

Incorrect Options:

(A) .pdf is the extension of acrobat file

(B) .doc is the extension of word file

(C) .txt is the extension of notepad file



Correct Option:

(D) All of the statements are related to transition and correct.

Incorrect Options:

Rest of the options is incorrect.



Correct Option:

(A) Ctrl + H is used for hiding pointer in PowerPoint.

Incorrect Options:

Rest of the options is incorrect.



Correct Option:

(D) All statements are true.

Incorrect Options:

Rest of the options is incorrect.



Correct Option:

(A) Slide Sorter view allows to see all the slides in the presentation on screen at the same time

Incorrect Options:

Rest of the options is incorrect.



Correct Option:

(D). Slide Master, Handout Master and Notes Master are available in PowerPoint.

Incorrect Options:

Rest of the options is incorrect.



Correct Option:

(C) Both statements are true.

Incorrect Options:

Rest of the options is incorrect.



Correct Option:

Only statement (B) is true.

Incorrect Options:

Rest of the options is incorrect.



Correct Option:

Option (B) shows the correct match.

Incorrect Options:

Rest of the options is incorrect.



Correct Option:

(C) WordArt is an auto shape toolbar that allows creating a variety of three - dimensional word shapes to add to the slides.

Incorrect Options:

Rest of the options is incorrect.

ANSWERS

1.	D	2.	D	3.	A	4.	D	5.	A	6.	D	7.	C	8.	B	9.	B	10.	C
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