

Microsoft Office PowerPoint English Version

SUMANTA LAL GHOSH
COMPUTER SCIENCE DEPARTMENT
Course- SEC Paper
Semester- I
Credits-2
Paper: MS Power Point

Duration of Examination for SEC

Examination		Duration of Exams
Semester End Examination (Theoretical)	40	2 hours
Semester End Examination (Practical) – To be conducted by the Colleges. Modalities of the examination to be finalized by the BOS	20	Up to 5 hours
Total	60	

- For SEC (Theoretical – 40 Marks)

Sl. No.	Questions to be answered	Out of	Marks of each question	Total Marks
1	5	8	1	$5 \times 1 = 5$
2	3	5	5	$3 \times 5 = 15$
3	2	4	10	$2 \times 10 = 20$

Course- SEC Paper:	Paper Code-SEC2 E2 MS Power Point	Credits-2	Lectures/Week-2
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Prerequisite(s) and/or Note(s):

- (1) High school mathematics.
- (2) Note(s): Syllabus changes yearly and may be modified during the term itself, depending on the circumstances. However, students will be evaluated only on the basis of topics covered in the course.

Course Objectives

Knowledge Acquired:

- (1) Presentation design principles understanding.
- (2) MS PowerPoint interface familiarity.
- (3) Slide layout and formatting comprehension.

Skills Gained:

- (1) Slide creation and editing proficiency.
- (2) Visual content insertion capability.
- (3) Animation and transition application skill.

Competency Developed:

- (1) Effective presentation delivery competency.
- (2) Audience engagement techniques mastery.
- (3) Time management during presentations efficiency.

Syllabus Overview

Unit 1: Creating and Managing Presentations 10 Lectures

Create a Presentation: Insert and Format Slides, Modify Slides, Handouts, and Notes, Change Presentation Options and Views, Configure a Presentation for Print, Configure and Present a Slide Show, Insert and Format Text: Insert and Format Shapes and Text Boxes, Insert and Format Images, Order and Group Objects.

Unit 2: Tables, Charts, SmartArt, and Media 5 Lectures

Insert and Format Tables: Insert and Format Charts, Insert and Format SmartArt graphics, Insert and Manage Media.

Unit 3: Transitions and Animations 5 Lectures

Apply Slide Transitions, Animate Slide Content, Set Timing for Transitions and Animations, Working with bullets and numbering, Working with different views, Working with slide Master, Slide show option

Suggested Readings

1. Microsoft power point 2019 ,learning the basics by Eric Stockson
2. Microsoft power point 2019 for beginners by J.Davidson.
3. Marquee series Microsoft power point 2019 by Audrey Roggenkamp & Lan Rutkowsky ,Nita Rutkosky

Course-SEC	Paper Code-SEC2L E2	Credits-1	Lab hours/Week-2
Paper:	MS Power Point (Lab)		

Students are advised to do laboratory/practical practice not limited to, but including the following types of problems:

- (1) Creating a Title Slide
- (2) Creating Slides Using Layouts
- (3) Create a presentation that consists of 5 slides and save your Presentation in desktop.
- (4) Demonstrate slide transitions and animation
- (5) Insert slide number, slide date, slide header and footer
- (6) Demonstrate rehearse time.
- (7) Demonstrate master slide.

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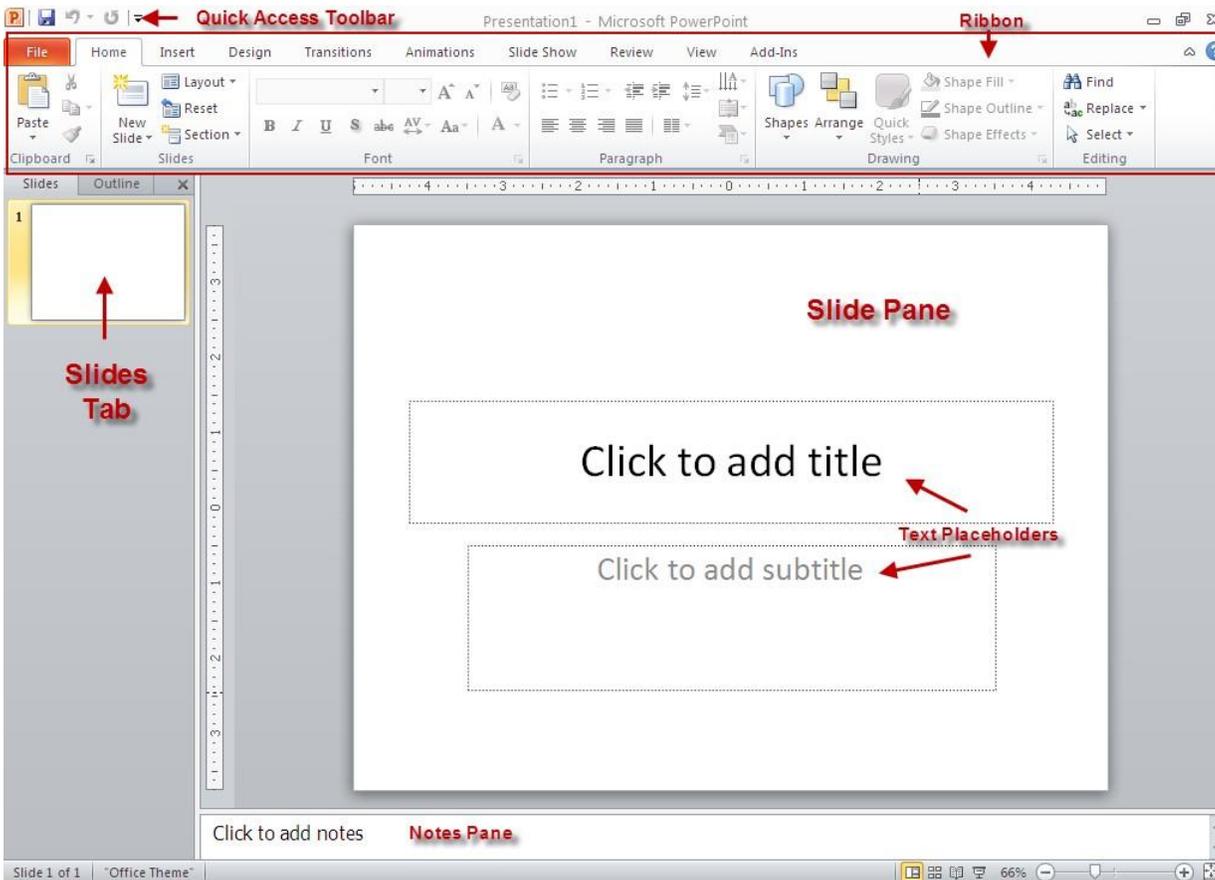
Introduction to Microsoft PowerPoint 2010

Open PowerPoint 2010

- Double-click on the **PowerPoint** icon on the desktop.

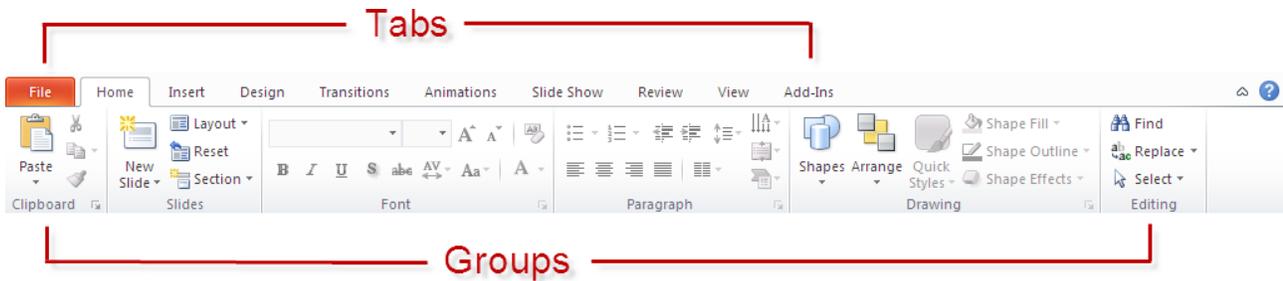


About the Editing Screen



Ribbon

The ribbon, which spans across the top of the PowerPoint screen, replaces the old Menu Bar and toolbars used in Microsoft Office programs up through version 2003.



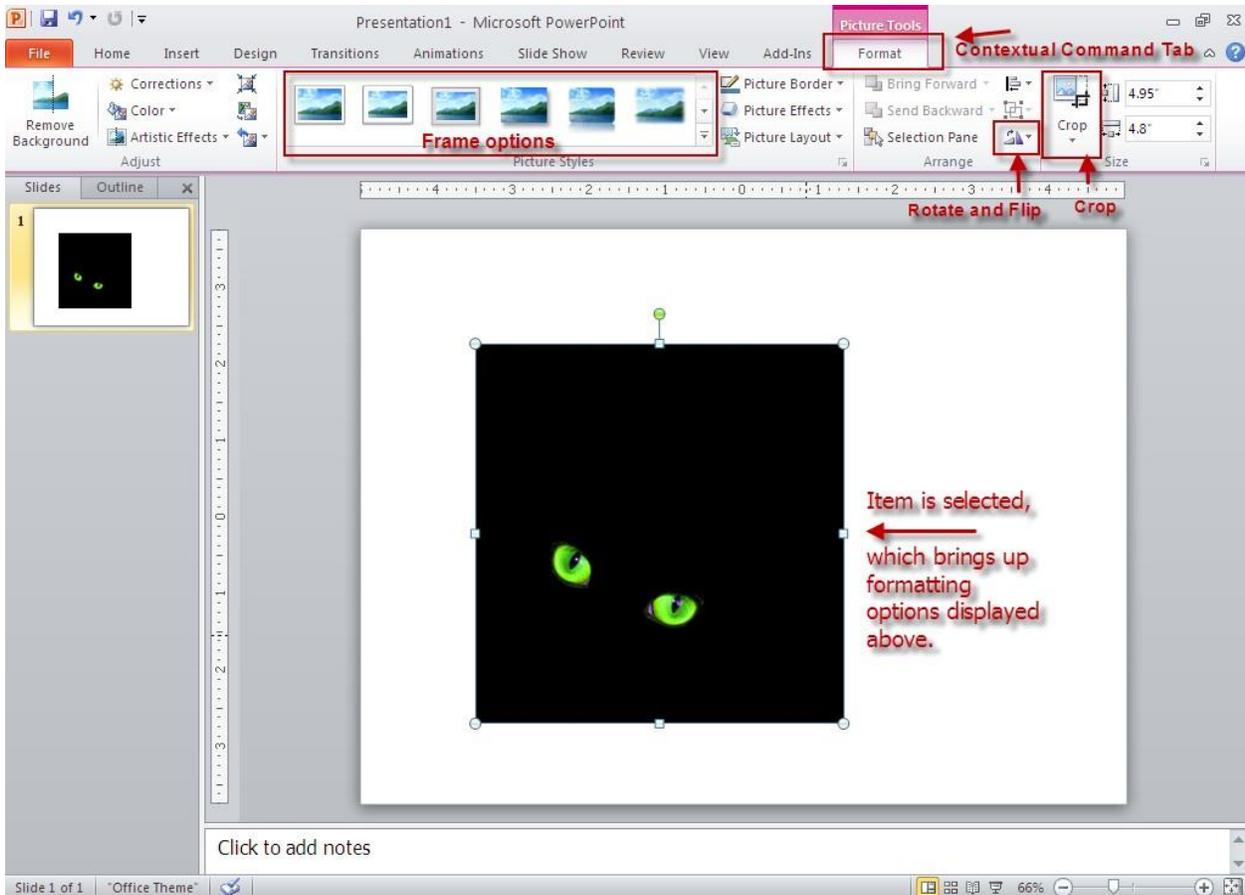
It organizes related functions into tabs. Those related functions are further organized into groups. The **Home** tab, for instance, has a **Font** group that contains formatting options for adjusting font, font size, bold face, underline and italics. The **Paragraph** group contains icons that control margins, spacing and indentation, among other things.

Quick Access Toolbar:



- This is a customizable toolbar that provides access to commonly used functions such as Save or Undo Last Action.
- Clicking on the down arrow gives you access to other common functions that you can add to the toolbar.

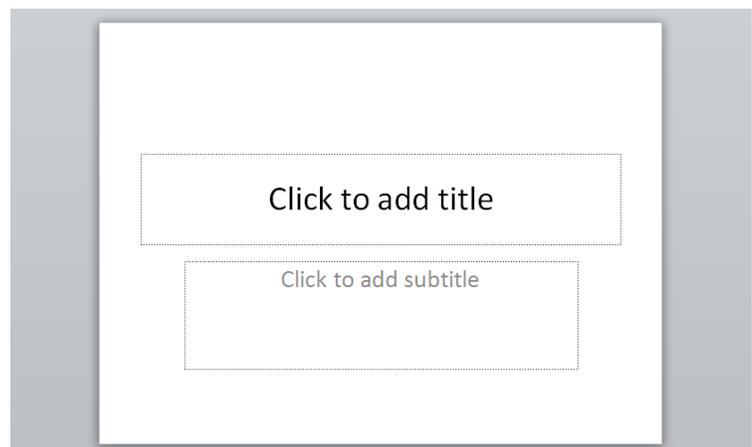
Contextual Command Tabs:



- Tools appear directly above a tab and provide access to options that pertain to a just completed action. For instance, if you click once on an image to select it, the **Format** tab appears,, offering you ways to adjust the selected image. You can crop, frame and rotate the image, among other things.)

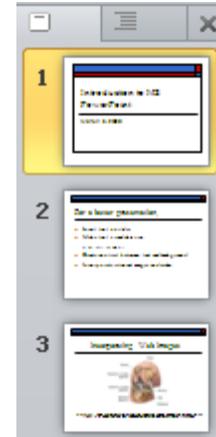
Slide Pane:

- The large white typing area that features “Click to add...” text prompts.
- This is the area where you’ll type your slide text.



Slides Tab

- Located to the left of the slide pane.
- Displays thumbnail versions of slides in your presentation.
- Clicking and dragging a thumbnail allows you to rearrange the slides in your presentation.
- You can also click on a thumbnail to advance your presentation to that slide.



Notes Pane:

- Located beneath the slide pane.
- Lets you type speaker notes for each slide.
- When printed out, the slide image and notes for that slide appear together on the same page.



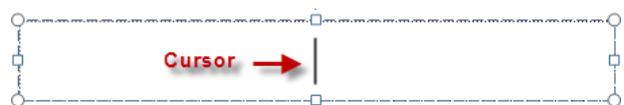
Text Placeholders:

- Located inside the slide. (Look for "Click to add..." prompts)
- When you click inside the placeholder, a blinking text insertion point--or **cursor**--appears, and you can enter text.



The pointer/cursor:

- It moves on-screen in the direction you move your mouse.
- When pointed at text, the pointer becomes a cursor, assuming the shape of an **I-beam**.
- When pointed outside of the text area, the pointer becomes an **arrow**.

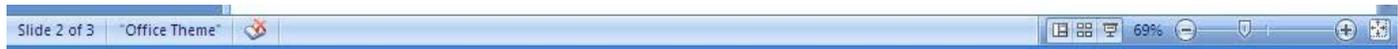


The title bar:



- Located at the very top of the screen.
- Displays the program title as well as the filename you assign your presentation upon saving it.

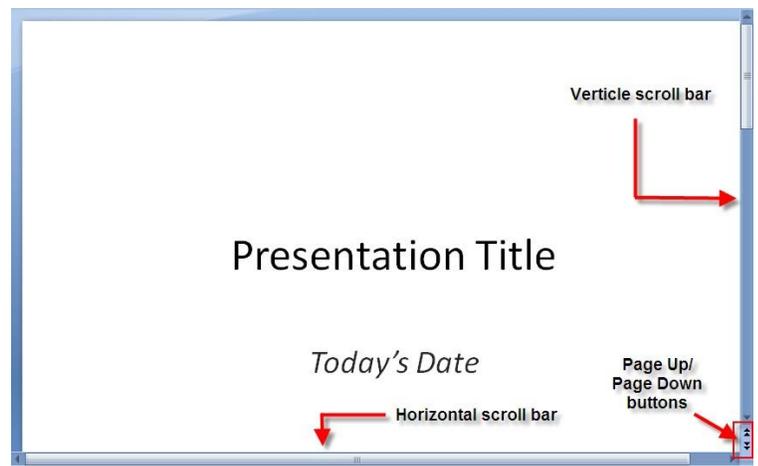
The Task Bar:



- Located at the bottom of the screen.
- The **Task bar** displays the number of the current slide in the presentation (e.g., *Slide 1 of 1*, *Slide 2 of 2*, etc.).
- It also allows you to zoom in and out of your current slide (note the magnification slider on the right side of the Status Bar), and to change your slide view from the normal editing screen to multiple slide view (the **Slide Sorter**) and **Slide Show** view.

The vertical and horizontal scroll bars:

- Located to the right of and beneath the slide pane.
- The **vertical scroll bar** allows you to scroll through your slides.
 - Dragging the **elevator** (the button located between the up and down arrows) moves you quickly through the presentation. A slide indicator box to the left indicates each slide number as you pass by it.
- The **horizontal scroll bar** appears when you zoom in on part of the slide so that the entire slide doesn't fit within the viewable area. This scroll bar lets you see parts of the slide not currently displaying on-screen.



The page up/page down buttons:

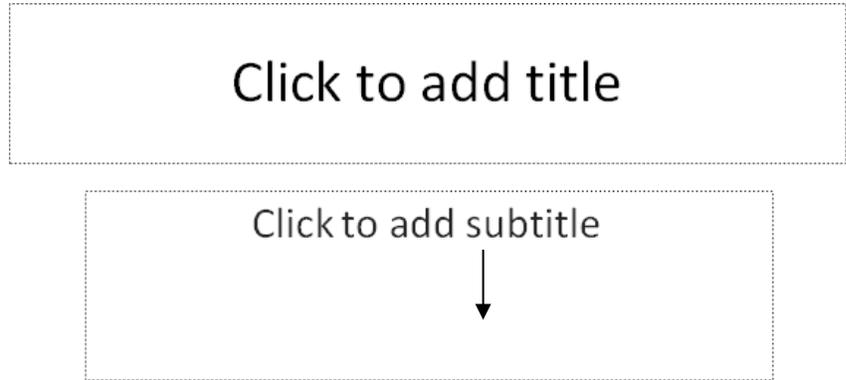
- Located beneath the vertical scroll bar. (Look for the buttons that display double-arrows, one set facing up [page up] and the other facing down [page down].)
- Moves you slide-by-slide in either direction.

Create a Title Slide

When you open PowerPoint, the program takes you by default to a **Title Slide** screen.

- Follow PowerPoint's on-screen prompts to enter text ("**Click to add...**").

NOTE: All "**Click to add...**" prompts are optional. If you don't type a sub-title, for instance, the **Click to add...** sub-title prompt won't appear when you present your slide.



Save Your Presentation



- Choose **Save** from the **Quick Access** toolbar.
- Use the **Save in** window to locate where you plan to save your file.
- Enter a filename in the **Filename** window for the presentation and press **Save**.

NOTE: To save your presentation in a previous version of PowerPoint:

- Click on the down arrow by the **Save as type** window.
- Select the version in which you'd like to save the presentation.
- Click **Save**.



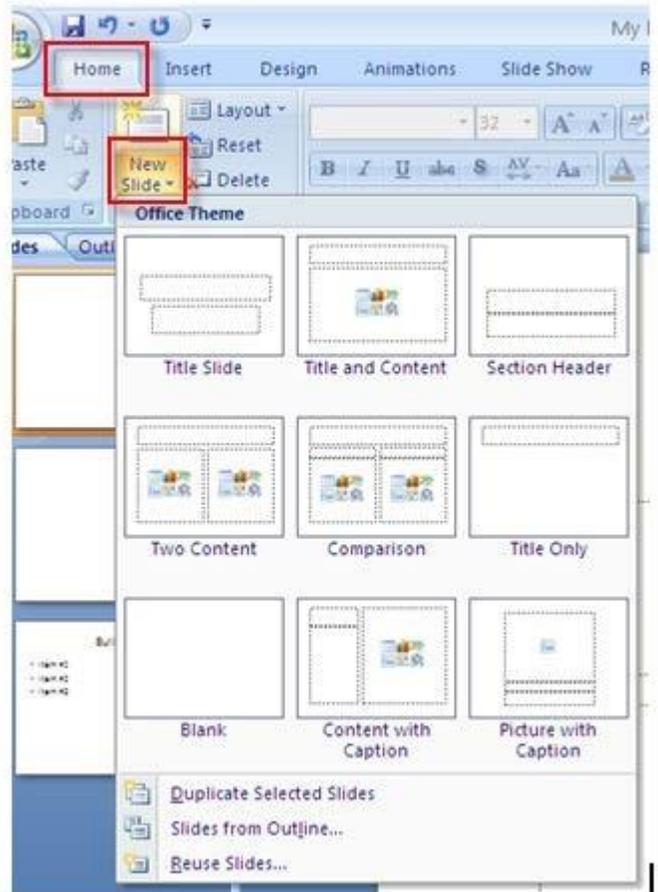
Create a New Slide

- Click on **New Slide** from the **Home** tab.

A list of thumbnails appears, outlining your various slide content options to choose from.

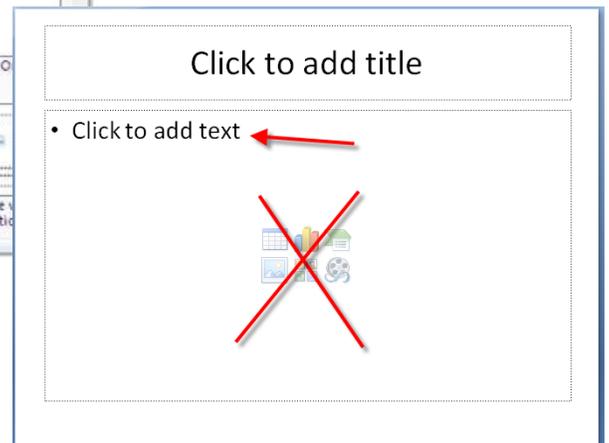
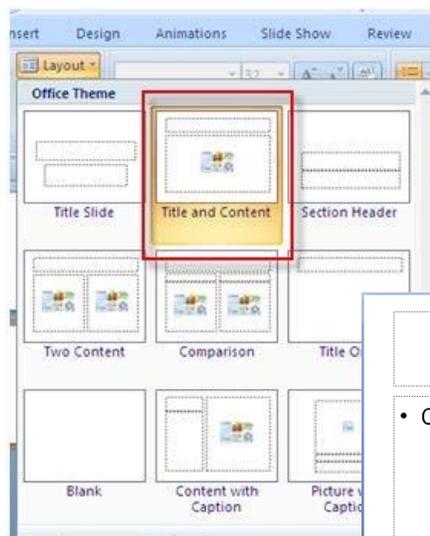
- Click once on the appropriate thumbnail to bring up the next slide.

NOTE: Selecting **Title and Content** allows you to create the most common slide types such as bullet lists, tables, and charts.



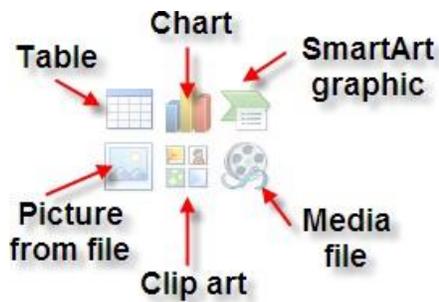
Create a Bullet List

- Click on **Title and Content**



- Follow PowerPoint's on-screen prompts to enter text.
 - Ignore the thumbnails that appear in the center of the screen, unless you plan to add additional content to the slide. As you begin typing your bullet list, they will disappear automatically.

NOTE: Those thumbnails offer you content options in addition to the default bullet list. You can create a table, chart, SmartArt graphic, or you can insert a saved picture, clip art, or media clip. (See illustration below for thumbnail descriptions.)



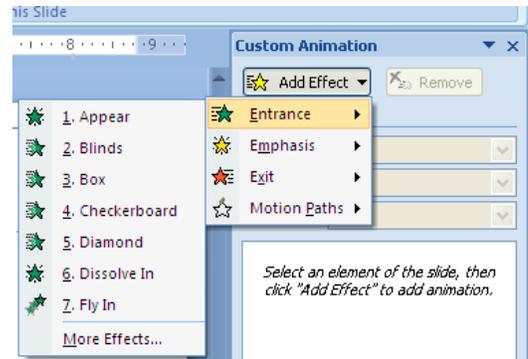
☞ **About entering bullets:**

- Bullets appear automatically on each line.
- Pressing Enter brings up the next bullet.
- To erase an unwanted bullet, click next to that bullet and press the **Backspace** key.
- To indent a bullet (to make a sub-point), press **Tab**.
- To undo an indent, press **Shift** together with the **Tab** key.

Animate the Bulleted List

You can display the bulleted list one bullet point at a time rather than all at once.

- If the bullet list doesn't have a selection box (a box bounded by dashed lines) around it, click anywhere inside it.
- Click on the **Animations** tab.
- Choose **Custom Animation** from the **Animations** group.
- The **Custom Animation** window appears to the right of your slide.
- Click on the **Add Effects** tab.
- Select **Entrance**.
- Choose **More Effects...** to see a complete list of effects.
- By default, your slide should run a preview the chosen animation you click on it once.
- Click OK.

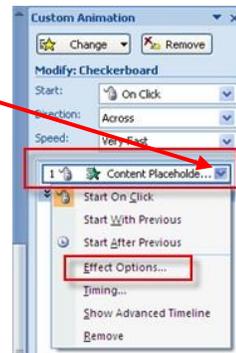
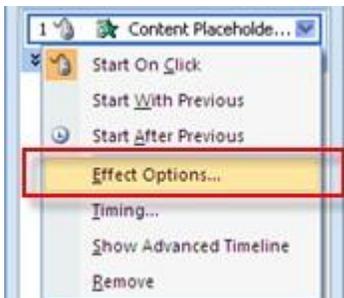


as

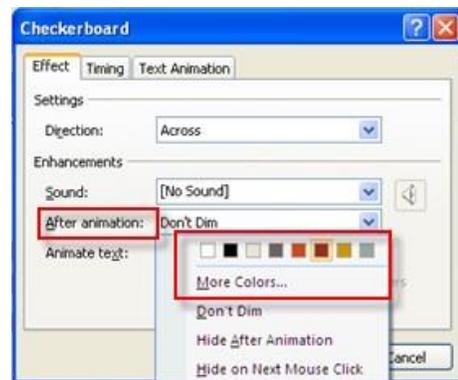
To dim previous bulleted points, while still in the **Custom Animation**

- Click on the down arrow by the animation listing.
- Choose **Effect Options...**

task pane:

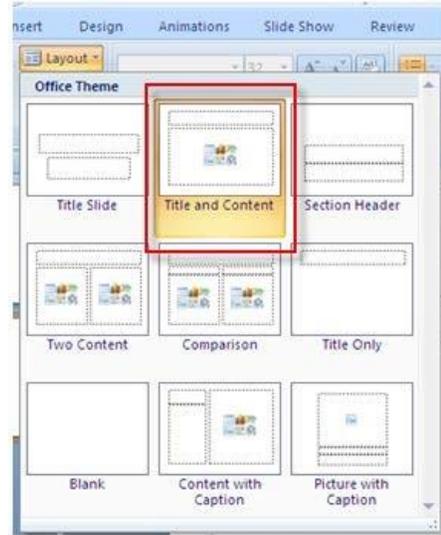


- Click on the down arrow by the **After animation** window.
- Click on a color choice for dimming the previous bullets.
- Click **OK**.



Create a Chart

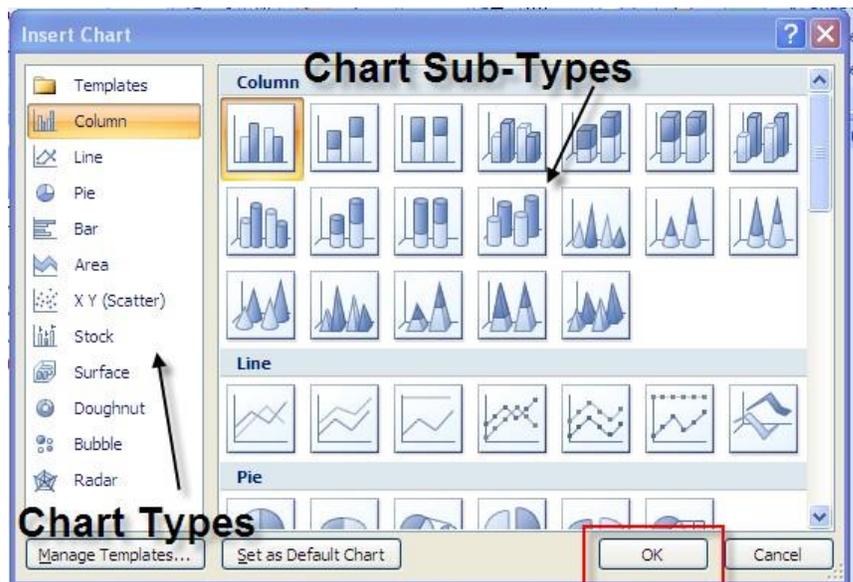
- Click on **Title and Content** from the list of layout options displayed.

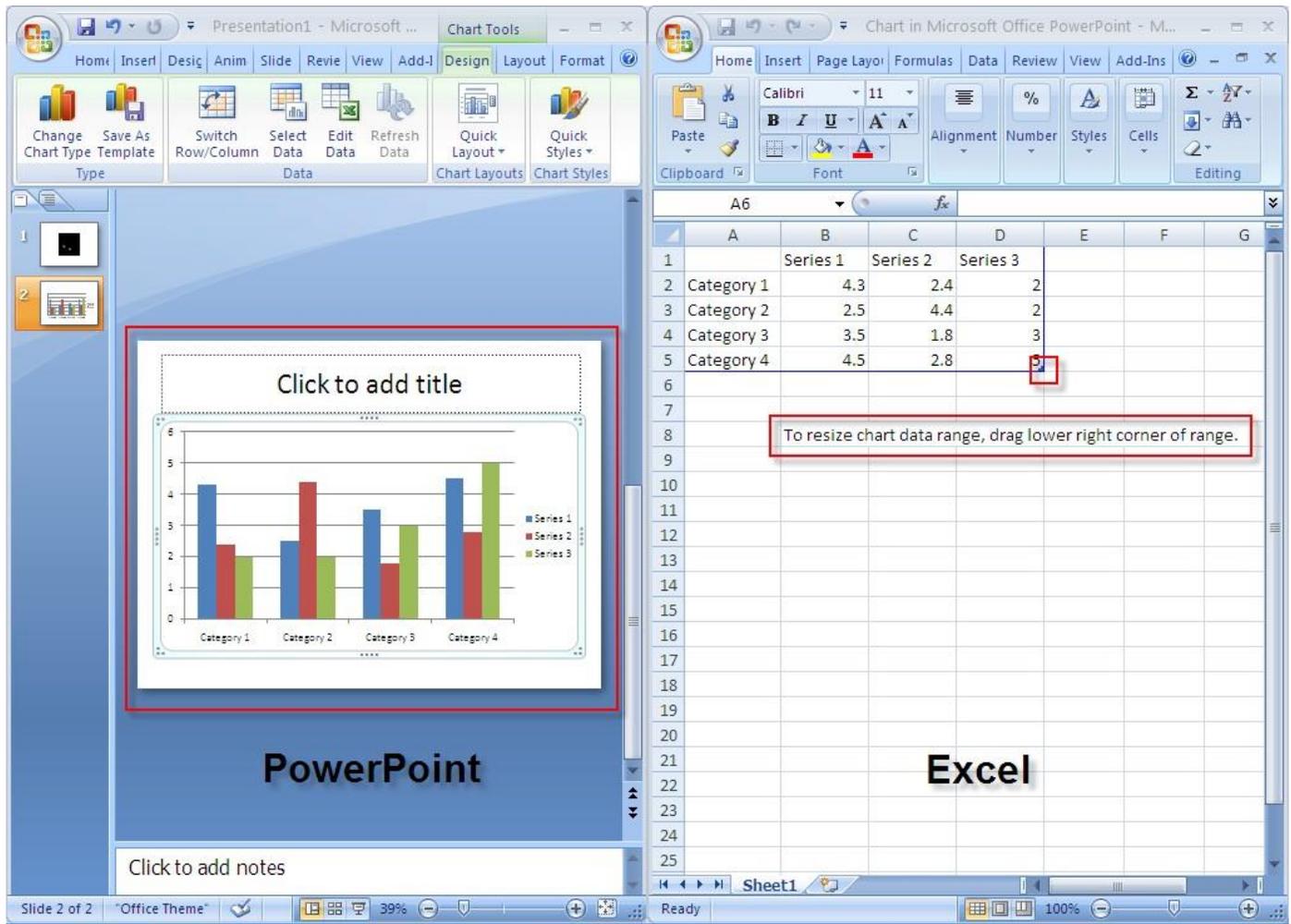


- Click on the **Chart** icon in the center of the slide.



- Select a chart type from the list on the left side of the **Insert Chart** dialog box.
- Next, choose a sub-type from the icons to the right and click **OK**.





You'll now see a split screen; PowerPoint is on the left and Microsoft Excel has just launched and appears to the right, with sample chart data displayed. Data for PowerPoint charts is actually entered in Excel. As you enter your own data in place of the sample data, PowerPoint automatically updates the chart displaying on the PowerPoint side of the split screen.

You'll notice a blue boundary line at the right and bottom edges of the sample data.

	A	B	C	D	E
1		Series 1	Series 2	Series 3	
2	Category 1	4.3	2.4	2	
3	Category 2	2.5	4.4	2	
4	Category 3	3.5	1.8	3	
5	Category 4	4.5	2.8		
6					

If you have more columns/rows in your chart than are filled in by sample data, simply click on the lower right corner where the blue lines meet and drag the mouse down/to the right until you see displayed the correct number of columns

and rows. You may only drag in one direction at a time (either horizontally to expand the number of columns or vertically to expand the number of rows). To expand both columns and rows, release the mouse after having dragged it in one direction and then repeat the process in the other direction.

If your chart has fewer columns/rows than are displayed in the sample datasheet, click on the lower right corner and drag the mouse up/to the left to eliminate any extraneous columns/rows. Again, you may only drag in one direction at a time. So if you want to decrease the number of columns and rows, you'll have to do it in one direction at a time.

To replace sample data with your own data, click on a cell in the worksheet and type over your own data. The sample data disappears as soon as you begin typing over it.

Entering data labels (categories):

- Enter the categories you are measuring in the column labeled A. Start entering data in Row 2.

NOTE: As you begin typing data in each cell, the sample data from the next cell disappears automatically.

- Press the down arrow key to move row by row, or click on the next cell down using the mouse.

	A	B	C	D
1		Series 1	Series 2	Series 3
2	North	4.3	2.4	2
3	East	2.5	4.4	2
4	South	3.5	1.8	3
5	West	4.5	2.8	5
6				

Entering legend headings (series):

- Enter legend headings directly beneath the cells labeled B, C, D and so on. Start entering legend headings in Column B.

	A	B	C	D
1		2008	2009	2010
2	North	4.3	2.4	2
3	East	2.5	4.4	2
4	South	3.5	1.8	3
5	West	4.5	2.8	5

- Sample legend headings will disappear in each cell as you begin typing your own. *Don't worry if some of your text appears cut-off; it should display!*
- Use the right arrow key to move from cell to cell, or click on the next cell over using the mouse.

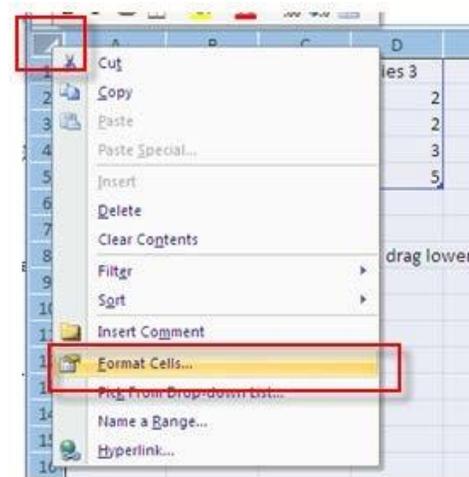
☞ *About legends:*

You only need to include a legend when you are plotting sets of values for more than one group. A bar chart with different color bars, for instance, would need a legend to state what series each bar color represents. If you don't require a legend and try to delete the sample legend headings, the cells will read *Column 1*, *Column 2*, and *Column 3*. The legend cannot be deleted here. You'll be shown how to delete the legend over in PowerPoint.

Entering values (numeric data):

Before entering values, you can specify the kind of values you are entering (percentage, dollar amounts, etc.).

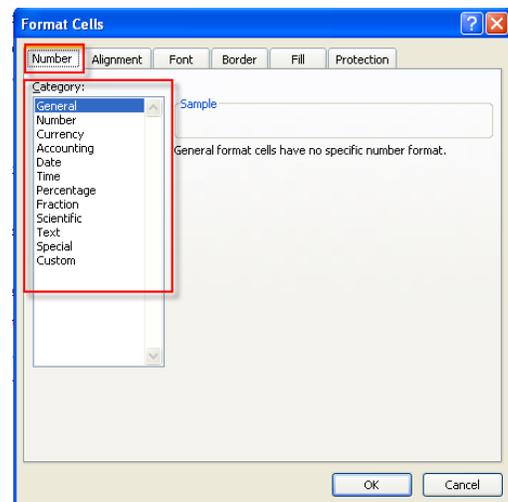
- Click on the upper left blue cell of the spreadsheet. (This highlights info in your spreadsheet.)
- Click with the *right* mouse button on the same cell.
- Choose **Format Cells...** with the left mouse button.



the

- Choose **Number** from the pop-up menu.
- Choose the type of values being represented from the **Category** listing at left.
- Click **OK**.

NOTE: If you choose Percentage, you will need to enter your values in the datasheet using decimal points in front of the numbers (e.g. for 23%, enter **.23** [not 23]).



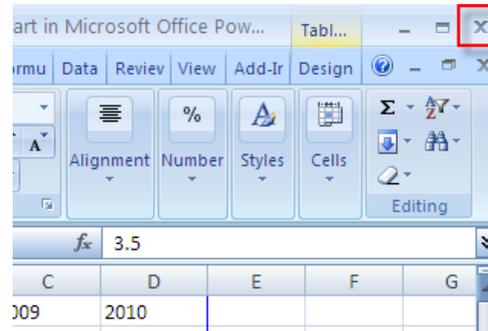
Entering your values:

- Enter values (numbers only--don't include %, \$, etc.) in the rows located beneath those in which you entered your series (legend headings). Sample values appear in each cell, but will disappear as you begin typing over them.

Pressing the arrow keys moves the cursor horizontally cell-by-cell. Pressing the up and down arrow keys moves the cursor vertically cell-by-cell. (Or you can simply click in each new cell using the mouse.)

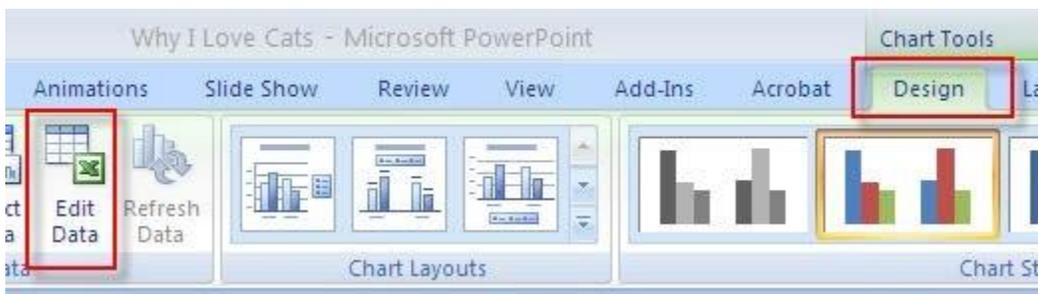
When done entering data:

- Click on the x in the upper right corner of the Excel window.



Returning to the Excel spreadsheet to edit data (if necessary):

- Click once anywhere inside the chart to select it. This launches a **Chart Tools** contextual command tab that doesn't appear on the normal editing screen.
- Make sure the **Design** tab under **Chart Tools** is selected and then click on **Edit Data** from the **Data** group.



When done editing data:

- Click on the x in the upper right corner of the Excel window.

Change the chart type (to a line chart, area chart, etc.):

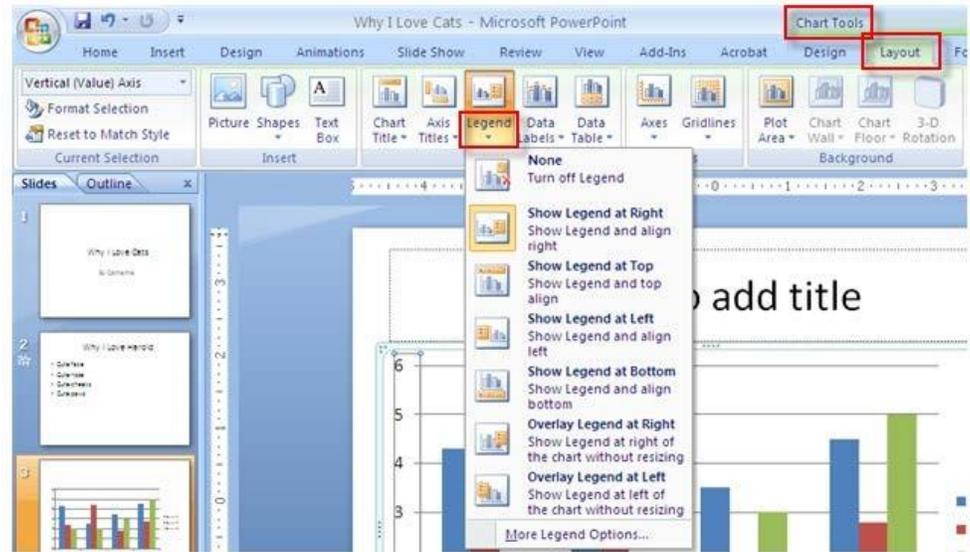
- If your chart is not currently selected, click once in the white space above or below the legend to select it. This launches a **Chart Tools** contextual tab that doesn't appear on the normal editing screen. If the chart is already selected (has a blue bounding box around it), the **Chart Tools** tab will display.
- Make sure the **Design** tab under **Chart Tools** is selected and then click on **Change Chart Type** from the **Type** group.



- Select a new chart type and sub-type and click OK.

Relocating or deleting the legend:

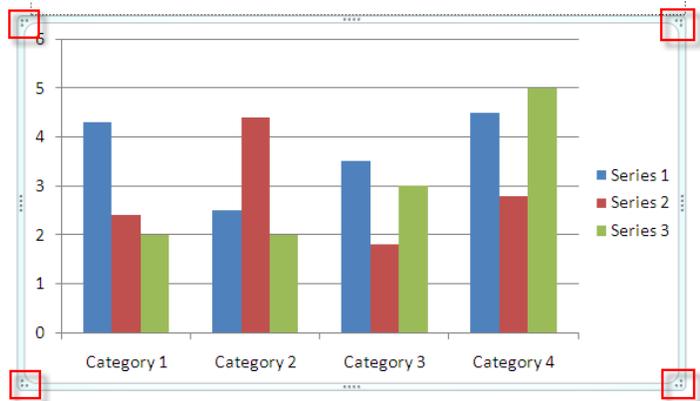
- If your chart is not currently selected, click once in the white space above or below the legend to select it. This launches a **Chart Tools** contextual tab that doesn't appear on the normal editing screen. If the chart is already selected (has a blue bounding box around it), the **Chart Tools** tab will display.



- Make sure the **Layout** tab under **Chart Tools** is selected and then click on **Legend** from the **Labels** group.
- Select an alternate location on the slide for the legend, or select **None** to delete it.

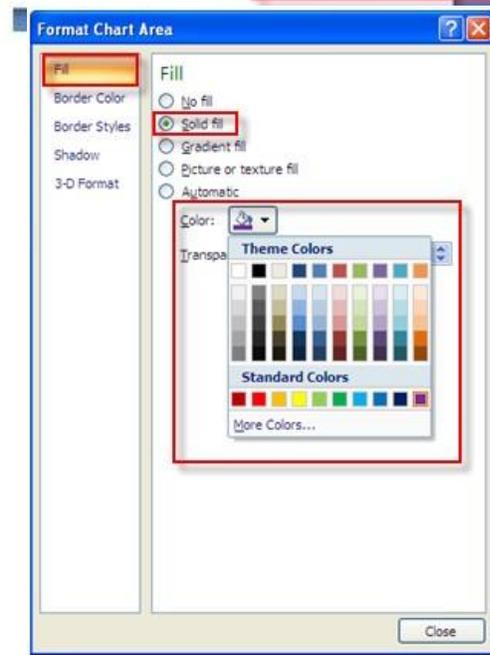
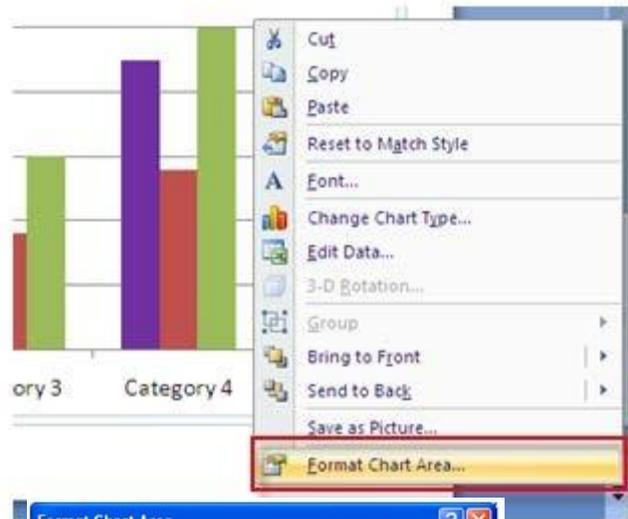
Resize the chart:

- If a light blue selection box doesn't currently frame your chart, click in the white space beyond the chart itself to make the box appear.
- Click on any of the four corners of the selection box (position the pointer tip directly on the 3 dots; the pointer will change from a 4-sided to a double-sided arrow).
- Drag the mouse button diagonally to stretch or shrink the chart area.



Apply a contrasting color to the chart's background:

- If a light blue selection box doesn't currently frame your chart, click in the white space beyond the chart itself to make the box appear.
- Position the mouse pointer tip in a blank area of the chart until the **Chart Area** indicator appears beneath the arrow.
- Click once with the *RIGHT* mouse button. A pop-up menu should appear.
- Select **Fill**, if it isn't already, and then choose **Solid fill**.
- Click on the down arrow by the paint bucket next to where it reads: **Color**.
- Choose a color for your background that contrasts adequately with your other chart elements.
- Click **Close** when done.



adequately

Change the color of the line in a line chart:

- If a light blue selection box doesn't currently frame your chart, click in the white space beyond the chart itself to make the box appear.
- Position the mouse pointer tip directly over the line (anywhere *except* where it intersects a gridline) and click once to select it.
- Choose **Format** beneath the **Chart Tools** tab and click on **Shape Outline**.
- Choose a color for your chart line that contrasts adequately with the chart's background color.

NOTE: You may also change the width of the line by choosing **Line Style** and then adjusting the default weight.

- Click **Close** when done.



Add Shapes to Your Slide

- Click on the **Insert** tab and choose **Shapes** from the **Illustrations** group.
- Click on the desired shape.

The mouse pointer changes shape to that of a crosshair.

- Position the crosshair where you want to begin drawing the shape.
- Click and hold down the mouse button as you drag to create the shape.
- Let go of the mouse when done.

Relocate/resize/recolor the shape as you wish.

To relocate:

- Click and hold down the mouse button anywhere inside the shape.
- Drag it to a different location and let go of the mouse button.

To resize:

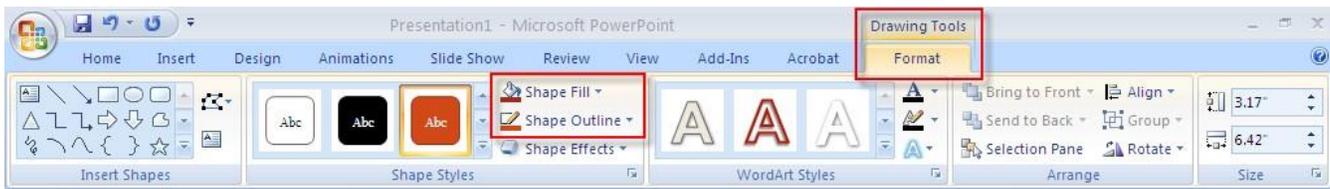
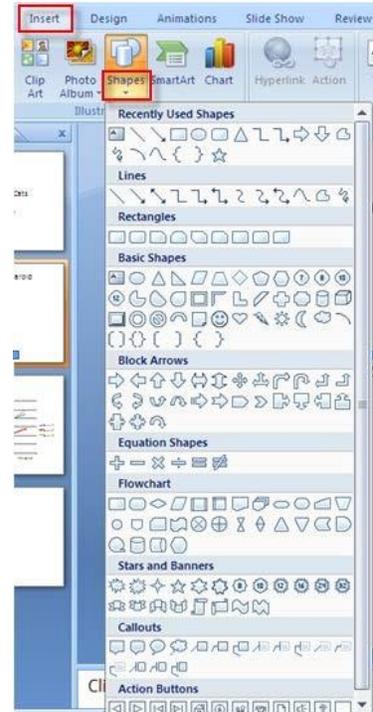
- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the shape, and let go of the mouse button.

NOTE: Holding down the Shift key while dragging the mouse preserves the shape's proportions as you resize.

To recolor:

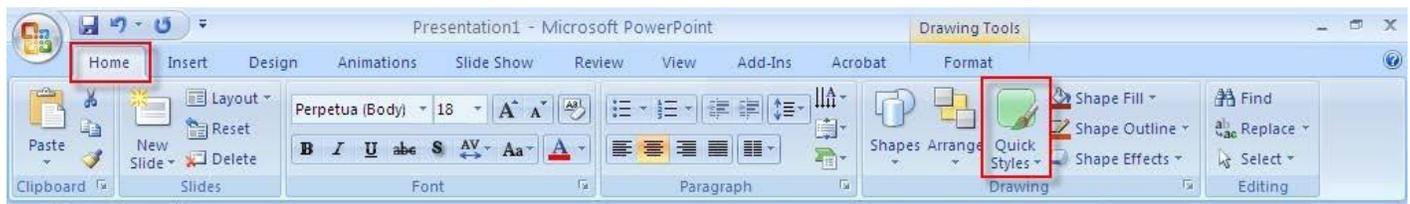
- Click anywhere inside the shape.
- Click on the **Home** tab.

A contextual tab called **Drawing Tools (Format)** appears.



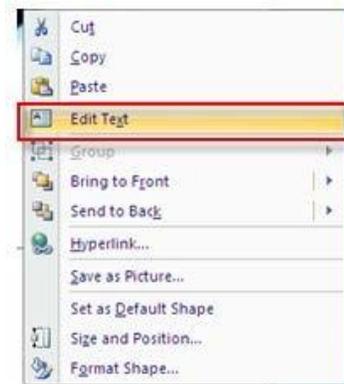
- Change the color and/or outline of the shape by selecting **Shape Fill** and/or **Shape Outline**.

- You may also click on the **Home** tab and select **Quick Styles** from the **Drawing** group to select from some preset designs offered by PowerPoint.



Add text to the shapes

- Right-mouse click inside the shape.
- Select **Edit Text** (with the left mouse button).
- Enter your text.



Recolor/resize the text as you wish.

- Highlight the text using the mouse.
- Click on the **Home** tab.
- Use the tools in the **Font** group to make changes to the text.



Add Additional Text to Your Slide

You may want to insert additional text on your slide besides that which goes in the text placeholders.

- Click on the **Insert** tab and select **Text Box** from the **Text** group.



The mouse pointer changes shape to a cursor.

- Position the cursor where you want to insert the text box.
- Hold down the left mouse button (the pointer changes to a crosshair shape) and drag the crosshair to create a text box.
- Type text inside the box.

Recolor/resize the text as you wish.

- Highlight the text using the mouse.
- Click on the **Home** tab.
- Use the tools in the **Font** group to make changes to the text.



Add Clip-Art to a Slide

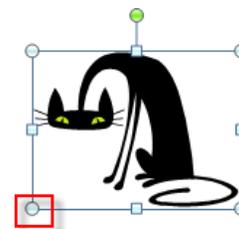
- Click on the **Insert** tab and choose **Clip Art** from the **Illustrations** group.



A **Clip Art** task pane appears on the right side of the screen.

- Enter word or phrase that describes the image you are looking for in the **Search for:** window and click on **Go**.
- Scroll through the list of images that match your description and click once on the thumbnail of the image you wish to insert.

The image will appear on your slide with "handles" around it.



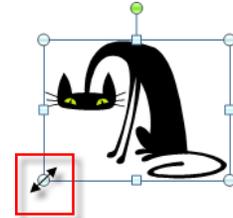
Relocate/resize/recolor the image as you wish.

To relocate:

- Click and hold down the mouse button anywhere inside the image.
- Drag it to a different location and let go of the mouse button.

To resize:

- Position the mouse pointer tip directly over any of the *corner* handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.



Import an Image from the World-Wide Web

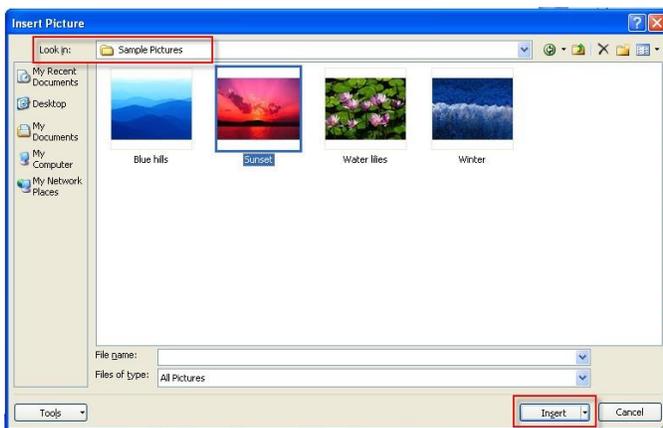
If you find an image on the Web that you want to include in your PowerPoint presentation,

At the website:

- Position the mouse on the image and click on it with the **right** mouse button.
- Choose **Save Image As...** from the pop-up menu. (Use your **left** mouse button this time!)
- Choose where on your computer you wish to save the image from the **Save In** window.
- If you wish, you can overwrite the given filename listed in the **File name** window, or you can stick with the given file name already assigned to the image.
- Click on **Save**.

In PowerPoint:

- Click on the **Insert** tab and choose **Picture** from the **Illustrations** group.
- Find the location of the image on your computer using the **Look in:** window.
- Click on the image thumbnail and click **Insert**.



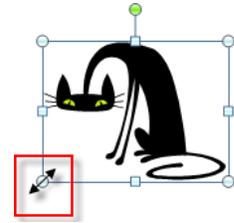
Relocate/resize/recolor the image as you wish.

To relocate:

- Click and hold down the mouse button anywhere inside the image.
- Drag it to a different location and let go of the mouse button.

To resize:

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let go of the mouse button.



Adjust Images Using Picture Tools

- The **Picture Tools (Format)** tab appears when an image is selected (has handles around it). Click once inside the image if no handles appear.



The **Picture Tools** tab allows you to crop your image, add a frame, and adjust image contrast, brightness, etc.

- Place the mouse pointer tip over the various icons (without clicking) and a description box appears, identifying what each one does. (Most are self-explanatory.)

To crop the image:

- Click on the **Crop** icon on the **Picture Tools** tab.



- The handles surrounding your image change shape.



- Position the mouse pointer tip over any of the handles. The mouse pointer changes to the shape of a crop tool as it nears a handle, and then assumes the same shape as the handle when positioned directly over it.
- Hold down the mouse and drag it. An outline of your image changes as you slide the mouse, so that you can see what portion is being cropped.
- Release the mouse button when finished cropping.



- To turn off the **Crop** tool, click again on the **Crop** icon.

NOTE: If you overcrop your image, you can “uncrop” by clicking on the same handle and dragging it outward. Cropped portions of your image will return to view.

Online Image Attribution

Create a text box beneath or next to your image and add the source information.

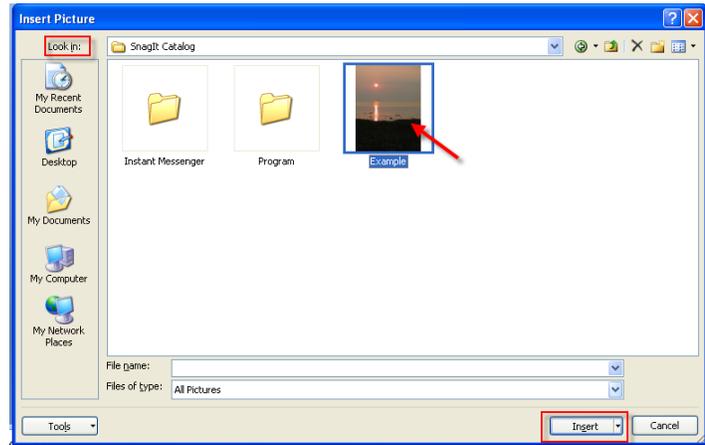
- Always cite the source of your online image. Use the following formula for proper attribution:
 - **Author. (Year). Title. [Online image]. Retrieved Date from URL**

Insert a Scanned Image

If you’ve scanned and saved an image such as a family photo from a page that you’d like to include in your presentation,

In PowerPoint:

- Click on the **Insert** tab and choose **Picture** from the **Illustrations** group.
- Find the location of the image on your computer using the **Look in:** window.
- Click on the image thumbnail and click **Insert**.



Relocate/resize/recolor the image as you wish.

To relocate:

- Click and hold down the mouse button anywhere inside the image.
- Drag it to a different location and let go of the mouse button.

To resize:

- Position the mouse pointer tip directly over any of the corner handles (the tip changes to a double-headed arrow).
- Click and hold down the mouse.
- Drag the mouse in a diagonal direction to shrink or expand the image, and let of the mouse button.



go

Adjust Images Using Picture Tools

- The **Picture Tools** tab appears when an image is selected (has handles around it). Click once on the image if no handles appear.



The **Picture Tools** tab allows you to crop your image, add a frame, and adjust image contrast, brightness, etc.

- Place the mouse pointer tip over the various icons (without clicking) and a description box appears, identifying what each one does. (Most are self-explanatory.)

To crop the image:

- Click on the **Crop** icon on the **Picture Tools** tab.



- Position the mouse pointer tip over any of the handles. The mouse pointer changes to the shape of a crop tool as it nears a handle, and then assumes the same shape as the handle when positioned directly over it.
- Hold down the mouse and drag it. An outline of your image changes as you slide the mouse, so that you can see what portion is being cropped.
- Release the mouse button when finished cropping.
- To turn off the **Crop** tool, click again on the **Crop** icon.

Hyperlink to a Web Site Containing a Video Clip

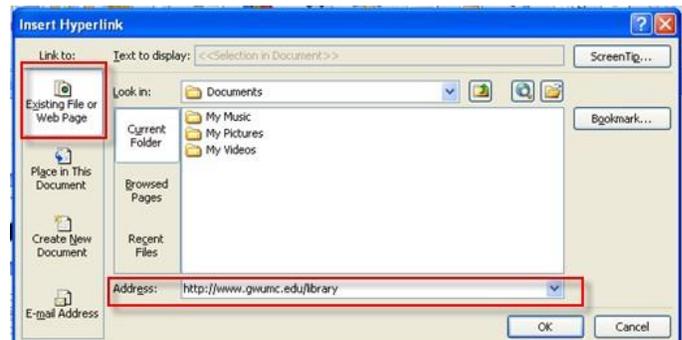
A hyperlink allows you to move seamlessly between your slide and another slide in your presentation, another PowerPoint presentation, a program file such as a Word document, a website, etc. A hyperlink is created using a designated object such as a text box or an image on your slide that you'll click on to initiate the hyperlink. If hyperlinking to a website containing a video clip, clicking on that object launches your internet browser and takes you

directly to the website containing the video clip. (You'll probably want to copy the web address using **Ctrl-C** so you can paste it into the **Address** field in PowerPoint's **Hyperlink**

- Click once directly on an object, or highlight a segment of text, that will serve as the link to the web page containing the video clip.



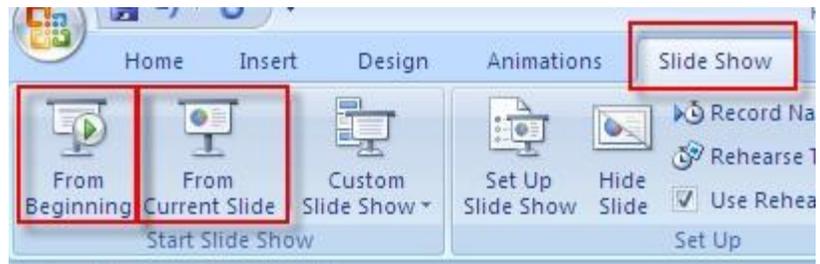
- Click on the **Insert** tab and choose **Hyperlink** from the **Links** group.
- Click on **Existing File or Web Page** under **Link to:**
- Enter the web address in the **Address** field and click **OK**.



To see the video clip:

You must be in Slide Show view and not the editing screen.

- Click on the **Slide Show** tab and choose either **From Beginning** or **From Current Slide** from the **Start Slide Show** group.
- Glide the mouse over the object or text you've used to hyperlink from and the pointer will change to a hand with a pointing index finger.
- Click once on the object or text to launch your internet browser. Your page will display and you can run the clip.
- When done, close the browser to return to the slide show.

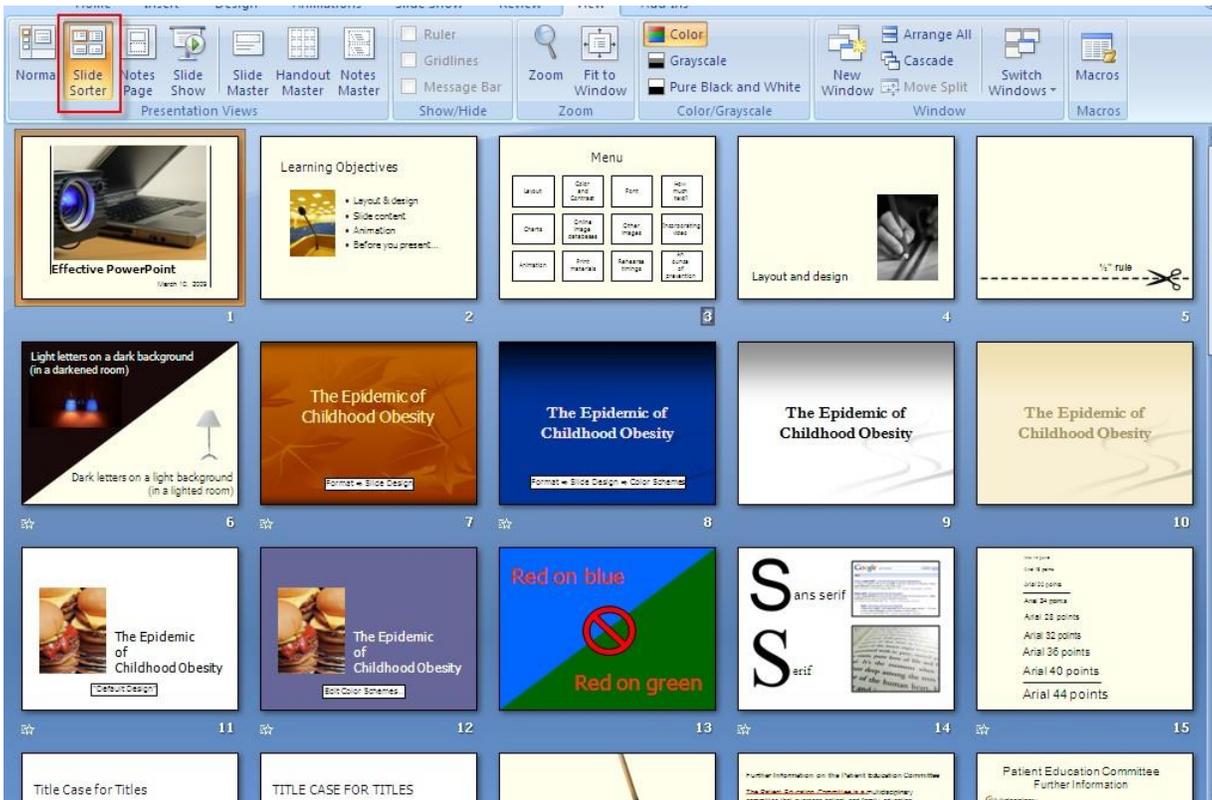


Re-arrange Slides in Your Presentation Using the Slide Sorter

- Click on the **View** tab and choose **Slide Sorter** from the **Presentation Views** group.



The **Slide Sorter** displays the slides of your presentation side-by-side in miniature. Depending on the number of slides in your presentation, some or many of the slides may be out of view. (If so, you'll notice the vertical scroll bar on the right, which you can use to navigate through the presentation.)



- Position the mouse pointer over the slide you wish to relocate, and then click and hold down the mouse.

As you drag the mouse around the screen, a thin vertical line follows, moving between the slides.

- When the thin line is in the location you wish to move the slide to, let go of the mouse button.

To restore single slide view:

- Double-click on a slide to restore single slide view.

The slide you double-click on will appear in single slide view.

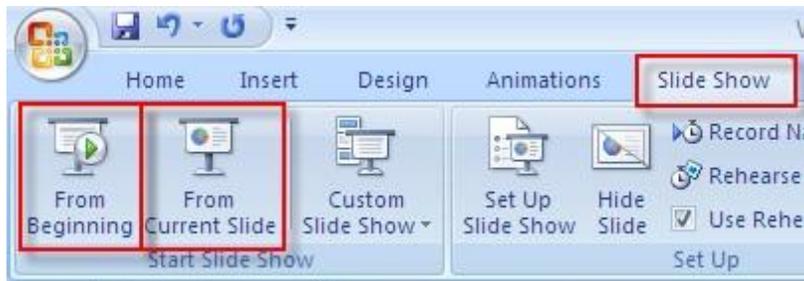
Create Slide Transitions

- Click on the **Animations** tab.
- Glide your mouse over each of the transition effects located in the **Transition to This Slide** group to preview them on your slide.
 - Note the vertical scroll bar to the right; there are more effects to preview than are currently in view.



- Click once on an effect to select it.
- To apply the transition to the entire presentation, click on **Apply To All**.

View Your Presentation



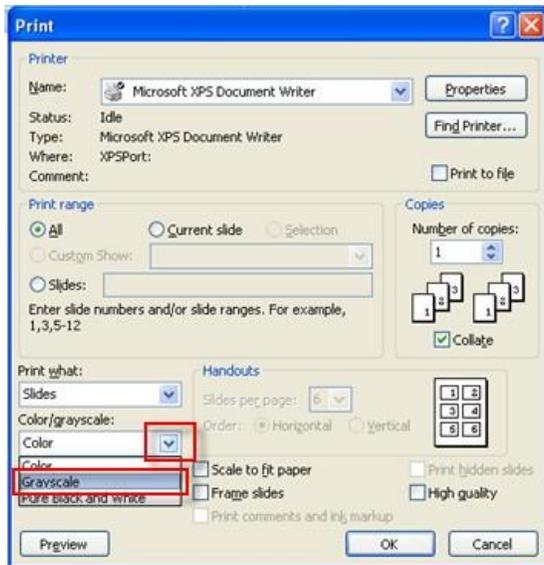
- Click on the **Slide Show** tab.
- Click on **From Beginning** to view the entire presentation or **From Current Slide** to view from the current slide onward.
- Click on the left mouse button to advance from slide to slide.
 - If you have animated your bullet list, clicking on the mouse brings up each successive bullet.
- At the end of your presentation, a black screen appears, with the message: **End of slide show, click to exit**.
- Click once more to return to the editing screen.

NOTE: To move backwards in your presentation, simply press the **Backspace** key.

NOTE: You can press **Escape** on the keyboard at any time to exit the presentation. The slide currently being displayed in **Slide Show** view will appear on the editing screen.

Print Your Presentation

- Click on the **Microsoft Office button** and choose **Print**.
- Select your printer, the number of copies, etc.
- If you are using a black and white printer, select the **Grayscale** option in the lower left corner of the print menu.
- Click **OK**.



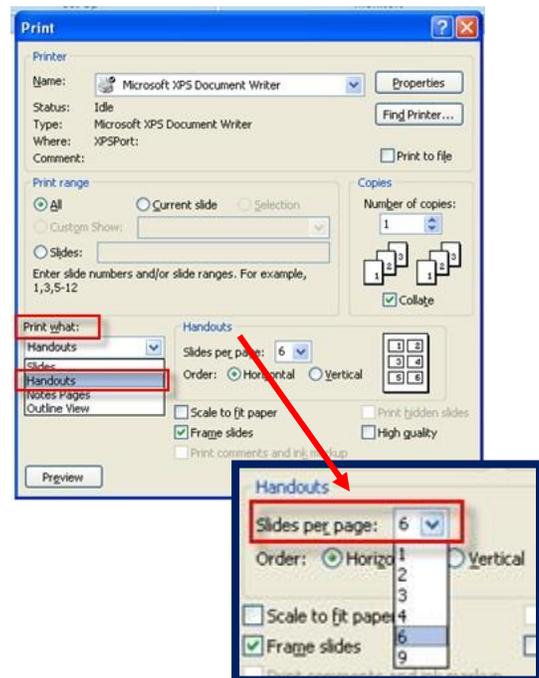
Print Audience Handouts

PowerPoint allows you to print handouts of your slides for your audience. The handouts include reductions of your slides; you can choose to display 2, 3, 4, 6 or 9 slides per page.

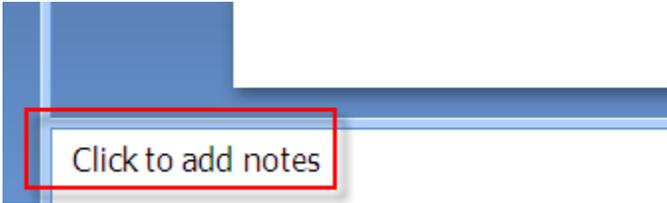
- Click on the **Microsoft Office button** and choose **Print**.
- Click on the down arrow by the **Print What** window.
- Choose **Handouts**.
- Click on the down arrow by the **Slides per page** window.
- Select the number of slides you want to appear on each page.
- Below the **Slides per page** window, you can select whether you want the slides to be ordered horizontally or vertically.
- Click **OK**.

Create/Print Speaker Notes

To create *Speaker Notes*:

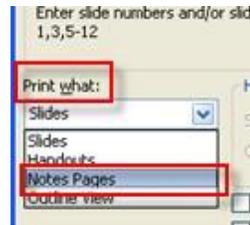


- Click in the **Click to add notes** pane directly beneath your slides to add notes



To print *Speaker Notes*:

- Click on the **Microsoft Office** button and choose **Print**.
- Click on the down arrow by the window labeled **Print What**.
- Choose **Notes Pages**.
- Click **OK**.

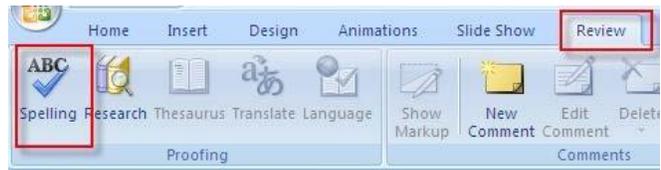


A reduction of your slide appears at the top of the printed Notes speaker notes appear underneath.

Page and your typed

Spell-Check Your Presentation

- Click on the **Review** tab and choose **Spelling** from **Proofing** group.
- MS PowerPoint stops at the first misspelled (or unrecognized) word, if any. Here, you can:



the

- Scroll through the **Suggestions** list and click on the correct spelling

OR

- Type your own correction in the **Change To** window.
- Then click on **Change** or **Change All** (instances of that misspelling). The word's spelling is automatically corrected.

OR:

- Choose **Ignore** or **Ignore All** (instances of that spelling) if the word is correctly spelled.
- When the Spell-check is complete, you are prompted to 'Click **OK**'.

Get Online Help

To look up a topic:

- Click the **Help** icon, located directly beneath the **x** in the upper right corner of the screen.
- Type a topic (no need to click anywhere first).
- Choose **Search**.
- Click on an item from the list of topics that **Online Help** displays.



- Read the information in the **description box** and click on the x in the upper right corner of the description box when done.

Exit PowerPoint

- Click on the **Microsoft Office button** and choose **Exit PowerPoint**.

NOTE: If your most recent changes to the presentation have not been saved, you'll first be asked if you want to resave.

Close Your Presentation, without Exiting PowerPoint

- Click on the **Microsoft Office button** and choose **Close**.

NOTE: If your most recent changes to the presentation have not been saved, you'll first be asked if you want to resave.

Open a Saved Presentation

- Click on the **Microsoft Office button** and choose **Open**.
- Click on the down arrow by the **Look In** window.
- Scroll until you find the location of your file and click on it.
- Click on the file in the window below.
- Click **Open**.



1. Create a Presentation: Insert and Format Slides

- **Insert Slides:**
 - Learn how to add new slides to a presentation. Slides can be inserted in various layouts, such as title slides, content slides, and blank slides. Choosing the right layout for each slide is essential for a well-organized presentation.
 - **Format Slides:**
 - Understand how to change slide backgrounds, apply themes, and adjust layout formats. Formatting might include applying a consistent color scheme, setting background images, and customizing design elements for a cohesive look.
-

2. Modify Slides, Handouts, and Notes

- **Modify Slides:**
 - This includes editing slide content, adjusting layout positioning, and making changes to elements on each slide. You might adjust titles, bullet points, images, or tables to enhance clarity.
 - **Handouts:**
 - Learn how to create handouts, which are printed versions of slides with room for notes. These are useful for audience members to follow along or take notes during the presentation.
 - **Notes:**
 - Notes can be added to each slide to assist the presenter. These notes are visible to the presenter during the slide show but hidden from the audience.
-

3. Change Presentation Options and Views

- **Presentation Views:**
 - Understand different views, like Normal View, Slide Sorter View, Reading View, and Slide Show View. Each view serves a purpose, such as organizing slides, rearranging the order, or previewing the show.
 - **Options:**
 - Adjust settings like the orientation (landscape/portrait), slide size, and display settings to optimize for different viewing platforms or projector setups.
-

4. Configure a Presentation for Print

- **Printing Options:**
 - Configure settings for printing slides as handouts, full-page slides, or with notes. You can choose layouts (e.g., 1, 2, 3 slides per page) and adjust printing options for black and white or color printing.
-

5. Configure and Present a Slide Show

- **Set up Slide Show:**
 - Learn how to configure settings for a slide show, such as setting up automatic timings, loop options, or custom shows (e.g., selecting only specific slides for the presentation).
 - **Presenting Tools:**
 - Use presenter view tools, like a timer, laser pointer, and slide navigation, to present smoothly.
-

6. Insert and Format Text: Insert and Format Shapes and Text Boxes

- **Insert Text:**
 - Learn to insert text boxes and format text within them (e.g., font, size, color, alignment). Text boxes can be used for titles, content, or labels for other visual elements.
 - **Shapes and Text Boxes:**
 - Shapes (e.g., circles, rectangles) can enhance visuals, and text can be added within shapes for impact. Formatting includes adjusting size, color, line style, and shadow effects.
-

7. Insert and Format Images

- **Insert Images:**

- Add images from a file or online sources. Images can illustrate points and enhance the visual appeal.
 - **Formatting Images:**
 - Modify image size, crop, add borders, or apply effects (e.g., shadows, reflections). Proper formatting ensures that images align with the overall design and purpose of the presentation.
-

8. Order and Group Objects

- **Order Objects:**
 - Arrange objects (text, shapes, images) in layers, sending items to the front or back as needed. Layering can make certain elements stand out while others recede.
- **Group Objects:**
 - Group multiple objects so they can be moved or formatted as a single unit. This is useful for creating consistent layouts and saving time when adjusting elements.

Unit 2: Tables, Charts, SmartArt, and Media (5 Lectures)

1. Insert and Format Tables

- **Insert Tables:**
 - Learn to add tables to slides for organizing data. Tables are ideal for presenting structured information like comparisons, lists, or statistics.
- **Format Tables:**
 - Customize the table's appearance, including adjusting cell colors, borders, text alignment, and font styles. You'll also work on adjusting row/column size to make the data readable and visually appealing.

2. Insert and Format Charts

- **Insert Charts:**
 - Add charts to visually represent data in formats like bar charts, pie charts, line charts, etc. Charts help communicate complex information quickly.
- **Format Charts:**
 - Adjust the chart style, colors, labels, and axes. Formatting includes changing the chart type, data labels, and legends to enhance clarity and design.

3. Insert and Format SmartArt Graphics

- **Insert SmartArt:**
 - SmartArt offers various pre-designed diagrams for showcasing information visually, like process flows, hierarchies, and relationships. This feature makes complex information easier to understand.
- **Format SmartArt:**
 - Customize SmartArt by changing colors, styles, and layouts to match the presentation's theme. You can also add or remove shapes within SmartArt to fit the information.

4. Insert and Manage Media

- **Insert Media:**
 - Learn how to add audio and video clips to enhance engagement. Media can include sound effects, background music, or short videos that support your presentation's content.
 - **Manage Media:**
 - Adjust media settings like start/stop points, playback options, volume, and looping to create a seamless experience. Managing media ensures it plays smoothly and doesn't distract from your main message.
-

Unit 3: Transitions and Animations (5 Lectures)

1. Apply Slide Transitions

- **Slide Transitions:**
 - Add transitions between slides to create a smooth or impactful change from one slide to another. Transitions include options like fades, slides, wipes, and more advanced effects.
- **Transition Options:**

- Customize transition speed and apply unique transitions to certain slides or to all slides for consistency.
2. **Animate Slide Content**
 - **Animation Effects:**
 - Apply animations to individual elements (text, images, shapes) within slides to control when and how they appear. Animations include effects like entrances, exits, emphasis, and motion paths.
 - **Customize Animations:**
 - Adjust animation duration, sequence, and effects to keep the presentation dynamic without overwhelming the audience.
 3. **Set Timing for Transitions and Animations**
 - **Timing Control:**
 - Set specific timings for animations and transitions, allowing you to control the flow of content, whether manually advancing or automatically timed. This is helpful for pacing and audience engagement.
 - **Rehearse Timings:**
 - Use the “Rehearse Timings” feature to practice and finalize the duration for each element, enabling a smooth and polished delivery.
 4. **Working with Bullets and Numbering**
 - **Format Bullet Points and Numbering:**
 - Customize bullet and numbering styles to enhance text readability. You can adjust font, color, size, and alignment, making lists easy to follow and consistent with the presentation style.
 5. **Working with Different Views**
 - **Views for Editing and Presentation:**
 - Understand views like Outline View (for organizing text), Slide Sorter View (for arranging slides), and Reading View (for previewing without full-screen mode). These views are crucial for editing and organizing slides efficiently.
 6. **Working with Slide Master**
 - **Slide Master:**
 - The Slide Master controls the default layout and design of the presentation. You can set universal elements like fonts, colors, logos, and placeholders across all slides, ensuring a consistent style.
 - **Modify Slide Layouts:**
 - Adjust layouts on the Slide Master to create custom slide templates that fit the presentation’s specific needs.
 7. **Slide Show Options**
 - **Custom Slide Shows:**
 - Create custom slide shows to tailor content for specific audiences by selecting specific slides to present, or rearranging their order for different presentations.
 - **Set Up Slide Show Options:**
 - Configure options like looping, show type (kiosk mode or presented by a speaker), and start/end slide selection to align with presentation goals and audience needs.

Practical Exercises

1. Creating a Title Slide

- **Goal:** Practice creating an introductory slide.
- **Steps:**
 - Open a new presentation.
 - Insert a title slide and add a title and subtitle.
 - Apply a background, theme, or color to make the title slide visually appealing.
- **Tip:** The title slide is usually the first impression, so keep it simple yet attractive.

2. Creating Slides Using Layouts

- **Goal:** Learn how to use slide layouts to structure content.
- **Steps:**
 - Add new slides to the presentation using various layouts (e.g., Title and Content, Two Content, Comparison).
 - Add sample content (like headings, bullet points, or images) to demonstrate each layout.
- **Tip:** Experiment with different layouts to see which best fits the type of content.

3. Create a Presentation with 5 Slides and Save It

- **Goal:** Build a short presentation and practice saving it.
- **Steps:**
 - Create a new presentation with five slides, using various layouts and content (text, images, charts).
 - Once done, go to **File > Save As** and save the presentation on the desktop.
- **Tip:** Use this opportunity to practice slide consistency with fonts, colors, and alignments.

4. Demonstrate Slide Transitions and Animation

- **Goal:** Add transitions between slides and animations within slides.
- **Steps:**
 - Select a slide, then apply a transition (e.g., Fade, Push, Wipe) from the Transitions tab.
 - Next, select elements on a slide (like text boxes or images) and add animations (e.g., Appear, Fly In).
 - Adjust transition and animation settings for smooth presentation flow.
- **Tip:** Avoid excessive animations—use them to emphasize key points only.

5. Insert Slide Number, Date, Header, and Footer

- **Goal:** Add organizational elements to your slides.
- **Steps:**
 - Go to **Insert > Header & Footer**.
 - In the dialog box, select **Slide number, Date and time**, and add custom text in the **Footer**.
 - Apply these to all slides or specific slides as needed.
- **Tip:** Headers and footers can help identify the presentation version or topic during printouts.

6. Demonstrate Rehearse Timing

- **Goal:** Practice setting up timed transitions to improve pacing.
- **Steps:**
 - Go to **Slide Show > Rehearse Timings**.
 - As you progress through each slide, adjust the time it stays visible based on your speaking speed.
 - When finished, save the timings and preview the slide show to see the pacing.
- **Tip:** Rehearsing with timings can help create a smoother flow for automated presentations.

7. Demonstrate Master Slide

- **Goal:** Use the Slide Master to set up a consistent design for all slides.
- **Steps:**
 - Go to **View > Slide Master** to open the master view.

- Adjust the theme, font, colors, or add logos/text that should appear on all slides.
- Close Master View to apply these settings across the entire presentation.

REFERENCES

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2. **Microsoft power point 2019 for beginners by J.Davidson.**
3. **Marquee series Microsoft power point 2019 by Audrey Roggenkamp & Lan Rutkowsky ,Nita Rutkosky**
4. **<https://bdebooks.com/books/ms-microsoft-power-point-by-bdebooks/>**
5. **https://himmelfarb.gwu.edu/tutorials/pdf/intro_powerpoint_2010.pdf**
6. **http://onlineadmissionubtec.org.in/doc/NBU_FYUGP_REGULATIONS_2024-25%20Final.pdf**