

Bharathidasan University

Centre for Differently Abled Persons
Tiruchirappalli-620024
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Bachelor of Computer Applications (For Students with Hearing & Speech Impairment)

Course: Fundamentals of Computer Applications **Unit – 5**

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Microsoft Powerpoint - Objectives

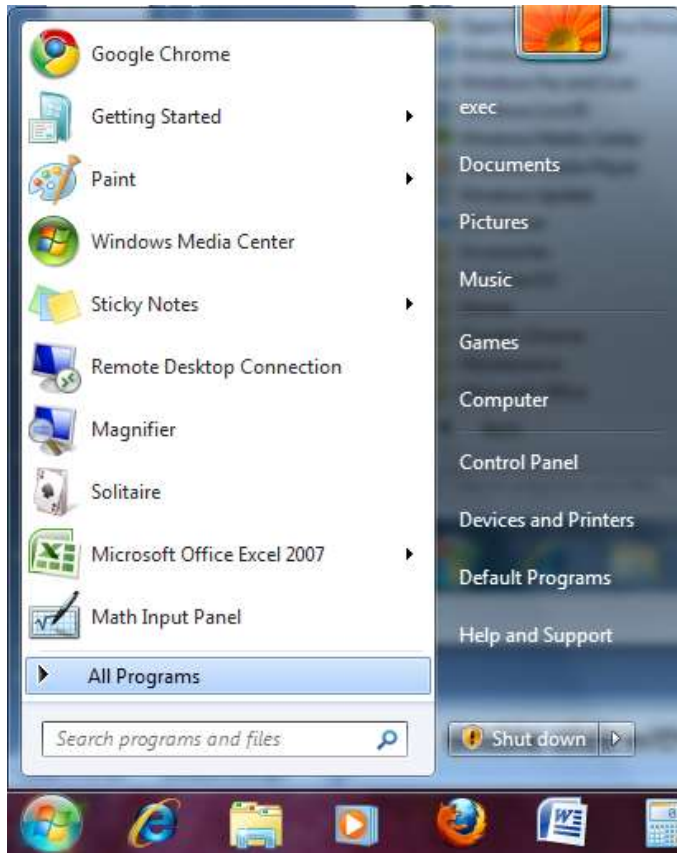
After completing this lesson, you will be able to:

- Identify the basic functionalities offered by presentation programs.
- Create a presentation.
- Add graphics and multimedia to a presentation.
- Identify the various options available to print presentations in different formats.

Introduction to PowerPoint

- Presentation programs, such as PowerPoint, helps you create a presentation and use audio-visual materials, such as graphics and multimedia elements, to present information.
- You can also distribute printed copies containing the key points of your presentation.

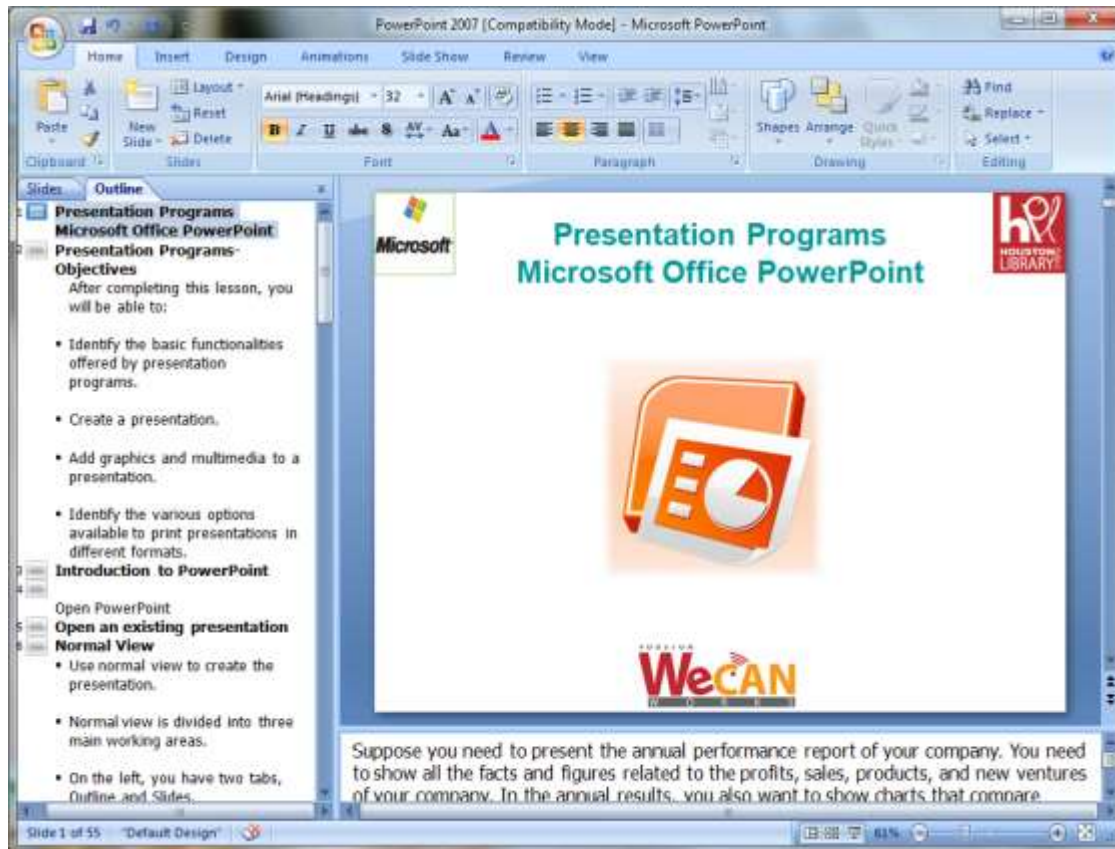
Open PowerPoint



To open PowerPoint:

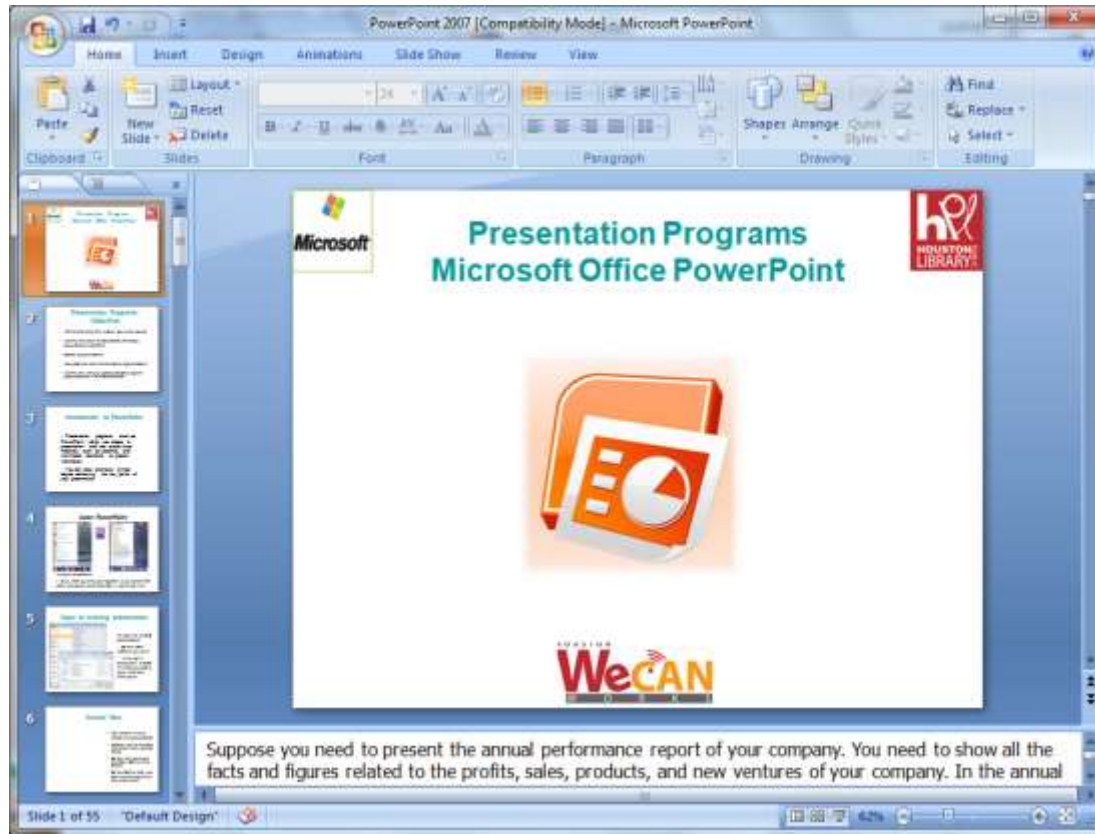
- Click **Start**, point to **All Programs**, click **Microsoft Office** and Click **Microsoft Office PowerPoint 2007** or,
- Double click the PowerPoint icon on the desktop.

Normal View



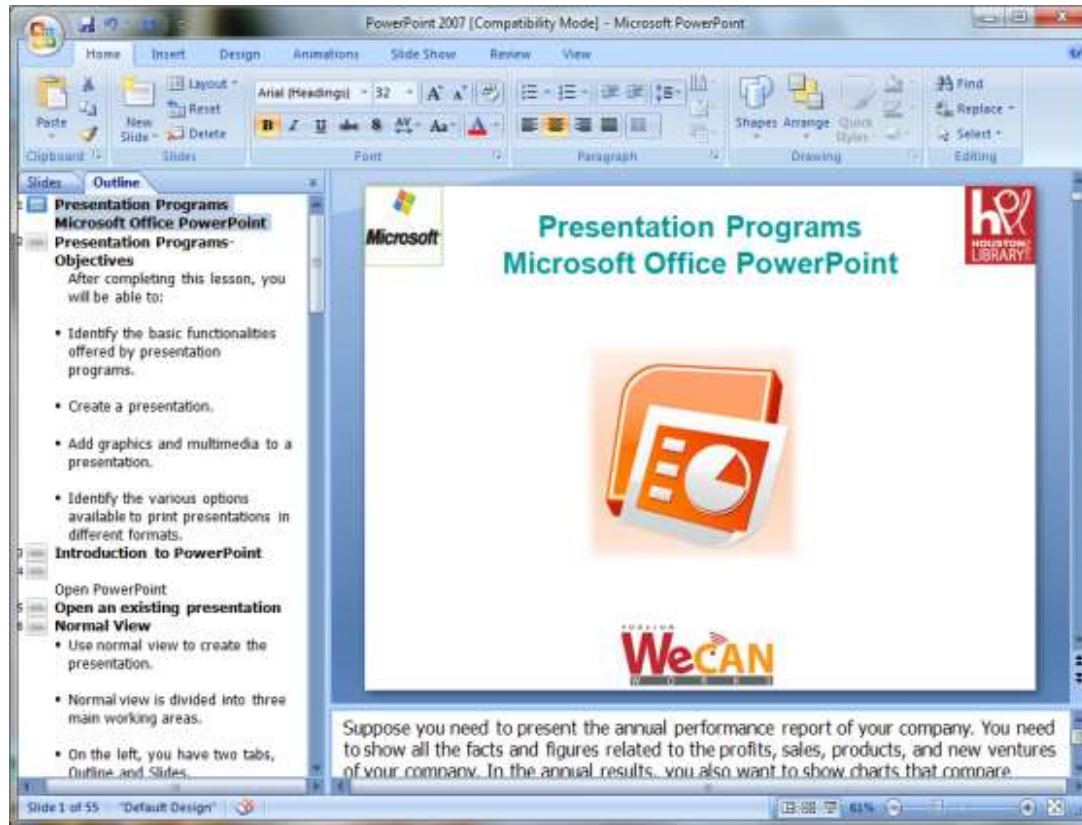
- Use normal view to create the presentation.
- Normal view is divided into three main working areas.
- On the left you have two tabs, Slides and Outline.

Thumbnails View



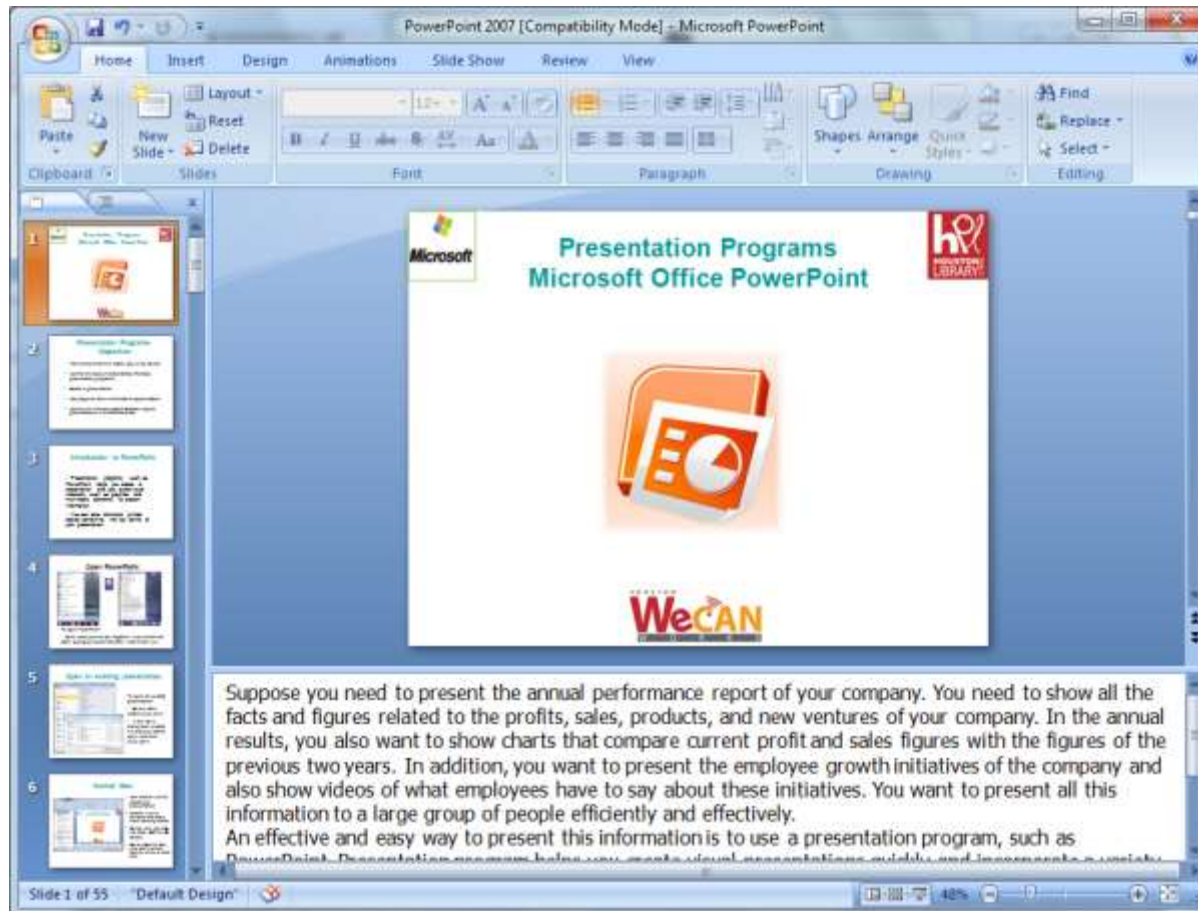
- To view the slides as thumbnails, in the leftmost pane, click the Slides tab.
- On the right, the slide pane displays a large view of the current slide.

Outline View



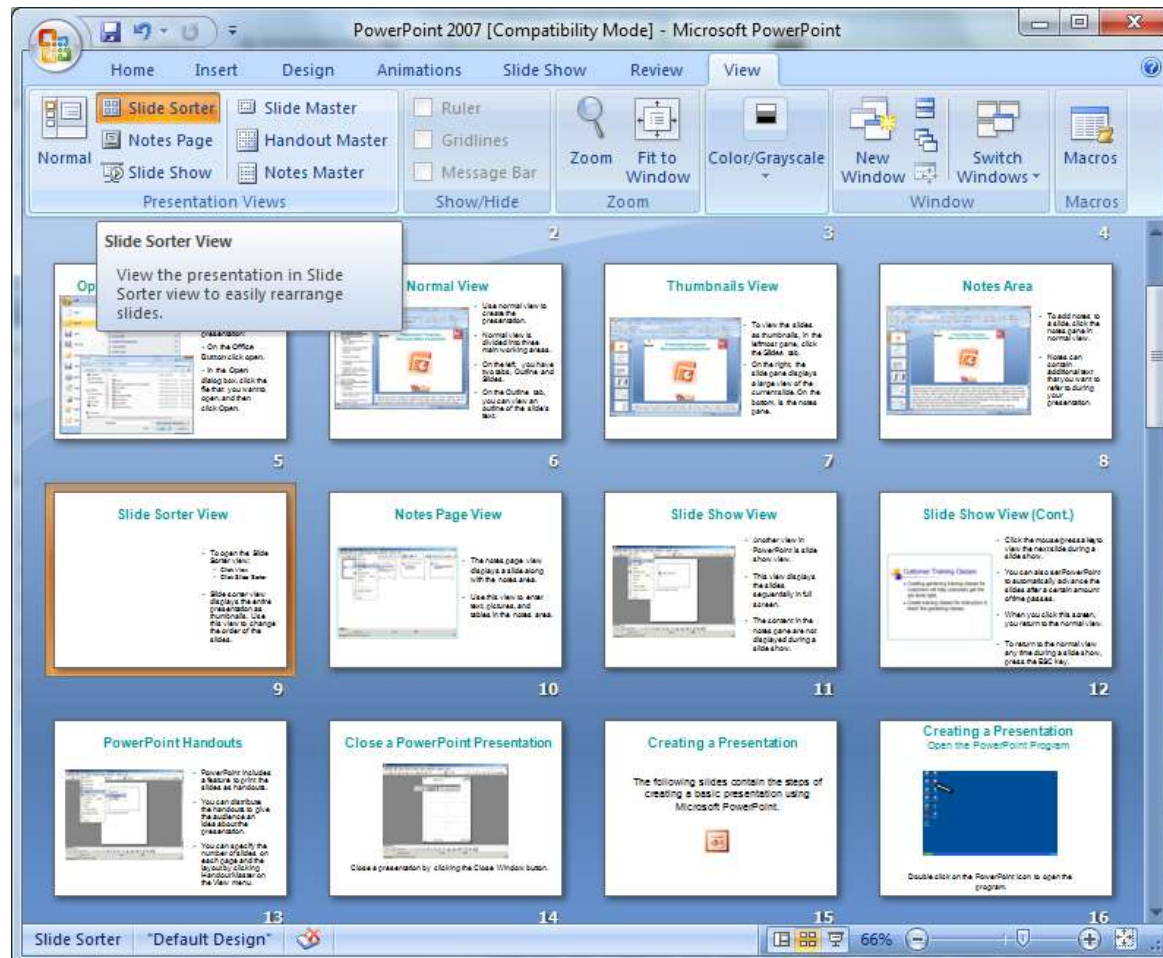
- Outline view is an outline of all the text that will appear on your slides.
- Outline view is used to edit the text only.

Notes Area



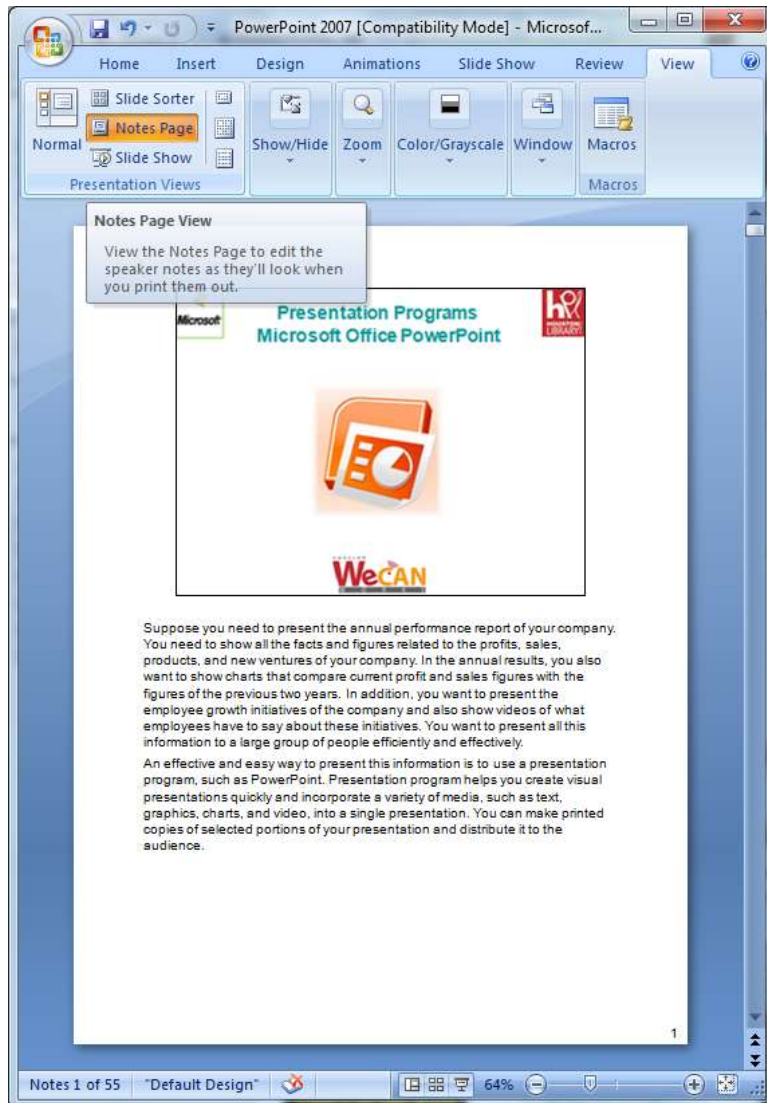
- To add notes to a slide, click the notes pane in normal view.
- Notes can contain additional text that you want to refer to during your presentation.

Slide Sorter View



- To open the Slide Sorter view:
 - Click View
 - Click Slide Sorter
- Slide sorter view displays the entire presentation as thumbnails. Use this view to change the order of the slides.

Notes Page View



- The notes page view displays a slide along with the notes area.
- Use this view to enter text, pictures, and tables in the notes area.

Slide Show View



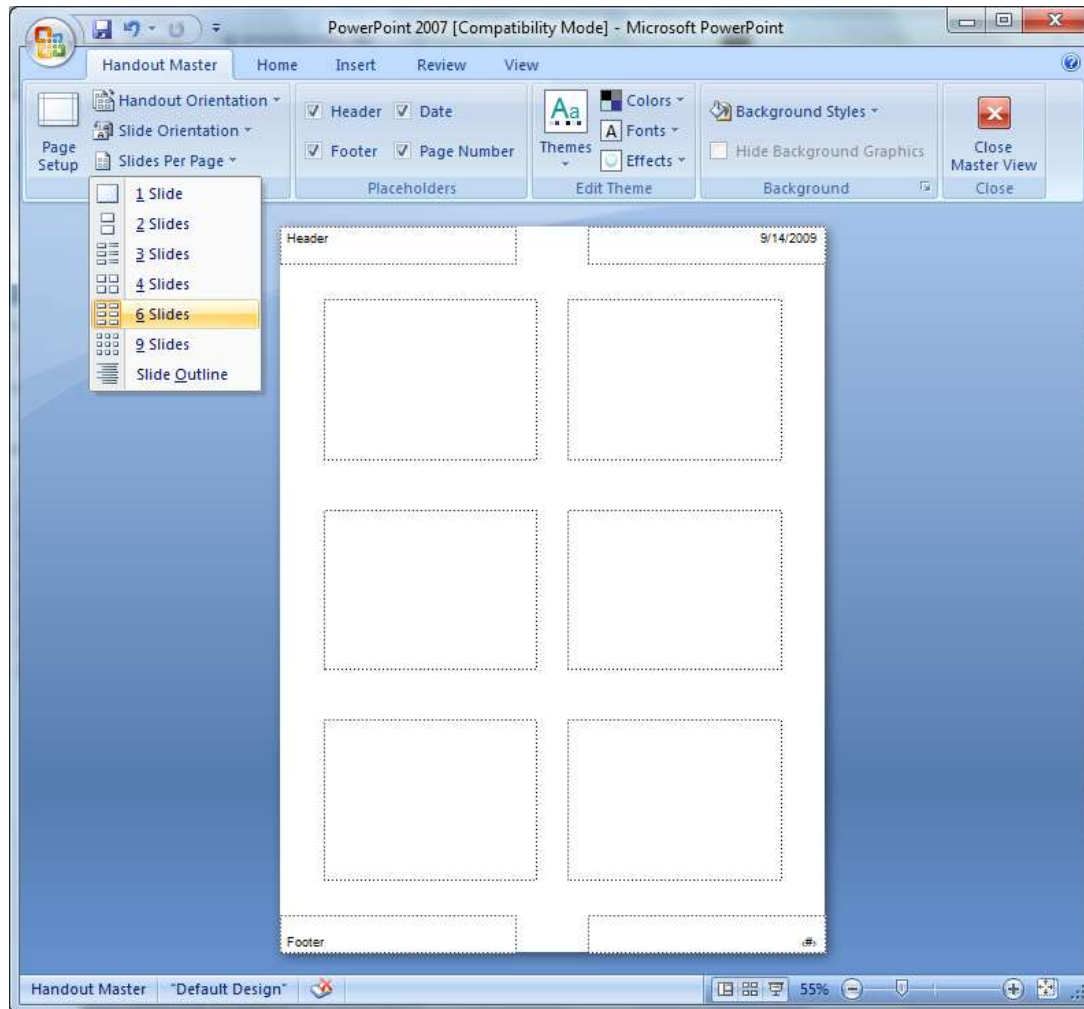
- Another view in PowerPoint is slide show view.
- This view displays the slides sequentially in full screen.
- The content in the notes pane are not displayed during a slide show.

Slide Show View (Cont.)



- Click the mouse/press a key to view the next slide during a slide show.
- You can also set PowerPoint to automatically advance the slides after a certain amount of time passes.
- To return to the normal view any time during a slide show, press the ESC key.

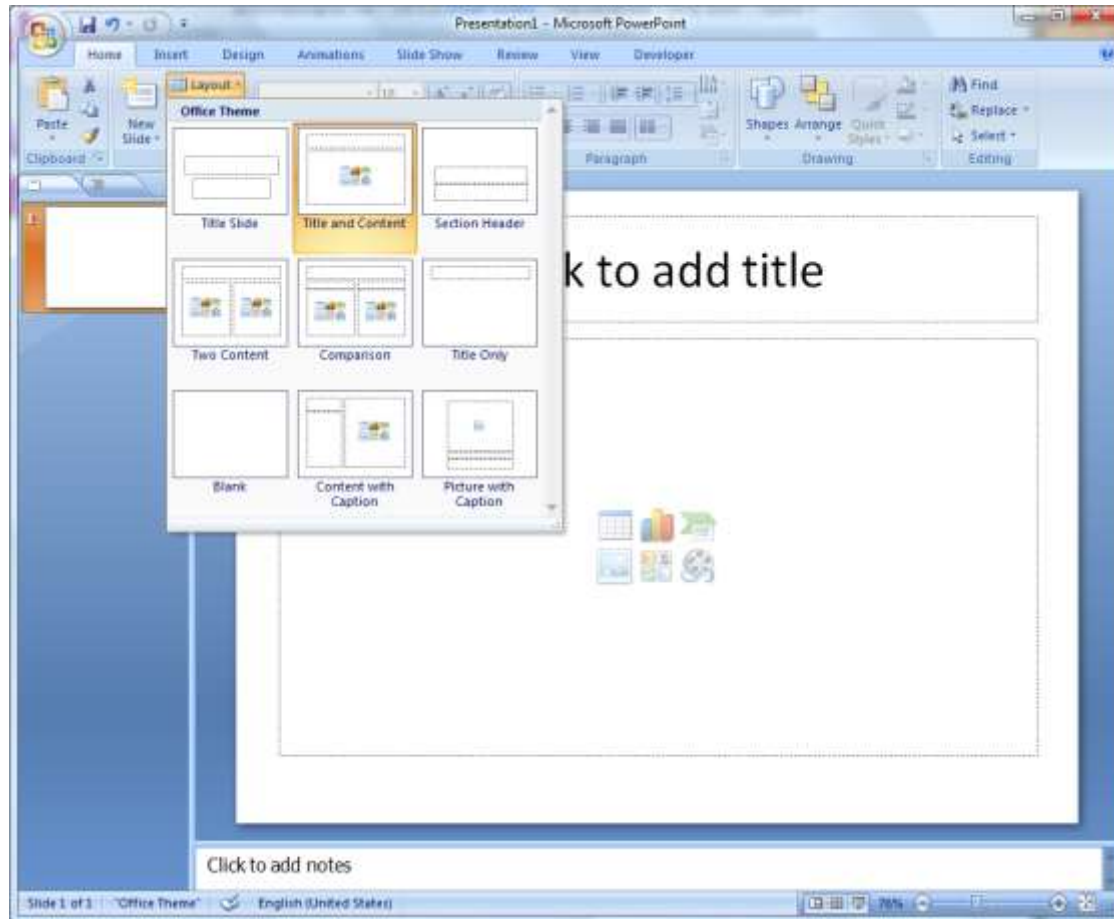
PowerPoint Handouts



- PowerPoint includes a feature to print the slides as handouts.
- You can distribute the handouts to give the audience an idea about the presentation.
- You can specify the number of slides on each page and the layout by clicking Handout Master on the View menu.

Creating a Presentation

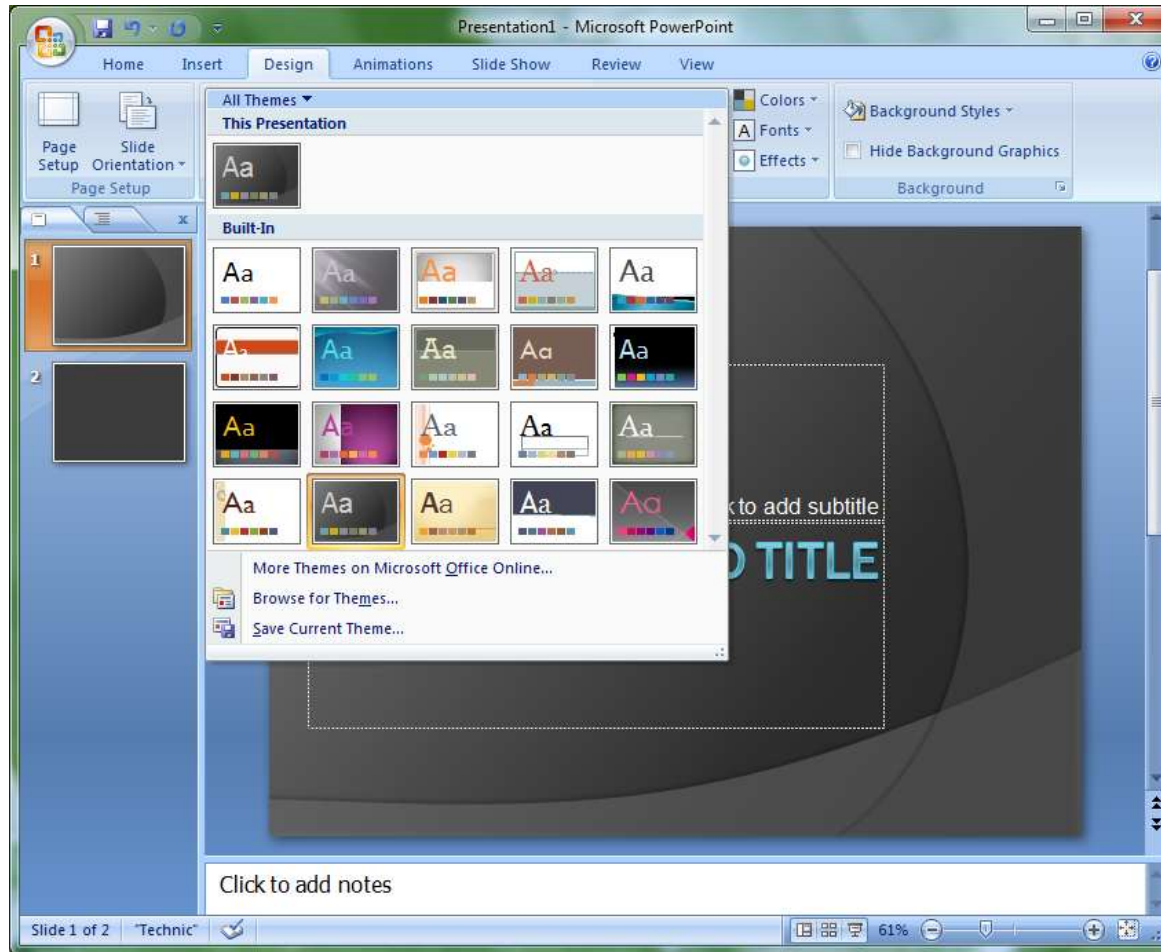
Slide Layout



To select the Slide Layout, select “Layout” tab under “Home” ribbon.

Creating a Presentation

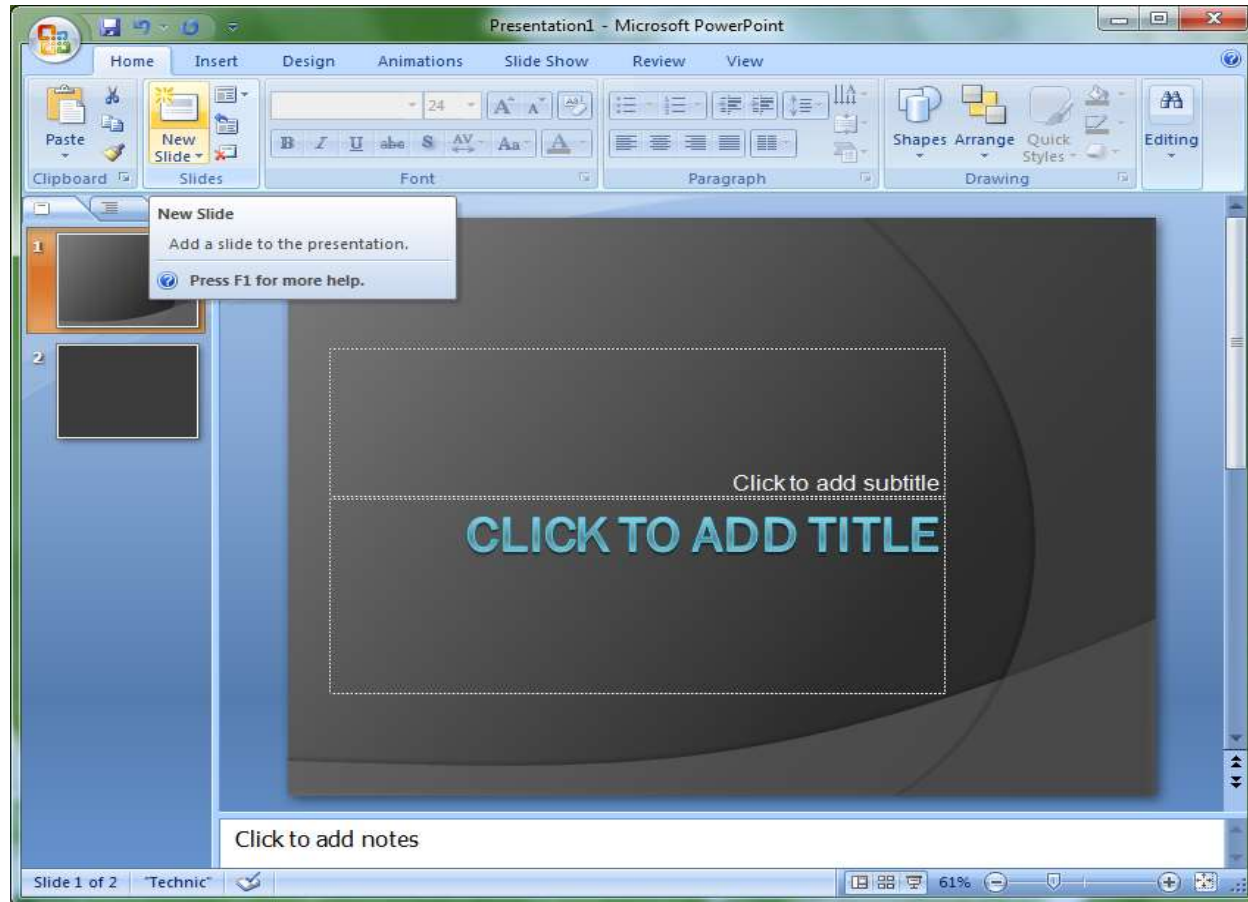
Slide Design



To add a specific theme to the slide, click the “Design” tab, and select the theme.

Creating a Presentation

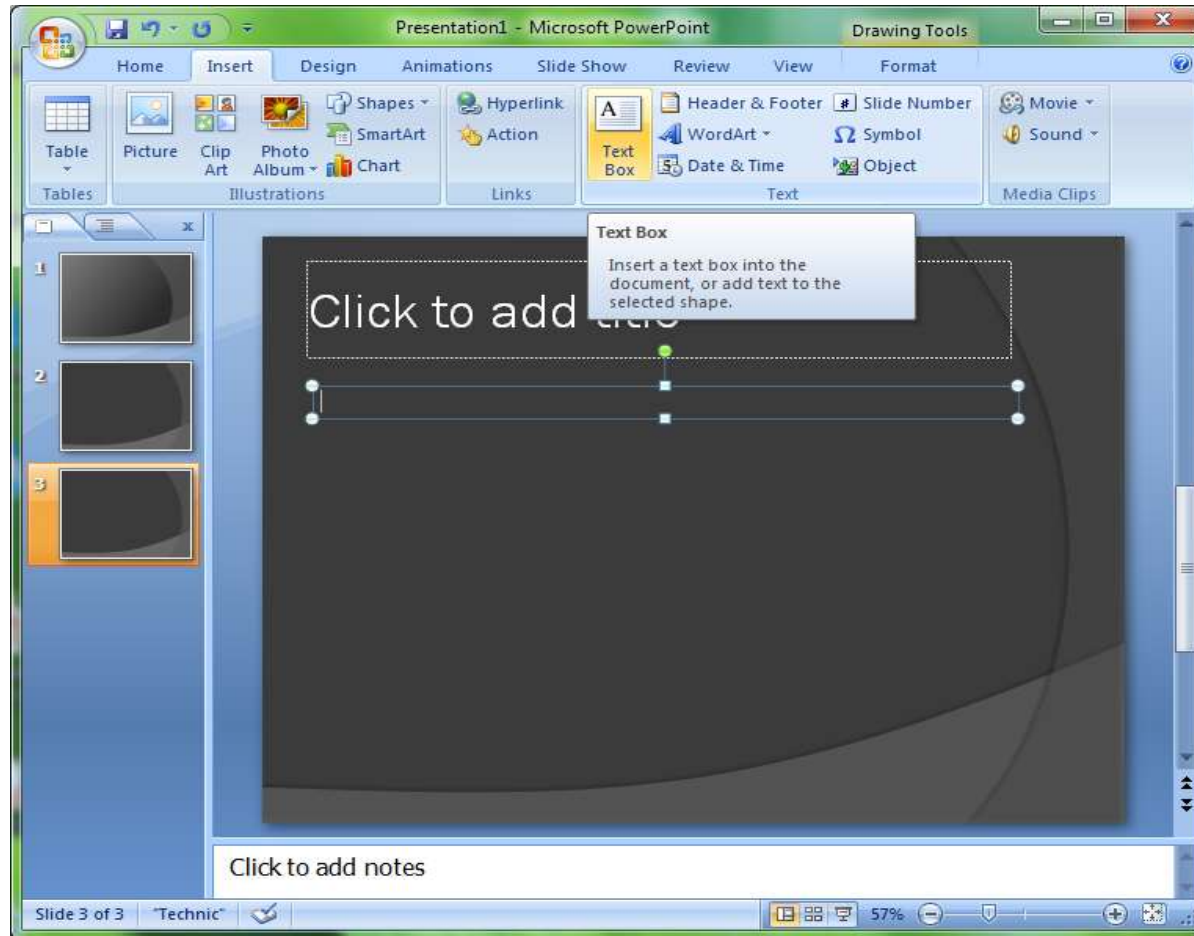
New Slide



To add a new slide, click New Slide in the Slides Group on the Home Ribbon.

Creating a Presentation

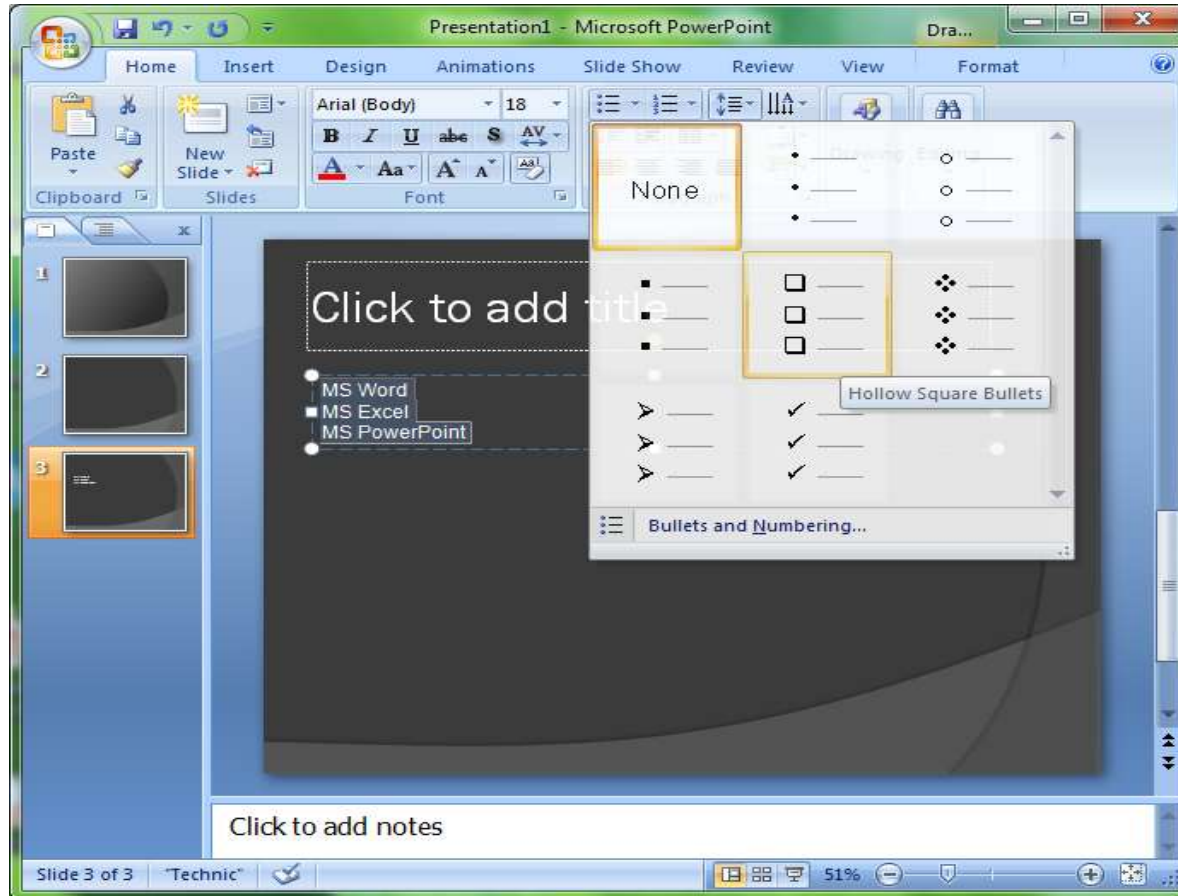
Add Text



To add text, click Text Box from the Text Group on the Insert Ribbon.

Creating a Presentation

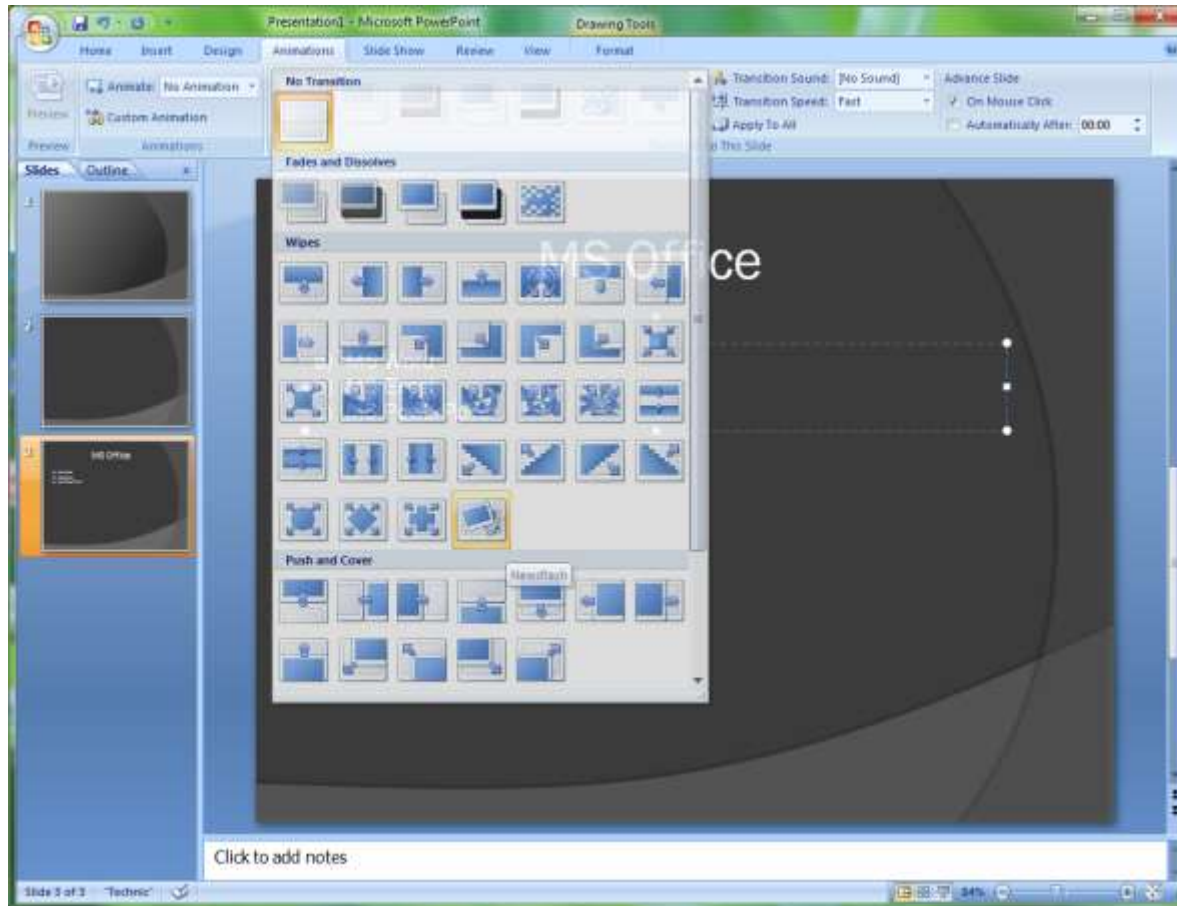
Bulleted



To add the bullets to a list, highlight the list and then click the Bullets icon from the Paragraph Group on the Home Ribbon.

Creating a Presentation

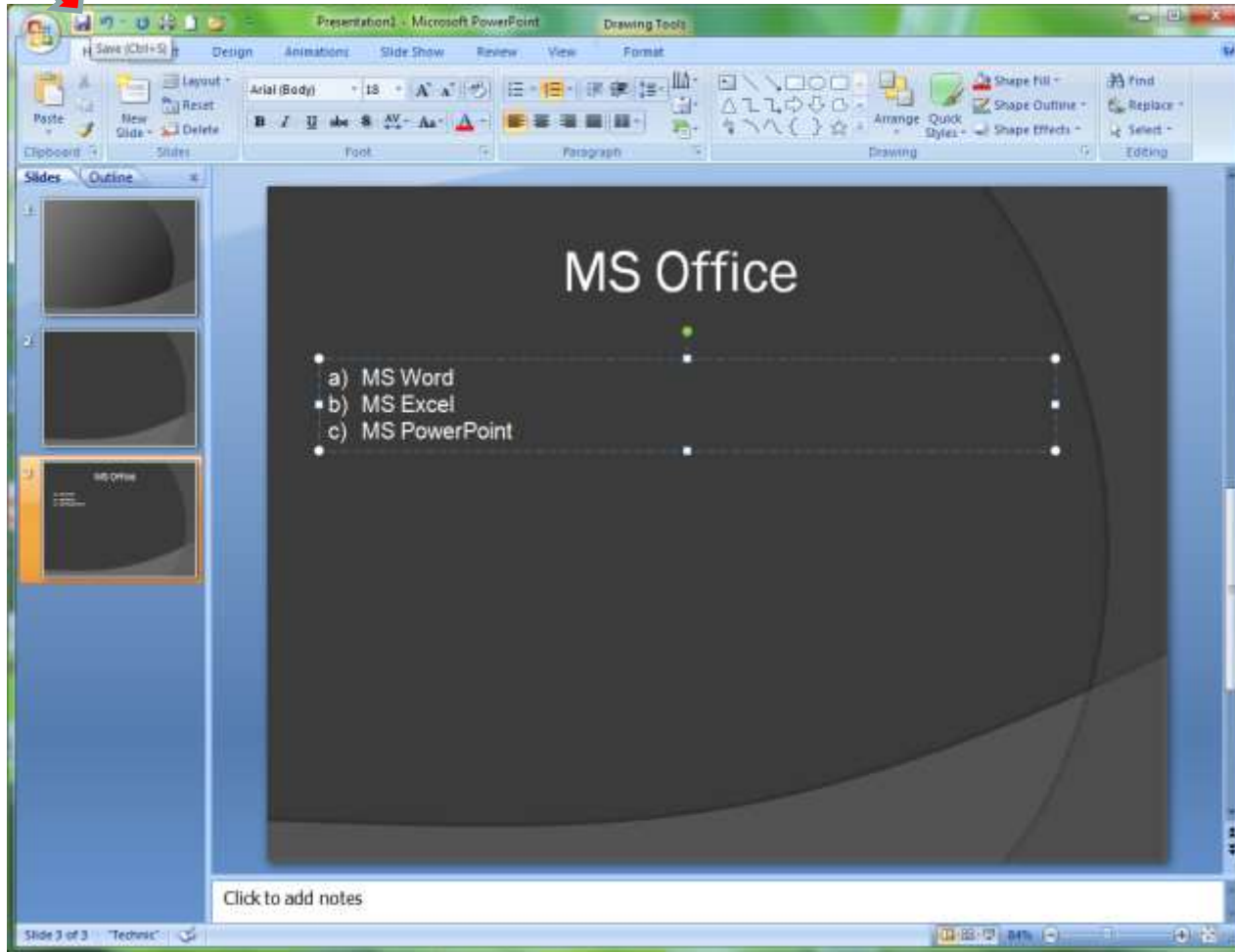
Slide Transition



To apply a transition effect to the presentation, go to the Animations Tab.

Creating a Presentation

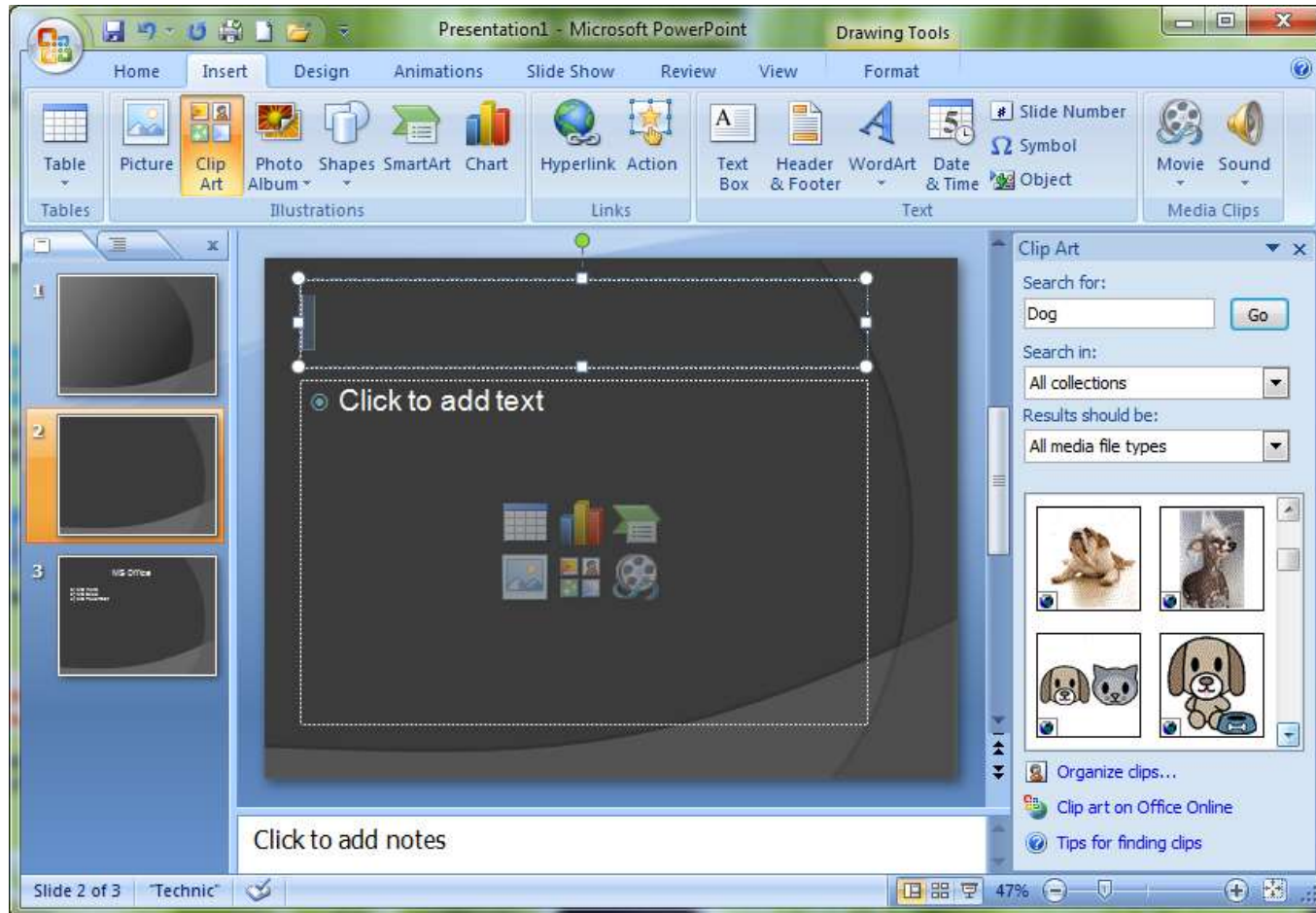
Save the Presentation



To save the presentation, click the **Save** button on the Quick Access Toolbar.

Creating a Presentation

Add Graphics



To add graphics to a slide, use the Insert Tab and select the proper item.

Creating a Presentation

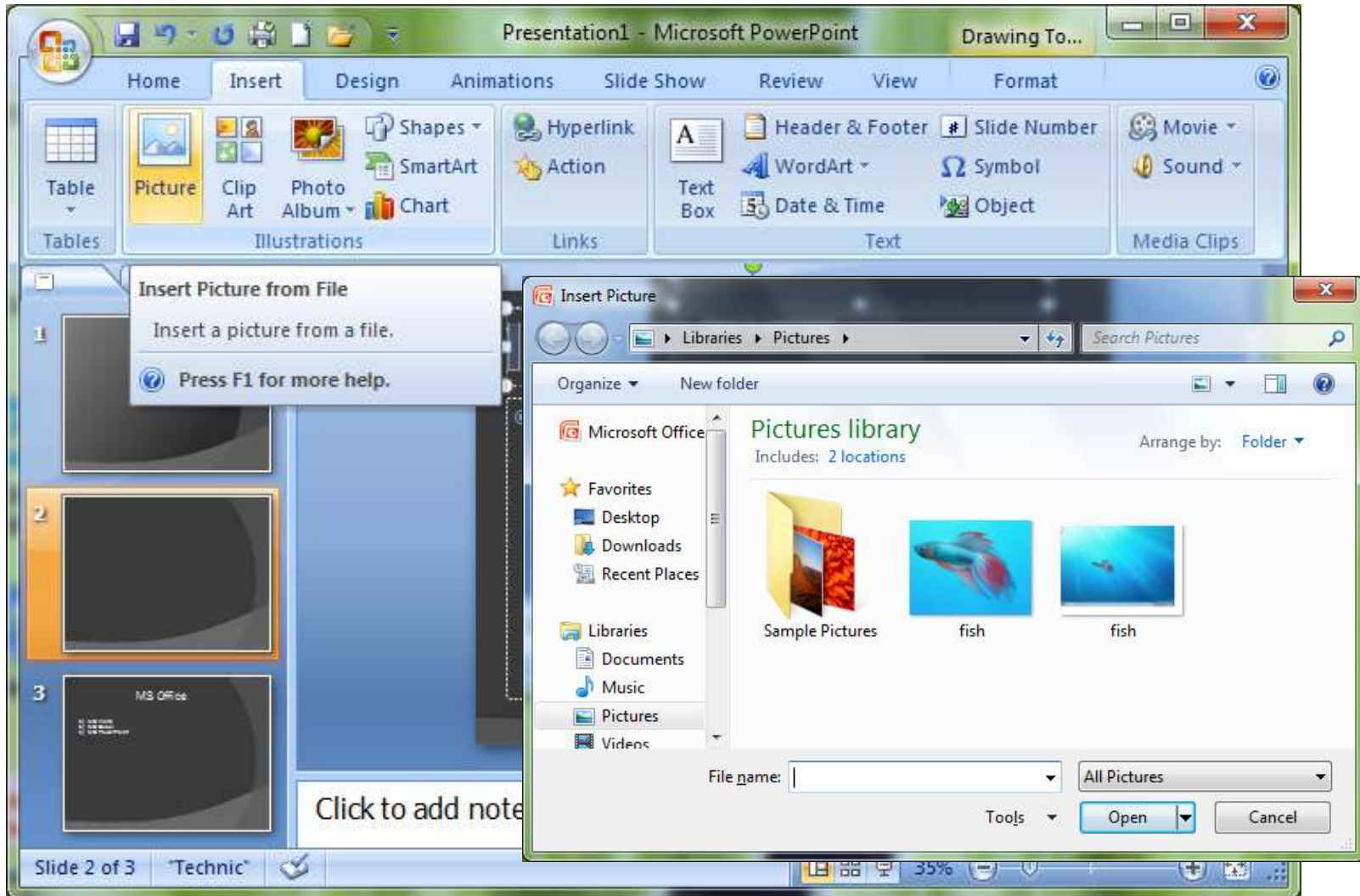
Add Graphics (cont.)



You use the Clip Art task pane to search for a clip art graphic that corresponds to the description you specify.

Creating a Presentation

Add Graphics (cont.)



Similarly, you can add graphics from files by using the Insert Tab.

Creating a Presentation

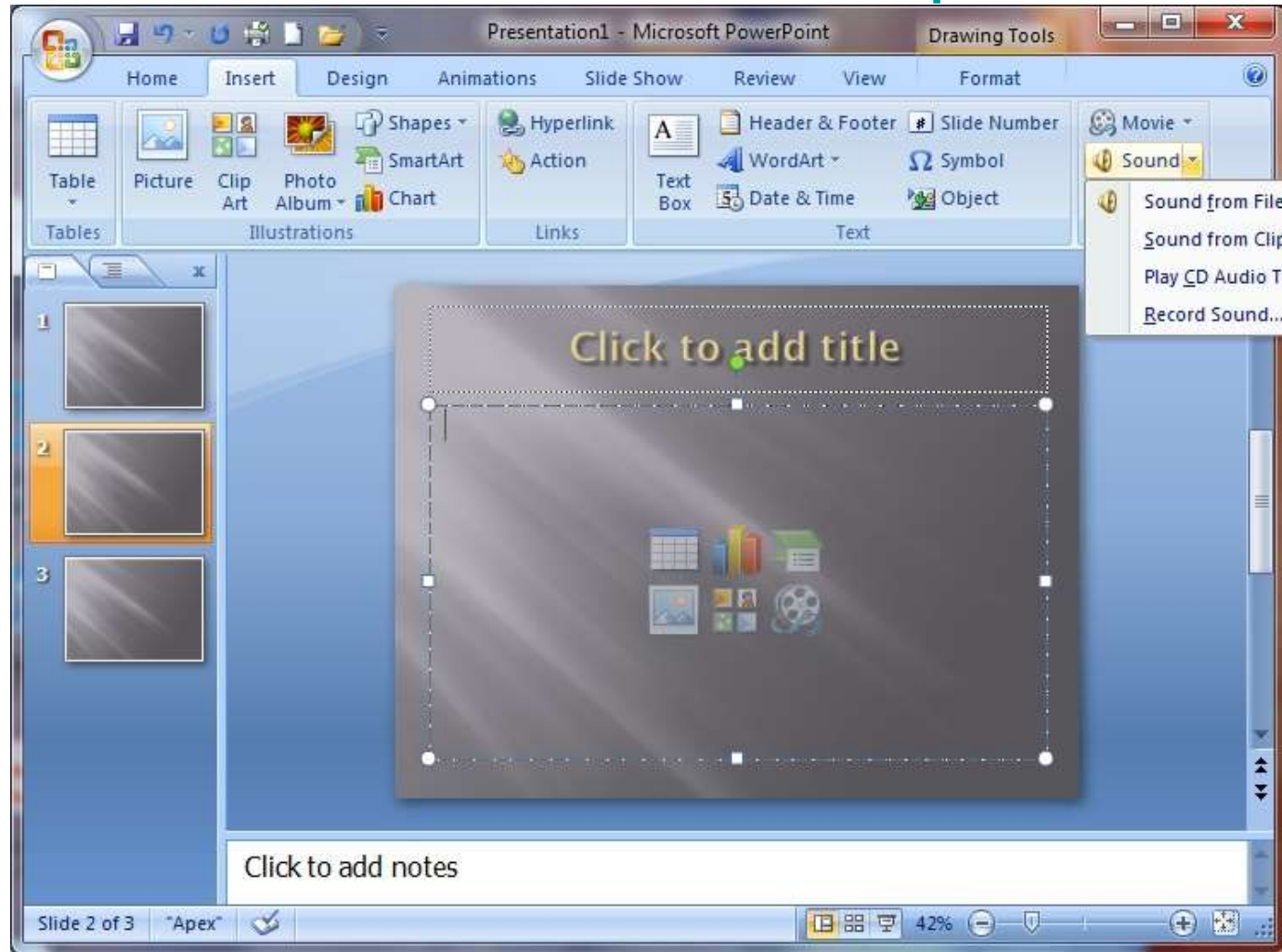
Add SmartArt



You can add a diagram to a slide by clicking SmartArt on the Insert Tab.

Creating a Presentation

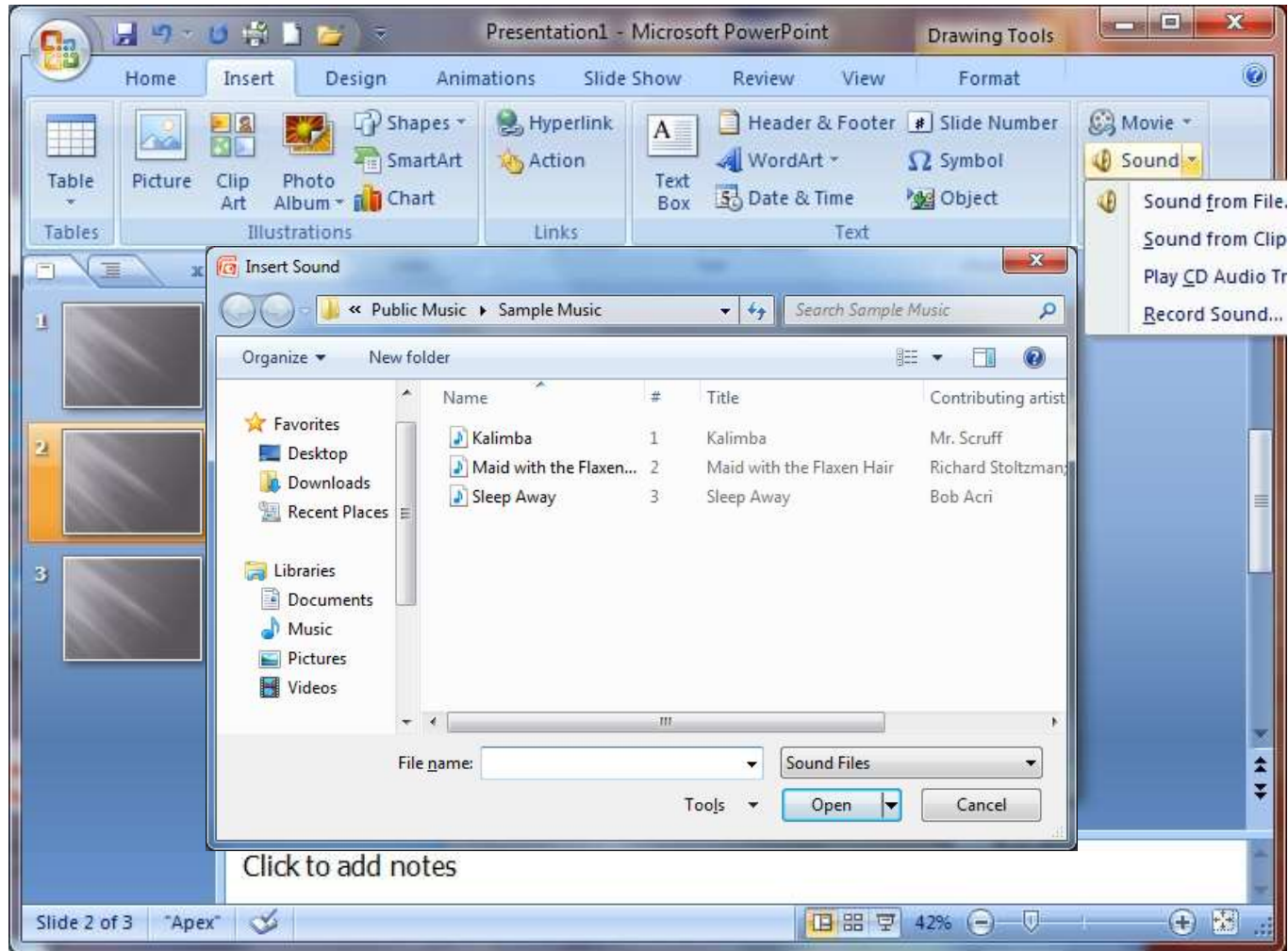
Add a Audio Clip



You can use the sound effects in PowerPoint to produce sound effects such as applause, a cash register, and a drum roll, in a presentation.

Creating a Presentation

Add a Audio File



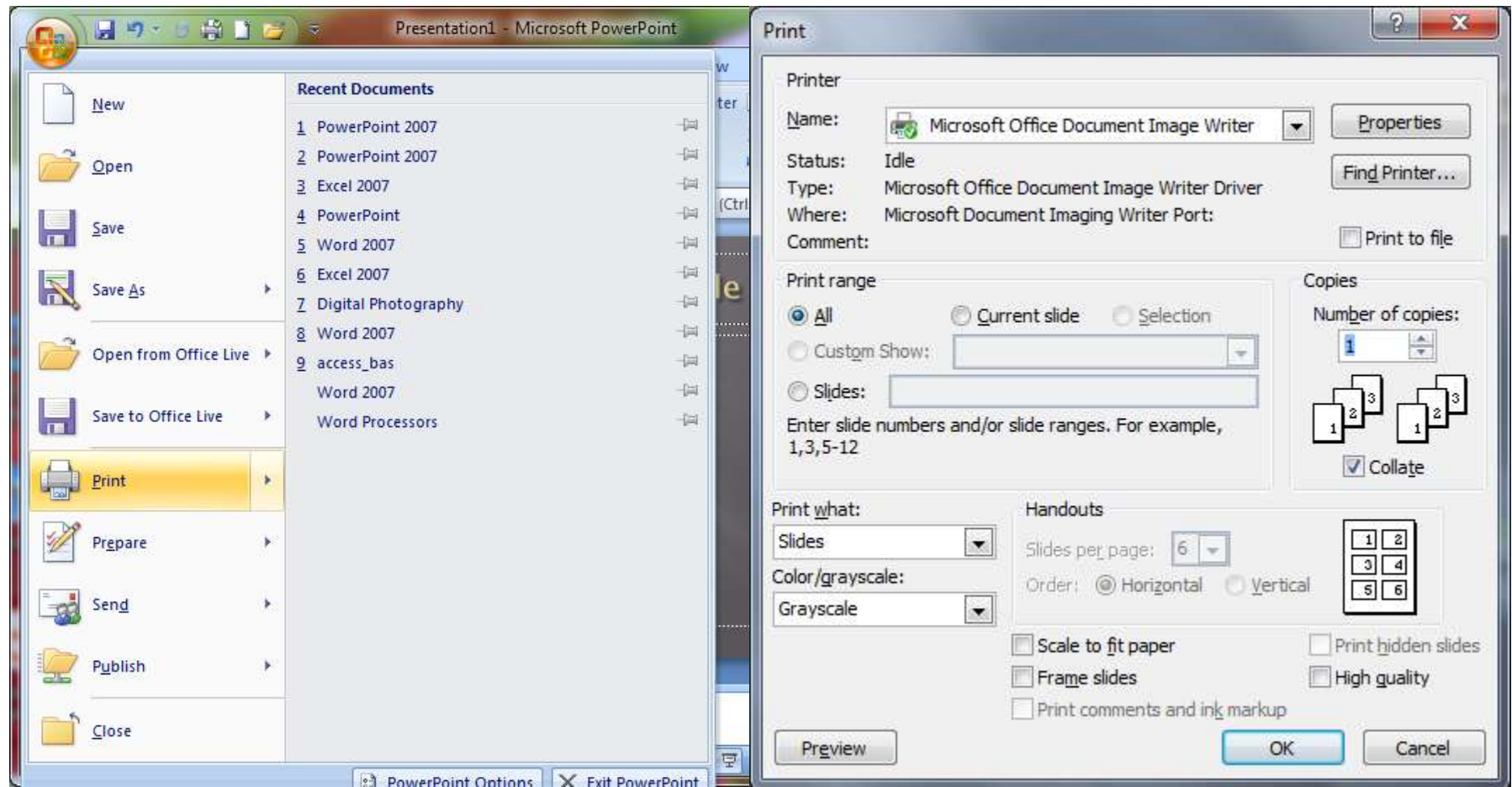
Similarly, you can add audio from files by clicking the Sound from File option. For example, you can add the narration script that you recorded to the slide.

Printing Presentations

- You can print the entire presentation or only a few selected slides, handouts, and speaker notes from your presentation.
- You can also create an outline that lists the contents of the slides and the images used in the presentation.

Printing Presentations

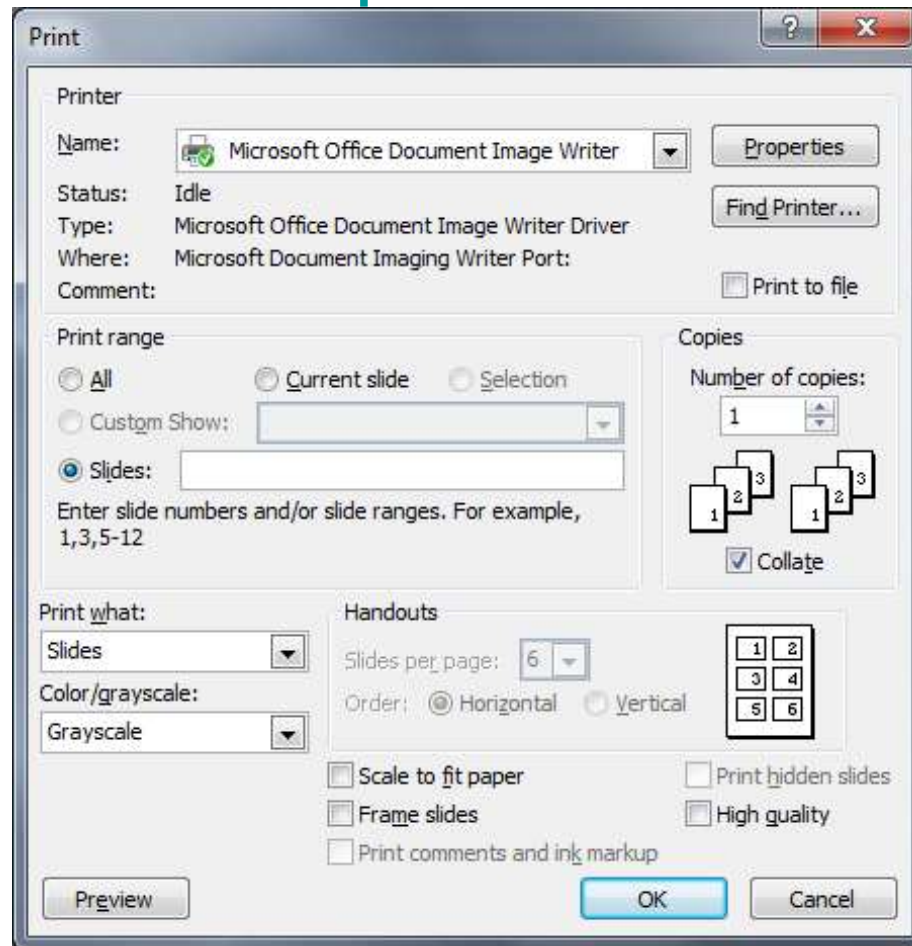
Print an entire Presentation



All: To print an entire presentation, in the **Print range** area, click **All**. Next, in the **Print what** Box, click **Slides**, and then click **OK**.

Printing Presentations

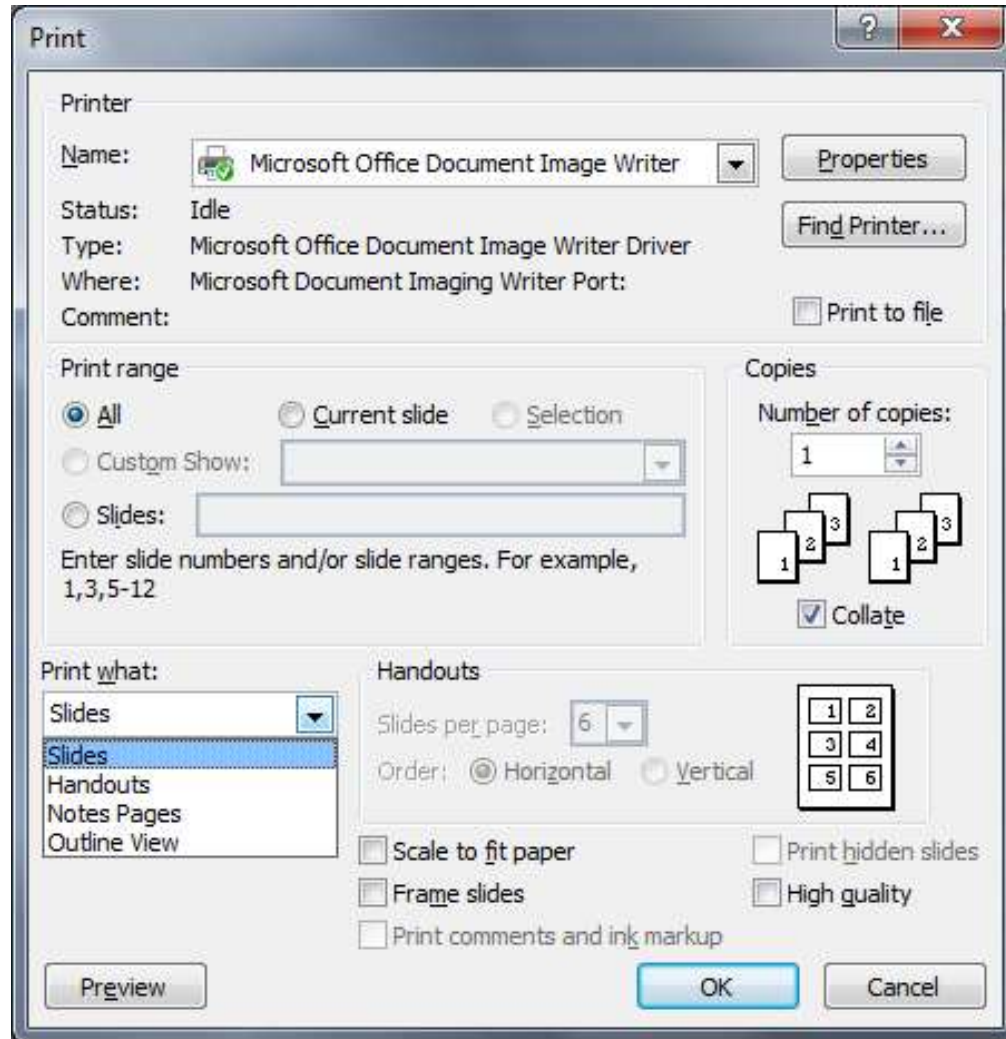
Print Specific Slides



Specific Slides: To print only specific slides, in the **Print range** area, click **Slides**. Next, enter the slide numbers if you want to print slides individually or enter the slide range if you want to print a range of slides, and then click **OK**.

Printing Presentations

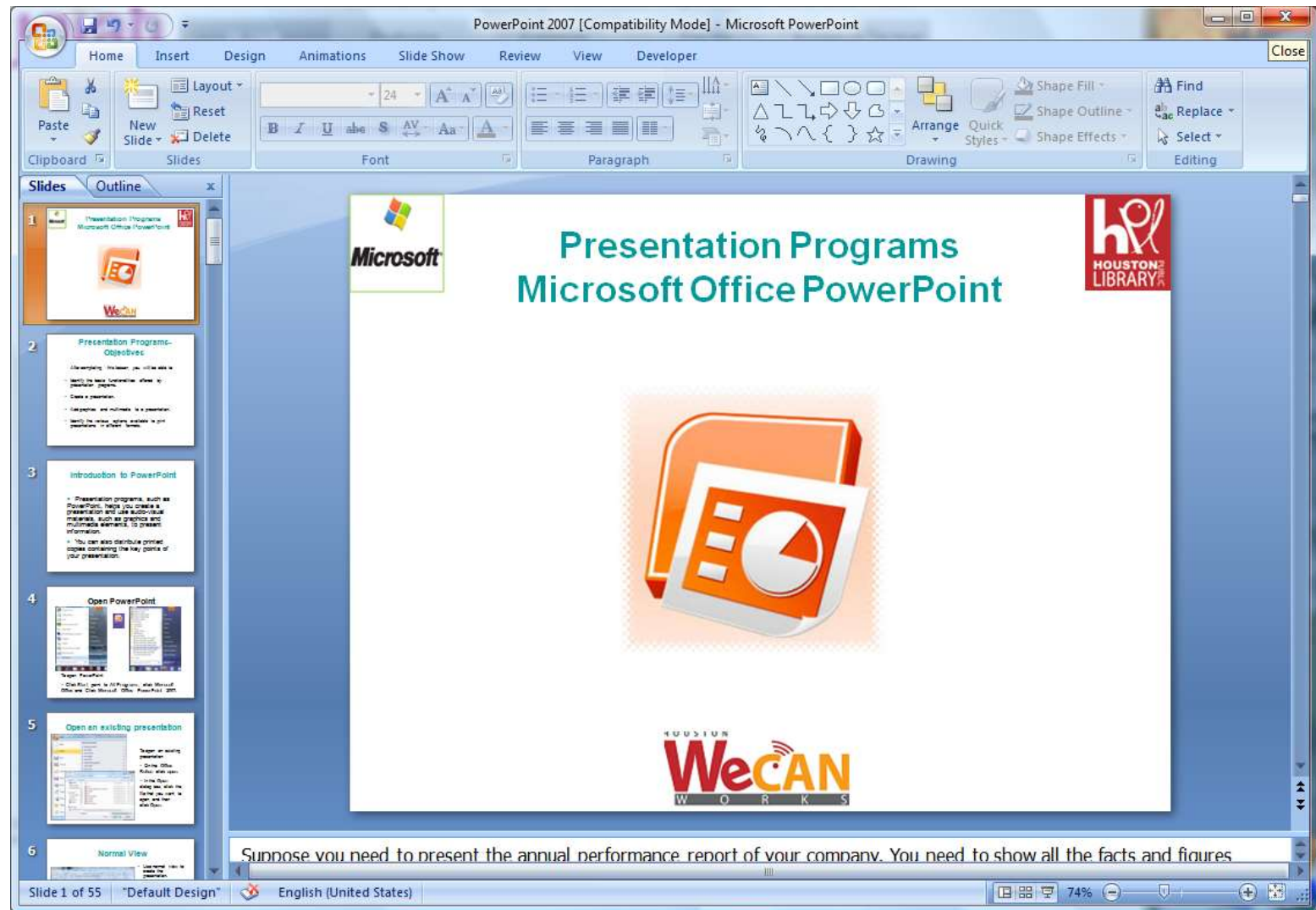
Print Handouts and Notes Pages



•**Handouts:** To print handouts, click the **Print what** box, click **Handouts**, and then click **OK**.

•**Notes Pages:** To print the notes from your presentation, click the **Print what** box, click **Notes Pages**, and then click **OK**.

Close a PowerPoint Presentation

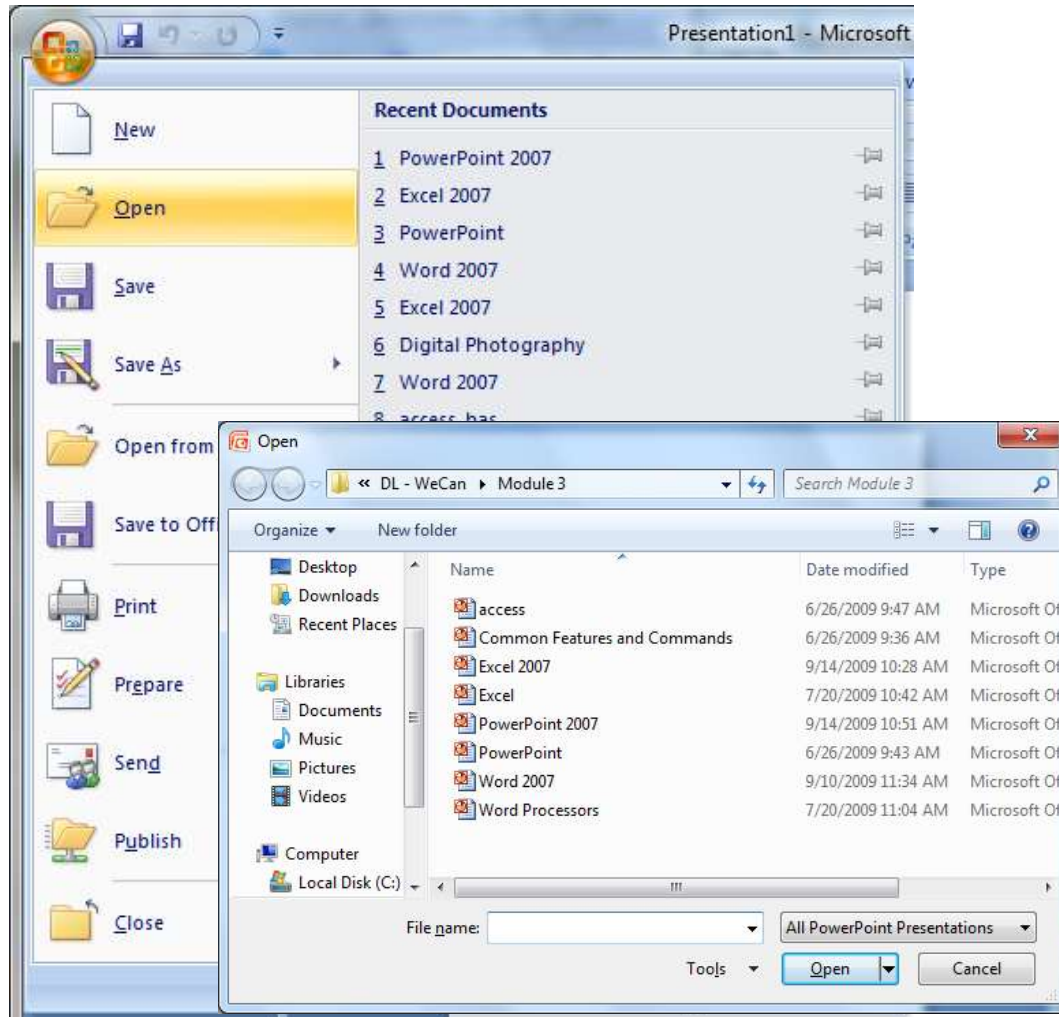


Close a presentation by clicking the Close Window button.

Open an existing presentation

To open an existing presentation:

- On the **Office Button** click **open**.
- In the **Open** dialog box, click the file that you want to open, and then click **Open**.



- Thank You