Introduction to Presentation Software

PowerPoint (PPT) is a **presentation software** that allows you to create professional-looking **slide shows**.

It is a complete presentation graphics package. It is included in the Microsoft Office suite.

- The file extension of a Powerpoint presentation is "**.ppt**".
- The building blocks of a PowerPoint presentation are **slides**.

Slide: An **individual screen** in a slide show.

Slide Show or Presentation: A series of slides displayed in sequence.

A slide show can be controlled manually or automatically.

Object: Any element that appears on a PowerPoint slide, such as clip art, text, drawings, charts, sounds, and video clips. You can refer to a clip art object, a text object, a title object, a drawing object, etc.

Slide Transition: A **special effect used to introduce a slide** during a slide show. For example, you can fade in from black, or dissolve from one slide to another. Click on the "Transitions" Ribbon Tab to add interesting transitions.

Animation– Add a special **visual or sound effect** to text or an object. To add animations to objects in slide shows, click the picture or Text Box you want to animate, then the "**Animations**" Ribbon Tab.

PPT Basic Rules

- Use the KISS Principal (Keep It Simple and Straightforward)
- Make bullet points easy to read
- Keep text easy to understand
- Use concise wording
- Keep Font Size Large
- Stick to a single background or design template
- No more than one font should be used per slide
- Incorporate only one thought per slide
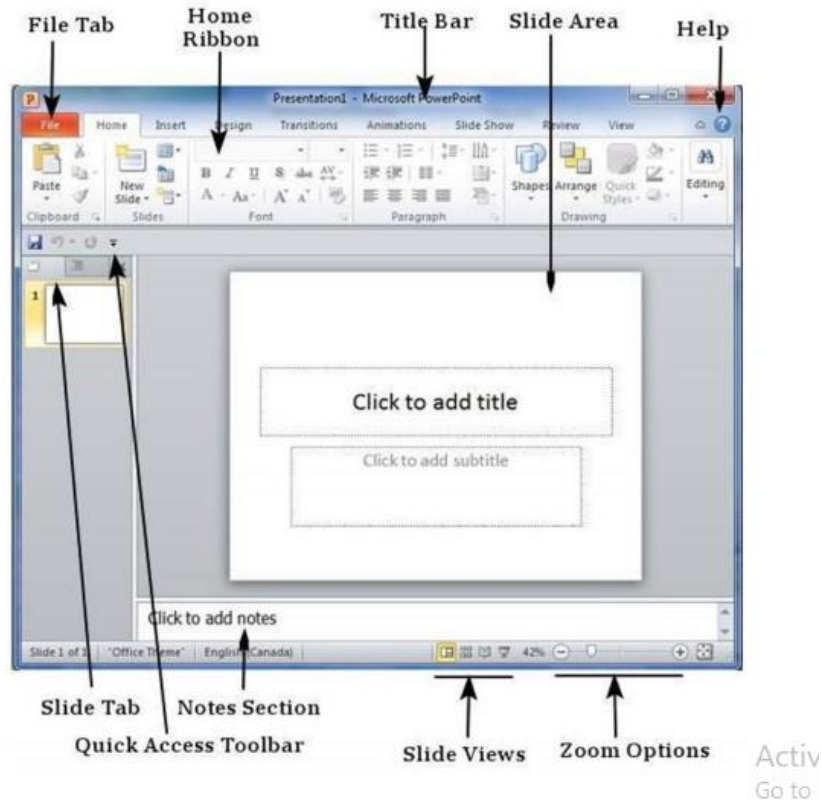
Uses of PowerPoint Presentation

PowerPoint presentations are useful for both personal and professional usage

1. **Education**
2. **Marketing**
3. **Business**
4. **Creating Resumes**
5. **Depicting Growth**

Creating a presentation

Steps

1. Open **PowerPoint**.
2. In the left pane, select **New**.
3. Select an option:
   - To create a presentation from scratch, select **Blank Presentation**.
   - To use a prepared design, select one of the **templates**.
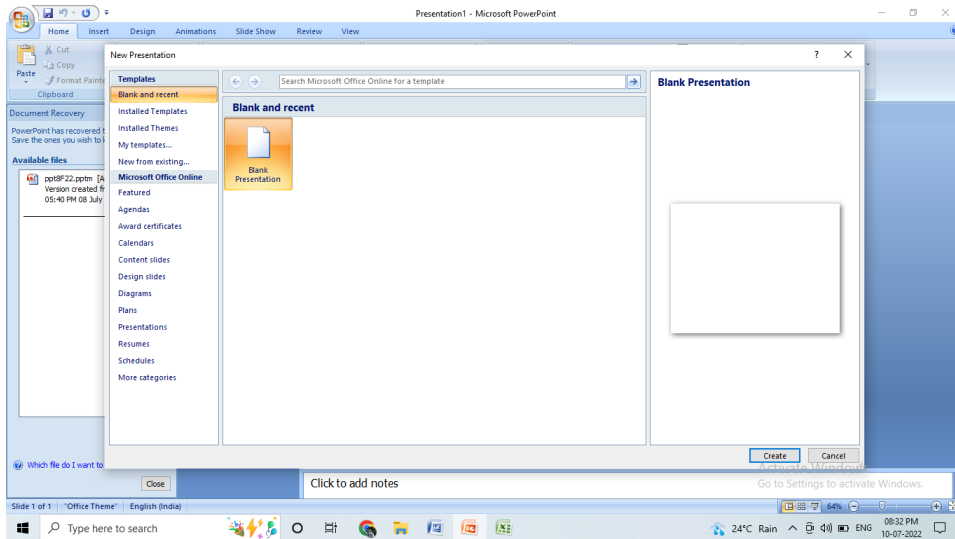
Adding a slide

Steps

1. In the **Home** tab, in the **Slides** section, select **New Slide**.

2. In the **Slides** section, select **Layout**, and then select the layout you want from the menu.
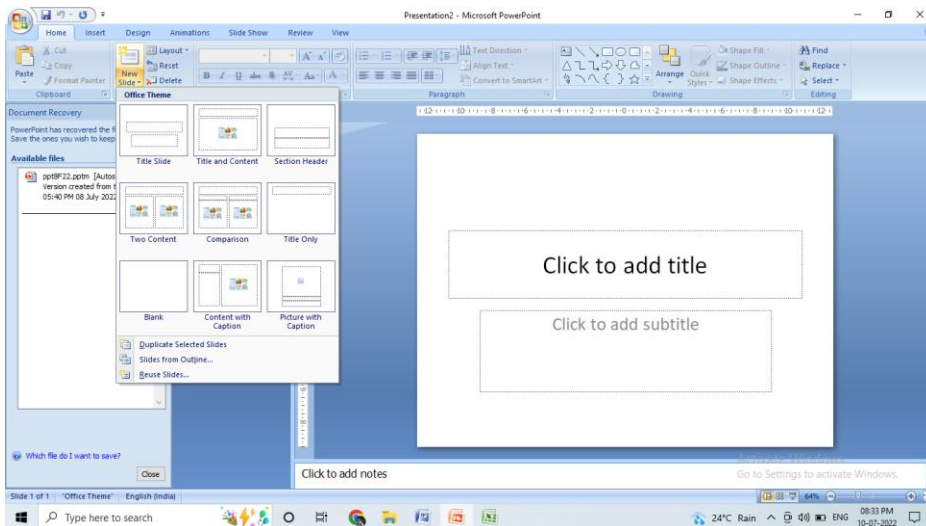
Add and format text

Place the cursor inside a text box, and then type something.

To **Add a picture, shape, and more**

1. Go to the **Insert** tab.

   To add a picture:

   a. In the **Images** section, select **Pictures**.
   b. In the **Insert Picture From** menu, <u>select the source</u> you want.
   c. Browse for the picture you want, select it, and then select **Insert**.
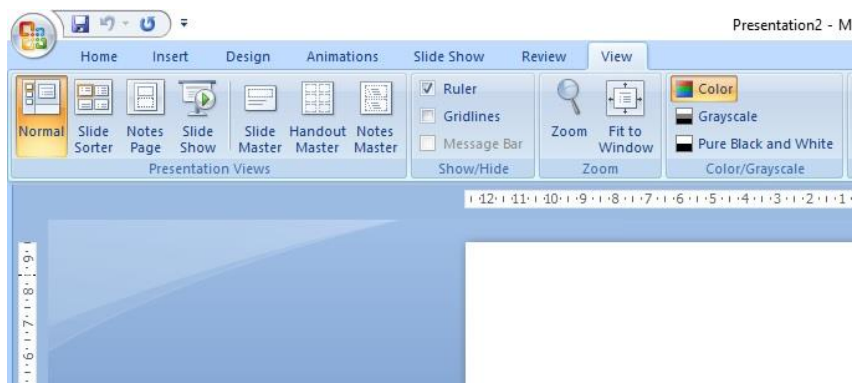
Views in Powerpoint

Views are used to **create and organize your presentation**.

 Each view supports a different set of functions and is designed accordingly.

Views in PPT includes:

- Normal view.
- Slide Sorter view.
- Notes Page view.
- Slide Show view.
- Master views: Slide, Handout, and Notes.

Normal view: This is the default view. 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 the contents of each slide.

 Notes view: 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 Show view

This view allows you to **see your presentation** in full-screen mode.

F5 – start slideshow from beginning

Shift+F5 – to start slideshow from current slide.

Master Slides

A master slide controls certain text characteristics such as font type, size, and colour, as well as background colour and style.

Master slides can affect all the slides in a presentation.

There are masters that control the title slide, notes pages, and handout pages.

Create a New Presentation Using the AutoContent Wizard

 1. Choose **File > New** to display the **New Presentation** pane

2. On the **New Presentation** pane, click on the **AutoContent Wizard** link

 There are series of questions about the presentation you are making, including a category for the type of information being presented and the method of delivery.

The Wizard then applies a background and text as well as an outline of text you may use as a guide.

This is the preferred method for creating a presentation in the **least of amount of time**

Printing in power point

There are many options for printing your presentation.

You can **print slides, notes pages, handout pages, or outlines**.

 You can print the **current slide, or select a range of slides to print.**

You can also select other print options.

To print various things from PowerPoint:

>   1. Choose File > Print to display the Print dialog box.

>   2. Under the Print What heading, select the type of printout.

>   3. Select any other options you want.

>   4. Click OK.

Inserting Graphics

1. Choose Insert > Picture > From File.

2. Navigate to the folder that contains the picture that you wish to insert.

3. Select the picture file.

4. Click Insert.

What all elements can be added to a slide?

Answer: The following elements can be added to a Powerpoint slide:

1. Clip Art
2. Graphs
3. Tables
4. Photographs
5. Charts
6. Media Clips
7. Videos