
UNIT 10 ADVANCED FEATURES OF MICROSOFT POWERPOINT

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10.1 INTRODUCTION

In the previous unit, you have learned how to create presentation. In this unit, you can insert images, Shapes, SmartArt and Chart in presentation. Adding images to your presentations makes them more interesting. Pictures, clip art, and screenshots can be inserted into presentations to help you effectively communicate your ideas to your audience.

Presentations are supposed to be graphic in nature so that they have immediate effect on the audience. Presentation can be made more attractive by inserting Audio and Video also.

Good Presentations are crucial to convince an audience.

10.2 OBJECTIVES

After going through this unit, you should be able to:

- insert objects in presentation,
- draw different types of objects like rectangles, oval
- draw free form shapes,
- move and copy objects,

- print presentation, and
- Setup and run a slide show.

10.3 INSERTING OBJECTS IN PRESENTATION

You can insert images in presentation from your hard disk or Clip Art. Beside the Clip Art, you can find more options such as SmartArt graphic, Shapes, Chart and Media Clip in this section. You can find these options also in the predefined slide layouts.

You can insert following onto your slides:

10.3.1 ClipArt

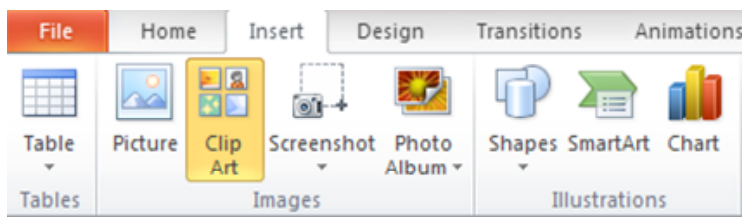


Fig. 10.1: Insert Tab command

Clip Art is a collection of inbuilt images. Inserting a Clip Art drawing is one of the best ways to enhance a slide show (when you run a presentation for the audience it becomes a slide show). Using this artwork in selected slides in your presentation can help you make the presentation visually more interesting to the viewers. PowerPoint is supplied with a library of Clip Art.

Do the following for adding Clip Art pictures into your presentation:

- Select the **Insert** tab
- Click the **Clip Art** command in the **Images** group (see Fig. 10.1)
- The clip art options appear in the task pane to the right of the document (see Fig. 10.2).
- Enter keywords in the **Search for** field that are related to the image you want to insert.
- Click the drop-down arrow in the **Results should be:** field.
- Deselect any types of media you do not want to see.

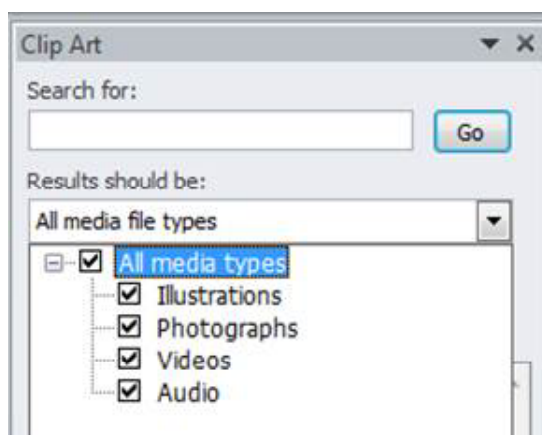


Fig. 10.2: Clip Art option

- If you want to also search for clip art on Office.com, place a check mark next to Include Office.com content. Otherwise, it will just search for clip art on your computer.
- Click on **Go** Button.

10.3.2 Pictures

You can insert scanned picture or pictures taken from camera to your presentation. That can be a great way to explain important information.

To insert an image from a file:

- Select the **Insert** tab.
- Click the **Picture** command in the **Images** group (see Fig. 10.1). The Insert Picture dialog box appears (see Fig. 10.3)
- Select the desired image file and then click **Insert** button.

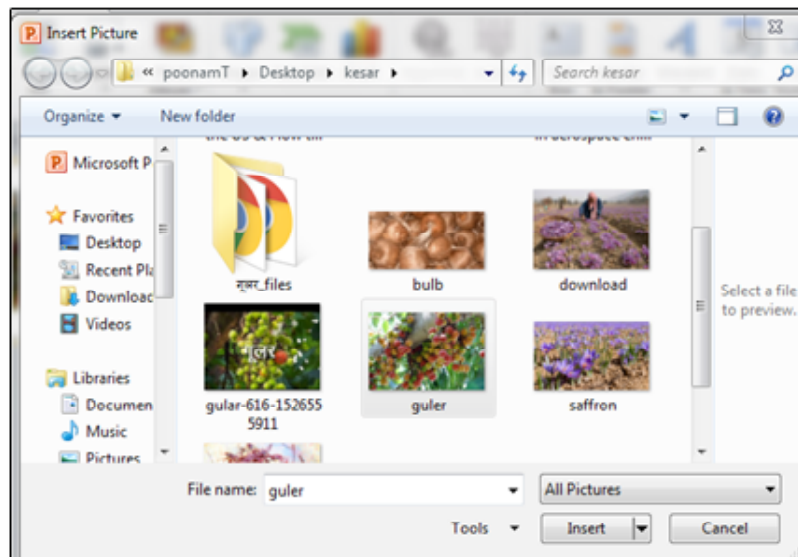


Fig. 10.3: Insert Picture dialog box

- The picture will appear in your slide like the following:

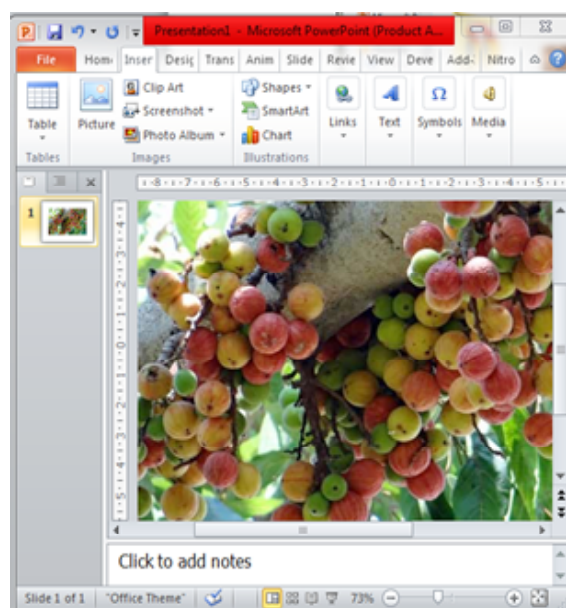


Fig. 10.4: Slide with Picture

10.3.3 Screenshot

Screenshots are pictures that capture your visible windows or an item displayed on your desktop. They may include any open computer programs, functions, and websites. PowerPoint allows you to capture an image of an entire window or a screen clipping of part of a window.

You can do the following for inserting screenshots of a window:

- Select the **Insert** tab.
- Click the **Screenshot** command in the **Images** group (see Fig. 10.1).
- The **Available Windows** from your computer will appear. Select the window you want to capture as a screenshot.
- Now, the screenshot will appear in your slide.

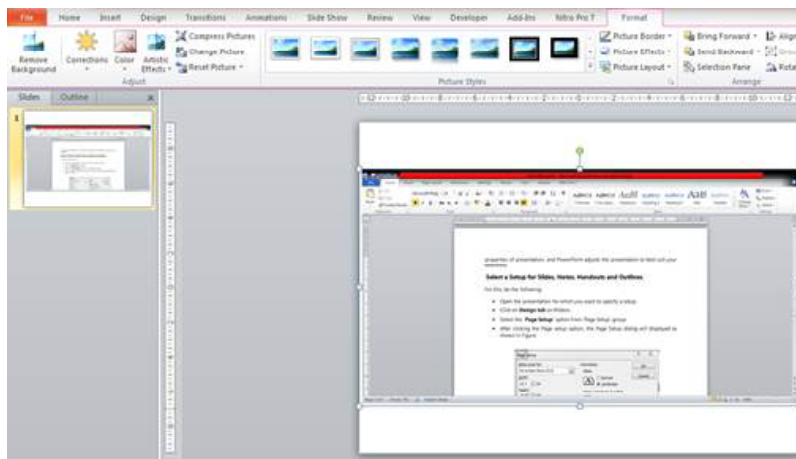


Fig. 10.5: Screenshot for currently open window

10.3.4 Shapes

Many presentations rely strongly on text to get their point across. The ability to demonstrate a point visually is always a powerful tool. The drawing feature in PowerPoint allows you to easily draw shapes, such as rectangles, squares, circles and even stars on a slide. It also includes Shapes like basic geometric shapes, flowchart components, arrows, callouts, lines and other predefined special shapes.

Select the tool corresponding to the shape you want to draw from the drawing toolbar as shown in Fig. 10.6.

For making a shape, you have to follow these steps:

- Select the **Illustrations** group under the **Insert** Tab (see Fig. 10.1).

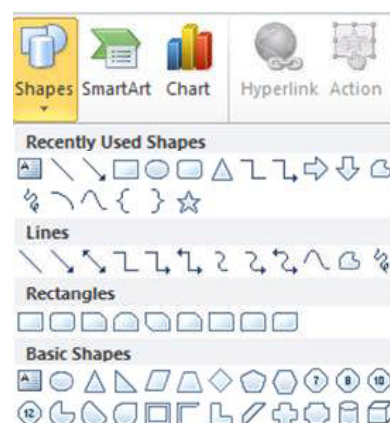


Fig. 10.6: Shapes

Click on the **Shapes** dropdown to view the available shapes (see Fig. 10.6).

- Select any shape you want to insert. This will change the cursor to a + sign.
- Click and drag on the slide to create the shape. As you drag, the shape will show up on the slide. Continue to drag and adjust the size and the symmetry of the shape like the following Fig. 10.7.



Fig. 10.7: Inserted Shape

10.3.5 Chart

You can insert a chart or graph directly onto a presentation. PowerPoint provides different categories of charts such as column, Line, Pie, Bar, Area, etc. Through the wizard, you can easily follow the process of a selecting the type of chart and entering data.

If you have lots of data then create your chart in Excel, and copy it into your presentation. This is the one of the best ways to create chart.

To create a chart, do the following:

- Select slide where you want to insert a chart.
- Select **Insert** tab.
- Click on **Chart** option from **Illustrations** group (see Fig. 10.1).
- A dialog box with different category of chart will appear and select the appropriate chart (see Fig. 10.8)

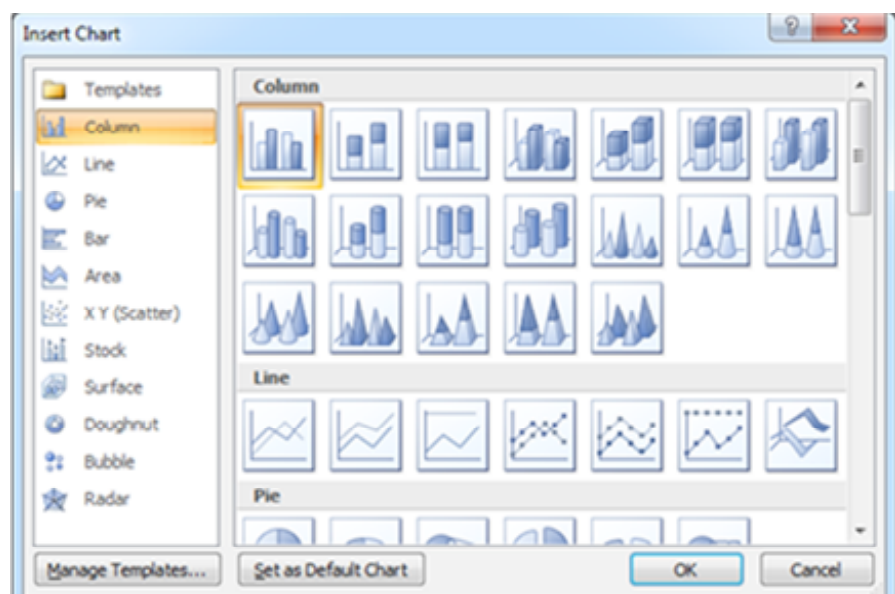


Fig. 10.8: Chart Category

After selecting the chart type, an Excel window will open automatically for entering data. (How to use excel to data is discussed in this Unit 11).

- After completing this task, a Chart will appear in the presentation.

10.3.6 SmartArt

PowerPoint offers a unique feature called SmartArt which allows users to add text to predefined art designs. Using SmartArt graphic, you can insert any type of built-in graphic such as list, process, cycle, hierarchy, matrix and pyramid within your presentation.

The following steps will help you add a SmartArt to PowerPoint:

- Select slide where you want to insert a SmartArt.
- Select **Insert** tab.
- Click on **SmartArt** option from **Illustrations** group(see **Fig. 10.1**).
- The SmartArt dialog box is displayed with all categories details of SmartArt graphic with design preview. In SmartArt dialog box, choose any graphic for your presentation. (see **Fig. 10.9**)
- You can type text for graphic and final graphic will appear in the slide.

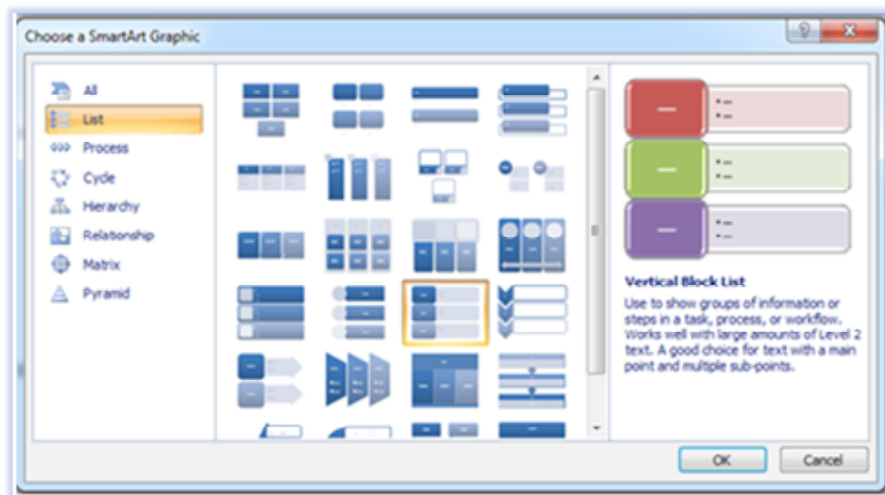


Fig. 10.9: SmartArt dialog box

10.3.7 Audio/Video

Audio and video objects can add enormous impact to your documents. They are very effective for presentation. You can incorporate sounds and video files into a document as objects, much like a simple Clip Art image. You can also set the sound or video objects to play the object once or continuously. This feature is particularly useful for multimedia presentations because it lets you organize your graphics, sounds, animations and videos.

To insert Video/Audio clip into the presentation, follow these steps:

- Go to the **Media** group under the **Insert** tab.
- Media group contains two options **Audio** and **Video** (see **Fig. 10.10**).
- To insert video file, select Video.
- **Video from File** to insert a video from your computer or hard drive.
- In the Insert Video dialog box, browse for a video file and click Insert button to add video file into the slide. OR

- To insert audio file, select Audio as media type and **Audio from File** to insert an Audio from your computer or hard drive.
- In the Insert Audio dialog box, browse for an audio file and click Insert.

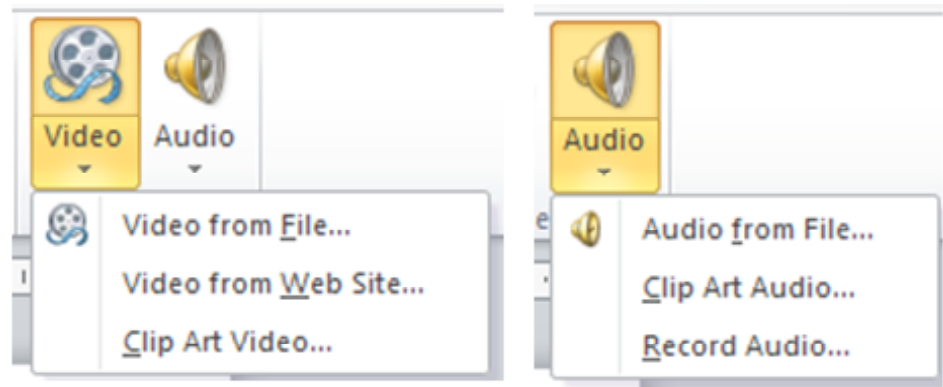


Fig. 10.10: Video & Audio option in Insert tab

10.3.8 Table

A table of data can convey useful information on a slide. You can add tables in slides and also format them to enhance their visual effects. PowerPoint table is a simple table that does not support the mathematical features. If you want to carry out some calculations, you can insert an Excel Spreadsheet instead of a regular table. You can basically take a Spreadsheet or a section of a Spreadsheet and paste it into a slide as a table or add as an object in title - content layout slide.

The PowerPoint table formatting features have been grouped under two ribbons: **Design** and **Layout**. These two tabs are enabled only when you have created table in a slide. You have already studied about the table feature in MS Word, in similar manner, you can insert row & column or remove table from PowerPoint.

To insert table into the presentation, follow these steps:

- Go to the Tables group under the Insert ribbon (see Fig. 10.1).
- Click on the dropdown and select your **table dimension** from the matrix.
- If you require more than 10 columns or 8 rows click on “**Insert Table**” to open the Insert Table dialog where you can specify the column and row count (see Fig. 10.11).

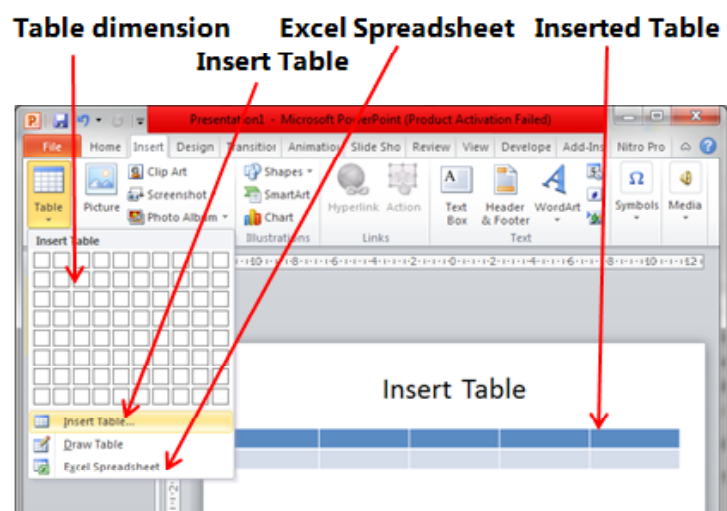


Fig. 10.11: Insert Table

10.4 PAGE SETUP FOR PRESENTATION COMPONENT

You can display a presentation as an on-screen slide show, as 35mm slides, as overheads or as some other type of printed output. You can also specify other properties of presentation, and PowerPoint adjusts the presentation to best suit your selections.

Select a Setup for Slides, Notes, Handouts and Outlines.

For this, do the following:

- Open the presentation for which you want to specify a setup.
- Click on **Design tab** on Ribbon.
- Select the '**Page Setup**' option from 'Page Setup' group.
- After clicking the Page setup option, the Page Setup dialog will displayed as shown in **Fig. 10.12**.
- Select an appropriate option from '**Slides sized for**' drop-down list.
- As per your requirement select '**width**' option for presentation.
- Enter a number other than 1 in the '**Number slides from**' box.
- Select either the Portrait or the Landscape option for changing the print orientation for slides, Notes, handouts or an outline. When you select Portrait, the slide is taller than it is wide, and Landscape creates slides that are wider than they are tall.

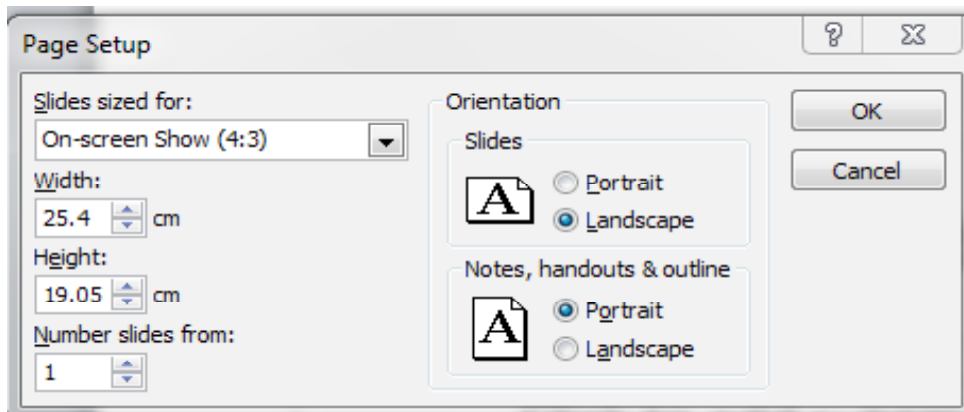


Fig. 10.12: Page Setup dialog

10.5 PRINTING PRESENTATION COMPONENTS

PowerPoint is equally helpful when it comes to printing the slides. It provides various options for your convenience for instance it allows you to print more than one slide perpage when not necessary to save pages and printer ink etc.

Printing a Presentation

- Open the presentation you want to print.
- Select the '**Print**' option from the '**File**' tab. The 'Print dialog box' is displayed as shown in Figure 10.13.
- Select the desired printer from the pull-down list of Printer.

- In Copies sections, make the desired selections.
- As per your need, select other **settings** options.
- To print your presentation, click on the square Print box in the upper left corner.

We advice you to print handsets having 6 slides per page. This reduces the number of page you need to print.

Making Settings in the Print Dialog Box

Once your printer is set up, PowerPoint allows you to print any component of a presentation: slides, notes, pages, handouts and an outline. To print a component, select the Print option from the File menu to display the Print dialog box as shown in Figure 10.13. In this dialog box, you can select the component you want to print, the number of copies, the specific pages to print and other printing options.

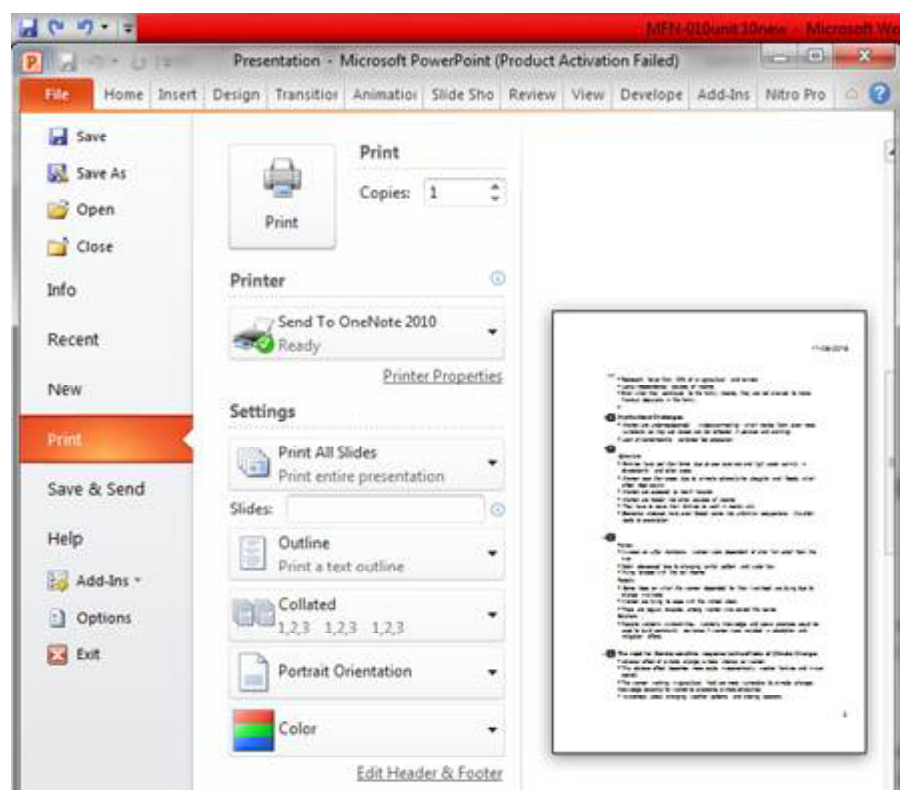


Fig. 10.13: Printing Slides

Printing Different Kinds of Output

The Print what option of the print dialog box controls which type of output you want for your presentation. There are few variables to keep in mind, depending on whether you have chosen to print a slide, an outline, a notes page or handouts. When you are printing slides, the 'Print range' area of the Print dialog box gives you a number of printing options – you can print only the current slide, all slides, the slides selected in the presentation, or a range of slides that you specify.

If you select **Notes pages** in the Print what selection of the Print dialog box, you will print a reduced slide at the top of the page and speaker's notes at the bottom of the page. Since Notes pages print one slide per page, you follow the same basic steps for printing notes pages as for printing slides.

If you select **Handouts** in the Print what selection of the Print dialog box, PowerPoint lets you print by using different layout styles: one, two, three, four vertical or horizontal, six vertical or horizontal, nine vertical or horizontal slides per page. To print selected handout pages, it is not necessary to determine on which page a slide will print. You need to specify the slide numbers – set in the Slide Setup dialog box – that you want to print in the Slides box.

When you print a presentation **outline**, it is printed just as it was last displayed in the Outline view. If you click on the 'Show Formatting' button on the Outline toolbar to display the outline text without formatting, the outline is printed exactly as displayed on screen. After selecting the Outline View option in the 'Print what' section of the Print dialog box, enter the slide numbers that you want to include on the outline page.

10.6 SETTING UP AND RUNNING A SLIDE

SHOW ON SCREEN

One of the most effective ways to present on-screen slide show is on the computer screen, the entire screen area is used, and PowerPoint's title bar, menu bar and toolbars are cleared from the screen. This view helps you to check the final sizes, colours, animation, transitions between slides, sounds and other controls. An on-screen slide show offers several advantages over transparencies or 35mm slides:

- It helps you to easily move around the presentation.
- It makes other information available during the presentation, for example, you can open other computer programs to get additional data, or you can link to a World Wide Web site.
- It enables you to utilize multimedia effects, such as animation and video clips.
- It allows you to annotate your slides as you give your presentation.

Features related to setting and running the slideshow is grouped under the Slideshow ribbon as shown in Fig.10.14.

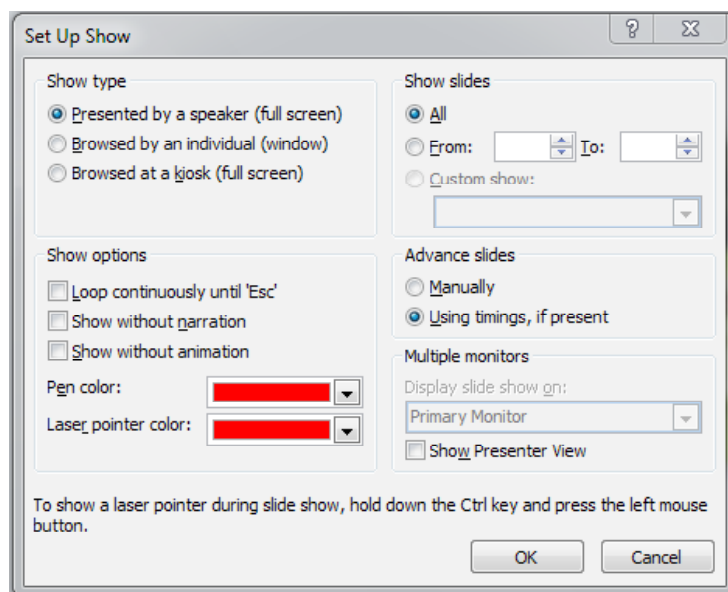


Fig. 10.14: Slideshow ribbon

Running a Slide Show

To run a slide show from within PowerPoint you can follow the following steps:

- Open the presentation for which you want to run the slide show.
- Now, select the **"Slide Show"** tab in the Ribbon (see Fig. 10.14)
- In the **"Start Slide Show"** group, you can either click the **"From Beginning"** button to start the slide show from the first slide or you can click the **"From Current Slide"** button to start your slide show from the currently selected slide in your presentation.
- You can click the screen with your mouse to advance through the slides and animations in your presentation. Once you have viewed the entire presentation, the slide show will close and return to the previous view that was used before PowerPoint ran the slide show **OR**
- To Exit the Slide Show: Press the ESC key on the keyboard.

Setting up a Slide Show

Do the following for setting up a Slide Show:

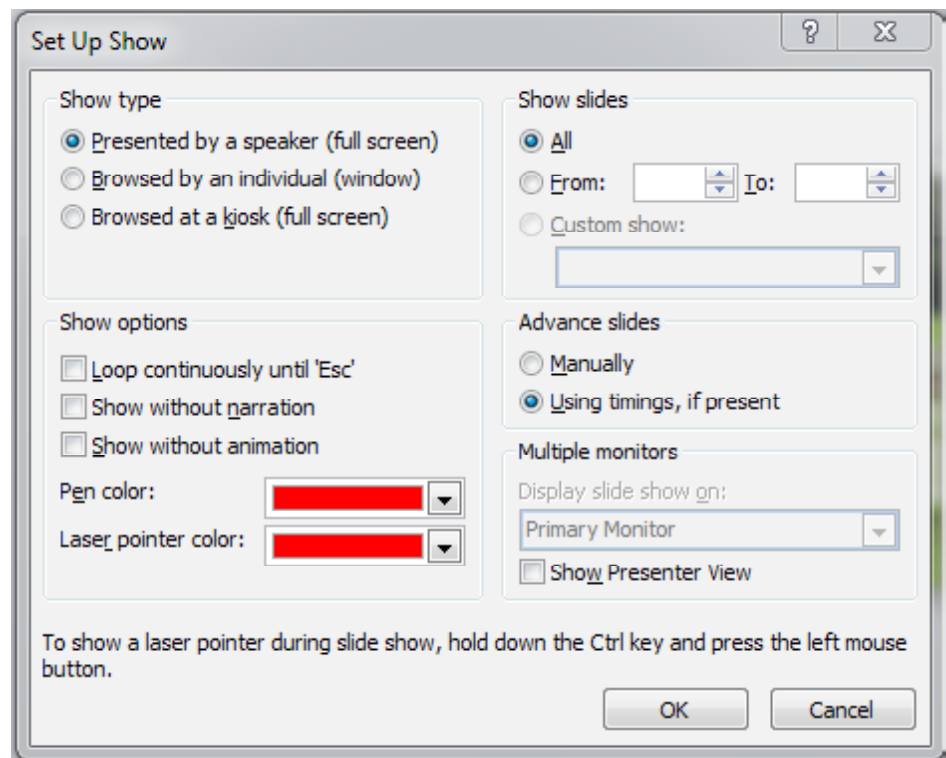


Fig. 10.15: Set up Slide show

- Select the **Slide Show** tab (see Fig. 10.14).
- Click the Set up Show command.
- The Set Up Show dialog box will appear (see Fig. 10.15) in which you have to select as per your requirement such as Show type, Show slides and other various options available for setting up and playing a slide show.
- Click OK to apply the settings to the slide show.

10.7 SETTING TRANSITIONS

Transitions are motion effects that when in Slide Show view add movement to your slides as you advance from one slide to another. There are many transitions to choose from, each one of which allows you to control the speed and even add sound.

There are three categories of unique transitions to choose from, all of which can be found on the Transitions tab. These categories of transitions are Subtle (slight transitions), Exciting (strong transitions) and Dynamic Content (strong transitions that affect only the content, such as text or images).

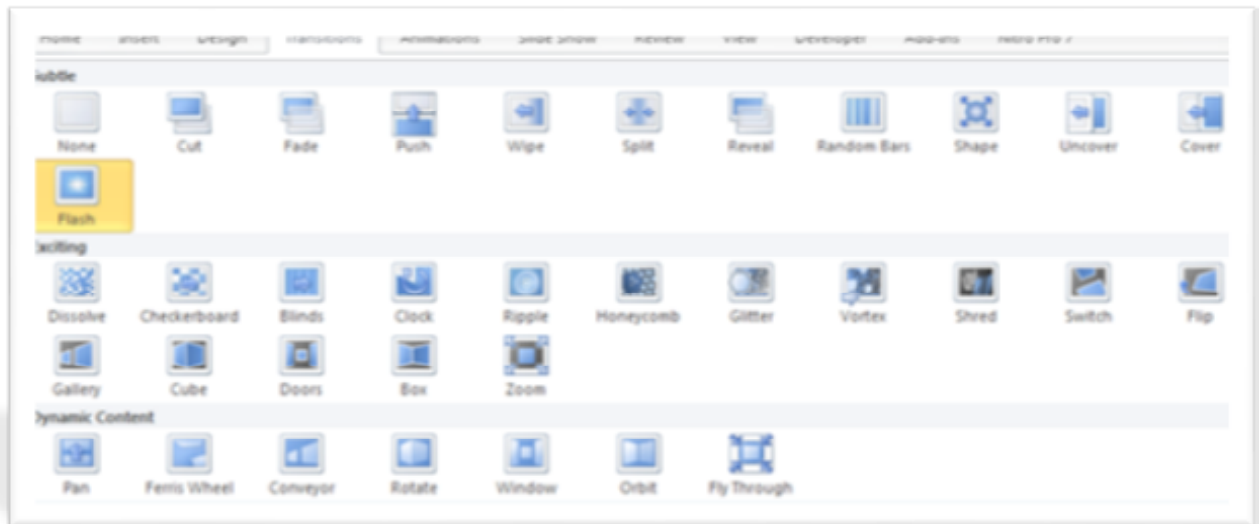


Fig. 10.16: Categories of Transitions

To apply a transition in your slides:

- Select the slide you want to modify.
- Click the **Transitions** tab.
- Locate the **Transition to This Slide** group. By default, none is applied to each slide.
- Click the More drop-down arrow to display all of the transitions.
- Select any transition to apply it to the selected slide. This will automatically preview the transition as well.

10.8 LET US SUM UP

After all the presentation-related knowledge that we tried to give you, we would like you to be creative and explore the MS PowerPoint, as the exploration itself will be a learning experience.

This unit was heavy but by no means was meant to scare you or put you off rather we would like you to go through each section as slowly as you are comfortable but practicing simultaneously on a computer is important.

After sufficient practice, soon you would be making some professional presentations Yourself!

10.9 CHECK YOUR PROGRESS EXERCISE

1. What is a presentation?
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2. What is Clip Art? How to Insert Clip Art on a Microsoft PowerPoint Slide?
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3. How does PowerPoint allow you to print any component of presentation?
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4. How can you add audio file in presentation?
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5. Can you print more than one slide per page, if yes then how?
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6. What is transition?
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10.10 ANSWER TO CHECK YOUR PROGRESS EXERCISE

1. Presentation is basically a sequence of slides that are displayed in a succession to the audience to give an explanation on a topic.
2. Clip Art is a collection of media files (images, videos, audio, and animation files) that Microsoft includes with the PowerPoint application. If your computer has an Internet connection, then you can also access Office.com to search for images.

To insert clip art on a PowerPoint slide, follow the steps below:

- Click Insert Tab;
 - Go to Images group in PowerPoint 2010
 - Then you will view the Clip Art button there.
 - After selecting Clip Art button, Clip Art Gallery will open on the right side of screen.
 - Search images as per your need and click anyone image.
 - Selected image will be displayed on the slide.
3. Once your printer is setup, PowerPoint allows you to print any component of the presentation. To print a component, select the Print option from the File menu to display from print dialog box. In this dialog box you can select the component you want to print, number of copies and specific page to print.
 4. To insert audio file, select **Audio** as media type and **Audio from File** to insert an Audio from your computer or hard drive. In the Insert Audio dialog box, browse for an audio file and click Insert.
 5. Yes, we can print more than one slide per page. For this, Go to the File menu and choose Print. In settings, you will see a Full Page Slides pull down menu at the center of the window in which select Handouts. Then choose 9 Slides Vertical or 9 Slides Horizontal option.
 6. Slide transitions are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation.