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 <u>Microsoft Office</u> <u>suite</u>.

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

<u>Slide:</u> An **individual screen** in a slide show.

<u>Slide Show or Presentation</u>: 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.

<u>Slide Transition:</u> 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

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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

<u>Steps</u>

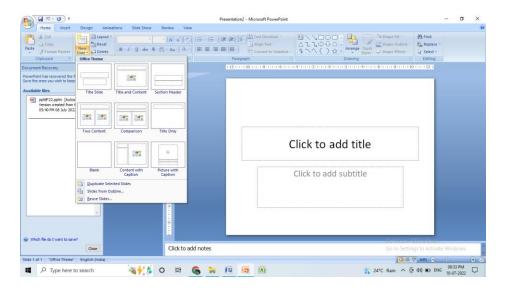
- 1. Open **PowerPoint**.
- 2. In the left pane, select **New**.
- 3. Select an option:
 - To create a <u>presentation from scratch</u>, select **Blank Presentation**.
 - To use a <u>prepared design</u>, select one of the **templates**.

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Adding a slide

<u>Steps</u>

- 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, select the source 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.

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Normal view: This is the default view. This view allows you to **<u>edit</u>** individual slides and also **<u>rearrange</u>** them.

<u>Slide Sorter view</u>: 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.

<u>Create a New Presentation Using the AutoContent Wizard</u></u>

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

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

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

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 <mark>OK</mark>.

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