

## Chapter 4

### MS Power Point

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PowerPoint is a presentation software, which is a part of Microsoft Office Suite. It gives you the facility to create presentations that can incorporate graphs, charts, videos, and animation. A PowerPoint presentation is a collection of slides that can be used to create oral presentations. It is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. In this chapter, you will learn to create presentations using MS PowerPoint 2007.

#### 4.1 OPENING

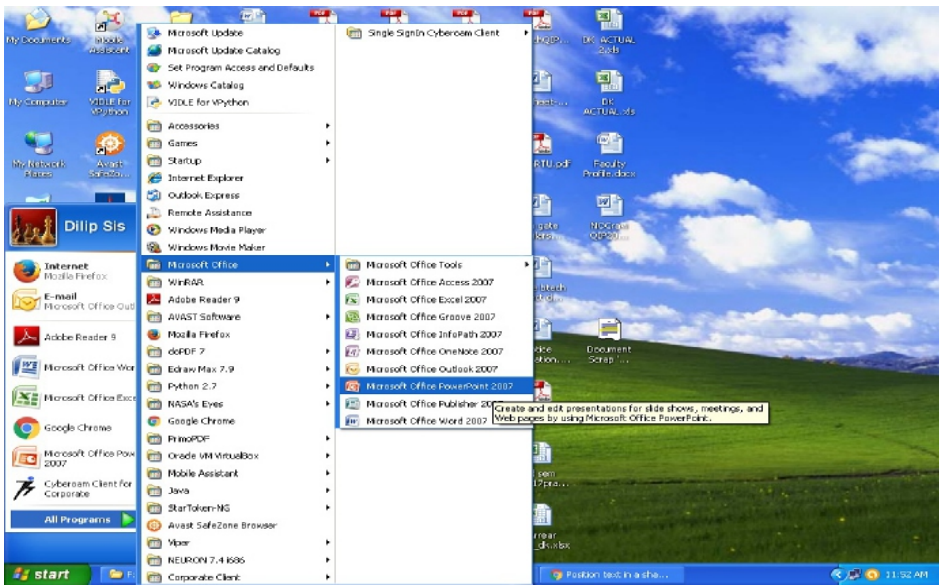
You can start your PowerPoint program in different ways. One way is using Start button:

**Step 1:** Click on the **Start** button on the task bar at the bottom-left corner of the screen

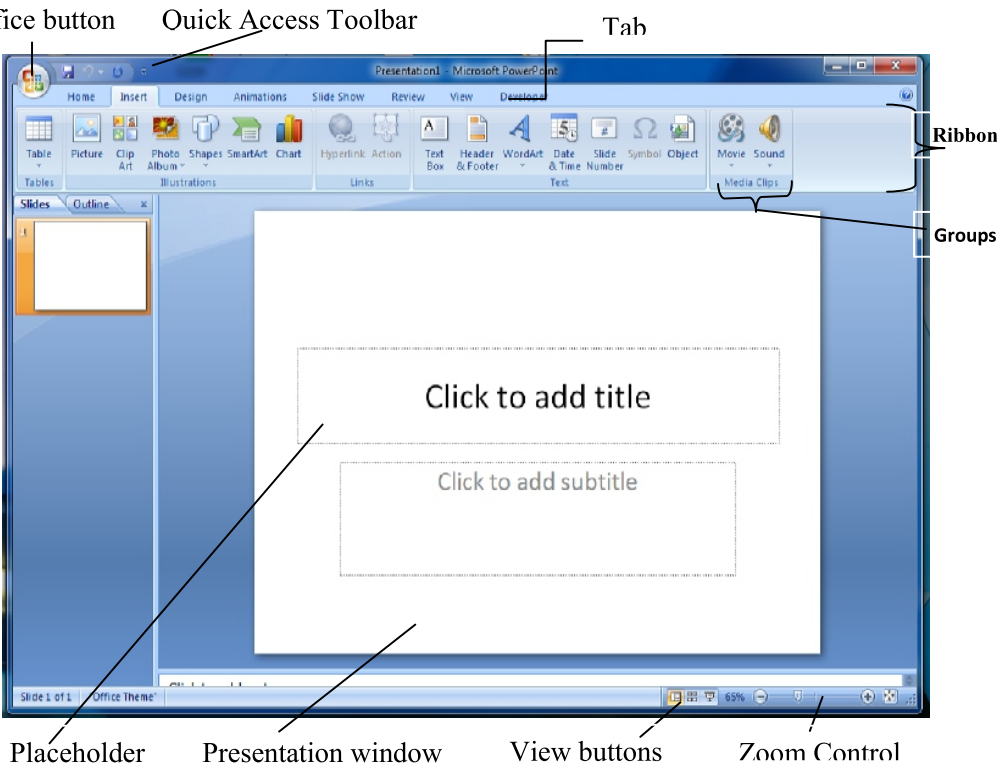
**Step 2:** Click on **All Programs** option from the menu

**Step 3:** Select **Microsoft Office** from the list of programs

**Step 4:** Click on **Microsoft PowerPoint 2007**



This will launch the MS PowerPoint 2007 application and the following PowerPoint window will be shown.



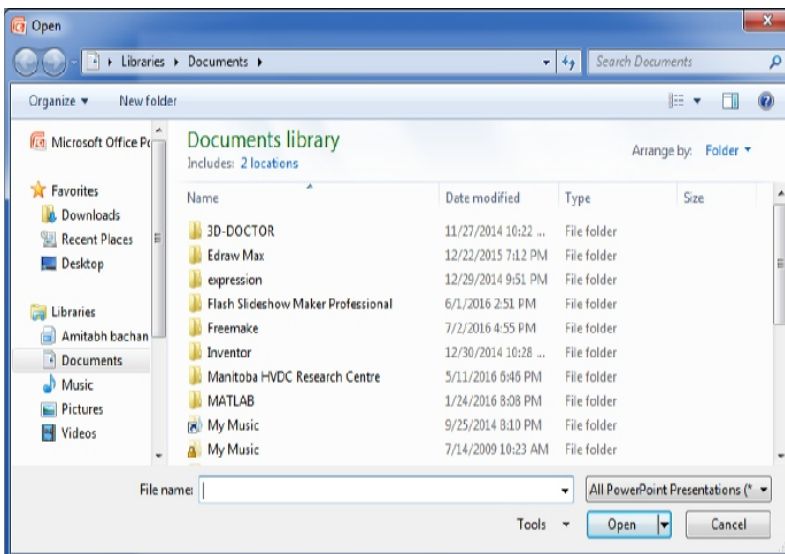
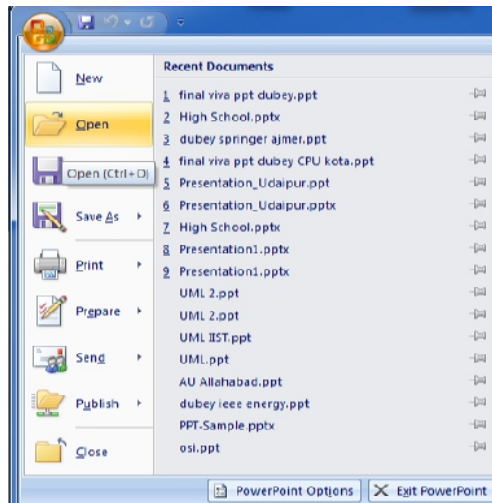
## 4.2 OPENING AN EXISTING PRESENTATION

To open an existing power point, you can use following steps:

**Step 1:** Click on the **Office** button and then click **Open**

Alternatively, use Open command (Ctrl + O)

**Step 2:** In the Open dialog box, locate and double-click the power point file that you want to open



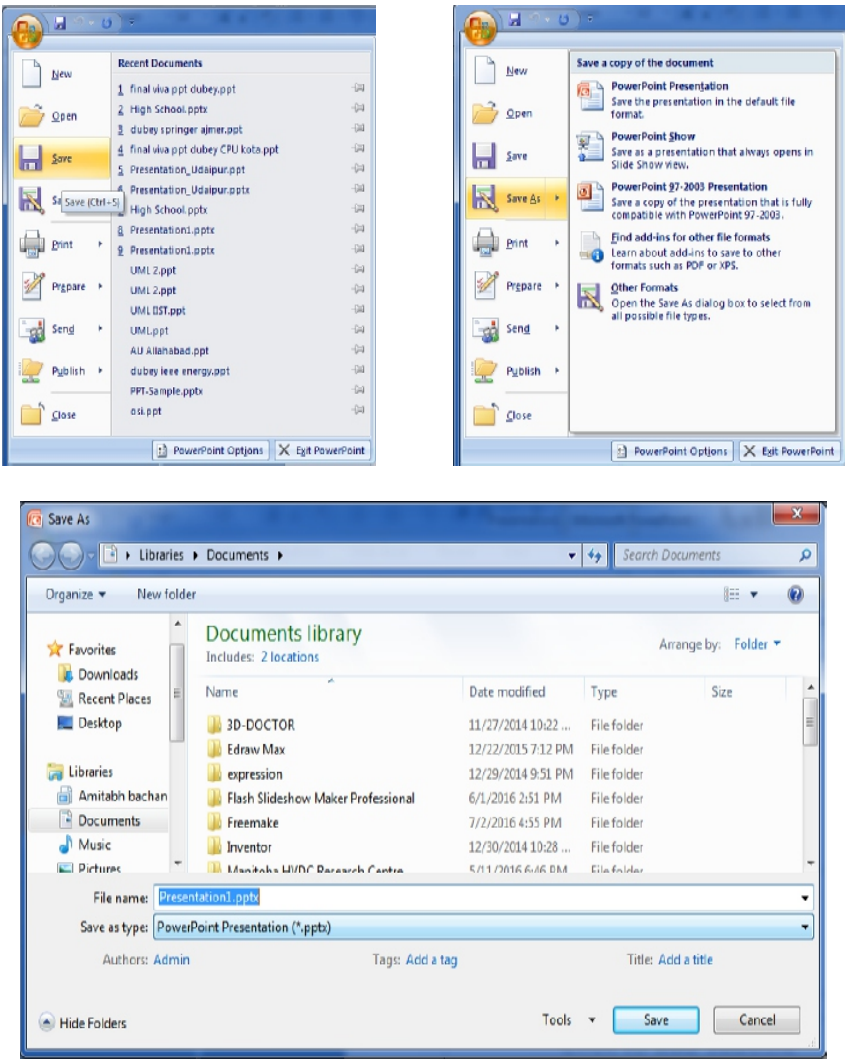
Alternatively you can go to window explorer and find out the file you want to open and double click on it.

### 4.3 SAVING AND CLOSING A PRESENTATION

You can save your presentation slides as a file in a folder. You can save a presentation for the first time by using following steps:

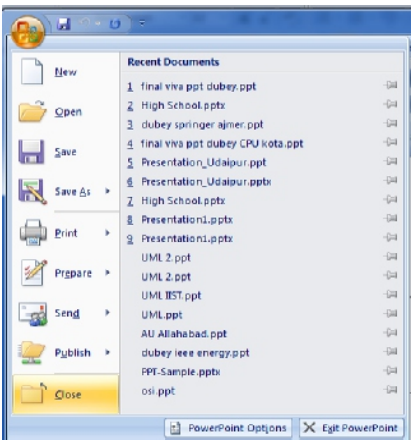
- Step 1:** Click on the **Office** button and then click **Save**
- Step 2:** In the Dialog Box select the location where you want to save the file
- Step 3:** Type the file name
- Step 4:** Click on **Save**

Alternatively, you can save your presentation slides by clicking on the **Save** icon at the top left corner or by using command (Ctrl + S).





To close the current presentation slides file, select **Office** button and click **Close**. If the file contains any unsaved changes, you will be prompted to save the file before closing.



4.4 CHANGING VIEWS

PowerPoint has several views. It offers two places to change the view, the view buttons on the Status bar and the Ribbons view tab. The first two views are for creating your presentation and the last one is for presentation of slide show.

Click on View button on the View tab or status bar

**Introduction**

- HCI is also known as: Man-Machine Interaction & Computer-Human Interaction.
- HCI is a discipline including the study of human characteristics, computer system architecture and interaction between the two.
- According to ACM SIGCHI Curricula for HCI, "Human-computer interaction is a discipline concerned with the design, evaluation and implementation of interactive computing systems for human use and with the study of major phenomena surrounding them".

**Human Computer Interaction [1]**

The diagram illustrates the Human Computer Interaction process, divided into two main sections: **Use and Context** and **Development Processes**.

**Use and Context:**

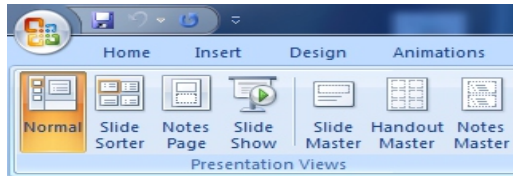
- U1:** Social Organization and work
- U2:** Application Area
- U3:** Human Machine Fit and Adoption

**Development Processes:**

- H1:** Human Information Processing
- H2:** Language, Communication and Interaction
- H3:** Ergonomics
- C1:** Modeling Techniques
- C2:** Prototyping
- C3:** Coding
- C4:** Computer Graphics
- C5:** Evaluating Architecture
- D1:** Example Systems and Case Studies
- D2:** Implementation Techniques and Tools
- D3:** Evaluation Techniques

PowerPoint gives you four views in which you create and organize your presentation. As you create a presentation, you can switch among the four views as you work. The four PowerPoint views are:

1. Normal View
2. Slide Sorter View
3. Notes Page View
4. Slide Show View

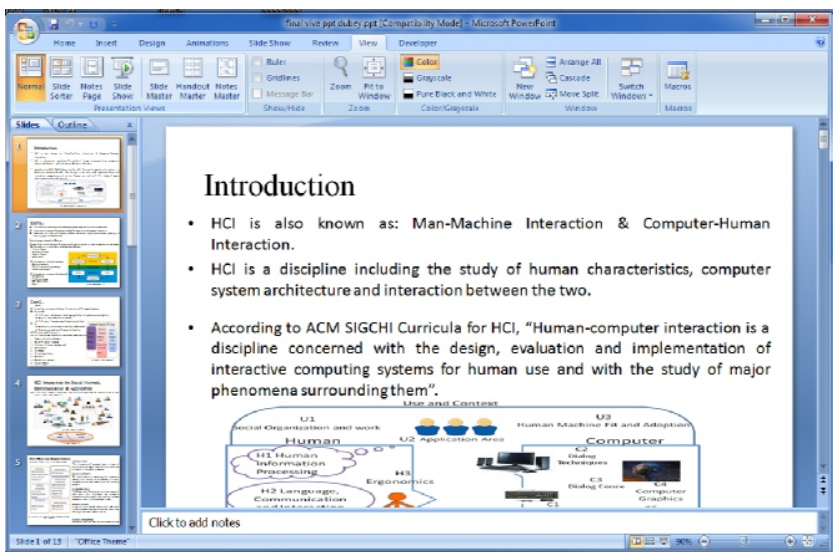


### 1. Normal View

To access Normal view, click on **Normal** view button from **Presentation View** group at **View** tab. The Normal View divides the screen into three sections:

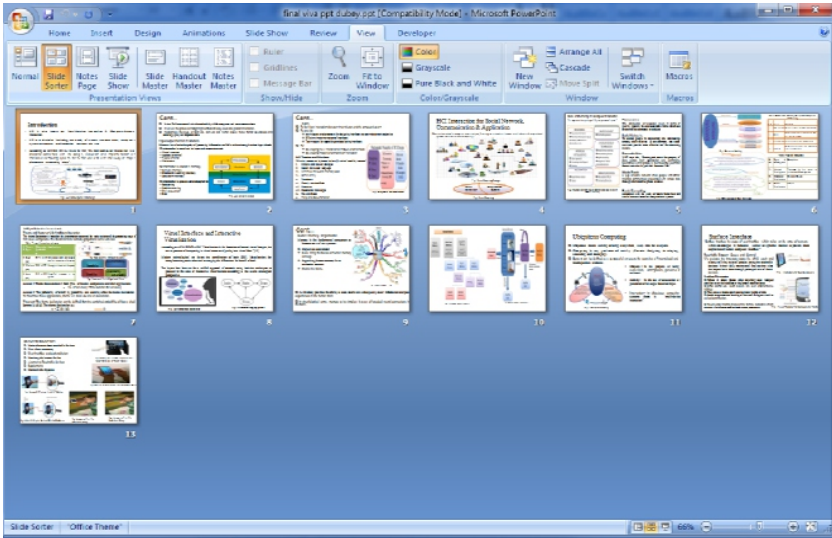
- a. Main window (where the current slide is displayed)
- b. Outline pane on the left
- c. Notes pane at the bottom

This is where you will do most of your work. You can resize each pane by clicking its border and dragging it to the size that you want it to be. The Outline view shows all the titles, body text and support to move slides around within your presentation, also allow you to edit your text.



## 2. Slide Sorter View

To access Slide Sorter View, click on **Slide Sorter** view button from **Presentation View** group at **View** tab. As the name specify, a small image of each slide is visible in this view, and this view is helpful in ordering the slides and to add special effect (like transactions).

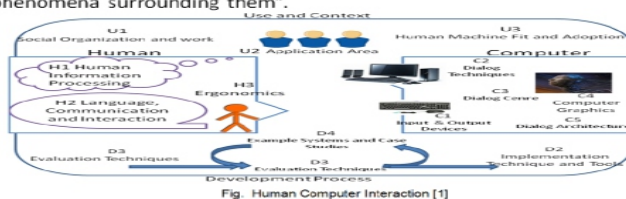


## 3. Slide Show View

To access Slide Show View, click on **Slide Show** view button from **Presentation View** group at **View** tab. This type of view is more applicable for monitoring the preview of presentation to make sure everything is proper and to deliver presentation to the audience.

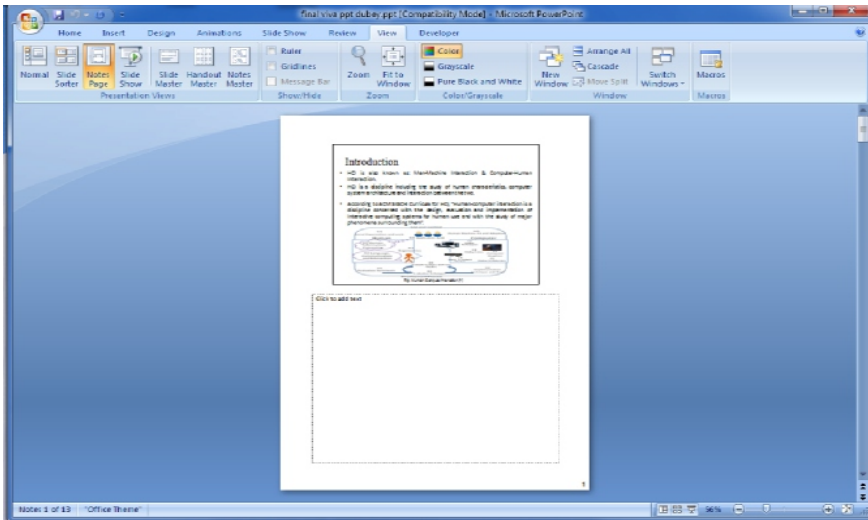
## Introduction

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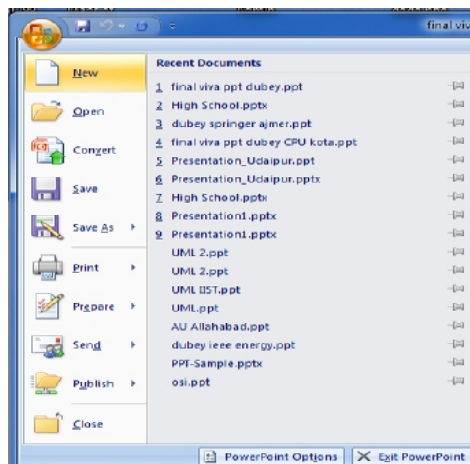
#### 4. Notes Page View

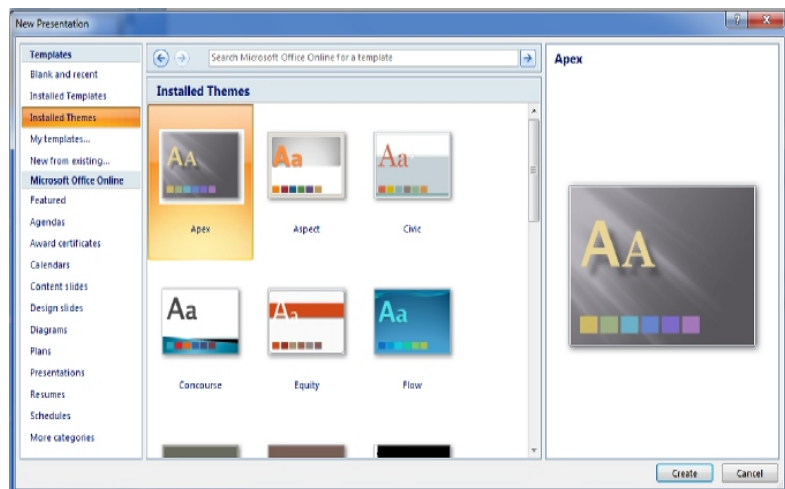
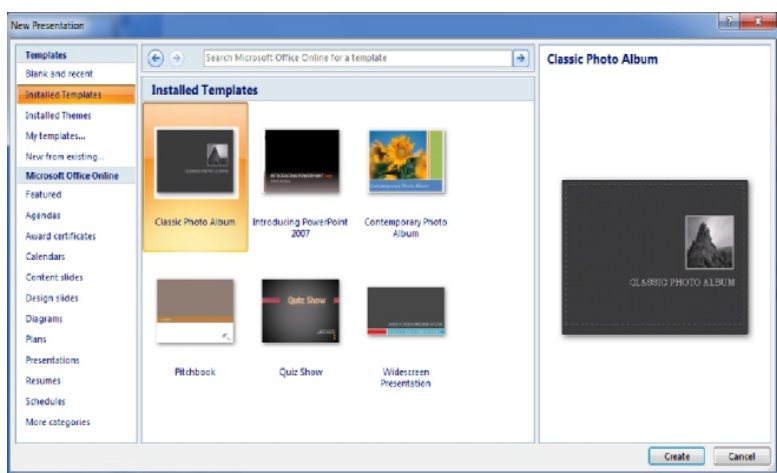
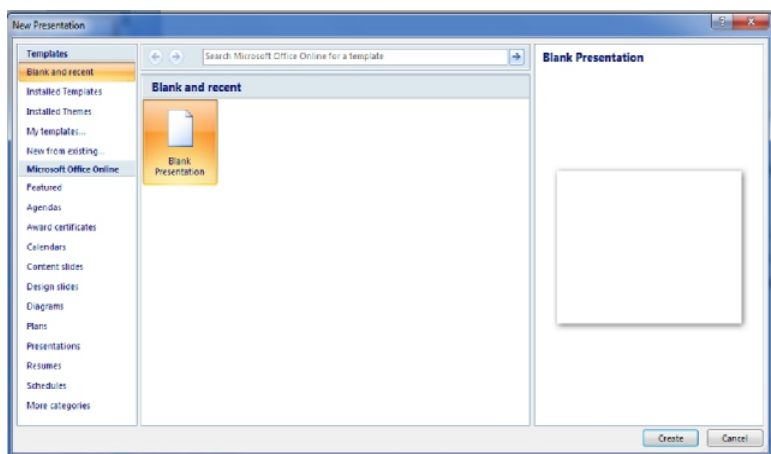
To access Note Page View, click on **Note Page** view button from **Presentation View** group at **View** tab. This view is used to create speaker's notes.



#### 4.5 CREATING A NEW PRESENTATION

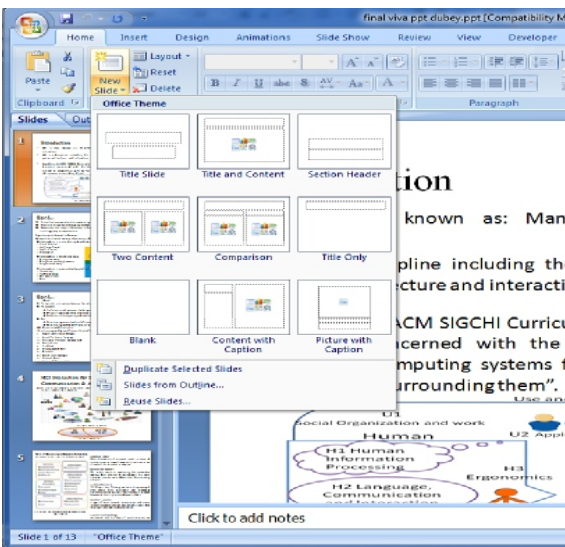
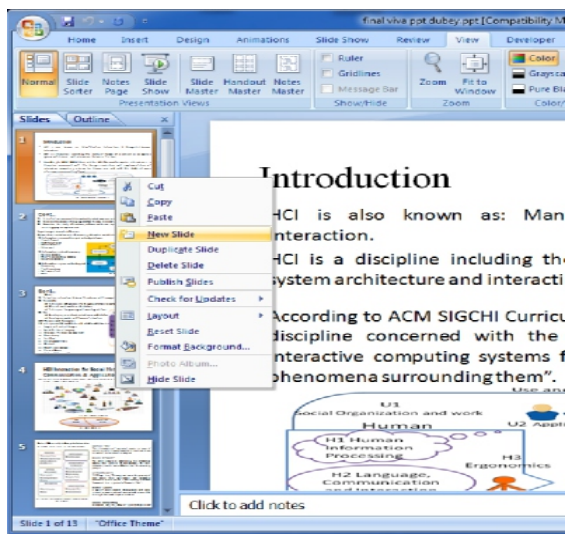
When you start your PowerPoint Program, you see a Blank presentation. You can also create a new blank presentation, by clicking on the **Office** button and click **New**, then select the **Blank Presentation**. You choose this option when you need to build a new presentation from scratch. You can also select available design templates and themes from **Installed Templates** and **Installed Themes** and then enter your own content.





4.6 ADDING A SLIDE

There are two ways to add a new slide. In each way, the slide that is currently selected is important as the new slide will be placed after the selected one. To select the slide, just click on it. You can select the slide in whichever view you happen to be using, whether it's Slides View or Outline View. Once you have selected a slide, click on **New Slide** in **Home** tab. Alternatively, in the **Outline** pane of **Normal** view, right click on the slide after which you want to add a new slide and Select **New Slide** from the pop-up menu.





## 4.7 CHANGING A SLIDE LAYOUT

Slide layouts contain formatting, positioning, theme (colors, fonts, effects, and the background), and placeholders for all of the content that can appear on a slide. Placeholders are the containers in layouts that hold such content as text, tables, charts, SmartArt graphics, sounds, movies, pictures, and clip art. PowerPoint includes nine built-in slide layouts, or you can create custom layouts as per your needs.

**Step 1:** On the **View** tab, in the **Presentation Views** group, click **Normal**

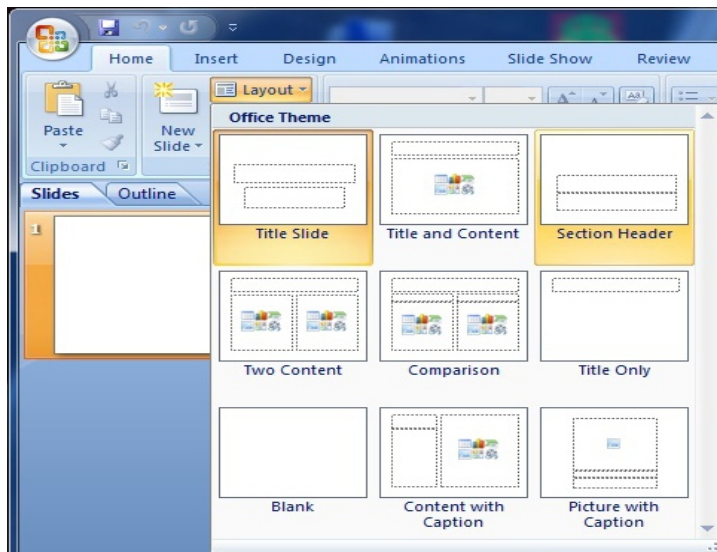
**Step 2:** In Normal view, in the pane that contains the Outline and Slide tabs, click the **Slides** tab

**Step 3:** Click the slide that you want to apply a layout to

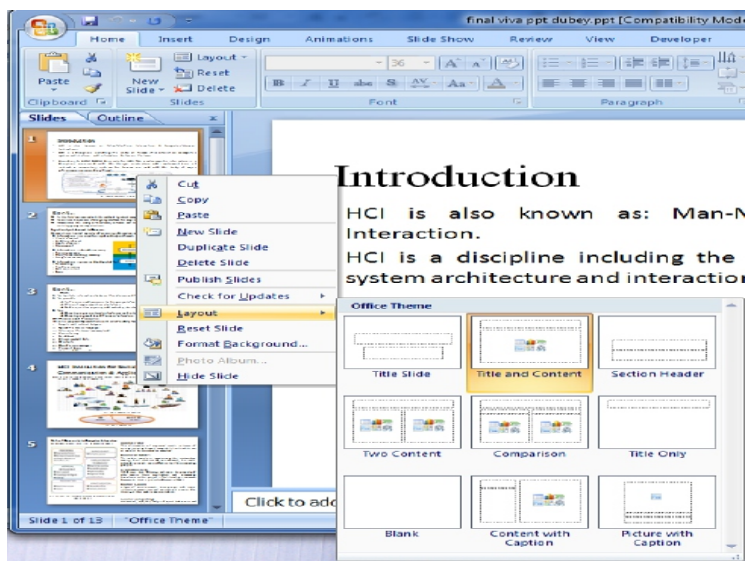
**Step 4:** On the **Home** tab, in the **Slides** group, click **Layout**, and then select the layout that you want



The following figure shows the slide layouts that are built-in to PowerPoint.



Alternatively, in the **Outline** pane of **Normal** view, right click the slide that you want to apply a layout to and select **Layout** from the pop-up menu.



**4.8 ENTERING TEXT ON A SLIDE**

The most common way to add text to a slide is to type it directly into any placeholder on the slide. However, if you are using a blank slide (without placeholders) or if you want to enter text outside placeholders, you can use a text box.

**Adding text to a placeholder**

As soon as you select a slide layout the new slide appears with dummy text (such as "Click to add title") in the placeholders. When you click inside a placeholder, the dummy text disappears, the cursor becomes a blinking line ( | ) and you can start typing.



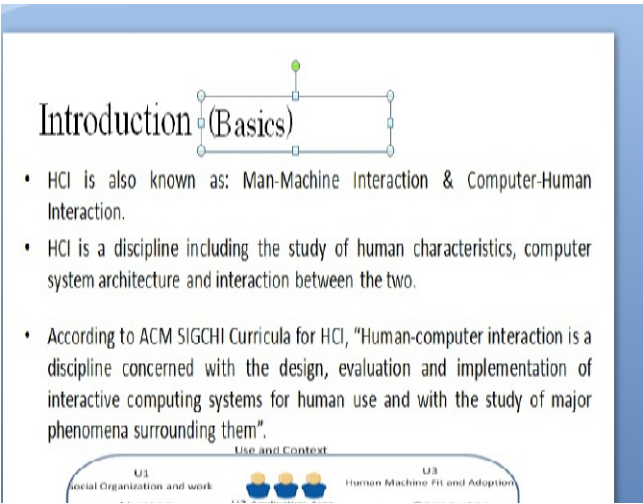
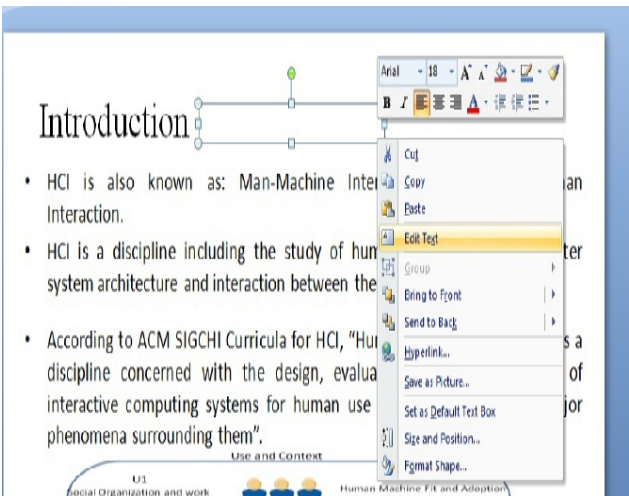
**Adding text to a text box**

To add text anywhere on a slide (outside placeholders), use following steps:

**Step 1:** Click **Text Box**, in the **Text** group of **Insert** tab

**Step 2:** Click on slide where you want to place the text box

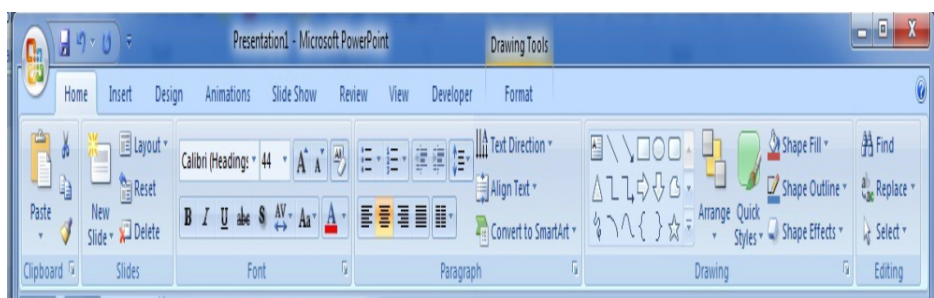
**Step 3:** To add text to a text box, click inside the text box, and then type or paste the text



## 4.9 CHANGING TEXT FORMATS

To create a really impressive presentation, you will need to format your text appropriately. When we think of formatting, the text, color and font usually come to mind. However, there are other effects such as bold and italics, using WordArt and applying bullets to lists, numbers to sequential lists.

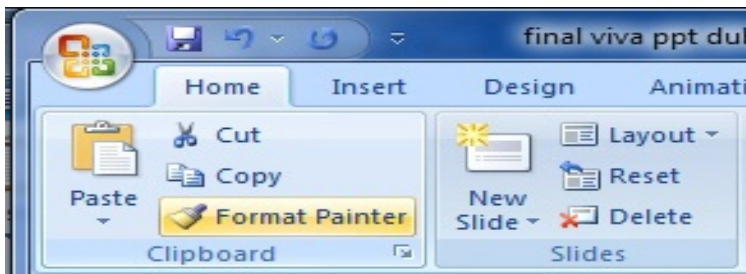
There are many ways using which you can format text in PowerPoint. One way is by using mini toolbar. The toolbar opens automatically when you select text. You can also format text by using different available options in **Format** tab. Or you can use various options available on **Font** group of **Home** tab.



## 4.10 USING THE FORMAT PAINTER

A handy feature on the standard toolbar for formatting text is the Format Painter. Use the Format Painter to quickly copy formatting from one thing in a slide to another. Just select the thing you like the look of, click Format Painter, and then

click the thing you want to change to look the same. Format Painter picks up all the formatting from your first thing, whether it's a shape, cell, picture border, or piece of text, and applies it to the second. To use Format Painter, click the Format Painter button in the clipboard group of Home tab. The pointer will change to a paintbrush icon, click and drag to select the text, shape, or picture you want to format, and then release the mouse button. The formatting will change accordingly. Also, to copy the formatting to more than one thing, double-click Format Painter instead of single-clicking it. Your copied formatting will be applied to everything you click until you press Esc key.



## 4.11 BULLETS

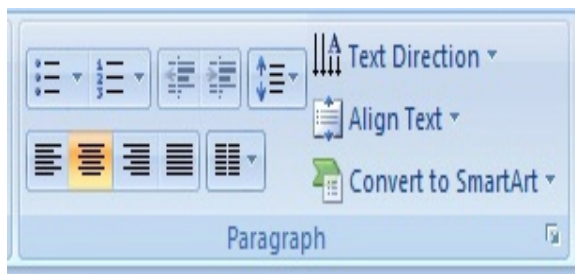
Bullets are useful to arrange text in the lists. Its handle unordered lists where each item is not significantly more important than others. To put up the bullets (or numbers) in your slide use following steps:

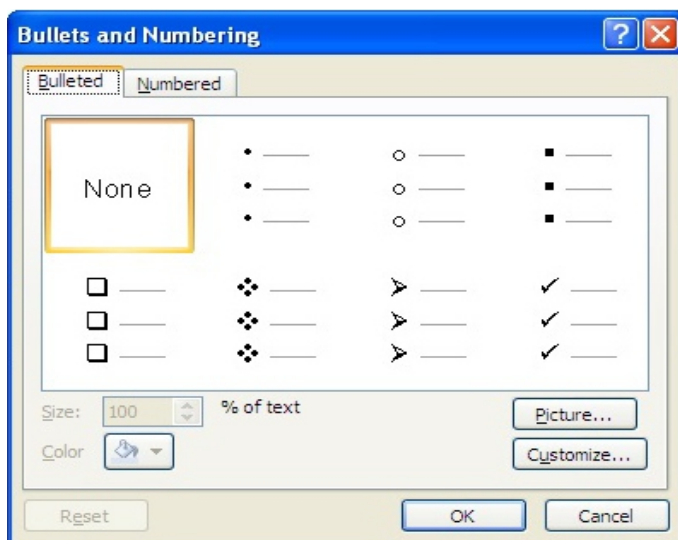
**Step 1:** On the **View** tab, in the **Presentation Views** group, click **Normal**

**Step 2:** On the left-hand side of the PowerPoint window, click a slide thumbnail that you want to add bulleted text to

**Step 3:** On the slide, select the lines of text in a text placeholder or table that you want to add bullets to

**Step 4:** On the **Home** tab, in the **Paragraph** group, click **Bullets** (click **Numbering** for adding numbers)





## 4.12 ALIGNMENTS TEXT

Horizontal alignment determines how the left and right edges of a paragraph fit between the left and right margins of a placeholder or text box, while vertical alignment determines the placement of the text within the placeholder or text box vertically. The alignment commands align the text within the placeholder or text box it is in, not across the slide. To change horizontal text alignment use following steps:

**Step 1:** Select the text you want to align

**Step 2:** Select one of the four **alignment options** in the **Paragraph** group from **Home** tab

- ☐ **Align Text Left:** Aligns all of the selected text to the left margin
- ☐ **Center:** Aligns text an equal distance from the left and right margins
- ☐ **Align Text Right:** Aligns all of the selected text to the right margin
- ☐ **Justify:** Aligns text equally on both sides to the right and left margins; used by many newspapers and magazines

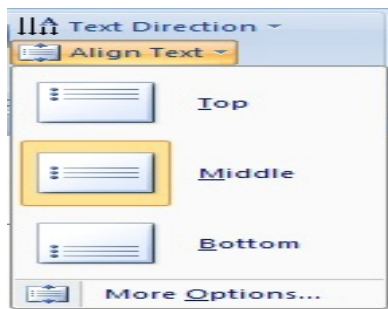
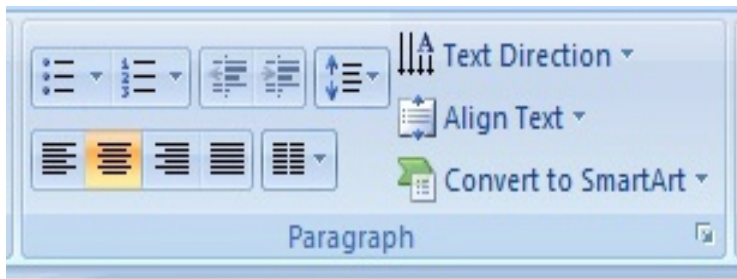
To change vertical text alignment use following steps:

**Step 1:** Select the text you want to modify

**Step 2:** Click the **Align Text** command in the **Paragraph** group from **Home** tab,  
A menu will appear

**Step 3:** Choose to align the text at the **Top**, **Middle**, or **Bottom** of the text box





### 4.13 USING TEMPLATES

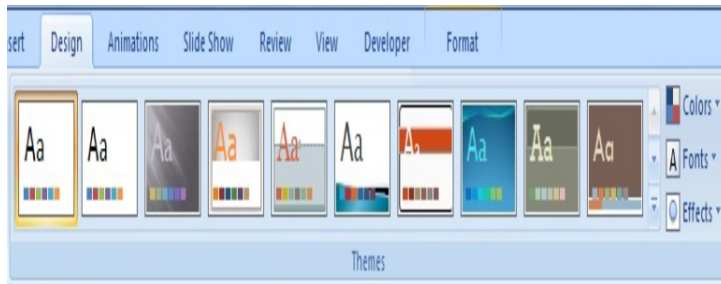
A PowerPoint template is a pattern or blueprint of a slide or group of slides that can contain layouts, theme colors, theme fonts, theme effects, background styles, and even content. You can create your own custom templates and store them, reuse them, and share them with others. Additionally, you can find many different types of free templates built-in to PowerPoint. To apply template to your presentation use following steps:

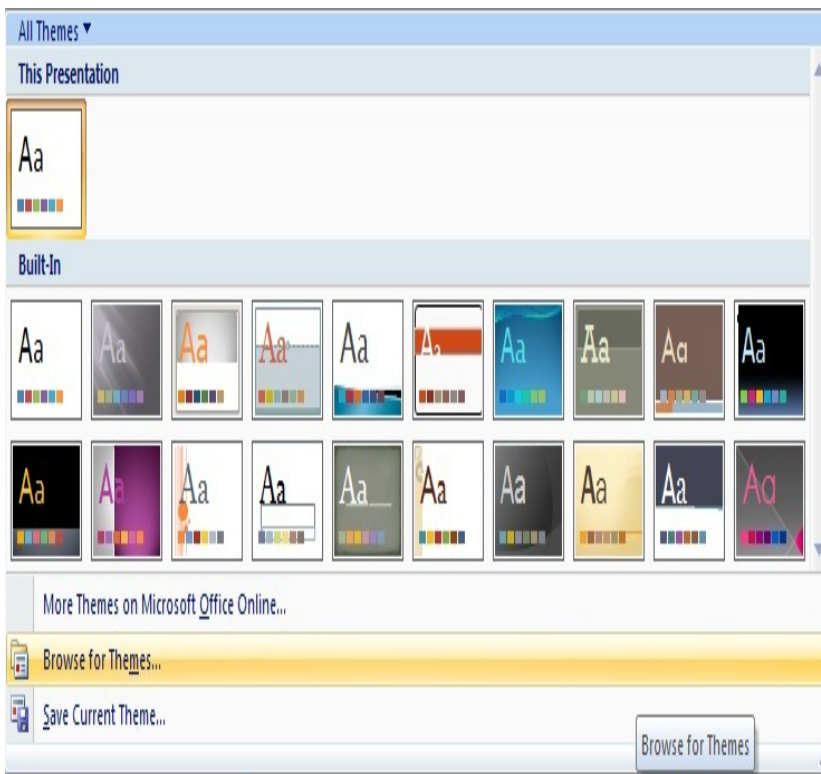
**Step 1:** Open your existing presentation

**Step 2:** Choose **Design** tab on the top

**Step 3:** Click the dropdown arrow to the left of **Effects**

**Step 4:** This will open the themes palette, Choose desired template and click Apply or select **Browse for Themes** at the bottom to choose template on your computer and click Apply





## 4.14 ADDING A PICTURE

Proper use of visuals can make your PowerPoint presentation very effective. Good visuals can keep your audience entertained and engaged. If you already have a picture file on your computer that you want to insert into a PowerPoint presentation, PowerPoint lets you insert the file. To add a picture in your slide use following steps:

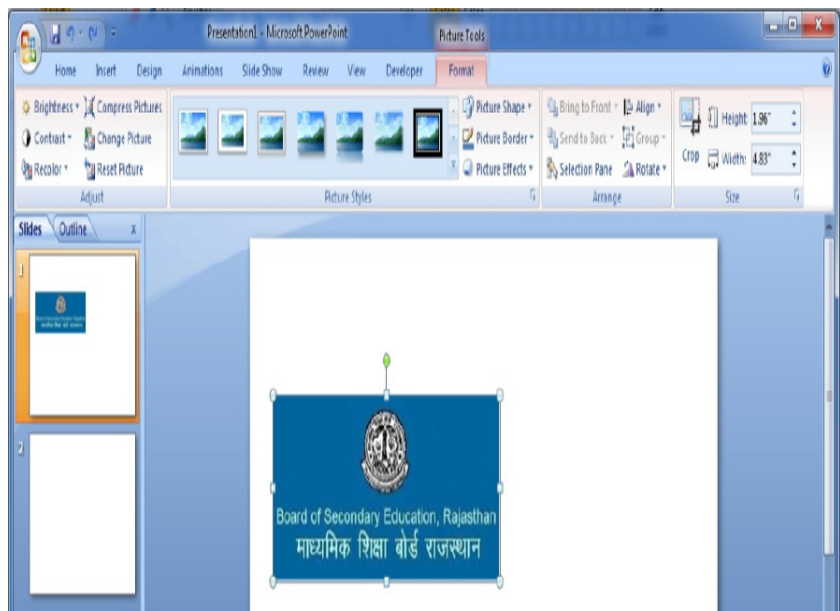
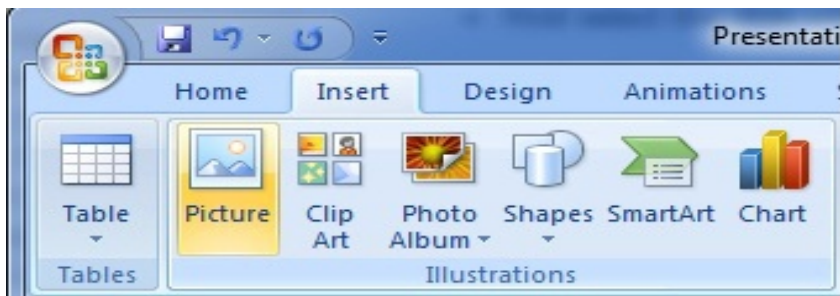
**Step 1:** Select the slide where you want to add the picture

**Step 2:** Click **Picture** in **Illustrations** group of **Insert** tab

**Step 3:** Select the desired picture from the **Insert Picture** dialog box

**Step 4:** Click **Insert**

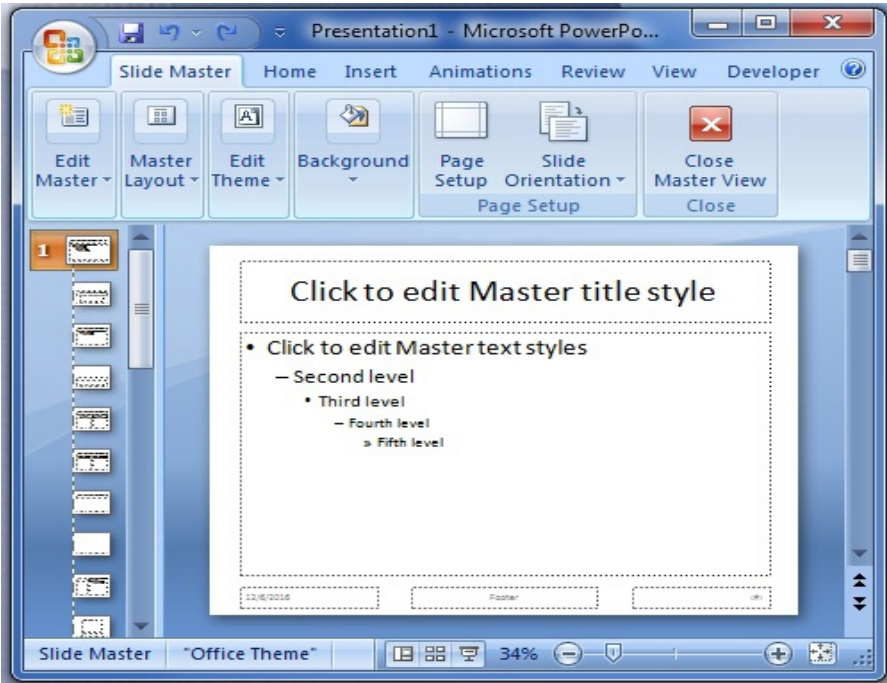
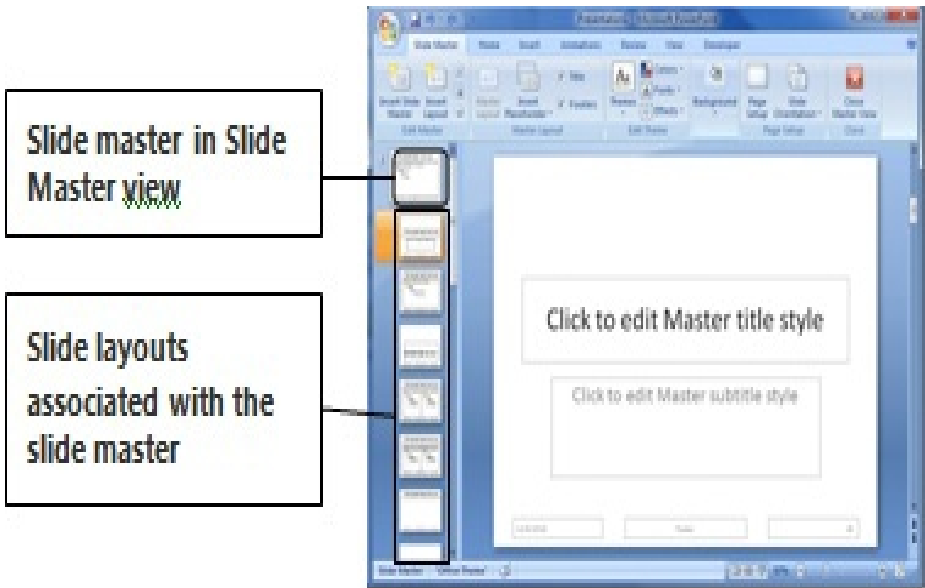
You can adjust the size, and location of your appeared picture on the slide by right clicking the picture and choose **Format Picture** from the shortcut menu.



## 4.15 USING THE SLIDE MASTER

A slide master is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positioning. When you want to give an overall format to a PowerPoint presentation, there's no need to format each individual slide. Not only is that time-consuming, it's also easy to be inconsistent and end up with different fonts or colors on some slides. First you can format your master slides the way you want, then use them as you're building your presentation to automatically give your entire presentation the same style. If you need to change formatting later, you can do it just as quickly by editing the master slides, and you'll still be able to apply formatting to individual slides if you required. The key benefit to modifying and using slide masters is that you can make universal style changes to every slide in your presentation. When you use a

slide master, you save time because you don't have to type the same information on more than one slide. The slide master is very helpful, when you have extremely long presentations with lots of slides.



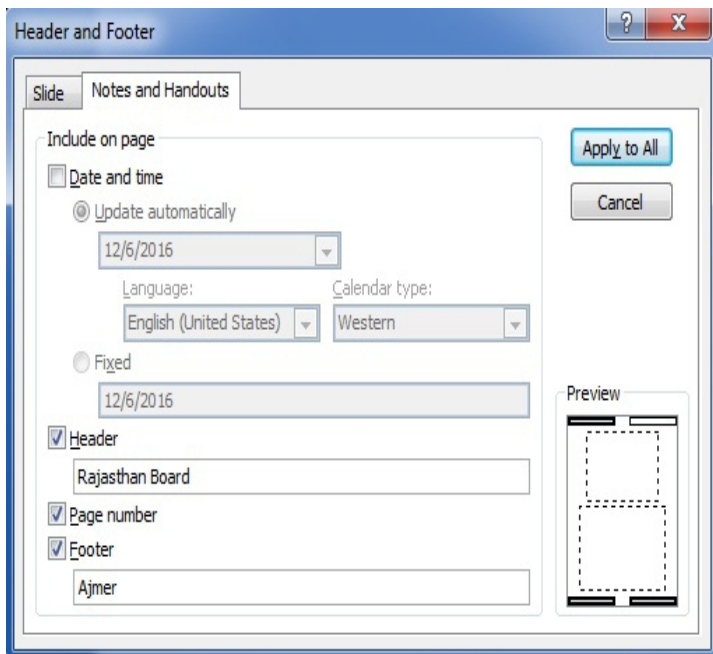
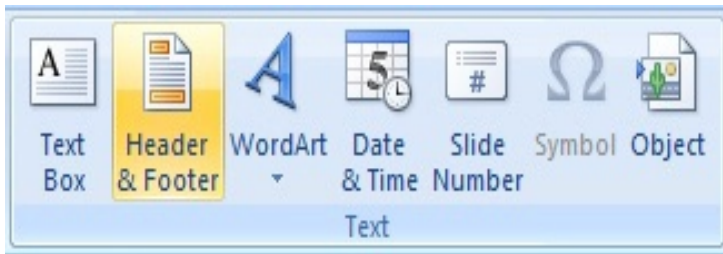
## 4.16 ADDING HEADERS, FOOTERS AND SPEAKER NOTES

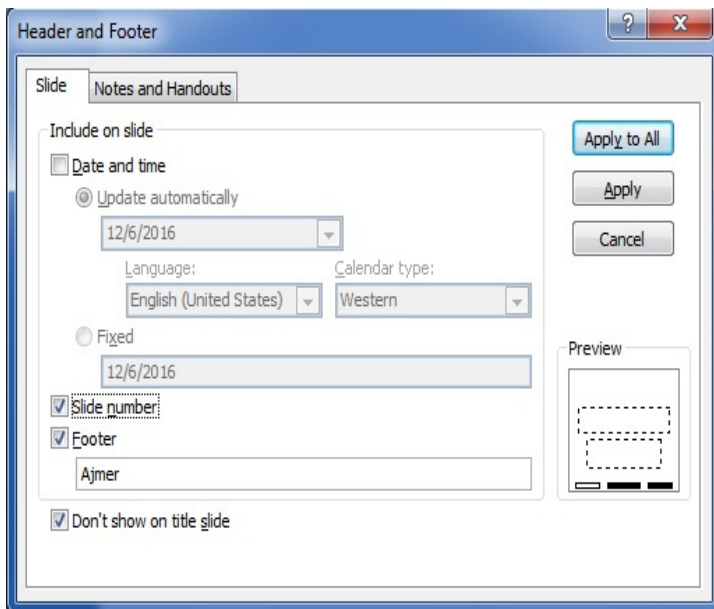
A header or footer is the text that appears at the top (header) or bottom (footer) of each slide in your presentation. This is a standard text or line of text that might include the company name, copyright or trademark symbols, time and date information, presenter name or even a page number. To add header and footer in your slide use following steps:

**Step 1:** Click **Header & Footer** in the **Text** group of **Insert** tab

**Step 2:** In the **Header and Footer** dialog box, on the **Notes and Handouts** tab, select the **Header** or **Footer** check box, or both, and then type the text that you want to appear in the center top (header) or center bottom (footer) of each notes page or handout

**Step 3:** Click **Apply to all**



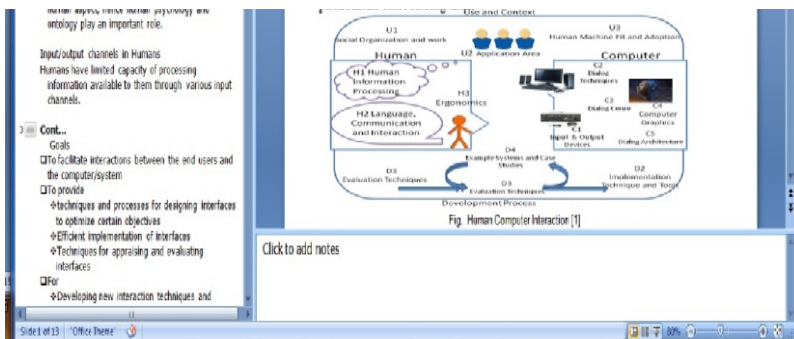


PowerPoint allows you to add notes to your slides called speaker notes, to help you deliver or prepare for your presentation. You can enter and view your speaker notes using the Notes Page view or the Notes pane. To add speaker notes in your slide use following steps:

**Step 1:** Click **Normal** in the **Presentation Views** group of **View** tab

**Step 2:** Select the slide you want to add notes to

**Step 3:** In the notes pane, click where it says **Click to add notes** and type whatever notes you'd like to add.

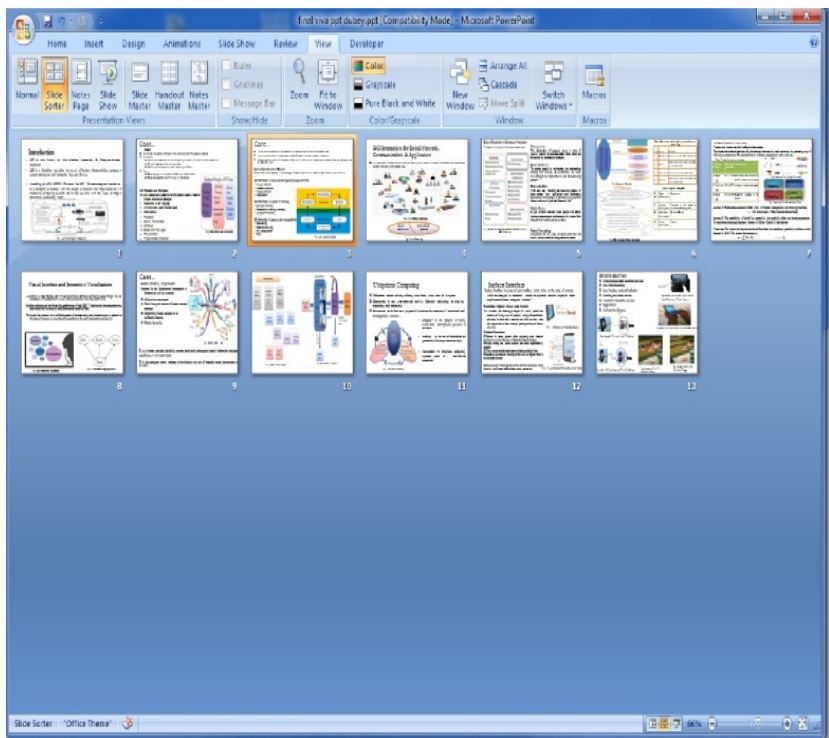


## 4.17 ARRANGING SLIDES

In order to change the sequence of slides in a presentation, on the Slides tab of Normal view, click the slide that you want to move, and then drag it to the



location that you want. To select multiple slides, click a slide that you want to move, and then press and hold Ctrl while you click each of the other slides that you want to move. Alternatively, you can use Slide Sorter view.



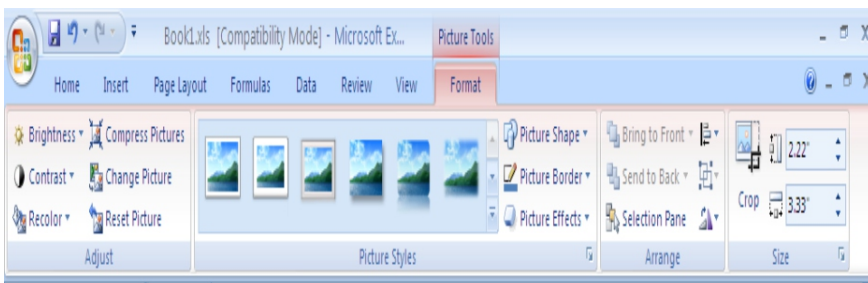
## 4.18 INTRODUCTION TO DRAWING TOOLS

PowerPoint provides the tools to draw your own figures. In PowerPoint you can create simple shapes and objects with the built in drawing tools, choose from the collection of ready-made shapes, combine simple shapes to create more complex ones, draw an object from scratch, and even add text to your drawings. You can also add formatting effects to your shapes, including resizing, rotating, 3D effects such as shadows and beveling, and changing the color of all or part of the shape. To see PowerPoint's built-in shapes, go to the **Insert** tab and under the **Illustrations** group click on the **Shapes** button to see the list. Click on your desired shape to draw it in your slide. To draw your own shapes you can use freehand drawing tools, Curve, Freeform and Scribble. Curve lets you draw shapes with curves; Freeform lets you draw shapes with both curves and angles; and Scribble lets you draw shapes and lines freehand. You can also combine these tools with other built-in shapes.



## 4.19 INSERTING AND FORMATTING PICTURE FILES

If you already have a picture file on your computer that you want to insert into a PowerPoint presentation: select the slide where you want to insert the picture file and click **Picture** in **Illustrations** group of **Insert** tab, then select appropriate picture file by using **Insert Picture** dialog box and click **Insert**. You can adjust the size, and location of your appeared picture on the slide, by clicking on the picture file and then selecting appropriate option from **Format** tab.



Format tab contains four groups to format the picture files.

- 1) The **Adjust** group gives you the ability to control the brightness, contrast, and color of the picture. You can also compress the picture and swap the current picture for another or remove the picture entirely.
- 2) The **Picture Styles** group gives you options for your picture's border, shape, and captions. You can use pre-defined picture styles from a picture style gallery, or you can format the picture's shape and border manually. The style gallery contains four different shapes each with six different border options that you can apply to your pictures.
- 3) The **Arrange** group allows you to set the text wrapping behavior around your picture, send the picture backwards or forwards relative to other objects on the page, group or ungroup the picture with other objects, align your picture on the page, and rotate the picture.
- 4) The **Size** group gives you control over the height and width of your pictures.

## 4.20 INSERT A TABLE

To insert a table in your slide use following steps:

**Step 1:** Select the slide where you want to insert the table

**Step 2:** Click **Table** in the **Tables** group of **Insert** tab

**Step 3:** Do one of the following:

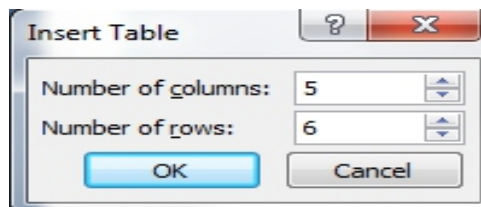
- ☐ Move the pointer to select the number of rows and columns that you want to insert, and then click
- ☐ Click **Insert Table**, and then enter a number in the Number of columns and Number of rows lists

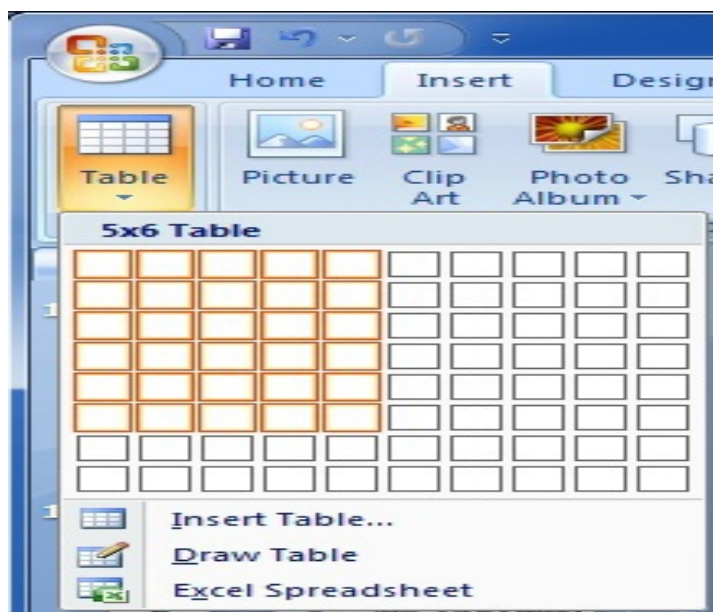
**Step 4:** Enter the number of rows and columns

**Step 5:** To add text to the table cells, click a **cell**, and then enter your text

**Step 6:** After enter text, click outside the table

To add a row at the end of a table, click the last cell of the last row, and then press TAB.





## 4.21 CHART

Charts allow you to present data entered into the worksheet in a visual format using a variety of graph types. You can include several different types of data charts and graphs in your PowerPoint presentation. To insert a chart in your slide use following steps:

**Step 1:** Select the slide where you want to insert the chart

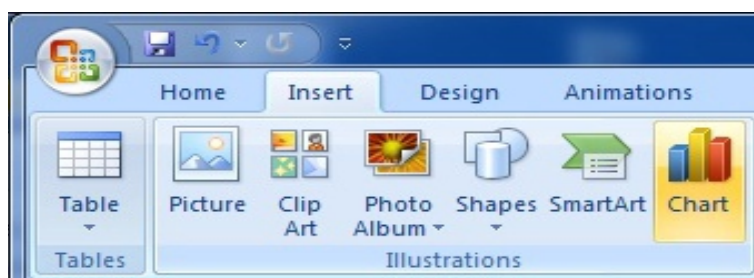
**Step 2:** Go to **Illustrations** group of **Insert** tab

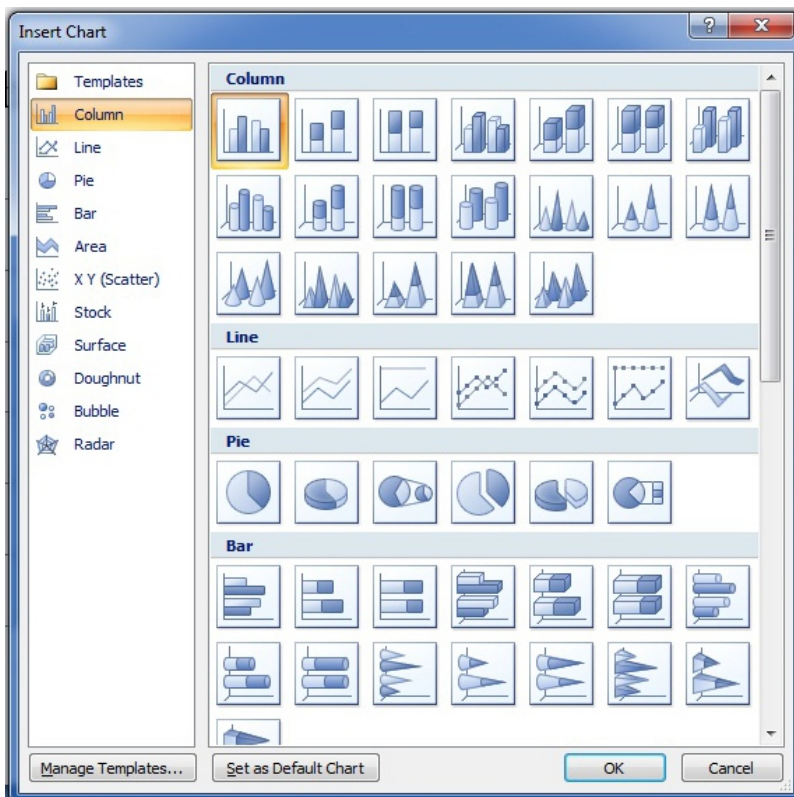
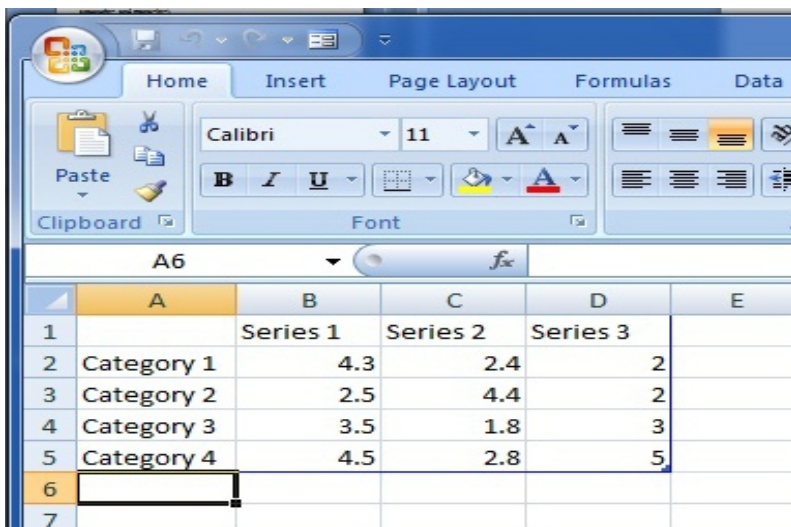
**Step 3:** Click **Chart** and select Chart Type from **Insert Chart** dialog box

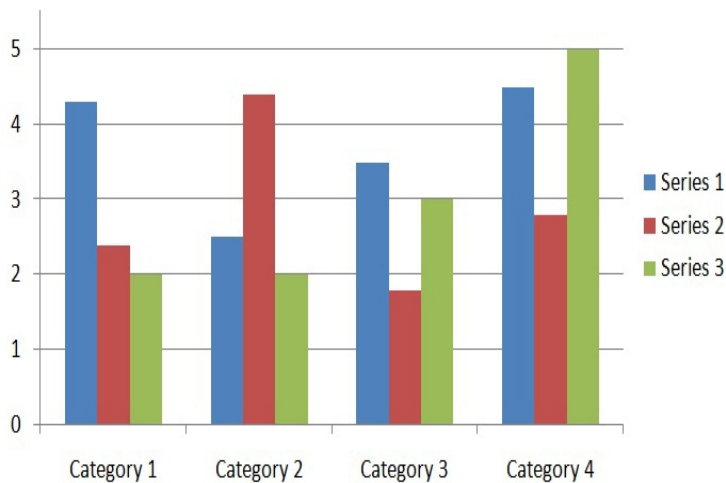
**Step 4:** Chart will appear on your slide, and Excel will open as a split screen with dummy data

**Step 5:** Add your data and labels to the Excel spreadsheet

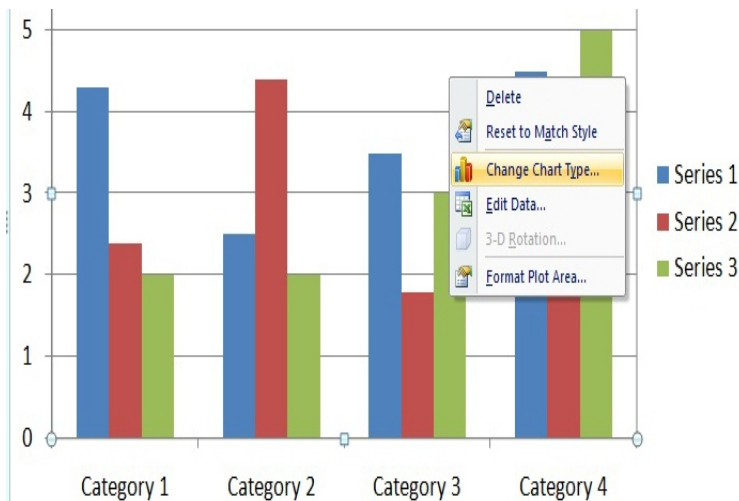
**Step 6:** Close the worksheet







To change the chart type you just **Right-click** on the chart you would like to change and select the desired chart type from **Chart Type dialog** box. To update the chart you just **Right-click** on the chart you would like to update and click **Edit Data** in the popup menu and then update the data in the Excel spreadsheet.



## 4.22 SMART ART

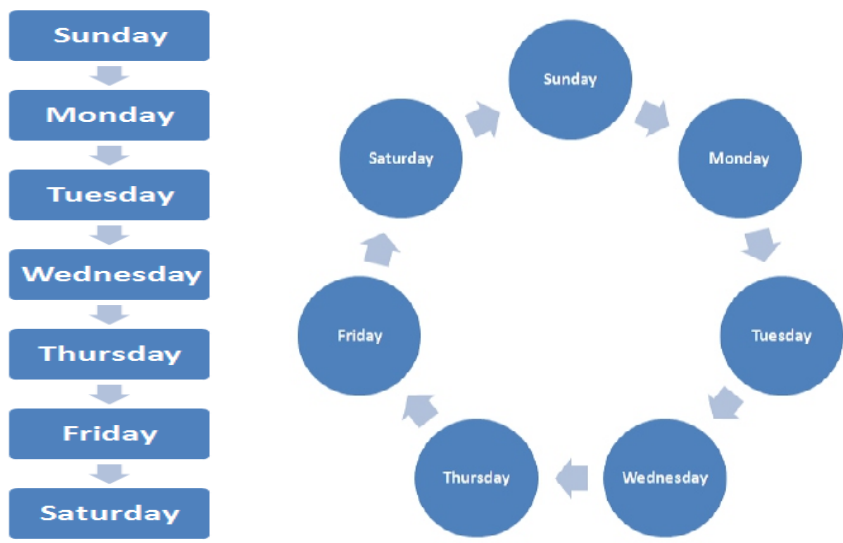
A SmartArt graphic is a visual representation of your information that you can quickly and easily create, to effectively communicate your message. With PowerPoint SmartArt, you can create List, Process, Cycle, Hierarchy, Relationship, Matrix, and Pyramid diagrams. The main idea behind SmartArt



diagrams is to represent bullet lists as a diagram of interconnected shapes. Although many different types of SmartArt diagrams are available, they all work the same way. The only real difference among the various SmartArt diagram types is how they graphically represent the bullets. For example, consider the following bullet list.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

The following figure shows this list using two different types of SmartArt.



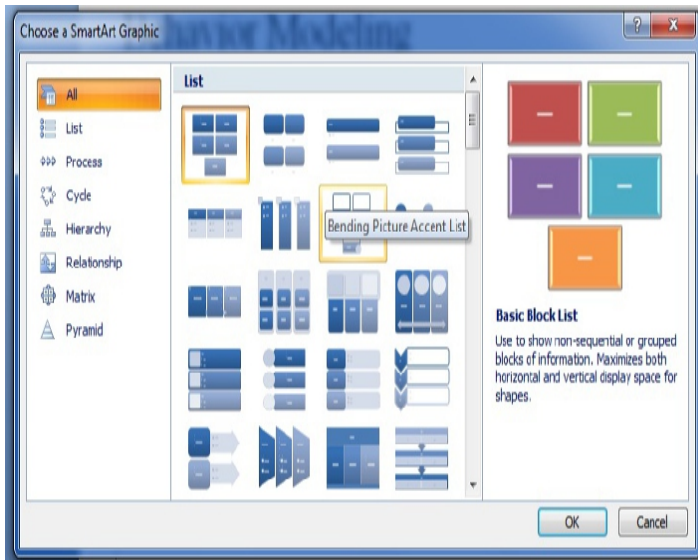
To insert a SmartArt diagram in your slide use following steps:

**Step 1:** Select the slide where you want to insert SmartArt diagram

**Step 2:** Go to **Illustrations** group of **Insert** tab

**Step 3:** Click **SmartArt** and select desired type from **Choose a SmartArt graphics** dialog box

**Step 4:** SmartArt diagram will appear on your slide, then click [Text] in the Text pane, and then type your text



## 4.23 HYPERLINK

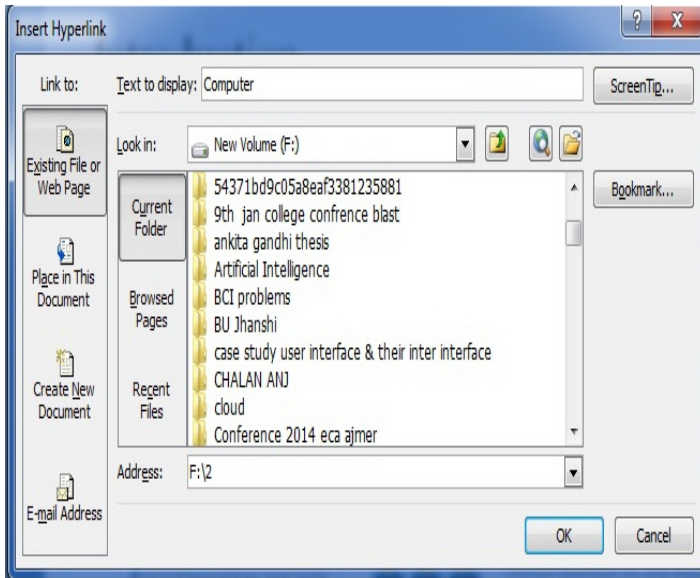
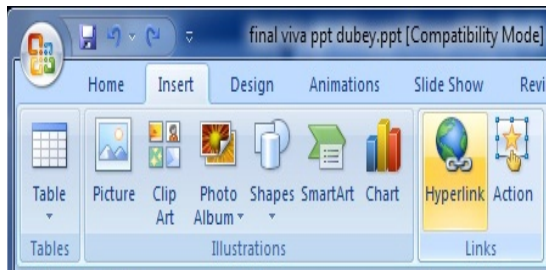
PowerPoint hyperlink is a text or a graphic that you click to quickly get to another PowerPoint slide, or different presentation, or a Word document or Excel spreadsheet. Your PowerPoint hyperlink may also lead to a page on the World Wide Web. To insert a hyperlink in your presentation use following steps:

**Step 1:** Select the text or graphic object that you want to make into a hyperlink

**Step 2:** On the **Insert** tab, in the **Links** group, click **Hyperlink**

**Step 3:** The **Insert Hyperlink** dialog box has four icons on the left side, as follows:

- ☐ Use **Existing File or Web Page** to link to another file in another application, or to a Web page on the Internet
- ☐ Use **Place in This Document** to link one part of your PowerPoint presentation to another part
- ☐ Use **Create New Document** to choose now or another time to edit the new document by clicking the appropriate button
- ☐ Use **E-mail Address** to link to an e-mail address



## 4.24 TRANSITION EFFECTS

Slide transitions are the similar to animation effects that occur when you move from one slide to the next slide during presentation. You can control the speed, add sound, and customize the properties of transition effects. Adding a transition will determine how a slide appears, not how it disappears. To apply a transition to one slide use following steps:

**Step 1:** Select the slide that you want to apply transition effects to

**Step 2:** Go to **Transition to This Slide** group from **Animations** tab

**Step 3:** Click the **More** drop-down arrow to display all available transition effects

**Step 4:** Click a slide transition effect

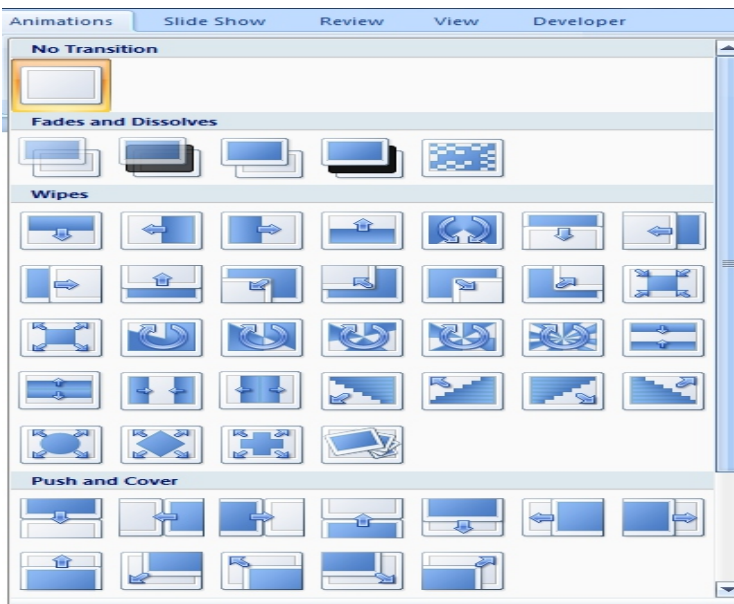
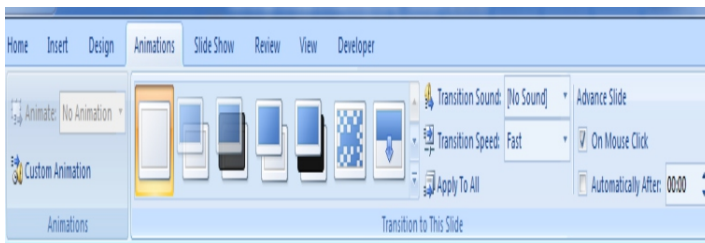
**Step 5:** To set the slide transition speed between the slides, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want

**Step 6:** To specify how long before the current slide advances to the next:

- To advance the slide when you click the mouse, on the **Animations** tab, in the **Transition To This Slide** group, select the **On Mouse Click** check box
- To advance the slide after a specified time, on the **Animations** tab, in the **Transition To This Slide** group, enter the number of seconds that you want in the **Automatically After** box

**Step 7:** Optional: To apply the same transition to your entire presentation, in the **Transition To This Slide** group, click **Apply to All**

**Step 8:** Optional: If you wish to add a sound effect to your transition, choose a built-in sound from the **Transition Sound** pull-down menu or choose "Other Sound" to use a sound from your computer



## 4.25 ANIMATION EFFECTS

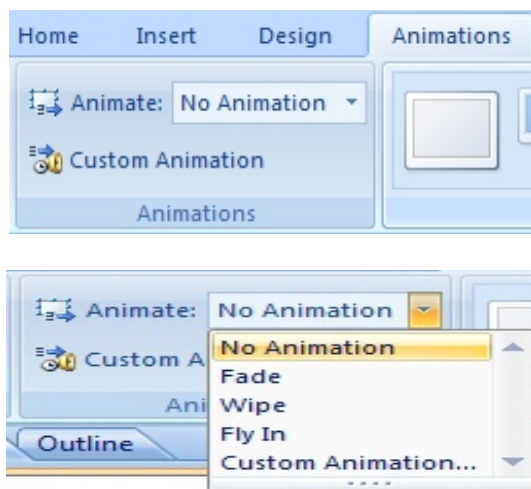
Animation is a great way to focus on important points, to control the flow of information, and to increase viewer interest in your presentation. You can apply

animation effects to a text or an object, such as a picture, shape, or SmartArt graphic. To apply a built-in animation effects to a text or an object use following steps:

**Step 1:** Select the text or object on the slide you want to animate

**Step 2:** Go to **Animations** group of **Animations** tab

**Step 3:** Select the animation effect that you want from the **Animate** list



You can also create and apply a custom animation. Custom animation allows you to have more control over your animations. For example, you can make text grow or shrink, spin or shimmer, and you can set an animation so that you hear the sound of applause when a picture is revealed. You can apply more than one animation, so you can make a line of text fly in with or without sound, and then make the text fly out. To apply custom animation effects to the text or object use following steps:

**Step 1:** Select the text or object on the slide you want to animate (hold down the Ctrl button while clicking to select more than one)

**Step 2:** Go to **Animations** group of **Animations** tab

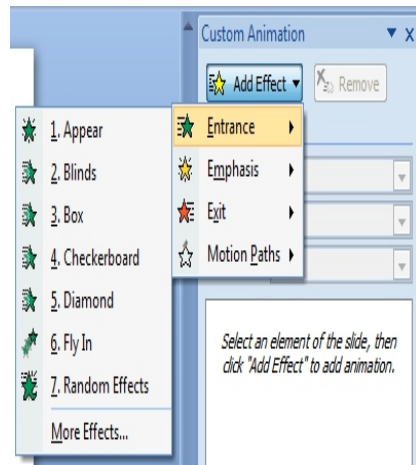
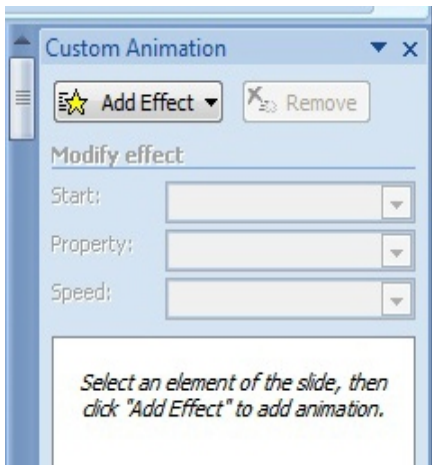
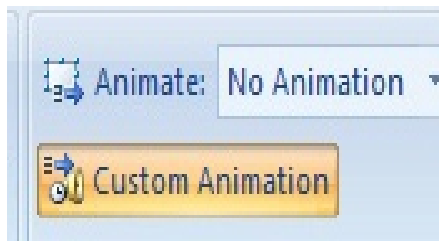
**Step 3:** Click **Custom Animation**, the **Custom Animation** pane opens

**Step 4:** From the **Add Effect** drop-down menu choose the kind of effect you want (Entrance, Emphasis, Exit, Motion Paths) and then the animation itself, you can choose **More Effects...** for more options

**Step 5:** To customize the speed, properties and timing of your animation, click on the effect you wish to modify on the **Custom Animation Pane**

**Step 6:** Once you have the animation you can modify selected, by using the options in the **Modify: [Effect]** section of the **Custom Animation Pane**

**Step 7:** Repeat steps 2 to 6 for as many animations as you would like to add



## 4.26 SOUND CLIP

You can add audio, such as music, or sound bites, to your PowerPoint presentation. To insert sound in your slide use following steps:

**Step 1:** Select the slide you want to add a sound to

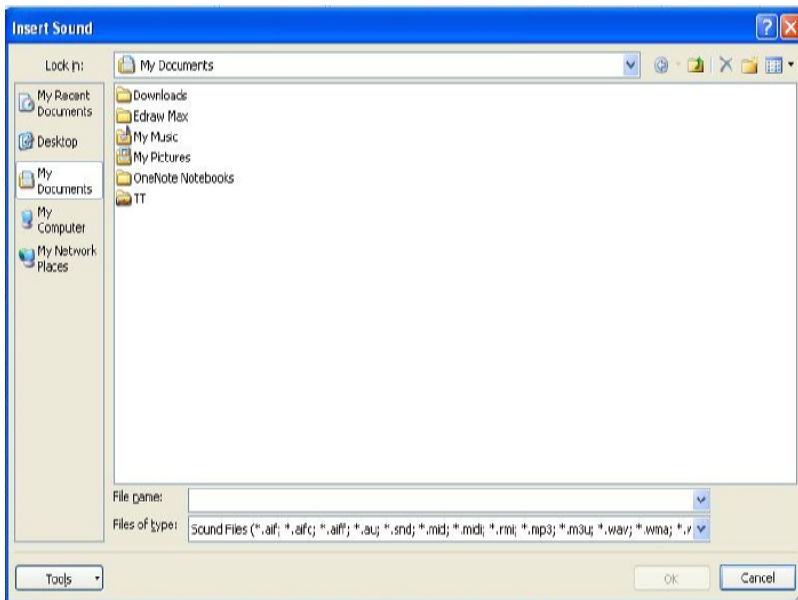
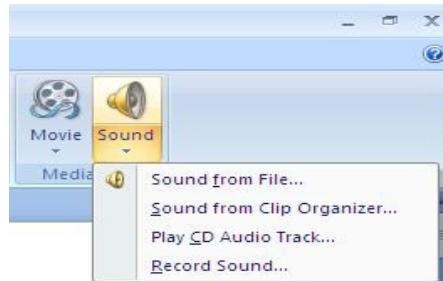
**Step 2:** Go to **Media Clips** group of **Insert** tab

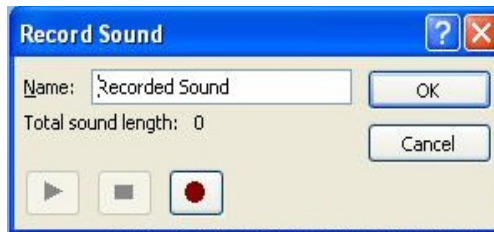
**Step 3:** Click **Sound**

**Step 4:** Select appropriate option from drop down menu

- To add a sound from your computer or a network share, click **Sound from File**, locate the folder that contains the file, and then double-click the file that you want to add
- To add a sound from clip art, click **Sound from Clip Organizer**, locate the audio clip that you want in the **Clip Art** task pane, and then click to add it to the slide
- To play a sound from a CD running on your computer, click **Play CD Audio Track**, select starting and ending times and any other play options, and click OK
- To record and add your own audio, click **Record Sound**, and in the dialog box, click the **Record** button to begin speaking or playing your own audio







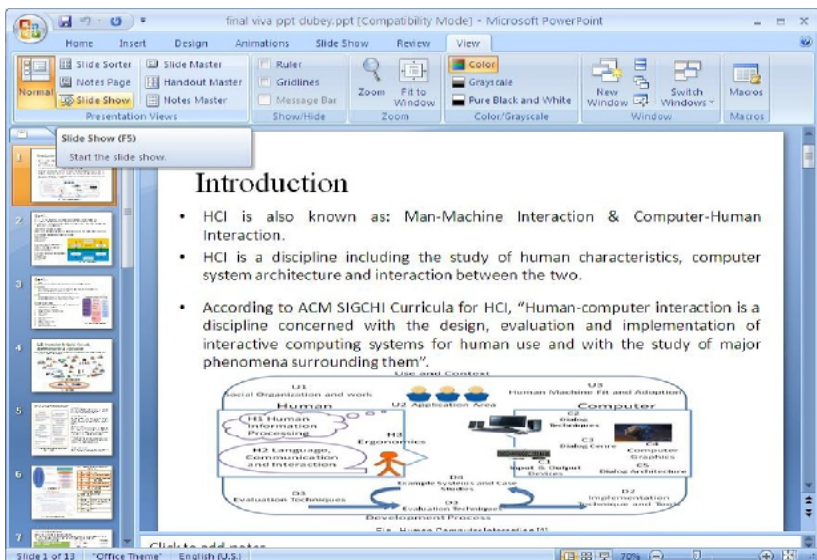
## 4.27 RUNNING A SLIDE SHOW

PowerPoint can show your presentation on your computer's own monitor, a projector, or an external monitor such as LCD display. There are following different ways to start your slide show from the first slide:

- ☐ Click **Slide Show** in the **Presentation Views** group of **View** tab
- ☐ Press **[F5]**
- ☐ In the bottom right hand corner of the screen, next to the zoom slider, click on the small slideshow button

Apart from this, you can also go to the Slide Show tab, in the Start Slide Show group and choose from one of the following options:

- ☐ Click **From Beginning** to start the show from the first slide
- ☐ Click **From Current Slide** to start from the slide you have active
- ☐ Click **Custom Slide Show**, then **Custom Shows...** to bring up the **Custom Shows dialog**, click **New** and choose the slides you want to use in your show and the order



## 4.28 CREATING A CUSTOM SHOW

To create custom slide show use following steps:

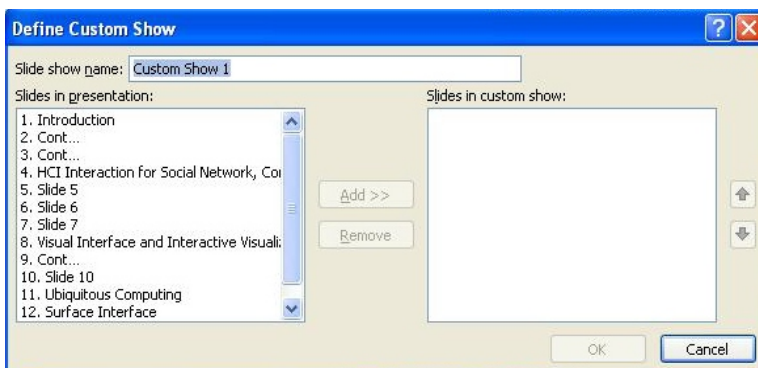
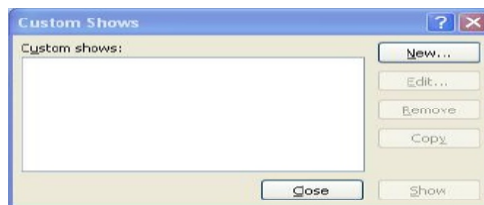
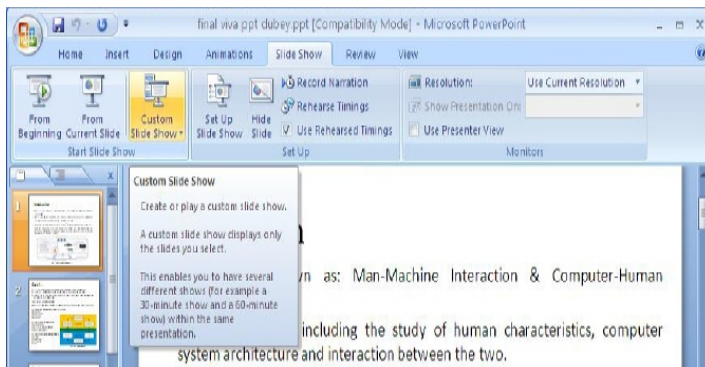
**Step 1:** On the **Slide Show** tab, in the **Start Slide Show** group, click the arrow next to **Custom Slide Show**, and then click **Custom Shows**

**Step 2:** In the **Custom Shows** dialog box, click **New**

**Step 3:** Under **Slides in presentation**, and choose the slides you want to include in the custom show, and then click **Add**

**Step 4:** To change the order in which slides appear, under **Slides in custom show**, click a slide, and then click one of the arrows to move the slide up or down in the list

**Step 5:** Type a name in the **Slide show name** box, and then click **OK**



### Important Points:

- ☐ A PowerPoint presentation is a collection of slides that can be used to create oral presentations.
- ☐ To open an existing power point, you can use the Open command (Ctrl + O).
- ☐ To close the current presentation file, select Office button and click Close.
- ☐ PowerPoint gives you four views in which you create and organize your presentation.
- ☐ To add a new slide, click on New Slide in Home tab.
- ☐ Placeholders are the containers in layouts that hold content as text, tables, charts, SmartArt graphics, sounds, movies, pictures, and clip art.
- ☐ Bullets are useful to arrange text in the lists.
- ☐ A PowerPoint template is a pattern or blueprint of a slide or group of slides that can contain layouts, theme colors, theme fonts, theme effects, background styles, and even content.
- ☐ A slide master is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positioning.
- ☐ PowerPoint hyperlink is a text or a graphic that you click to quickly get to another PowerPoint slide, or different presentation, or a Word document or Excel spreadsheet.

### Practice Questions

#### Objective type questions:

**Q1.** Which of the following should you use if you want all the slide in the presentation to have the same “look”?

- a. the slide layout option
- b. add a slide option
- c. outline view
- d. a presentation design template

**Q2.** Special effects used to introduce slides in a presentation are called

- a. effects
- b. custom animations
- c. transitions
- d. present animations

**Q3.** Which of the following is not one of PowerPoint’s views?

- a. Slide show view

- b. Slide view
- c. Presentation view
- d. Outline view

**Q4.** Which PowerPoint view works best for adding slide transitions?

- a. Slide show view
- b. Slide sorter view
- c. Slide view
- d. Notes view

**Q5.** Format painter is use

- a. To paint pretty pictures on your slides
- b. To copy formatting from one object or piece of text and then apply it elsewhere
- c. To change the background color of your slides
- d. To paint pretty pictures on background of slides

**Q6.** Which option allows you to select line, curve, freeform or scribble tools?

- a. Create effect
- b. Insert motion path
- c. Draw custom path
- d. All of the above

**Q7.** Objects on the slide that hold text are called

- a. Placeholders
- b. Object holders
- c. Auto layouts
- d. Text holders

**Q8.** The PowerPoint view that displays only text (title and bullets) is

- a. Slide show
- b. Slide sorter view
- c. Notes page view
- d. Outline view

**Q9.** A file which contains readymade styles that can be used for a presentations is called

- a. Auto style
- b. Template
- c. Wizard
- d. Pre-formatting

**Q10.**What happens if you edit an image inserted in PowerPoint?

- a. The original file that was inserted is not changed
- b. The original file that was inserted is changed
- c. The original file is changed when you save presentation
- d. None of above

**Very short answer type questions:**

**Q1.**A PowerPoint presentation is a collection of .... that can be used to create oral presentations.

**Q2.**PowerPoint offers how many places for view buttons to change the view?

**Q3.**In which view, small image of each slide is visible?

**Q4.**Which type of view is more applicable for monitoring the preview of presentation?

**Q5.**Which presentation view is used to create speaker's notes?

**Q6.** What are the key benefits of slide masters?

**Short answer type questions:**

**Q1.**How can you add header and footer in a Power Point presentation?

**Q2.**Explain slide layout.

**Q3.**Explain the use of speaker notes in Power Point presentation.

**Q4.** What is PowerPoint hyperlink?

**Q5.** Explain transition effects.

**Essay type questions:**

**Q1.**What is a PowerPoint template? Explain the steps to apply a template to your presentation.

**Q2.**Explain different views in Power Point Presentation.

**Q3.** Explain text formatting in Power Point presentation.

**Q4.**Explain the importance of slide master in Power Point presentation.

**Q5.** Differentiate between transition effects and animation effects.

**Answers key for objective questions**

Q1: d

Q6: c

Q2: c

Q7: a

Q3: c

Q8: d

Q4: b

Q9: b

Q5: b

Q10: a