Creating Presentations using MS Power Point
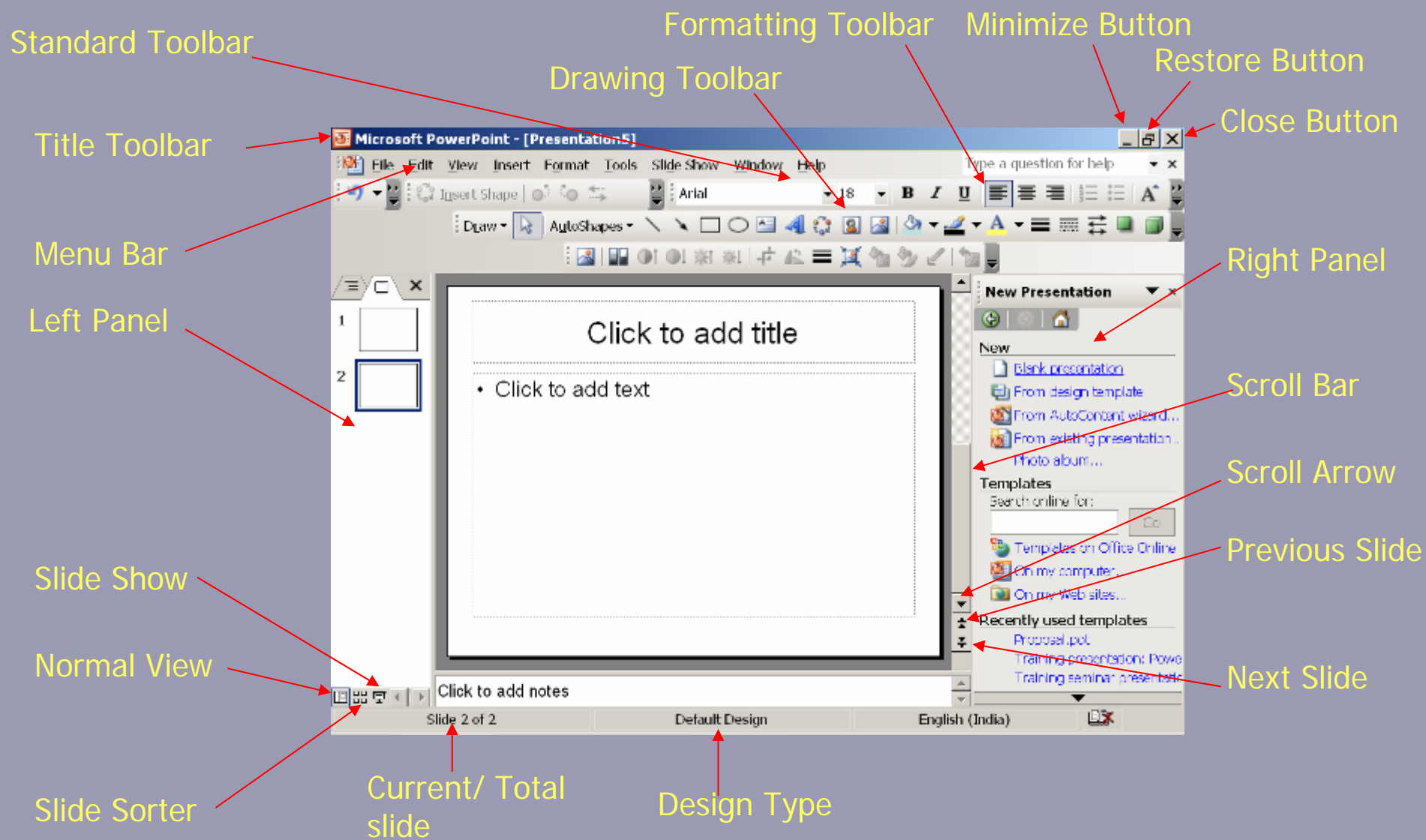
by
IMRAN GHANI

Microsoft PowerPoint

Microsoft PowerPoint is a powerful tool to create professional looking presentations and slide shows. MS PowerPoint is a part of MS Office suite. A presentation or a slide show comprises individual slides arranged in a sequential manner. Typically, one slide covers a brief topic. PowerPoint allows the user to incorporate images, video and colorful backdrops to the information on screen.

1. Click All Programs in Start menu

2. Then click Microsoft Office PowerPoint in Microsoft Office tab.

PowerPoint Screen Layout

Standard Toolbar

Formatting Toolbar

Minimize Button

Restore Button

Drawing Toolbar

Close Button

Title Toolbar

Menu Bar

Right Panel

Left Panel

Scroll Bar

Scroll Arrow

Slide Show

Previous Slide

Normal View

Next Slide

Slide Sorter

Current/ Total slide

Design Type

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Slides, Text, and Notes

Starting new presentation

1. Click New in File menu

2. Then click Blank presentation
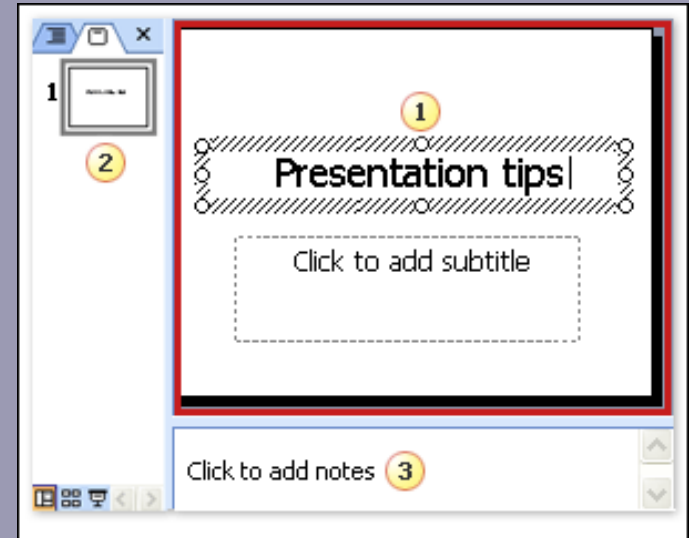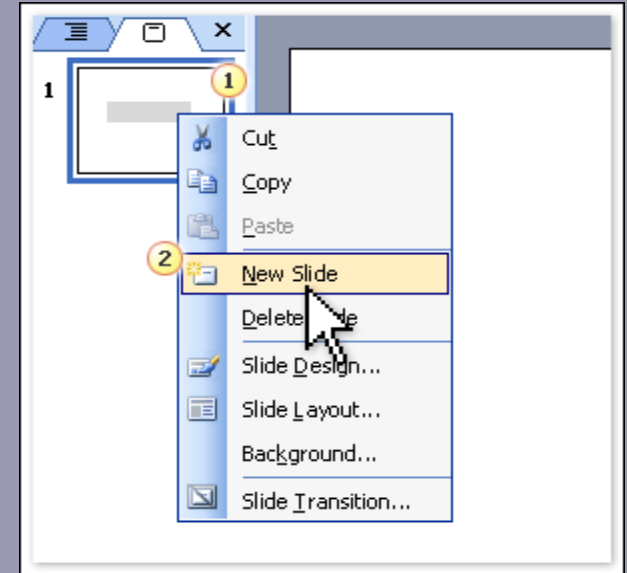

1. The slide pane.

2. On the left is a thumbnail version of the slide you're working on. This area is the Slides tab.

3. The notes pane. Type notes that you'll use when presenting.

Add new slides

When PowerPoint opens, there's only one slide in the show. It's up to you to add the rest. Add them as you go or add several at a time, whichever you prefer.

1. Right-click the thumbnail that you want the new slide to follow.

2. Click New Slide on the shortcut menu.

Typing text

The image shows text typed within a body text (as opposed to a title) placeholder.

1. The body text placeholder is usually positioned below a title.

2. Its default formatting is a bulleted list. At the end of a paragraph, press ENTER, and then press TAB to get to the next level of indent.

Limit text on a slide

① • **Put details in notes**
   • — Make notes available
② **Use extra slides**
   — Spread points across slides

Text in placeholders

Typing text (cont...)

- If you don't want a bulleted list, select the placeholder by clicking its border. Then, click the Bullets button.

- Another button on the Formatting toolbar handy for positioning text is the Center button.

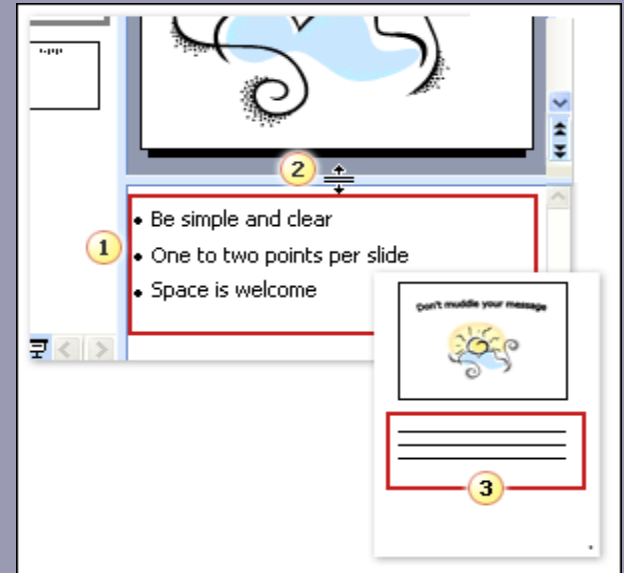## Limit text on a slide

1. • **Put details in notes**
   • —Make notes available
2. **Use extra slides**
   —Spread points across slides
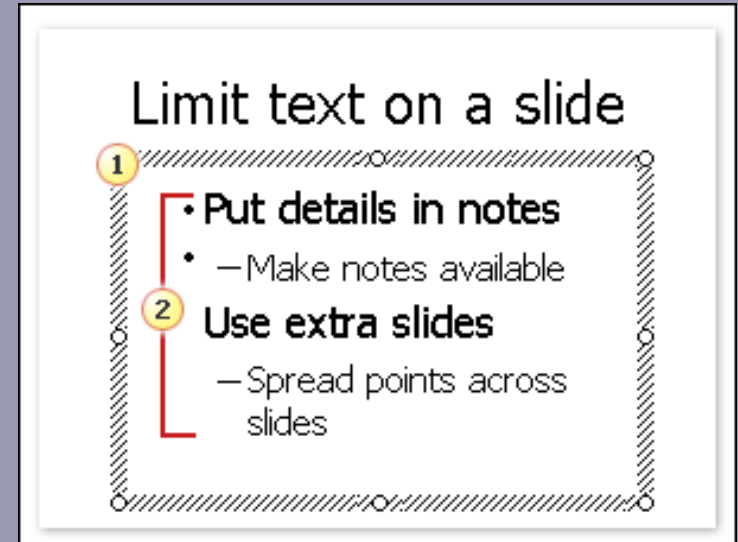
Text in placeholders

1. Notes pane in Normal view.

2. Drag the split bar up to enlarge the notes pane, and then type your note text.

3. The notes page layout as seen in Notes Page view or when the notes are printed.
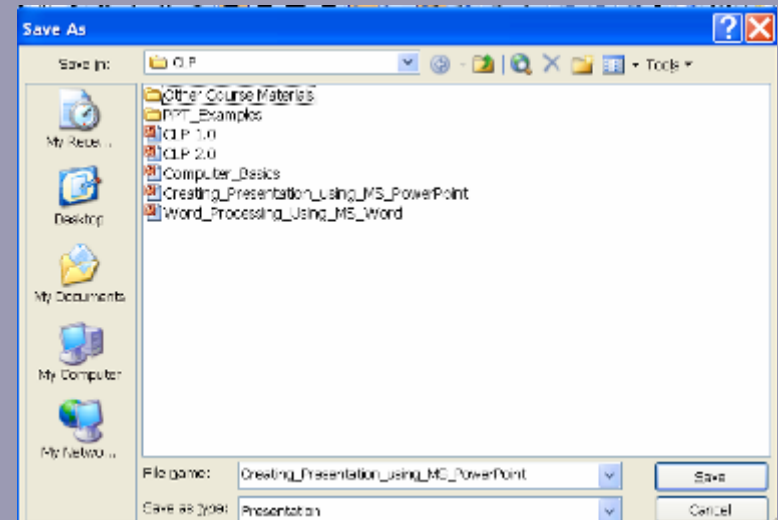

Notes pane and notes page

Saving Slides

1. Click Save in File menu

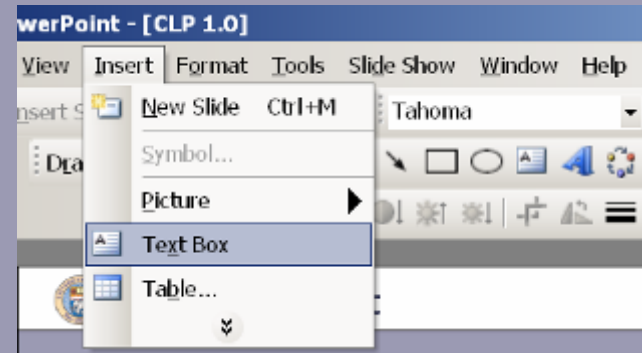2. Specify the file name and destination folder

3. Click Save

Opening slides

1. Start Microsoft PowerPoint

2. Click Open in File menu

3. Specify file name and folder
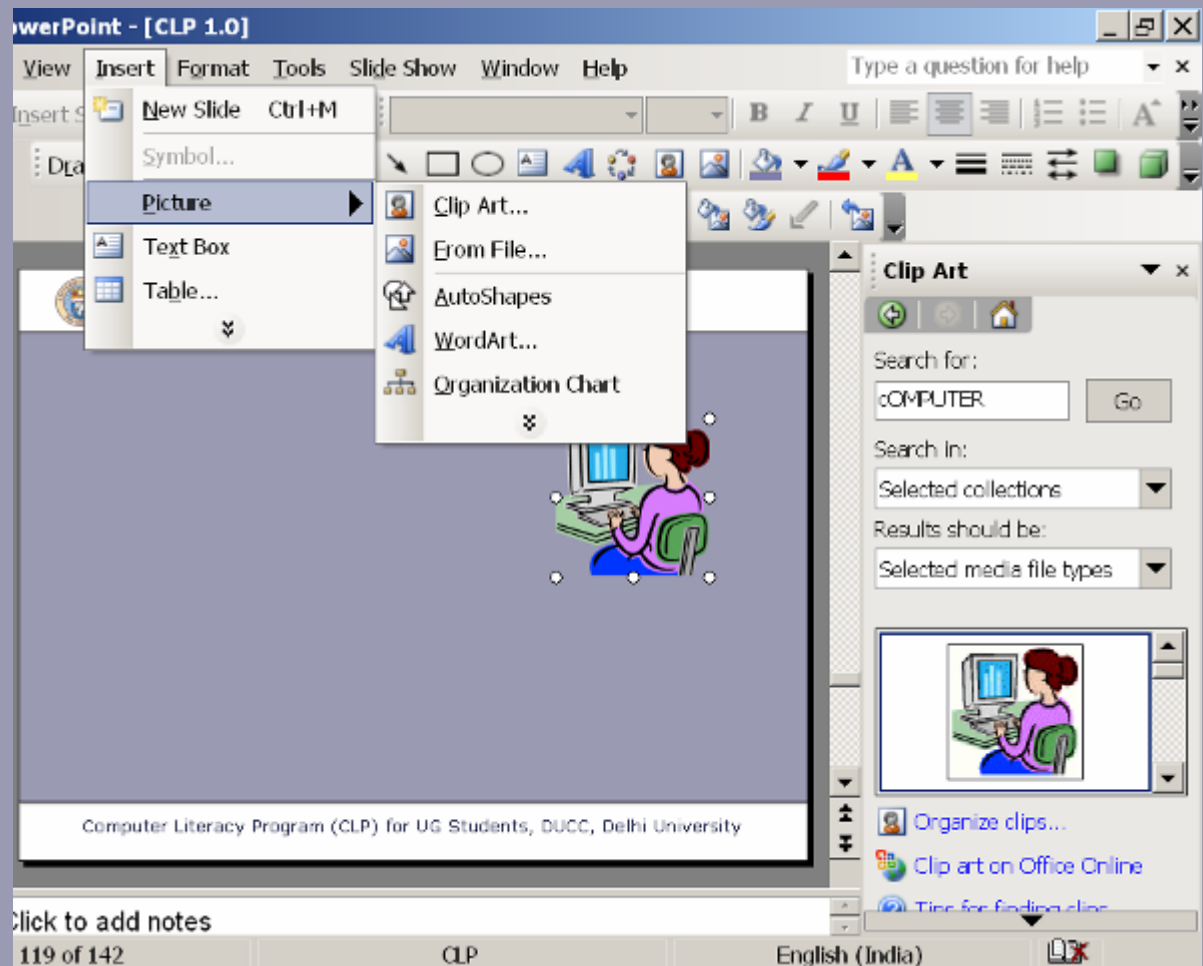   location and click Open

Inserting Text

1. Click Text Box in Insert menu

2. Type text

Inserting Picture

1. Click Picture in Insert Tab
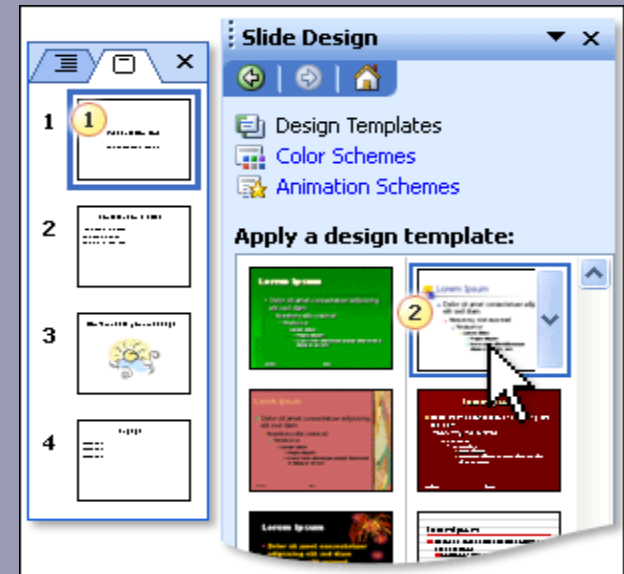
2. Then click appropriate option

Design Templates

The design template determines the look and colors of the slides, including:

- The slide background.

- Bullet and font styles.

- Font color and size.

- Placeholder position.

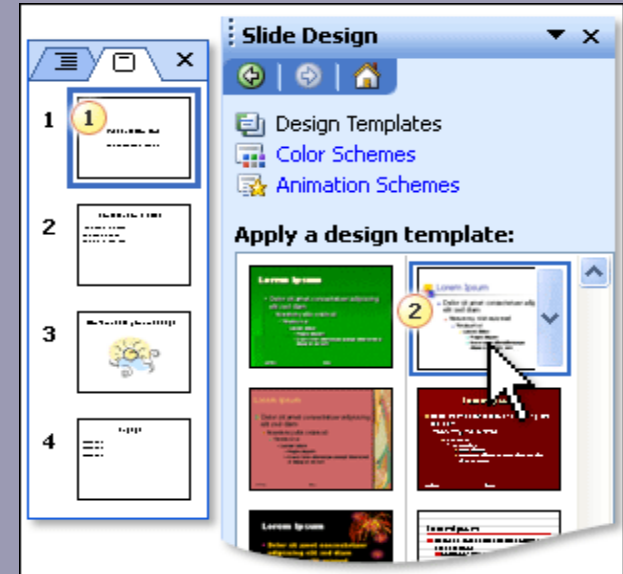- Varied design accents.

Applying a design template

Pick a Design Template

Applying a design template:

1. Right click a slide thumbnail on the Slides tab.

2. In the Slide Design task pane, click a template thumbnail to apply the template to all slides.
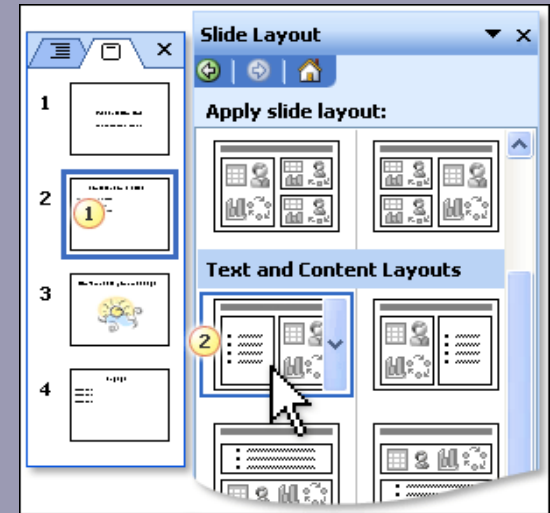

Applying a design template

Slide Layout

As you create slides, you'll confront the issue of where to place the things you want on them.

PowerPoint tries to help you here by displaying slide layouts to choose from each time you add a slide.

When applied, the layout arranges content to fit into a specific combination of placeholders.

1. Right click a slide thumbnail.

2. In the Slide Layout task pane, click a layout thumbnail to apply its layout to the selected slide.

Header and Footer

You may use Header and Footer option available in View menu to put Numbering, Date, Time or any other customize information on Slides, Notes, and Handouts.
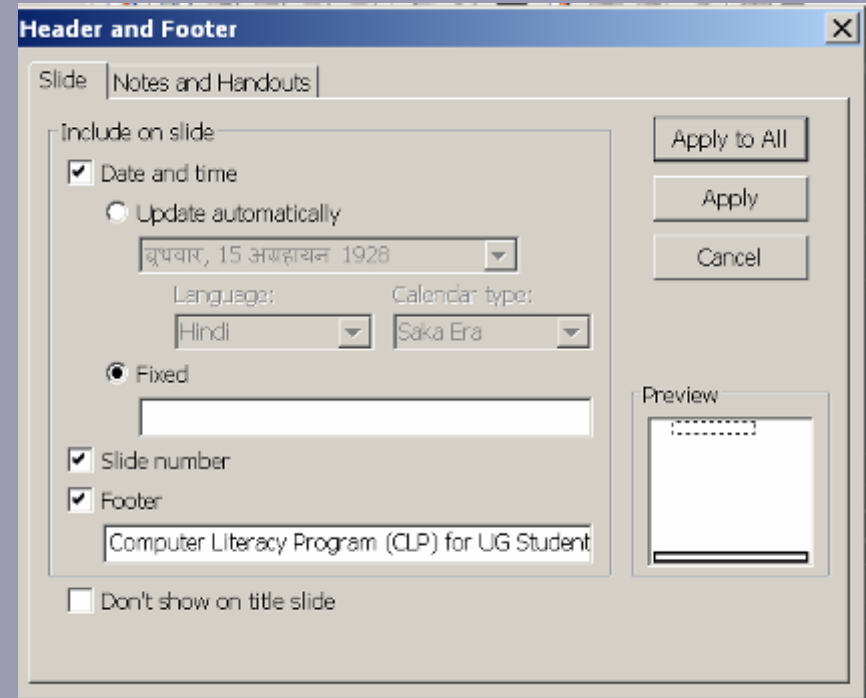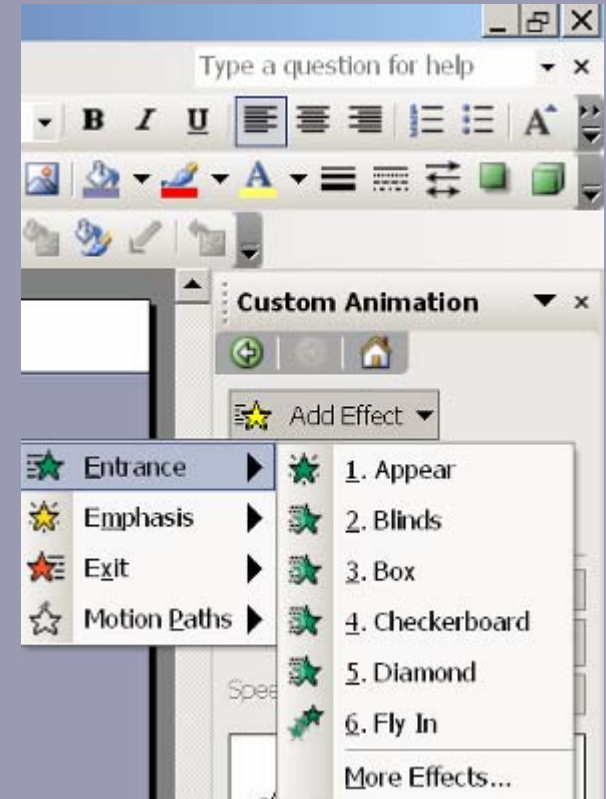
Adding Animation Effects

You can add animation effects to one or more items/objects on a slide or to the slide as a whole. These effects can be same or different for each object.

1. Click Custom Animation from Slide Show menu.
2. Select the text, picture, object you wish to animate.
3. Click on Add Effects.
4. Choose the effect timing (Entrance, Emphasis, Exit and Motion Paths).
5. You can then select the desired effect

Adding Animation Effects (cont….)

Entrance: Allows you to select the effect with which you want an object or text to enter the slide show.

Blinds, Box, Checkerboard, Diamond , Fly In

Emphasis: Allows adding an effect to the text or object that is on the slide show.

Change Font, Change Font Size, Change Font Style, Grow/Shrink, Spin

Adding Animation Effects (cont....)

Exit: Allows selecting an effect for the object or text when it is leaving or exiting the slide show.

Blinds, Box, Checkered box, Diamond, Fly In

Motion Path: Allows selecting a path that will apply to the selected object or text.
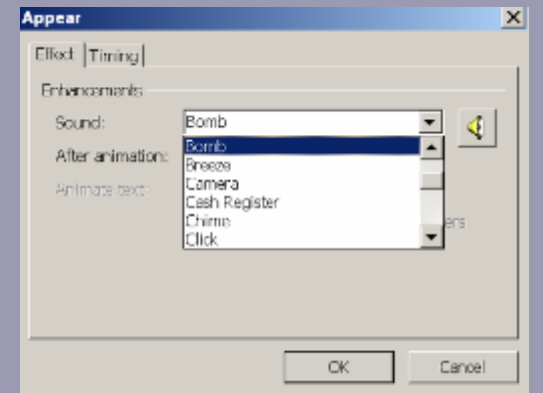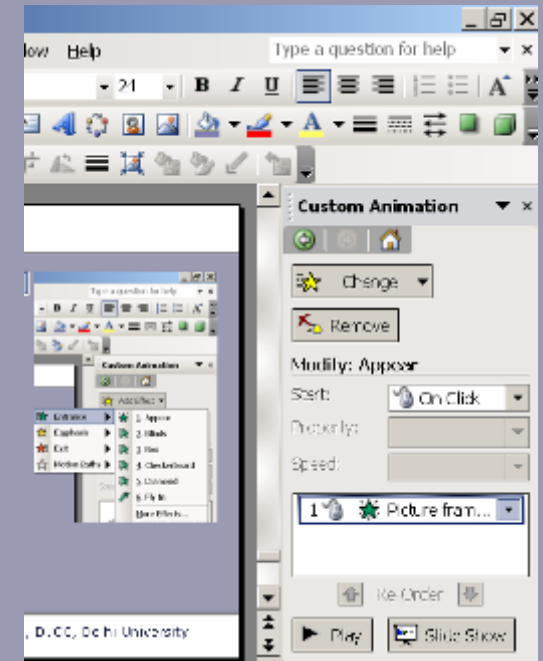
Diagonal Down Right, Diagonal Up Right, Down, Left, Right, Up

Adding Animation Effects (cont....)
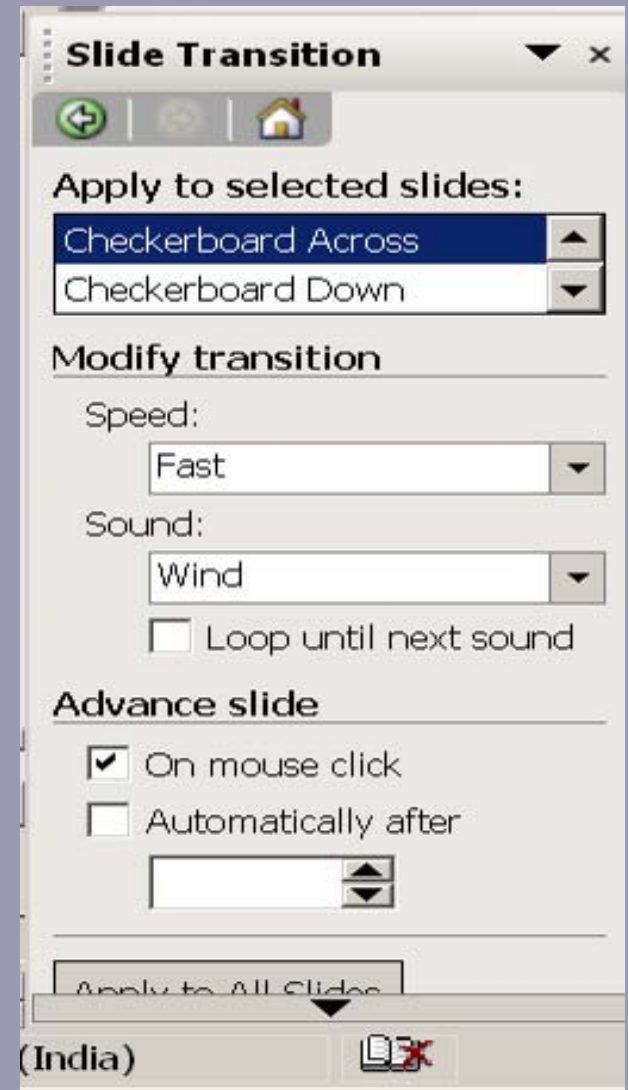
You may also insert sound in animation effects.

1. Click Custom Animation from Slide Show menu.
2. Select the text, picture, object you wish to animate.
3. Click on Add Effects.
4. Choose the effect timing.
5. You can then select the desired effect.
6. Click drop down menu under Modify: Appear on right pane.
7. Then click Effect Option and chose any sound from Sound drop down arrow available in Effect tab. You may also select customized sound from Other Sound option.

Slide Transition

Click Slide Transition
in Slide show menu

Slide Transition

Apply to selected slides:

Checkerboard Across
Checkerboard Down

Modify transition

Speed:

Fast

Sound:

Wind

☐ Loop until next sound

Advance slide

☑ On mouse click

☐ Automatically after

Apply to All Slides

(India)

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Proof, Print, Preparation for the show

1. Start with previewing the show on your computer. Run a spelling check.

2. Then use Print Preview to see how your notes and handouts will look, and select the right printing options for them.
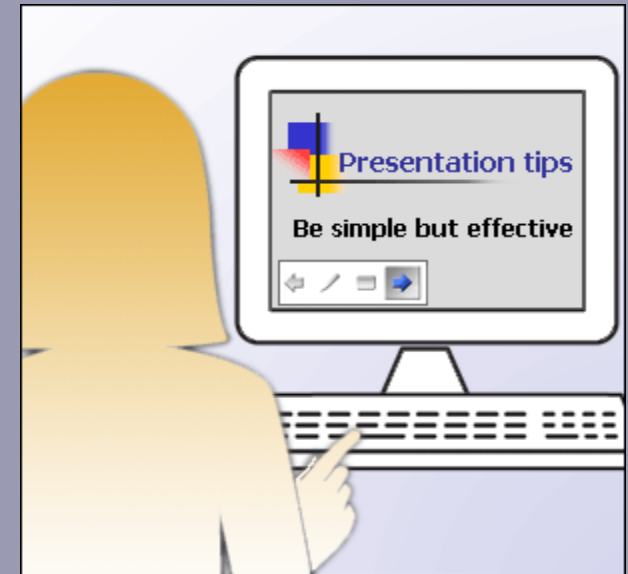
Review your show in Slide Show view.

Printing Slides, Handouts, and Notes

Select Slides, Handouts or Notes
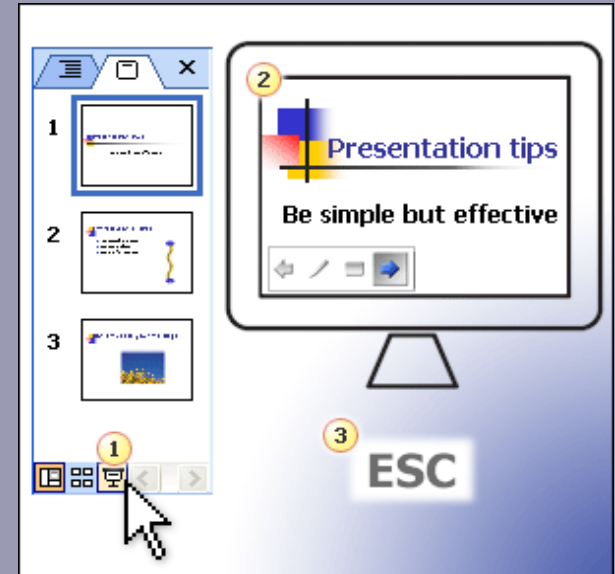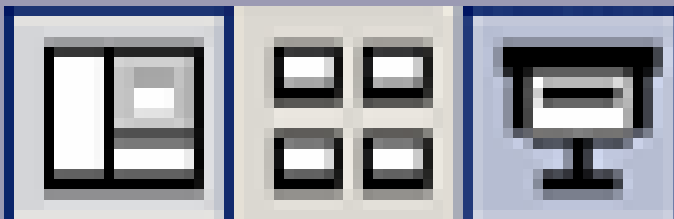
Preview on your computer

As you create a show, preview it at any time in Slide Show view.

1. To open Slide Show view, select the first slide, and then click the Slide Show button.

Opening, viewing, and exiting Slide Show view

Navigating through the show

To navigate through the show, you have several choices:

- Click the Mouse.

- Press the DOWN ARROW key.

- Click the Next arrow on the Slide Show toolbar.

Package the presentation

"Package" refers to the process of copying your presentation file and any other files that you need.

The Microsoft Office PowerPoint 2003 Package for CD feature bundles your presentation file and *any other files* you want available for this presentation into one folder, which you can then copy to a network server or burn to a CD.
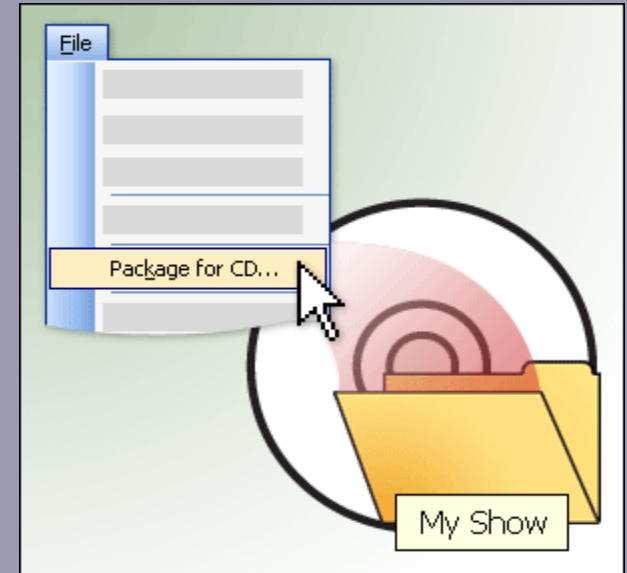
Click Package for CD command available on the File menu.

Thanks.

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