

---

# UNIT 9 INTRODUCTION TO MICROSOFT POWERPOINT

---

## Structure

- 9.1 Introduction
- 9.2 Objectives
- 9.3 Getting Started
- 9.4 Basic Operation on Presentation
  - 9.4.1 Creating New Presentation
  - 9.4.2 Save the Presentation
  - 9.4.3 Opening Existing Presentation
  - 9.4.4 Closing Presentation
- 9.5 Inserting and Deleting Slides
- 9.6 Viewing a Presentation
  - 9.6.1 Normal View
  - 9.6.2 Slide Sorter View
  - 9.6.3 Notes Page View
  - 9.6.4 Reading View
- 9.7 Entering and Editing Text
- 9.8 Enhancing Text Presentation
- 9.9 Working with Colour and Line Style
- 9.10 Adding Headers and Footers
- 9.11 Let Us Sum Up
- 9.12 Check Your Progress Exercise
- 9.13 Answers to Check Your Progress Exercise

---

## 9.1 INTRODUCTION

---

Microsoft PowerPoint is a presentation software which is part of the Microsoft office software. PowerPoint is a commercial presentation application written and distributed by Microsoft.

PowerPoint makes it easy to create, collaborate, and present your ideas dynamically and visually. PowerPoint is used to create overhead transparency, 35mm slides, Photo Print or on-screen presentations. You can insert pictures, sounds, animation and type text in presentations along with integration with other Microsoft Office products like Excel.

There are Auto Layouts and templates that make the creation of presentation simple. PowerPoint offers a way to preview show, add special effects to the slides as displayed on-screen and rehearse the timings of each slide. By default, documents saved in PowerPoint 2010 are saved with the .pptx extension whereas the file extension of the prior PowerPoint versions is ppt.

## 9.2 OBJECTIVES

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

- create a PowerPoint presentation,
- insert and delete slides in new presentation,
- view a presentation,
- using colours in presentation, and
- add header and footer.

## 9.3 STARTING POWERPOINT

In this section, you will understand how to get started with PowerPoint 2010. To access PowerPoint 2010, you must have Microsoft Office 2010 installed in your PC.

- To start **POWER POINT**,
- Click on the **Start** button
- Place the pointer on **Programs**; a sub-menu of Programs is displayed.
- In this menu, search for **Microsoft Office** and click on it.
- Now, select **Microsoft Office Power Point 2010** from the sub-menu and click it.

This will launch the Microsoft PowerPoint 2010 application and you will see the following presentation window.

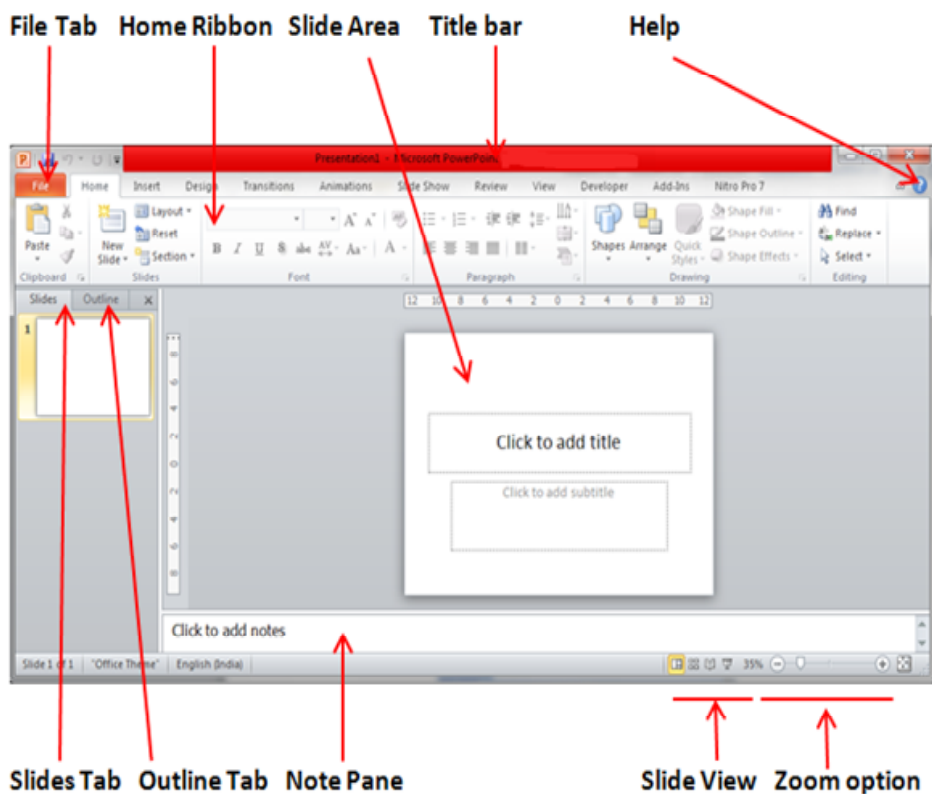


Fig. 9.1: Screen Layout of Power Point 2010

You will see the default opening screen is actually composed of three parts:

- The Slides/Outline tabs on the left which displays thumbnails or lists of all slides
- The main Slide pane/area (center) which allows you to work on individual slides.
- Notes Pane (bottom): In the Notes pane, you can type notes about the current slide. You can distribute your notes to your audience or see your notes in Presenter view when you give presentation.

Here are some important features of standard PowerPoint Window which are necessary to learn before going in details of technical instructions on how to create a Power Point presentation. Let's get familiar with these features:

### **Title Bar**

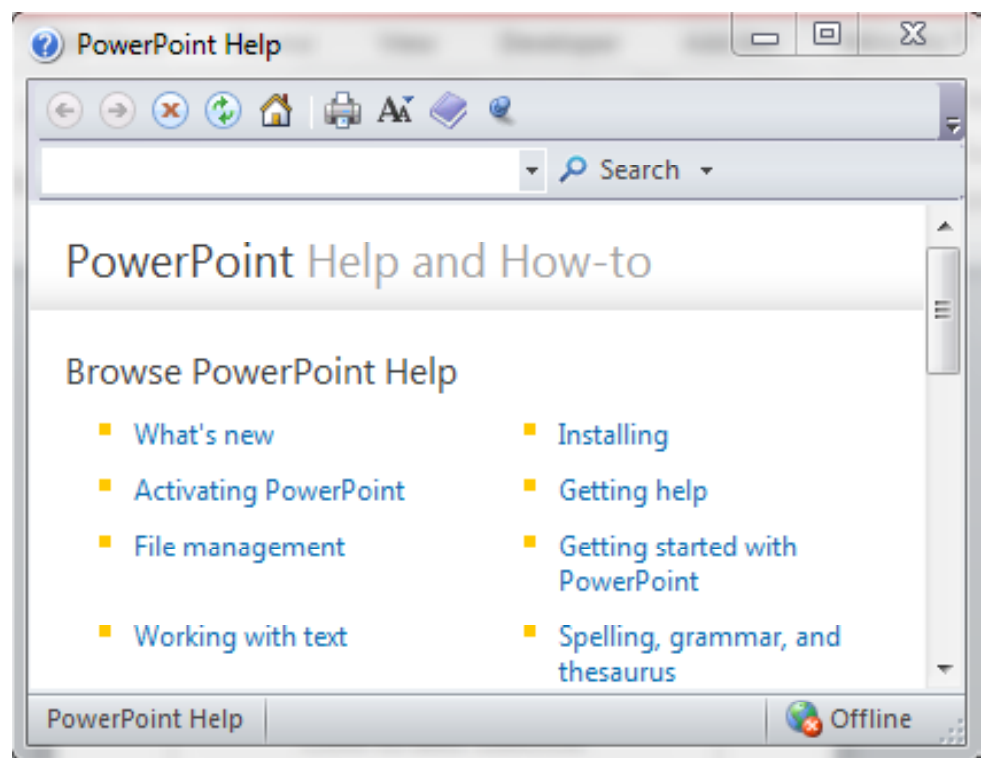
This is the top section of the window. It shows the name of the file followed by the name of the program which in this case is Microsoft PowerPoint.

### **Slide Area**

This is the area where the actual slide is created and edited. You can add, edit and delete text, images, shapes and multimedia in this section.

### **Help**

The Help Icon can be used to get PowerPoint related help anytime you need. Clicking on the “?” opens the PowerPoint Help window where you have a list of common topics to browse from. You can also search for specific topics from the search bar at the top.



**Fig. 9.2: Help Window**

## Quick Access Toolbar

The Quick Access Toolbar is located just under the ribbon. This toolbar offers a convenient place to group the most commonly used commands in PowerPoint. It contains functions that you may want to use with ease. You have already studied this toolbar in previous unit 5 of this course module. You can customize the Quick Access Toolbar in PowerPoint 2010 as similar to MS Word 2010.

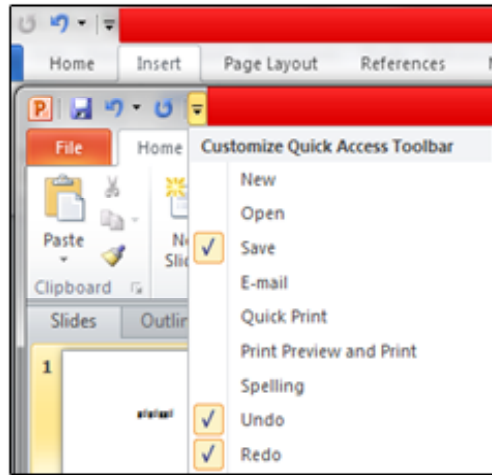


Fig. 9.3: Quick Access Toolbar

## Slides Tab

This section is available only in the Normal view. It displays all the slides in sequence. You can add, delete and reorder slides from this section.

## Outline view

It displays only the text of multiple slides in the outline form as shown in Fig. 4. A special set of tools appears to the left of the presentation text in the Outline view. A numbered slide icon is displayed to the left of each slide's title. If a slide contains no pictures or graphics, the slide icon is empty except for a narrow line near the top indicating the title. If the slide contains a picture or other objects, the slide icon also contains a graphical representation.

In this view, you can edit the displayed text, delete slides and even cut and paste slides from one location to another. Cutting and pasting is possible within the same presentation or between different presentations.

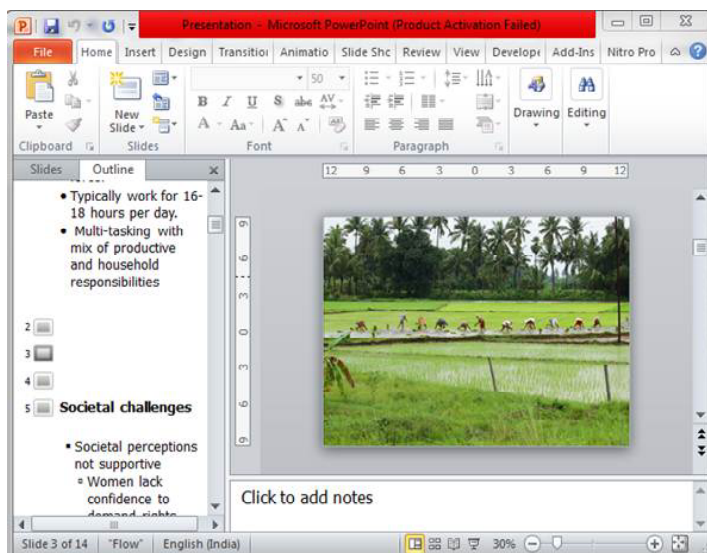


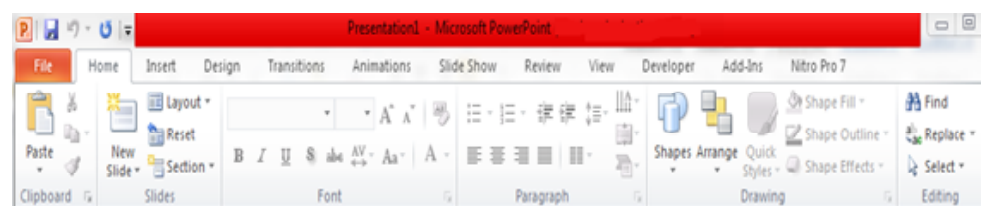
Fig. 9.4: Outline view

## File Tab

You can use this tab for basic file operations such as opening, saving, sharing, exporting, printing and managing your presentation. You can create new presentations based on blank or predefined templates. It also consists of options for settings in PowerPoint.

## Ribbon

The ribbon provides all the features to you in MS PowerPoint. It contains main tabs and its subsequent features. Each tab of Ribbon is divided into Groups such as Home tab contains Clipboard, Slides, Font, Paragraph, Drawing and Editing. Each group has also a triangular icon in the lower right hand corner, clicking this will bring up an additional menu window. The Ribbon contains some other tab options such as Insert, Design, Transitions, Animations, Slide Show, Review and View.



**Fig. 9.5: Home Tab**

## Home Tab

The Home tab includes many command groups such as Clipboard functions, manipulating slides, fonts, paragraph settings, drawing objects and editing functions. This group contains many commands for creating and manipulating presentation. For example, Font group is collection of drop-down menu and button options that are used for formatting a Presentation.

**Insert**

You can add variety of images, shapes, Chart, table, SmartArt and WordArt to the Presentation. The Insert tab is collection of commands related to tables, Illustrations, links, Header & Footer, text and Symbols.

## Design

The Design tab has features that allow you to manipulate the Page Setup, background and Colour themes of a Presentation.

## Animations

Using Animations tab, you can add, customise, and preview animations and transitions between slides.

## Slide Show

The Slide Show tab is used for managing the setting for showing presentations. It allows you to select how your presentation will be displayed.

## Review

The Review tab allows you to make changes to your documents and correct spelling and grammar errors.

This tab features provides options to show the presentation. The view tab allows you to set the view of presentation (i.e. normal, slide sorter), show/hide feature and zoom your presentation.

## 9.4 BASIC OPERATION ON PRESENTATION

In this section, you will learn about how to create a new presentation, open existing slides, saving and closing presentation.

### 9.4.1 Creating New Presentation

PowerPoint offers a variety of ways to create a new presentation. You can create the presentation by using a wizard or templates, or you can create blank presentations that contain no Colour or style or enhancements.

When you will open PowerPoint for the first time, the program should open a blank slide (refer to Fig. 9.1).

#### Creating a Blank Presentation

Blank Presentation creates the default templates called Default Design that uses no Colour and styles or enhancements. When you create a blank presentation, you have a full control of the Colour scheme, layout and style on your slides. You can add a template, Colours and other enhancements selectively at any time by using the menu or toolbar command.

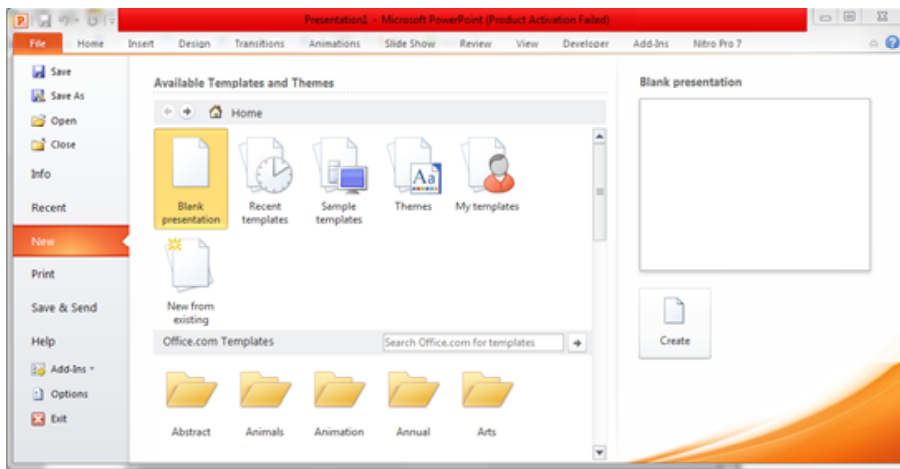


Fig. 9.6: File Tab and their options

You can do the following for creating a new presentation:

- Select the **New** option from the **File tab**. A new presentation dialog box is displayed as shown in Fig. 9.6.
- Select the **Blank presentation** and click on the **Create** button.
- A New presentation slide is displayed on the screen (see Fig. 9.1).

#### Creating a Presentation Using a Template

When predefined slide and title, Colour schemes and graphics elements are saved in a presentation file, it is called a presentation template. Using Installed themes option, you can use these template to create new presentation with same formatting.

You can do the following for creating a new presentation using a template:

- click on **File Tab** and select **new** command
- click on **Templates** (see Figure 9.6) or Installed Themes
- Select create button to display a new presentation.

Now, a new presentation is displayed on screen (see Fig. 9.7)

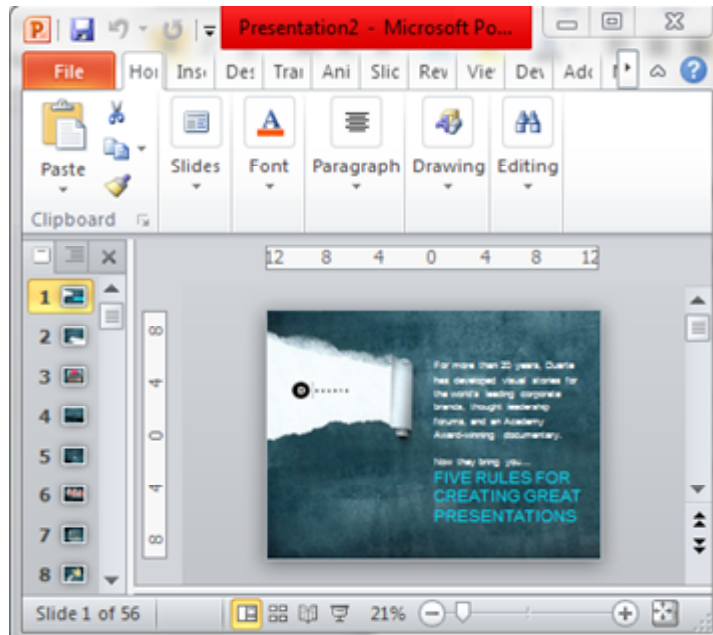


Fig. 9.7: New Presentation with Templates

## 9.4.2 Save the Presentation

You can save your presentation using Save or Save As option. The **Save** is used to save the presentation. For the first time, it will ask for filename and save as type. The **Save As** option may be used when you are sending the presentation to someone who have different version of PowerPoint or you want to store the presentation in a different location with different name.

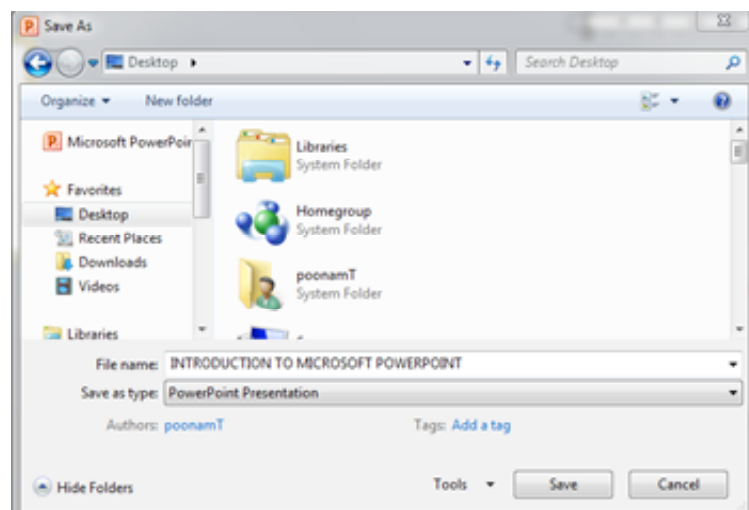


Fig. 9.8: Save dialog box

To do this,

- Click **File tab**
- Select **Save** or **Save As** and a dialog box will appear.
- Give filename with file type and select location of the filename
- Click on save button to store the presentation in hard disk. (see figure 9.8)

### 9.4.3 Opening Existing Presentation

You can open an existing power point presentation using **File** tab and **open** command. You can also use '**Recent Documents**' from File tab to open existing presentation which lists all current presentation.

When you select open command (see Fig. 9.6) from File tab to open existing presentation, a dialog box will appear (see Fig. 9.9), select the name of the presentation and click on open button to open a presentation.

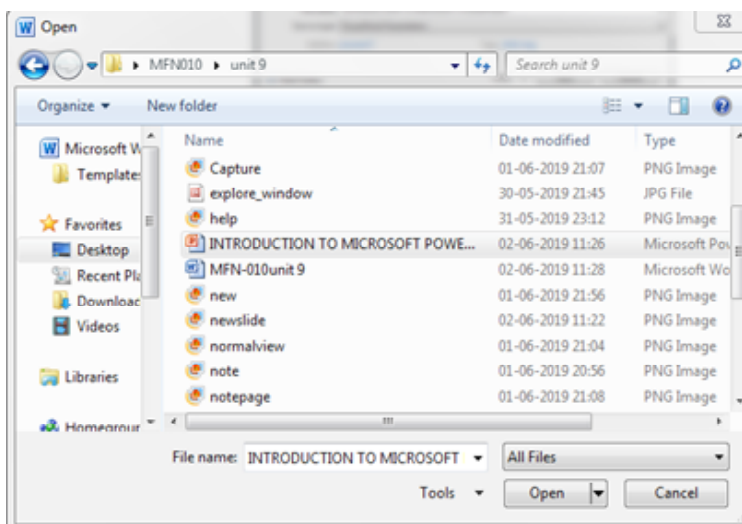


Fig. 9.9: Open Dialog box for opening a Presentation

### 9.4.4 Closing Presentation

When you finished your work on a presentation, you can close it. Closing a presentation means it frees up computer memory for other activities. For closing presentation, click the **File tab** and **Close** (see Figure 9.6)

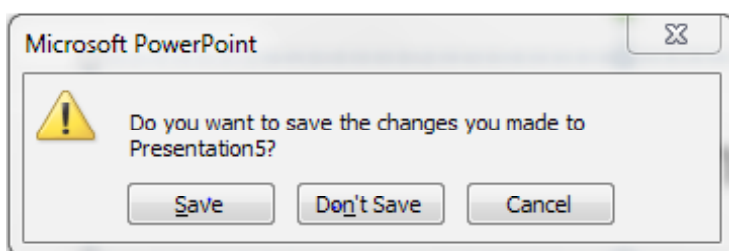


Fig. 9.10: Close dialog box

If the current presentation is unsaved, PowerPoint will display a dialog box, as shown in Fig. 9.10 asking to save the current presentation with Yes and No options. Select 'Yes', if you want to save file, No if you do not want to save the file or cancel to return to your file without saving it.



## 9.5 INSERTING AND DELETING SLIDES

In previous section, you have created presentation. After this, you can insert additional slide or delete slides wherever necessary in your presentation.

### Inserting Additional Slides

Using the following, you can insert additional new slide to the presentation. For this, do the following:

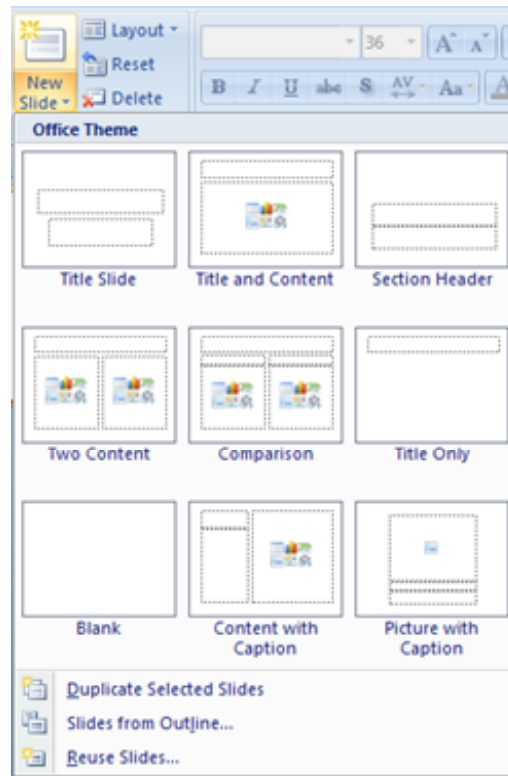


Fig. 9.11: New Slide Options

- Select **New Slide** option on Slides group of **Home** tab.
- After this operation, you will find more new slides format. You can select any of them according to your need such as title slide, title with content, Section header, blank slide or duplicate slide. (see **Fig. 9.11**)

### Deleting Slides

To delete the slide, do the following:

- Select the slide to be deleted 'and right click on it. (see **Fig. 9.12**)
- A shortcut menu will be open and select Delete Slide option.
- Your selected slide will be deleted from presentation.

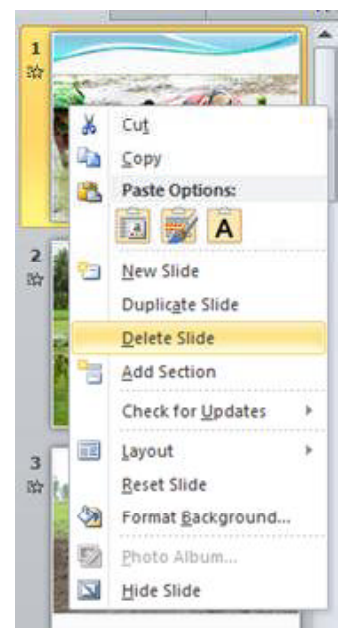


Fig. 9.12: Delete Slide Menu

## 9.6 VIEWING A PRESENTATION

There are many views to view a PowerPoint Presentation. Each view has a particular purpose and advantage. You can either select the Presentation Views option from the View tab on Ribbon or select views using the view buttons located to the left of the Zoom control, near the bottom of the screen.

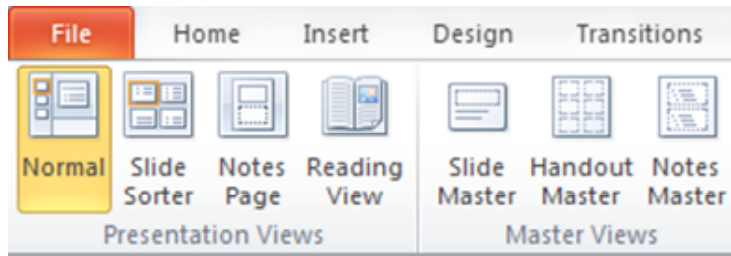


Fig. 9.13: Viewing Presentation options

The four different Presentation Views (see Fig. 9.13) available in PowerPoint are as follows:

- Normal view
- Slide Sorter View
- Notes Page
- Reading view

### Normal view

This displays page in normal view with the slide on the right and a list of thumbnails to the left.

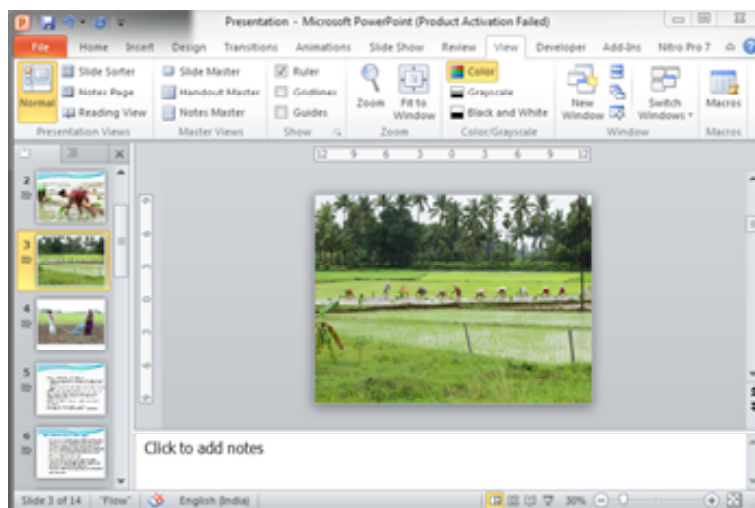


Fig. 9.14: Normal View

This view allows you to edit individual slides and also rearrange them. It displays all the slides in sequence. This view also has Notes Page Pane at the bottom of the screen. This is the default view when you first open PowerPoint. In this view, all the menus and toolbars are available for use. You can **add**, **delete** and **reorder** slides from this section.

Slide Sorter view

Slide Sorter view gives you a miniature picture of each slide. This view only allows you to rearrange the slides but not edit the contents of each slide.

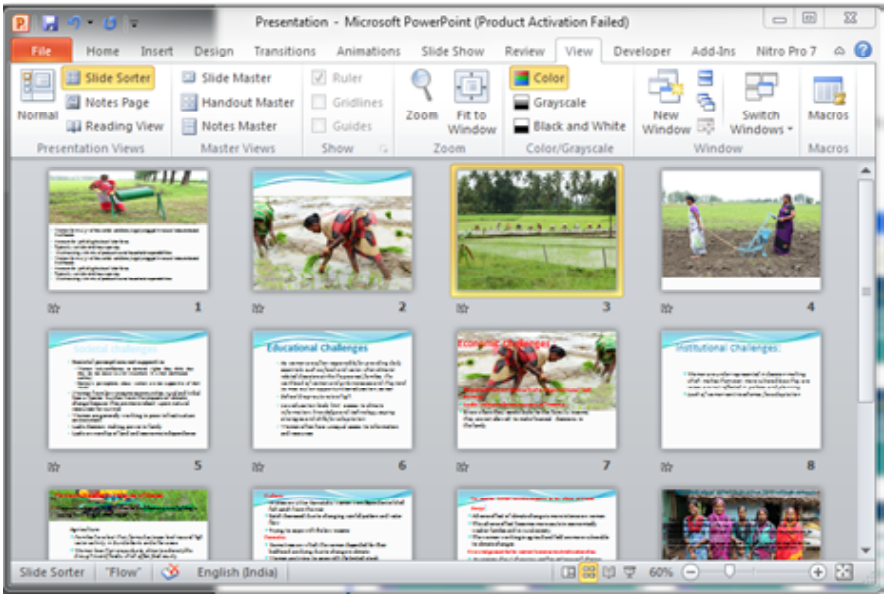


Fig. 9.15: Slide Sorter view

Notes Page

This section allows you to add notes for the presentation. These notes will not be displayed on the screen during the presentation; these are just quick reference for the presenter.

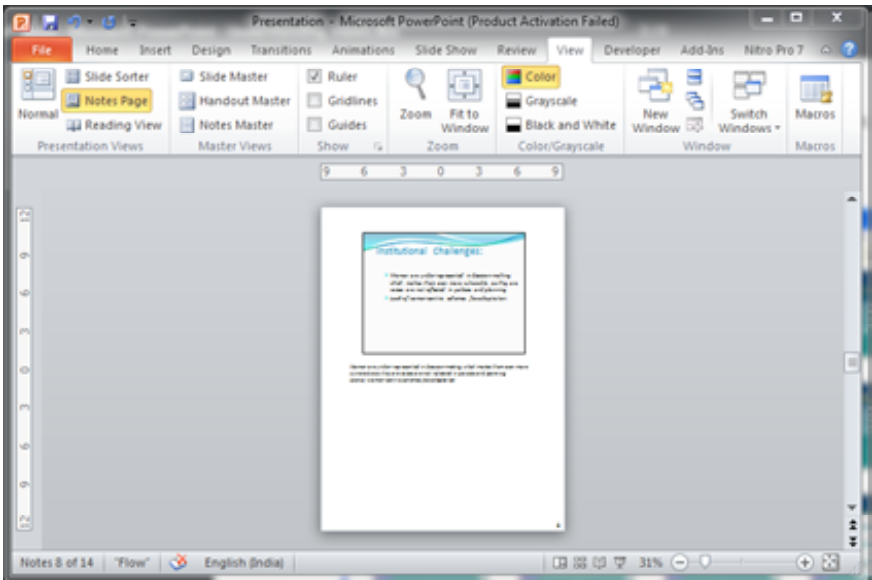


Fig. 9.16: Note Page View

Reading View

Reading View shows the slide that fits within the window and you can change to this view when you want to proof read or rehearse.

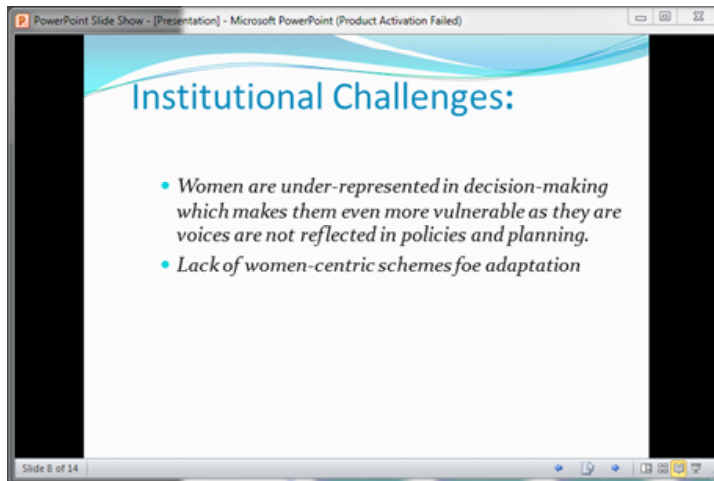


Fig. 9.17: Reading View

### Zoom Options

PowerPoint displays the Presentation at a present percentage of its full size. The zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out, you can click on the - and + buttons to increase or decrease the zoom factor. The maximum zoom supported by PowerPoint is 400% and the 100% is indicated by the mark in the middle.

The percentage PowerPoint uses varies, depending on your video driver, the screen resolution you use, and the size of your monitor.

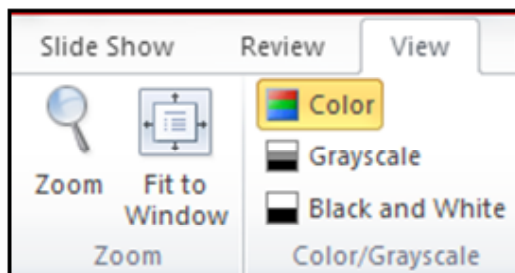


Fig. 9.18: Zoom option on View tab

To specify the zoom percentage:

- Select the Zoom option from the Zoom group under View tab on Ribbon.
- A zoom dialog box is displayed as shown in **Fig. 9.19**.

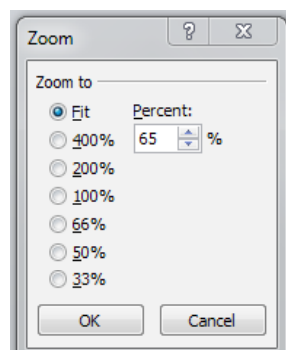


Fig. 9.19: Zoom window

- Select the percentage.
- Click on the OK button.

---

## 9.7 ENTERING AND EDITING TEXT

---

Text is one of the most important components of any application. Every slide in a Presentation contains text of some kind, even if it is just the title. Entering and editing text in PowerPoint is similar to entering and editing text in any Office application.

Entering text using Title content layout of slide is simple. You must use it as far as possible. In this case, when you insert a new slide, select its layout as title at content and then click on title to enter the title and in the content to enter the bulleted list of points. If you want to add new text objects other than the bulleted list of points. If you want to add new text objects other than bulleted points, you can follow the following process:

- Select the Text Box button from the Text group of Insert tab on Ribbon.
- Place the pointer where you want the text box to appear.
- Click on the left mouse button. A text box is displayed with the insertion point as shown in Fig. 9.20.
- Type the desired text in the text box. The text box expands to accommodate the text you enter. If you want to type on a new line, press Enter.

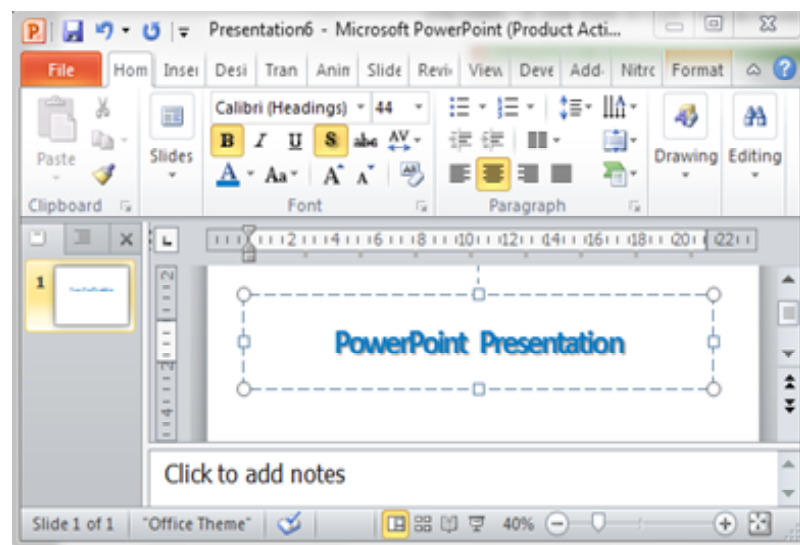


Fig. 9.20: New Text Object creation

### Changing Text and Correcting Errors

Click on the text object to make changes. An insertion point is displayed, indicating that you can edit the text. You can use the Cut, Copy, Paste options from the Clipboard group of Home tab.

When you finish editing text, deselect the object by clicking on a blank area of the slide or the gray border around the slide.

---

## 9.8 ENHANCING TEXT PRESENTATION

---

### Enhancing Text

PowerPoint provides many text enhancing functions including changing placements, selecting fonts, changing text style, colour, size and adding special effects like underline, shadow, and so on.

## Changing Line and Paragraph Spacing

PowerPoint helps you to set the spacing between lines as well as the space before and after paragraphs.

- Select the text for which you want to change line or paragraph spacing, either in the master or on the individual slide.
- Select the **Home** tab.
- Under this tab, click on right corner of the **Paragraph group** option.
- A window will appear in which you can give appropriate value for spacing between lines as well as the space before and after paragraphs (see **Fig. 9.21**)

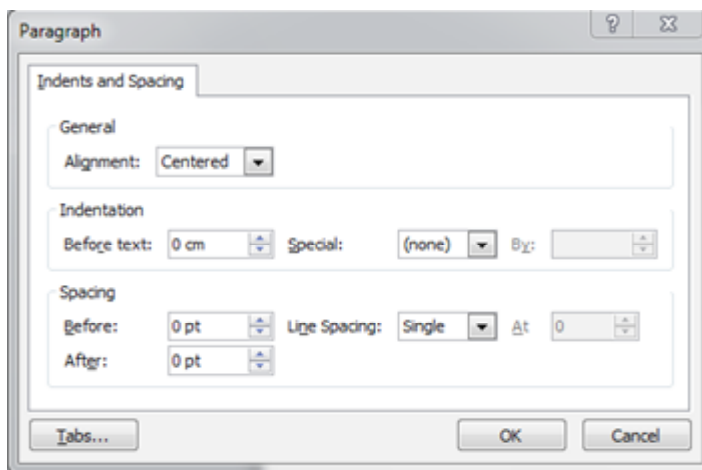


Fig. 9.21: Paragraph Spacing option

## Aligning Text

Alignment is the way text is placed between the margin of a slide or a text box. In presentation slides, text is generally left-aligned for paragraphs or bullets. You can align text using the buttons given below on the Paragraph Group option under Home tab. You can align your text as left, center, right and Justify.

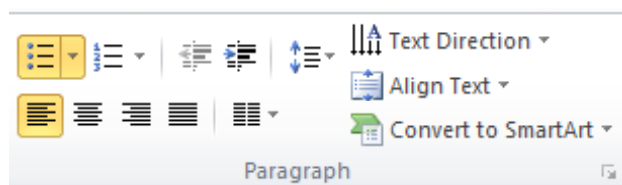


Fig. 9.22: Alignment option

## 9.9 WORKING WITH COLOUR AND LINE STYLE

All objects that you draw in PowerPoint except a line have a fill Colour, line Colour and line style. For any object, you can turn off the line colour and fill colour. In most templates, an object's line is a narrow solid line. You can select any one of the wider line styles or any one of the double or triple lines. You can change a solid line to dashed, dotted, and soon, by selecting one of the dash style options. You can also add arrow heads to either end or to both ends of the line or arc.

## Choosing Fill Colour, Line Colours and Line Styles

You can change an object's Fill Colour in PowerPoint.

- Select the object.
- After your selection, a Format tab will enable as drawing toolbar.
- Click on it. It will show many group options such as Insert Shapes, Shape style, WordArt Styles.
- Here, you can select any command like Shape Fill, Shape Outline, Shape effects, Text Fill, Text outline and Text Effects.

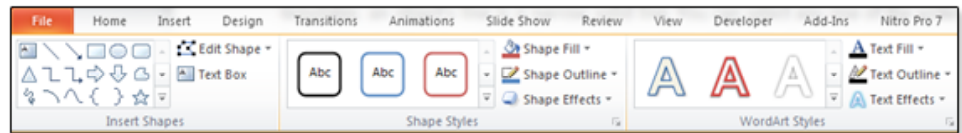


Fig. 9.23: Format tab

## 9.10 ADDING HEADERS AND FOOTERS

Header is a text element shown at the top margin of a document while footer is a text element shown at the bottom margin. You can add header and footer to your slides, presentation notes and audience handouts. Headers and footers appear on every slide. You can choose not to have them appear on the title slide. They often include information such as the presentation title, slide number, date, and name of the presenter.

You can do the following for adding Header and Footer in your presentation:

- Click the Insert tab, and then click the Header & Footer button under the Text group.
- A window will open (see Fig. 9.24). Here, you can click the Slide or Notes and Handouts tab.
- Enter or select the information you want to include on your slide or your notes and handouts.
- If you don't want to include a header and footer on the title slide, select the 'Don't show on title slide' check box.
- Click "Apply" to apply your selections to the current slide (if available), or click "Apply to All" to apply the selections to all slides.

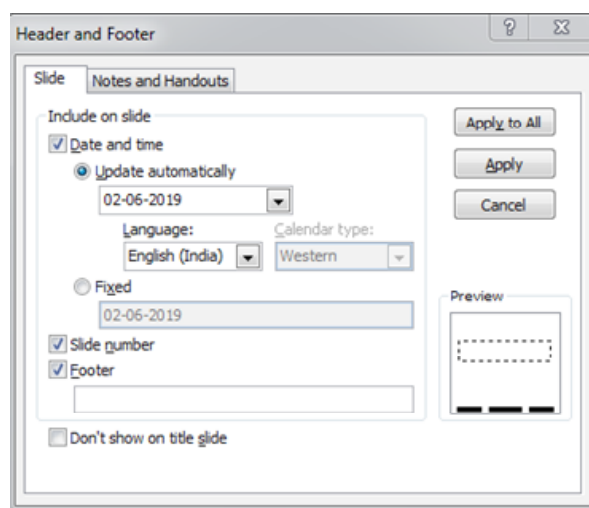


Fig. 9.24: Header and Footer

---

## 9.11 LET US SUM UP

---

This Unit provides a basic knowledge on Microsoft PowerPoint software. After this unit, you are able to create a Presentation using a Blank Presentation or the Template, insert and delete slides in new presentation,

There are many views to view any Presentation such as Normal view, Slide Sorter View, Notes Page and Reading View. Normal view allows you to edit individual slides and also rearrange them. Slide Sorter View can be used to alter the order of the slides. Notes Page View allows you to add notes for the presentation. Whereas Reading View shows the slide that fits within the window and you can change to this view when you want to proof read.

PowerPoint provides you all the editing functions you need to create an effective presentation. Changing the look of a presentation is simple and easy with colour scheme and colours and line styles. Templates determine the colour scheme, frame, font size and type and other characteristics that alter a slides appearance.

PowerPoint provides many text enhancing functions including changing placements, selecting fonts, changing text style, colour, size and adding special effects like underline, shadow, and so on. You can also add Header and Footer in your Presentation.

---

## 9.12 CHECK YOUR PROGRESS EXERCISE

---

1. What is PowerPoint Software?

.....

.....

.....

2. What is a presentation template?

.....

.....

.....

3. How do you create a blank presentation?

.....

.....

.....

4. Create a PowerPoint Presentation and try to insert slides before and after any Slide.

.....

.....

.....

.....



5. How do you specify the zoom percentage?  
.....  
.....  
.....
6. How can you insert date into the footer in the power point presentation?  
.....  
.....  
.....
7. Name any two view options available in PowerPoint.  
.....  
.....  
.....
8. Try to view the Presentation using the views that PowerPoint Software Presentation provides.  
.....  
.....  
.....
9. Write a text paragraph in the Presentation and try to change the text colour. Use header and footer in the Presentation.  
.....  
.....  
.....

---

### 9.13 ANSWER TO CHECK YOUR PROGRESS EXERCISE

---

1. PowerPoint 2010 is presentation software that allows you to create dynamic slide presentations that can include animation, narration, images, and videos.
2. When predefined slide and title, colour scheme and graphic elements are saved in a presentation file it is called a presentation template.
3. To create a new blank presentation:
  - Click the File tab.
  - Select New.
  - Select Blank presentation under Available Templates and Themes. It will be highlighted by default.
  - Click Create. A new blank presentation appears in the PowerPoint window.

4. This is practice exercise. Do it yourself.
5. To specify the zoom percentage:
  - Select View tab
  - Click on Zoom option on Zoom group.
  - A zoom dialog box is displayed.
  - Select the percentage.
  - Click on the OK button.
6. To insert the date into the footer, click on the Header & footer button under the Text group of Insert tab. This will display the Header & Footer dialog box. Click on the Date & time check box. The date & time option will be activated.
7. The name of two view options available in PowerPoint is Normal view and Slider Sorter view. (Note: Other view options available are Reading view, Note Page view).
8. This is practice exercise. Do it yourself.
9. This is practice exercise. Do it yourself.