

5

Presentation Software— An Introduction

Learning Objectives



In this chapter, you will be learning about:

- MS PowerPoint
- Starting MS PowerPoint
- Components of MS PowerPoint Screen
- Creating a Presentation
- Slide Show
- Exiting MS PowerPoint

MS POWERPOINT

MS PowerPoint is one of the applications in Microsoft Office suite that enables you to present your ideas and views effectively through audio-visual aids. It is, therefore, a **Presentation Graphics Software** in which you can create presentations using text, pictures, drawings and sound.

Presentation

When we explain a new idea or concept to a person with the help of certain tools such as charts, diagrams, pictures and sounds, it is called a **presentation**. The purpose of the presentation is to make the person understand, in an effective manner, what one wishes to convey.

Slides and Slide Show

When we create a presentation, we divide the entire information into various parts that need to be conveyed one by one. The matter for each of these parts is presented in a unique manner and kept on a separate page. Each of these pages is called a **slide**. When all these slides are integrated together and shown in a particular order, it is called a **slide show**.


Let us learn how to start MS PowerPoint.

Fact Byte

The initial edition of MS PowerPoint was called Presenter in 1987.

STARTING MS POWERPOINT

The steps to start MS PowerPoint are as follows:

step 1: Click on the **Start** button .

step 2: Click on **All Programs** (Fig. 1)

step 3: Click on **Microsoft Office** (Fig. 2).

step 4: Click on **Microsoft PowerPoint 2010** (Fig. 3). A window as shown in Figure 4 will appear.

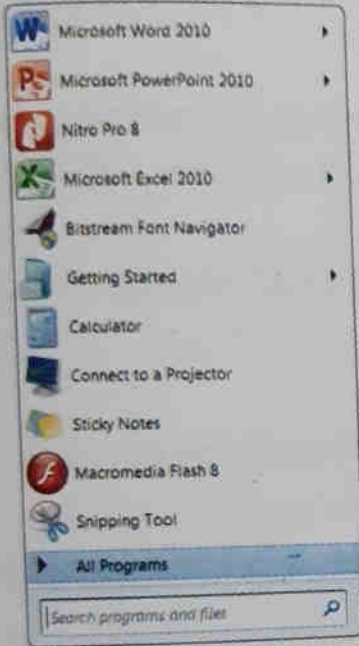


Fig. 1

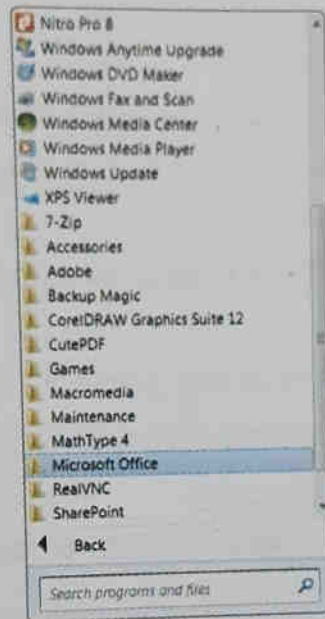


Fig. 2

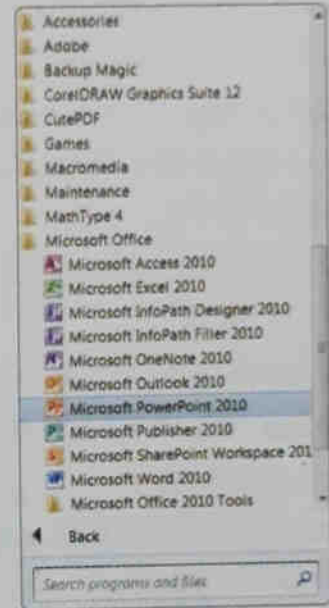


Fig. 3

COMPONENTS OF MS POWERPOINT SCREEN

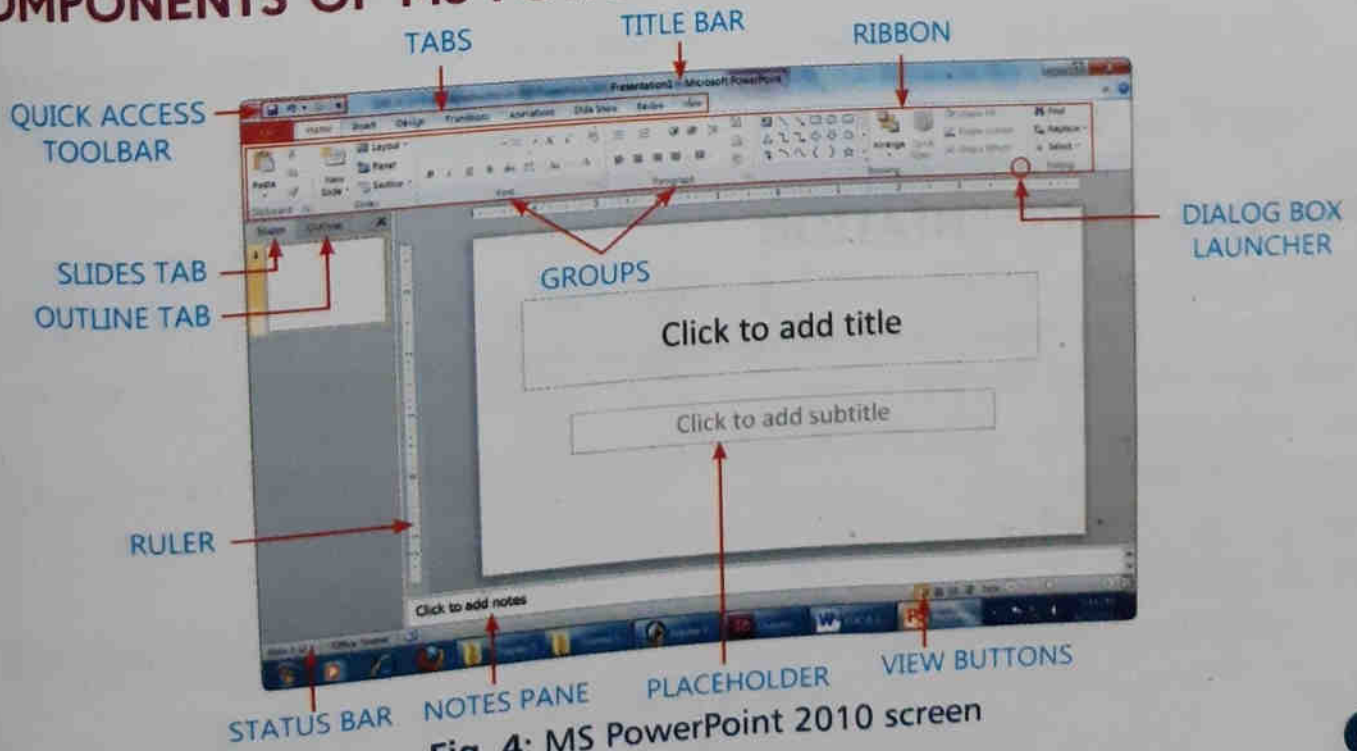


Fig. 4: MS PowerPoint 2010 screen

Let us learn about different components of the MS PowerPoint screen (Fig. 4).

- **Quick Access Toolbar:** It provides commands which you frequently use. By default Save, Undo and Redo appear on this toolbar.
- **Title bar:** It is a horizontal bar on the top of the screen which shows name of the current presentation.
- **Ribbon:** MS PowerPoint 2010 has a colorful interface. The Ribbon is divided into different sections called Groups. It is displayed just below the Tabs.
- **Dialog box launcher:** It is used to get more commands for a particular group. One such arrow is circled in Figure 4.
- **Status bar:** It is a horizontal bar at the bottom of the main PowerPoint window. It displays the slide number, total number of slides, different view buttons and zoom option.
- **Ruler:** The horizontal and vertical rulers measure width and height, respectively, of the slide.
- **Outline tab:** It displays the text in the presentation.
- **Slides tab:** It displays the thumbnail (very small images) versions of slides in your presentation.
- **Notes pane:** It lets you type speaker notes for each slide. It is located beneath the Slide pane.
- **Placeholder:** It is the container in the layout that holds content such as text (including body text, bulleted lists and titles), tables, charts, graphics, movies, sounds and pictures.
- **View buttons:** The view buttons at the bottom of the presentation window can be used to switch between **Normal** view, **Slide Sorter** view, **Reading** view and **Slide Show** view.

CREATING A PRESENTATION

A Blank presentation is a simple and good template to use when you first start to work with MS PowerPoint. When you open PowerPoint, the program takes you by default to a new slide screen.

To create a new presentation that is based on the Blank presentation template, the steps are as follows:

Step 1: Click on the **File** tab.

Step 2: Click on **New** option, and under the **Available Templates and Themes**, select **Blank presentation**.

Step 3: Click on **Create** (Fig. 5) button. A new presentation slide opens.

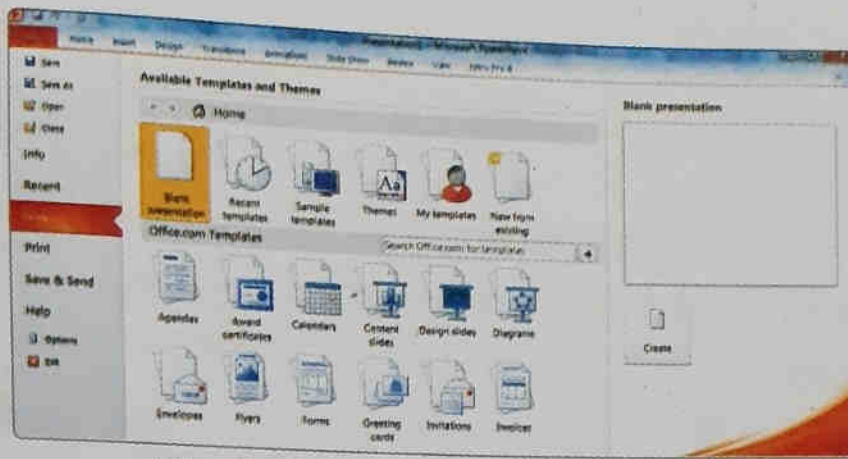


Fig. 5: Creating New Presentation

Inserting Text to Slide/Placeholder

Placeholders are the containers in layouts that hold content such as text (including body text, bulleted lists and titles), tables, charts, graphics, movies, sounds and pictures.

To add text to a placeholder on a slide, click inside the placeholder, and then, type or paste text (Fig. 6).

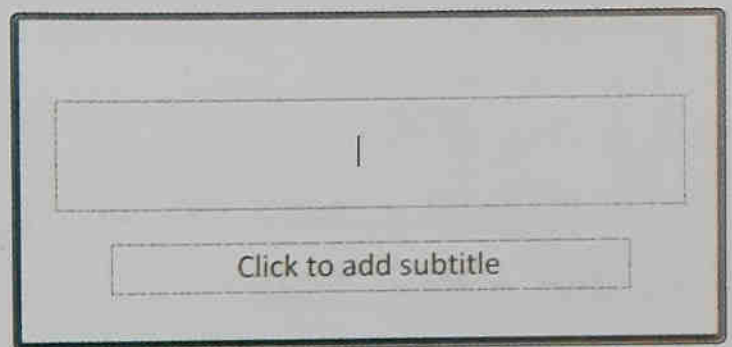


Fig. 6: Inserting Text to Slide/Placeholder

Inserting Picture and Clip Art

You can insert or copy Picture and Clip Art into a PowerPoint presentation. You can also use Picture and Clip Art as background for your slides in PowerPoint.

Inserting Picture

Steps to insert picture in MS PowerPoint:

- Step 1:** Click on the slide where you want to add the picture.
- Step 2:** Click on **Insert** tab and then in the **Images** group, click on **Picture**. The **Insert Picture** dialog box will appear (Fig. 7).
- Step 3:** Locate the picture that you want to insert and click on the picture thumbnail (very small image).
- Step 4:** Click on the **Insert** button to insert it.

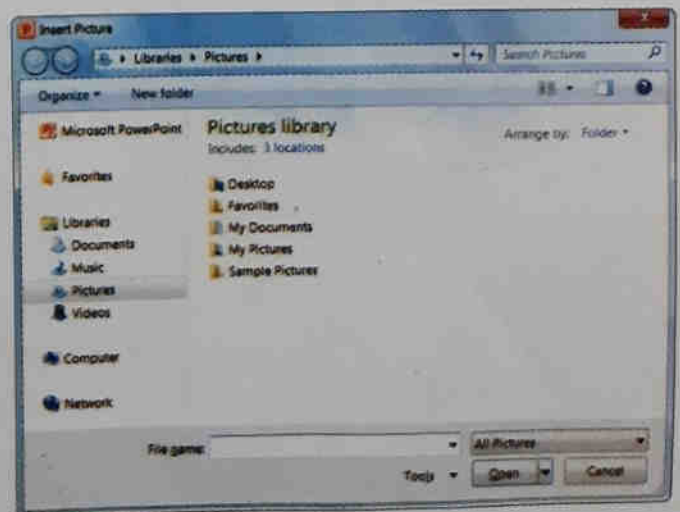


Fig. 7: Insert Picture dialog box

Inserting Clip Art

Clip Art is a gallery of ready-made graphics in MS PowerPoint.

Steps to insert Clip Art in MS PowerPoint are as follows:

Step 1: Click on the slide where you want to add the Clip Art.

Step 2: Click on **Insert** tab.



Step 3: Click on **Clip Art** clip on the **Images** group.

The **Clip Art** task pane will appear (Fig. 8).

Step 4: In the **Clip Art** task pane, in the **Search for** text box, type a word that describes the Clip Art that you want.

Step 5: Click on the **Go** button.

Step 6: In the list of results, click the Clip Art to insert it.



Fig. 8: ClipArt task pane

Inserting a New Slide

Steps to insert a new slide in PowerPoint are as follows:

Step 1: Click on the **Home** tab, and then, on the **Slides** group, click on the arrow below **New Slide** (Fig. 9).

A gallery of slide layout appears, outlining your various slide content options to choose from.

Step 2: Click on the slide layout that you want to use.
OR

If you want your new slide to have the same layout that the slide before it has, you can just click **New Slide** instead of clicking the arrow below it.

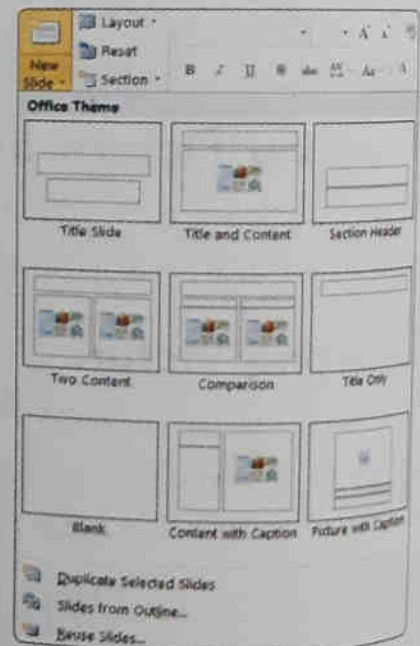


Fig. 9: Slide Layouts

Keyboard Shortcut

The keyboard shortcut to insert a new slide in a presentation is **Ctrl + M**.

Deleting a Slide

Steps to delete a slide in PowerPoint are as follows:

Step 1: Click on the **Slides** tab.

Step 2: Right-click on the slide that you want to delete.

Step 3: From the shortcut menu, click on the **Delete Slide** (Fig. 10) option to delete that slide.

Saving a Presentation

After completing your presentation, it is necessary to save your work. The steps to save a presentation are as follows:

Step 1: On the **Quick Access Toolbar**, click on **Save** .

OR

Click on the **File** tab. Click on **Save As** (Fig. 11) or **Save** option. *The Save As dialog box (Fig. 12) will appear.*

Step 2: Select the drive/folder where you want to save the presentation.

Step 3: Type the name of the presentation, and then, click on **Save**. The File is saved with the .pptx extension.

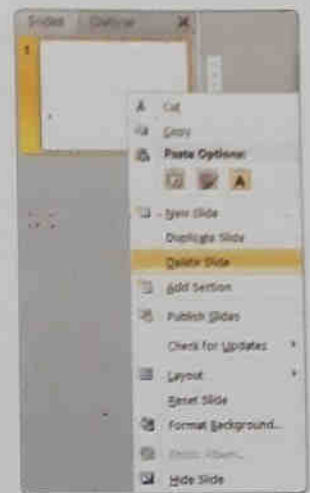


Fig. 10: Delete Slide option

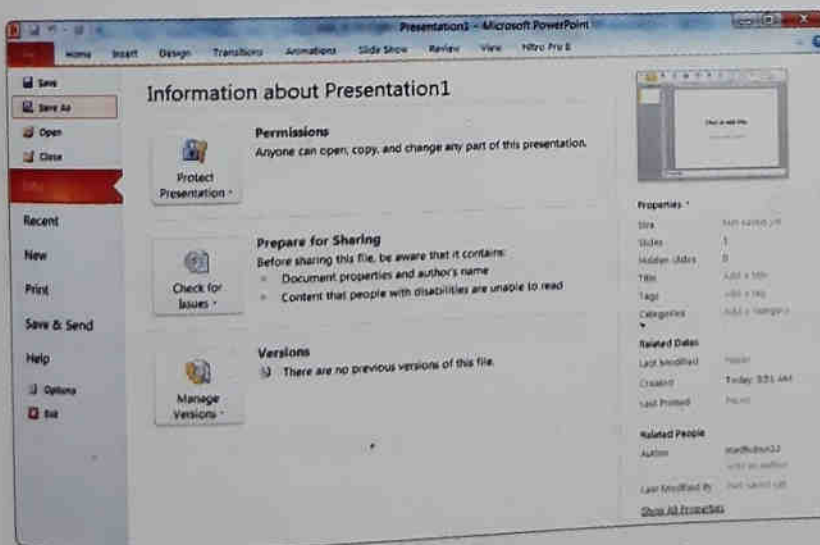


Fig. 11: Save As option in File tab

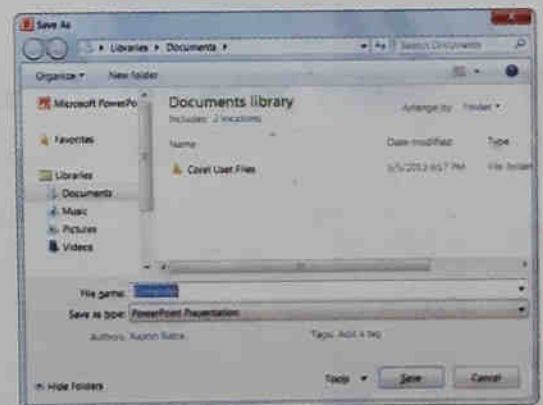


Fig. 12: Save As dialog box

Smart Byte

When you save a presentation for the first time using the Save or Save As option, the Save As dialog box appears. Whereas, when you save an existing presentation, the Save option does not display any dialog box.

Keyboard Shortcut

To save a presentation is Ctrl + S.

Closing a Presentation

After saving a presentation, the steps to close the presentation are as follows:

Step 1: Click on the **File** tab.

Step 2: Click on the **Close** option (Fig. 13).

OR

You can also close a presentation by pressing **Ctrl+W**.



Fig. 13: Close option in File Tab

Opening a Presentation

Steps to open an existing presentation are as follows:

Step 1: Click on the **File** tab.

Step 2: Click on the **Open** option. *The Open dialog box will appear* (Fig. 14).

Step 3: Search for your file in the drive/folder. and select the file that you want to open.

Step 4: Click on the **Open** button.

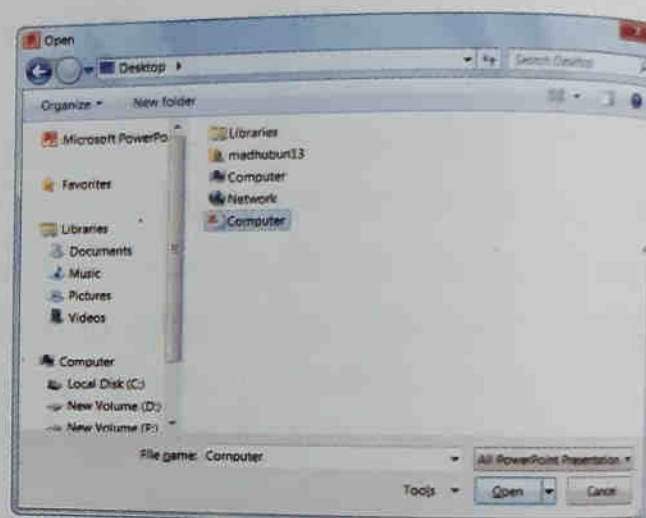




Fig. 14: Open dialog box

Navigating between the slides

You can navigate between the slides in the PowerPoint 2010 window in many ways.



- Press PageDown and PageUp keys on the keyboard to move onto the next or previous slide, respectively.
- Press Down and Up arrow keys on the keyboard to move onto the next or previous slide, respectively.
- Select the required slide directly in the Slide/Outline Pane of the PowerPoint window.
- You can also use the Scroll bar or the Previous Slide  and Next Slide  arrow buttons to navigate between the slides in the Slide Pane.

SLIDE SHOW

The Slide Show is a sequential display of slides in the full screen mode. Once, all your slides are complete, you have to run them together on the screen as a slide

show to see the effect of the entire presentation comprehensively. It is important to run a preview of the slide show, so that any required changes can be made before it is finally shown to the audience that it is meant for.

Steps to view a presentation in the Slide Show are as follows:

Step 1: Click on the **Slide Show** tab. In the **Start Slide Show** group, click on **From Beginning**  to view the entire presentation or **From Current Slide**  to view from the current slide onwards.

Step 2: Click on the left mouse button or arrow keys to advance from slide to slide. At the end of your presentation, a black screen appears with the message: **End of slide show, click to exit.**

Step 3: Click to exit the Slide Show.

Keyboard Shortcut

Press F5 from the keyboard to run the Slide Show from the beginning.

EXITING MS POWERPOINT

Once you have finished your work, you need to exit the MS PowerPoint application. If you have not saved your work before exiting or closing MS PowerPoint, it prompts you to save it.

Steps to exit MS PowerPoint are as follows:

Step 1: Click on the **File** tab.

Step 2: Click on the **Exit** (Fig. 15) option.

OR


You can also exit MS PowerPoint by clicking on the **Close** button  on the Title bar or by pressing **Alt+F4**.



Fig. 15: Exit option in File tab

Recall Time

- ◆ MS PowerPoint is a software which enables you to make an effective presentation by adding text, graphics, photos, videos, animations, and much more.
- ◆ A Blank Presentation is a simple and a good template to use when you first start to work with MS PowerPoint.
- ◆ Placeholders are the containers in layouts that hold content such as text (including body text, bulleted lists and titles), tables, charts, graphics, movies, sounds and pictures.
- ◆ Clip Art is a gallery of ready-made graphics.
- ◆ It is necessary to save your work before exiting MS PowerPoint.



A. Tick (✓) the correct option.

- The shortcut key to add a new slide is _____.
 a. Ctrl + A b. Ctrl + S c. Ctrl + M d. Ctrl + N
- MS PowerPoint 2010 saves file with an extension _____.
 a. .ppt b. .png c. .pptx d. .pps
- To close a PowerPoint presentation, click on _____.
 a. button b. File tab → Save As
 c. Start button → Log off d. File tab → Close
- Which tab displays the thumbnail versions of the slides in your presentation?
 a. Outline tab b. File tab c. Slides tab d. Insert tab
- Pressing the _____ key displays your presentation from the beginning.
 a. F5 b. F6 c. F4 d. F1

B. Fill in the blanks using the words from the clue box.

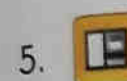
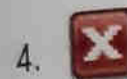
.pptx Outline Title Slide Sorter Slide Show Normal Reading Slides

- The _____ bar is on the top of the MS PowerPoint screen.
- A presentation is a collection of _____.
- A presentation in PowerPoint 2010 can be displayed in _____, _____ and _____ views.
- MS PowerPoint is a _____.
- _____ tab displays the text in the presentation.

C. Tick (✓) the correct statements and cross (X) out the incorrect ones.

- Ctrl + W is a shortcut to close a presentation.
- The Title bar shows the slide number and the total number of slides.
- You cannot use Picture and Clip Art as backgrounds for your slides in PowerPoint.
- There are two views in PowerPoint.
- A presentation is a collection of slides.

D. Match the following.



a. New Slide

b. Close

c. Clip Art

d. Normal view

e. Save

E. Answer the following questions.

1. What is MS PowerPoint?
2. Which suite is PowerPoint a member of?
3. What is the shortcut to insert a new slide in your presentation?
4. What is a presentation?
5. What do you understand by a slide?
6. Write the steps to save a presentation.
7. Explain the steps to view a slide show.
8. Define placeholders.

Lab Activity

1. Create any story using PowerPoint (maximum 5 slides). Don't forget to insert Clip Art and picture to make it attractive. Run the presentation in the class.
2. Rohit loves to play cricket. He wants to make a presentation on his favourite cricket players. Help him in preparing a presentation of six slides with pictures and a brief about each cricket player.

Note to the Teacher

* Conduct a class discussion on how the MS PowerPoint Presentation is useful for better understanding of a subject or a topic.

