Power Point

What is Power Point?

PowerPoint is an application software. Which is used to make a presentation. Images, text videos and much more information are also used to create a presentation. The page on which the presentation is made is called slide.

How to open Power Point in Computer?

➢ Start Button
➢ All Program
➢ Microsoft Office
➢ Click Power Point

How to shortcut open power point in computer with keyboard?

➢ Run Open (Window key + R)
➢ Type powerpoint
➢ Enter
➢ Your power point has been opened

CREATE PRESENTATION

How to make presentation in Power Point?

➢ Type Contents on the slide
➢ To make your presentation colorful, go to the Design tab
➢ Go to the Transitions tab to apply motion effects to the PowerPoint page or Slide
➢ Go to the Animation tab to apply motion effects to the PowerPoint page or Slide
➢ After doing all the above steps, your presentation will be made

DESIGN TAB   DESIGN

Themes Group

The page that works in PowerPoint is called a slide, so the slide

The theme is used to create a beautiful color.

- ➢ Click on the slide where you apply theme or colorful
- ➢ Click Design Tab
- ➢ Click on the theme to apply
- ➢ It will apply to all your slides

Note: - If the theme you clicked on is to apply on a single slide.

- ➢ Design tab
- ➢ Right click on the slide to apply
- ➢ Click apply to select slide
- ➢ Now the theme will be applied to only one slide.

Note: - If you want to use a lot of themes

- ➢ Click Theme group arrow button (For ex ⬇)

Variants Group

Variants group is used to three and four different colors of the theme you use on a slide.

- ➢ Click on the slide
- ➢ Variants Group
- ➢ Choose theme color

Colors

Colors are used to apply multiple colors on the same theme after applying a theme to any slide.

Fonts

After applying the theme on any slide, the font is used to change the font style of the typed text.

Effects

After applying the theme on any slide, the effects are used to change some different color effect in the same theme.

Customize Group

Slide Size

Slide Size are used to make the size of the slide small and big or to set user according.

- ➢ Design Tab
- ➢ Customize Group
- ➢ Slide Size

Standard

Standard is used to show width less and height higher in a slide.

- ➢ Design tab
- ➢ Slide size
- ➢ Click Standard

Widescreen

The windscreen is used to show width more and less height in the slide.

➢ Design tab
➢ Slide size
➢ Click Widescreen

Format Background

You can apply the best multiple colors, textures, pictures and many other effects in the background of any slide.

➢ Click on the slide
➢ Design tab
➢ Click Format background
➢ The format background panel will open
➢ Now you can apply multiple colors, textures, picture and any other effects.

For more visit

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Transition Ta TRANSITIONS

Transitions to the slide Gro

After making a presentation in PowerPoint, we use the Transition Group to place a motion effect on the slide.

➤ Click on the slide on which to apply motion effects.
➤ Transitions Tab
➤ Click on the motion effect you want to apply
➤ Now to see the motion effect on the slide, press the F5 button from the keyboard.

Note: - Click the arrow button to apply different types of motion effects to the slide.

For Ex.

Preview

Preview is used to view the output of a motion effect using any slide. Or a preview is also used to create a presentation in PowerPoint and see its output.

➤ Transitions Tab
➤ Click preview

Effect Option

Effect options are used to show the same motion effect differently on the slide on which the motion effect is applied.

➤ Click on the slide
➤ Apply any one motion effect on the slide
➤ Click effect options

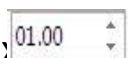➢ Now you can apply different types of motion effects.

Timing Group

Sound

Sound is used to apply a sound effect or song to the slide on which you have worked. You can listen to the sound effect while showing the presentation.

➢ Click on the slide
➢ Transitions tab
➢ Go to sound effect option
➢ Click sound box arrow button (**Ex.**:- This is Soun [No Sound])
➢ Choose sound you want to apply

Duration

Duration is used to set the time of a sound effect by applying a sound to any slide.

➢ Click on the slide that has a sound effect
➢ Transitions Tab
➢ Set the time by clicking the increase and decrease button in the Duration Box (For ex 01.00)

Apply To All

If you apply a motion effect or sound effect to a single slide,

Apply To All is used to apply the same motion effect or sound effect to all slides.

➢ Transitions Tab
➢ Click **Apply To All**

Advance Slide

On Mouse Click

On Mouse Click is used to move from one slide to another slide by pressing the left button of the mouse while showing the presentation.

➢ Transitions Tab
➢ Go to timing group
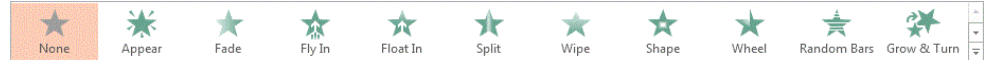➢ Click **On Mouse Click** check box (For ☐ On Mouse Click)

After

While showing the presentation, **After** is used to set the time to move from one slide to another slide and to play the slide automatically.

➢ Transition Tab
➢ Go to timing group
➢ Uncheck on mouse click check box (☐ On Mouse Click)
➢ Click check box and set time for a slide (For ☐ After: 00:02.00)

ANIMATION TAB

Animation Group

When creating a presentation in PowerPoint, use animation group for any content to be applied animation effect. Such as text, picture etc.

- ➢ Click on the content like text or picture
- ➢ Click Animation tab
- ➢ Go to animation group
- ➢ Click on any animation effect to apply
- ➢ Preview is visible on clicking any animation.

Note: - Click the arrow button to apply different types of Animation effects to the contents.

For Ex.

Arrow Button

Preview

After applying animation effects to the contents, the preview button is used to view its preview.

- ➢ Click on the any contents like text or picture etc.
- ➢ Animation tab
- ➢ Apply animation effect
- ➢ Click preview button

Effect Option

Effect options are used to show the same animation effect differently on the content on which the animation effect is applied.

- ➢ Click on the any contents like text or picture etc.
- ➢ Animation tab
- ➢ Apply any animation effect on the content
- ➢ Click Effect Option
- ➢ Now you can apply different types of Animation effects.

Add Animation

For any content that has more than one animation effect, add animation is used.

➢ Click on the content which has an animation effect on it
➢ Animation tab
➢ Click Add Animation
➢ Now you can apply more than one animation effect to the same content

Animation Pane

To remove animation effect by applying animation effect on any content or viewing the preview by applying animation effect to any content.

➢ Animation tab
➢ Click Animation Pane
➢ You can see any animation effect on the content.
➢ Right click on the animation effect that is to be removed.
➢ Click remove

Note:- Click the Play button to see the preview of the animation effect.

Trigger

Trigger are used to open any other content by clicking on one of the content.

➢ Click on the content to be opened by clicking on other content
➢ Apply an effect on this content
➢ Animation tab
➢ Click Trigger
➢ Go to **On Click of**
➢ Click on the content name on which you want to open the other content.

Animation Painter

Copying the animation effect of one content to another content.

- ➢ Click on the content that has an animation effect
- ➢ Animation tab
- ➢ Click Animation Painter
- ➢ Click on the other content to copy the animation effect

Start

To start the animation by clicking the left button with the mouse.

- ➢ Animation tab
- ➢ Go to **Start Option**
- ➢ Select **On Click**
- ➢ Press F5 for Play Presentation
- ➢ Now click the left button of the mouse to start the animation effect

Duration

Set the time of animation effect for how long you want it to run,

- ➢ Click on the content that has an animation effect
- ➢ Animation tab
- ➢ Go to **Duration Option**
- ➢ Set time for animation effect

Delay

Set delay time for the second animation effect after first animation effect run.

- ➢ Click on the content on which to set the delay time
- ➢ Animation Tab
- ➢ Go to **Delay Option**
- ➢ Set delay time for animation effect

Move Earlier ▲

Move Earlier is used for which animation to be shown first and which animation to show later.
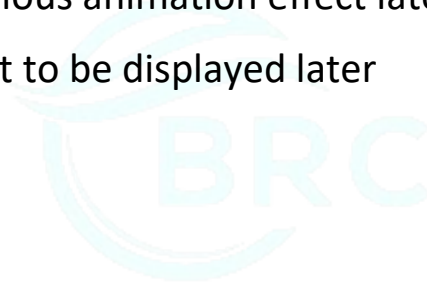
Note: - To show the subsequent animation effect first

- ➢ Click on the content to be displayed first.
- ➢ Animation Tab
- ➢ Click Move Earlier

Move Later ▼

Move Later is used for which animation to be shown later and which animation to show first.

Note: - To show the previous animation effect later.

- ➢ Click on the content to be displayed later
- ➢ Animation Tab
- ➢ Click Move Later

Slide Show Tab SLIDE SHOW

What is Slide Show tab?

After creating a presentation in PowerPoint, we use the Slideshow tab to show the presentation in different ways to anyone.

From Beginning

You may have clicked on any slide, but from Beginning is used to show the presentation from the first slide.

- ➢ Slide Show tab
- ➢ Click From Beginning
- ➢ Now the slide is played from the first slide

From Current Slide

The current slide is used to show the presentation on the slide that is clicked.

- ➢ Slide Show Tab
- ➢ Click From Current Slide

Present Online

Present online is used to display your presentation online on any browser.

- ➢ Slide Show
- ➢ Click Present Online
- ➢ Office Presentation Service
- ➢ Click Connect

Custom Slide Show

Custom Slide Show are used to show the presentation of the selected slide.

- ➤ Slide Show Tab
- ➤ Custom Slide Show
- ➤ Click Custom Show
- ➤ Click New
- ➤ Slide show name (Type any name)
- ➤ Click on the slide check box to show the presentation
- ➤ Click Add
- ➤ Ok
- ➤ Click Show

Set Up Slide Show

To automatically start the presentation again after finishing while showing the presentation.

- ➤ Slide Show Tab
- ➤ Click Set Up Slide Show
- ➤ Click Check Box of the Loop continuously until 'Esc'
- ➤ Ok
- ➤ Now the presentation will be automatically restarted while showing the presentation

Hide Slide

The Hide Slide is used to hide any slide while showing the presentation.

- ➤ Click on the slide to hide
- ➤ Slide Show Tab
- ➤ Click Hide Slide

Rehearse Timing

Setting different times on each slide through its typed content, how long to show that slide when showing the presentation.

➢ Slide Show
➢ Click Rehearse Timings
➢ Now the time has started
➢ Set the time on the first slide and click on the Next button
➢ This is the way to set time on all slides
➢ After setting the time on all the slides, there will be an option to save time.
➢ Click Yes

Note: - To see the time set on all slides

➢ View Tab
➢ Slide Sorter

Record Slide Show

To record something about your slide by recording your voice with a microphone.

(1) Start Recording from Beginning

To record your voice from the first slide

(2) Start Recording from Current Slide

To record your voice from the slide that is clicked

➢ Slide Show Tab
➢ Click **From Beginning** or **Current Slide** for record your voice
➢ Now recording has started
➢ Record your voice on the first slide and press the Next button for the second slide
➢ Record your voice on all slides in this way
➢ Now the voice will also play along with the slide while showing the presentation

Play Narrations

To play the recorded voice from the microphone with a slide.

➢ Slide Show

➢ Click on the check box of **play narrations** (F ☑ Play Narrations)

Use Timings

To use the time set on all slides from Rehearse Timings.

➢ Slide Show

➢ Click on the check box of the **Use Timings** (F ☑ Use Timings)

Show Media Controls

Pause, stop and play the recorded voice on the slide while showing the presentation.

➢ Slide Show

➢ Click on the check box of the Show Media Controls (For Ex. ☑ Show Media Controls)

Monitor ⧉

To display the presentation on a different size monitor.

➢ Slide Show Tab
➢ Go to monitor option
➢ Select Automatic
➢ Now we can show the presentation on different size monitors.

REVIEW TAB

Review tab Introduction

Use the Review tab to correct spelling mistake, commenting in any word and comparing between two presentations when creating a presentation.

Spelling

To correct any word that has a spelling mistake in the slide

- ➢ Click on the word in which the spelling is incorrect.
- ➢ Review tab
- ➢ Click Spelling
- ➢ Click correct word
- ➢ Click Change

Note: - To change the spelling of all the words at once, click on

Change All.

Research and Thesaurus

In PowerPoint, research and thesaurus are used together and to find the English to English meaning of any word.

- ➢ Click on that word to find meaning
- ➢ Review Tab
- ➢ Click Research and Thesaurus
- ➢ See the meaning of that word
- ➢ To change that word, click on the arrow button of the meaning
- ➢ Click insert

Translate

To translate any word into a line in PowerPoint.

- ➢ Click on the word to translate in a line
- ➢ Review Tab
- ➢ Translate
- ➢ Click Translate Selected Text

➢ Now the clicked word is translated into a line.

Language

Language is used to work in another language in PowerPoint.

➢ Review tab
➢ Language
➢ Click Language Preferences
➢ Click on the language to work on (Under Choose Editing Language)
➢ Ok

Note: - To add the language in which you want to work in PowerPoint, go to the Start button and click on the Control Panel.

New Comment

Click on any word and write something about that word.

➢ Click on the word to write something on
➢ Review tab
➢ New Comment
➢ You can type whatever

Delete

To delete a comment posted on any word.

Previous

To see the comment of the previous word

Next

To see the comment of the later word.

Show Comments

Show comments are used to view and hide the comment symbol and comment panel.

➢ Review tab

- ➢ Click Show Comments
- ➢ Click Comments Pane or Show Markup for both hide or show

Compare

Compare is used to compare two presentations in PowerPoint and to add a slide to another presentation.

- ➢ Review tab
- ➢ Click **Compare**
- ➢ Computer part will open
- ➢ Select the second presentation saved on the computer
- ➢ Click Merge
- ➢ Now use the Revisions panel to compare slides or add slides from another presentation.

Accept

To add a slide from another presentation.

- ➢ Click on another presentation slide
- ➢ Review tab
- ➢ Accept

Reject

To delete the slide of another presentation.

- ➢ Click on another presentation slide
- ➢ Review tab
- ➢ Reject

Previous

To see the slide before the clicked slide

- ➢ Click any slide
- ➢ Review Tab
- ➢ To see the previous slide click **preview**

Next

To see the slide later the clicked slide

- ➢ Click any slide
- ➢ Review Tab
- ➢ To see the later slide click **next**

Reviewing Pane

To hide and show the Revisions panel. Using the Revision panel compare two slides

- ➢ Review tab
- ➢ Click on Reviewing Pane to hide or show the Revisions Panel.

End Review

End Review used to exit the comparison page after comparing two presentations or adding slides to the second presentation.

- ➢ Review tab
- ➢ Click **End Review**

View Tab   VIEW

View Tab Introduction

Show the slide in a normal way, applying the logo to all the slides, writing notes about the slide and viewing the slide in color with gray and black and white.

Normal

To see the slide in a normal way.

- ➢ View Tab
- ➢ Click Normal

Outline View

The outline view is used to edit any slide and direct jump from one slide to another slide.

- ➢ View Tab
- ➢ Outline View
- ➢ Now you can edit any slide and jump from one slide to another.

Slide Sorter

Use slide sorter to view many slides at once.

- ➢ View Tab
- ➢ Click Slide Sorter
- ➢ Now you can see all the slides

Notes Page

Clicking on the slide to write something about that slide is one line, two lines or more.

- ➢ Click on the slide to write something about
- ➢ View Tab
- ➢ Click **Notes Page**
- ➢ Now you can write anything about the slide

Reading View

After making the presentation, the reading view is used to view the slide in full screen without playing the presentation.

- ➢ View Tab
- ➢ Click Reading View
- ➢ Now you can see the slide in full screen

Slide Master

To place a logo or a picture on all slides and to show the company name or any text in all the slides

Note: - Use the slide master when starting the presentation.

- ➢ Create a new page to create a presentation
- ➢ View Tab
- ➢ Click Slide Master
- ➢ Go to the first slide using the slide bar and click on it
- ➢ Insert tab
- ➢ To add a logo, you have to go to the picture option or to type a text go to the text box
- ➢ To exit the slide master option
- ➢ Click Slide Master Tab
- ➢ Close Master View

Handout Master

Use the handout master to print more than one slide from the printer on a page.

- ➢ Go to printing part or Press Ctrl + P
- ➢ Go to Handout Option
- ➢ Select the number of slides to print on a page
- ➢ Click Print

Notes Master

To print by typing text in the header and footer while printing the slide on the page from the printer.

Header: - Top of the Page.   **Footer: -** Bottom of the Page.

- ➢ View Tab
- ➢ Click Notes Master
- ➢ Go to header and footer for type text (**For Ex.** Company name or Address etc.)
- ➢ Click Notes Master tab (to exit the Notes Master)
- ➢ Click Close Master View
- ➢ Print the slide to see the typed text.

Ruler ☑ Ruler

To show the scale on the slide so that it can measure the width and height of the shape and picture while working.

- ➢ View Tab
- ➢ Click Ruler Check Box (**For ex** ☑ Ruler)

Gridlines ☑ Gridlines

Show gridlines in the background of the slide to perfect object placement.
- ➢ View tab
- ➢ Click Gridlines check box (**For Ex** ☑ Gridlines)

Guides ☑ Guides

Show adjustable drawing guides to which you can align object on the slide.

- ➢ View Tab
- ➢ Click Guides Check Box (For Ex ☑ Guides

Notes

To see the typed notes whatever you type about the slide using the notes page.

- ➢ View tab
- ➢ Click **Notes Option**

Zoom

To zoom in or out of the slide

- ➢ View Tab
- ➢ Click **Zoom Option**
- ➢ Select Zoom Percentage or Type Percentage

Fit to Window

After using zoom in or zoom out, to fit the slide PowerPoint window screen or to display the slide as before

- ➢ View Tab
- ➢ Click **Fit to Window**

Color

To show the slide in colorful

- ➢ View Tab
- ➢ Click **Color Option**

Grayscale

To show the slide in gray color

- ➢ View Tab
- ➢ Click **Grayscale Option**

Black and White

To show the slide in Black and White

- ➢ View Tab
- ➢ Click **Black and White Option**

New Window

To copy the created presentation to a new PowerPoint page.

➢ View Tab

➢ Click New Window

Arrange All

After opening more than one presentation, to see all the presentations at once.

➢ Open more than one presentation

➢ View Tab

➢ Click **Arrange All**

Cascade

To see multiple presentation in an overlapping screen, overlapping means the second presentation behind the first presentation, the third presentation behind the second presentation.

➢ Open more than one presentation

➢ View Tab

➢ Click **Cascade**

Move Split

Multiple slide screen or notes text box to make smaller or larger when creating a presentation.

➢ View Tab

➢ Click Split

➢ Now you can use Split Option

Switch Windows

To jump from one presentation to another presentation

➢ View Tab

➢ Click Switch Windows

➢ Click on the presentation to go to

Macros

After learning all the options in PowerPoint to do advanced animation effects or more. Do all the work in the macro using codes.

- ➢ View Tab
- ➢ Click Macros
- ➢ Type Macro Name
- ➢ Click **Create**
- ➢ Type Macro Codes for Advance animation effects or more