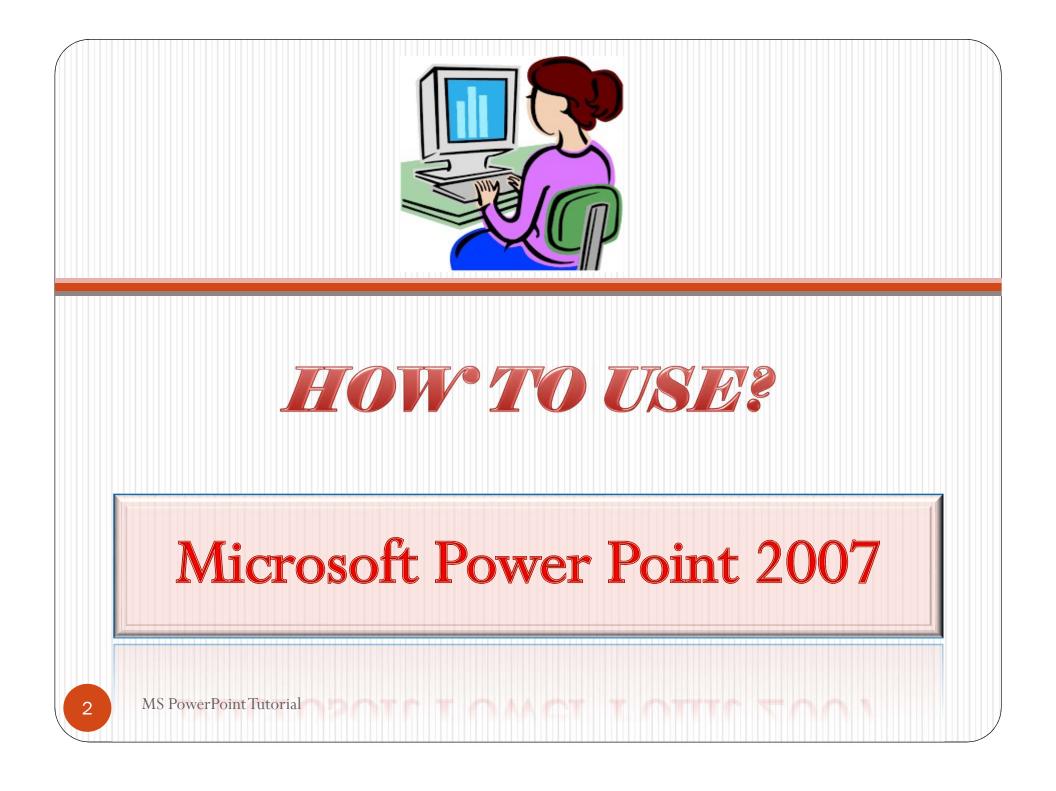


#### **Prepared By:- Pramod G. Hedau**

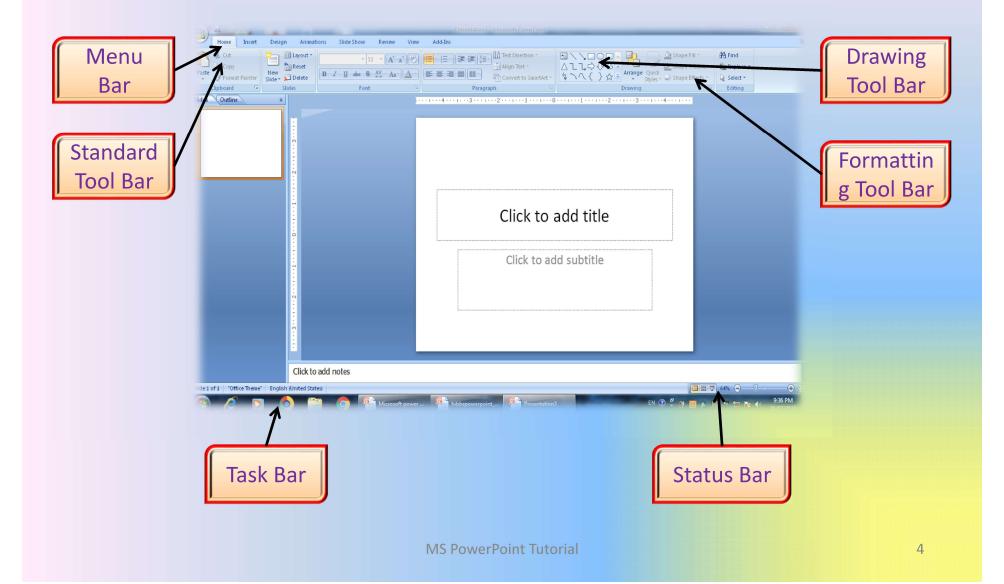
MS PowerPoint Tutorial



### What is Power Point?

Power point is a Microsoft presentation program that creates a slide show of important information, charts and images to display during a presentation. It is most often used for business and school presentation.

#### Learning the Tool Bar



#### Power Point Ribbon

- During this presentation, we will refer to the PowerPoint "Ribbon" in terms of navigating the program.
- The Ribbon is the strip of buttons across the top of the main window.
- Users can access anything the program has to offer through the Ribbon.

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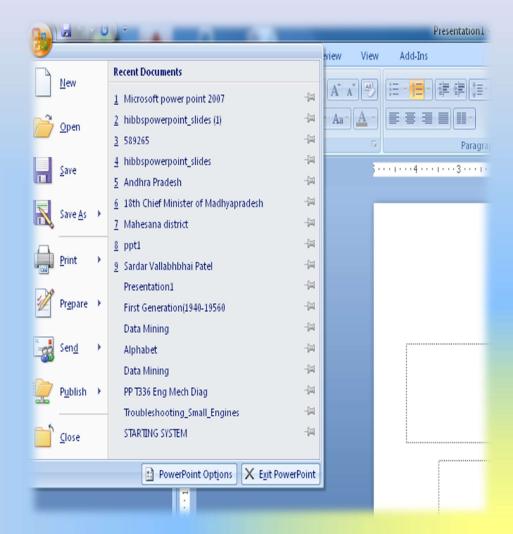
## Office Button

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## File Menu

- 1. New: For Creating new Presentation, Short cut (ctrl + N)
- 2. Open: For Opening Existing Presentation, Short Cut (Ctrl + O)
- 3. Save: for Saving your presentation, Short cut (Ctrl + S)
- 4. Save As: save currently open document with another name, Short cut (ctrl + A)
- 5. Print: To print the presentation, Short cut (Ctrl + P)
- 6. Send: To send the document through Email, Fax and Bluetooth
- 7. Close: To close the Program, Short cut (Ctrl + C)

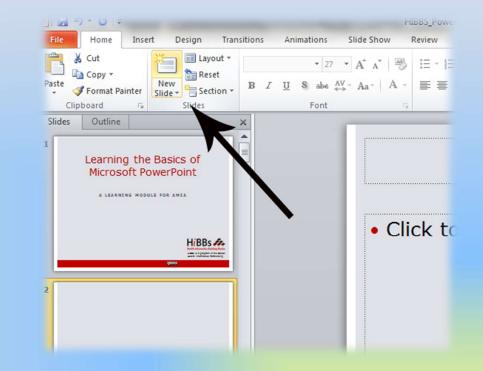


## Home Menu

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### Add Slide

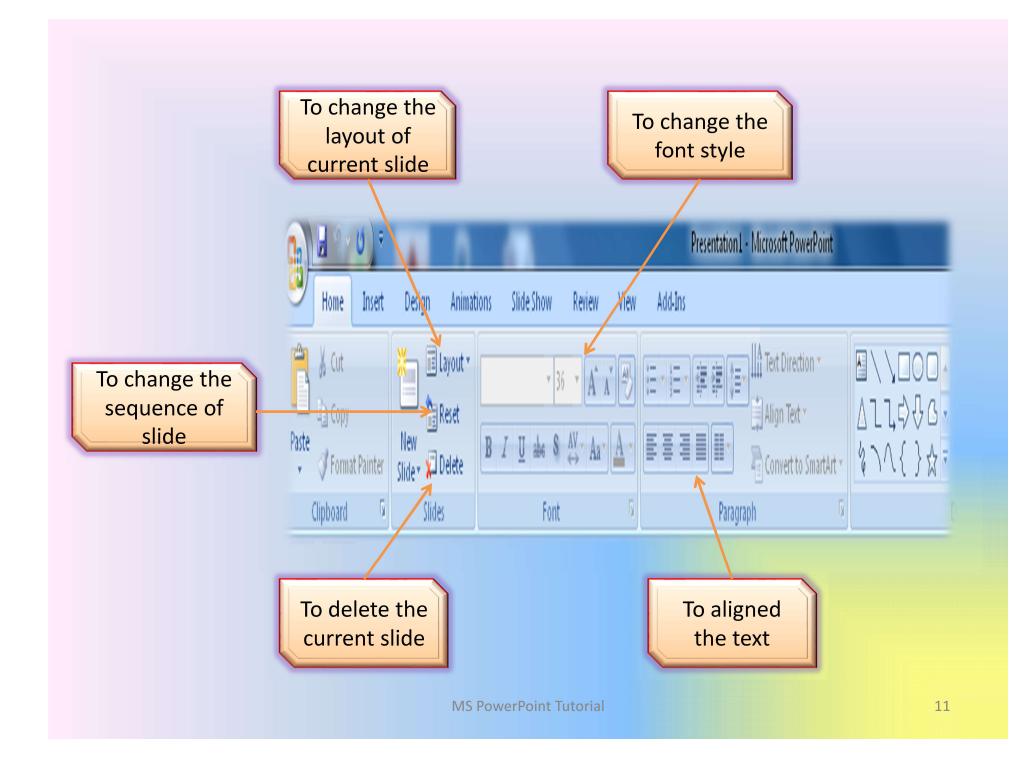
- Go to the "Home" ribbon and select the "New Slide" button
- Select the Slide Pane and press "Enter"



#### **Format Fonts**

- Go to the "Home" ribbon then make changes to the font size and style of the text.
- This Home tab also allows you to change all aspects of the font size and style.

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# Insert Menu

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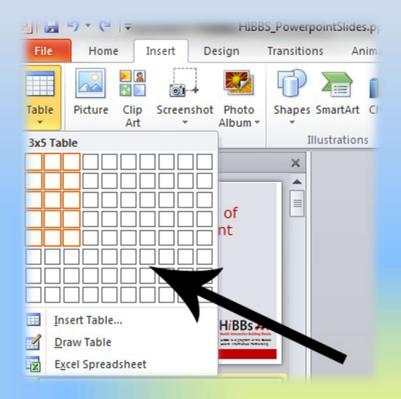
#### **Insert Pictures from Files**

- Go to the "Insert" ribbon then select "Picture"
- Locate the image file from the folder to where it is saved.
- Select "Insert" from the dialog box.



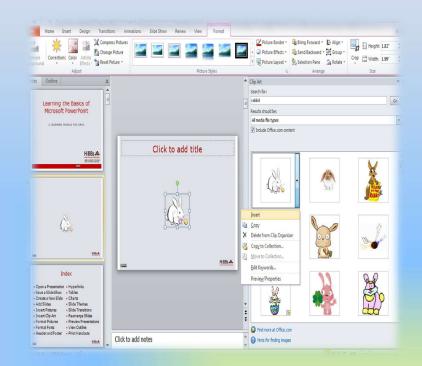
#### **Insert Tables**

- Go to the "Insert" ribbon then select "Table"
- Move the mouse over the table illustration to select the size of the table you would like to use.



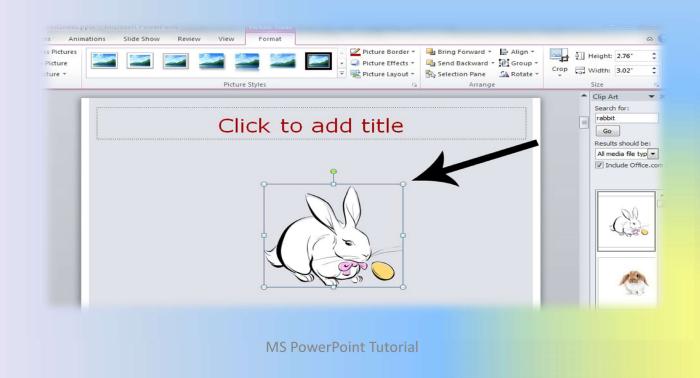
### **Insert Clip Art**

- Go to the "Insert" ribbon then select "Clip Art"
- Enter search terms in Clip Art search pane on the right and select image.



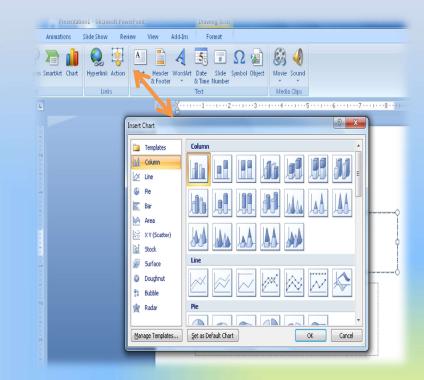
#### **Format Pictures**

- To resize the image, click on the picture to surround the image with a blue box.
- Drag the corner dot away from the center to make it larger and toward the center to make it smaller.



#### **Insert Charts**

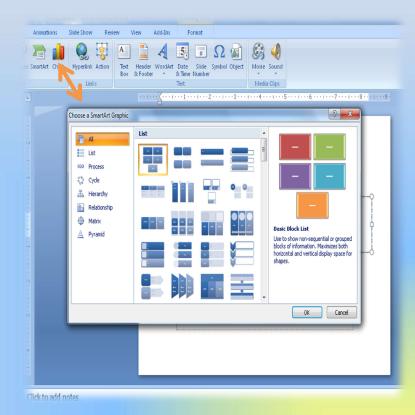
- Go to the "Insert" ribbon then select the "Chart" button.
- Option to choose from Area, Bar, Line, Pie and several other Chart Options.



#### **Insert Smart Art**

- Go to the "Insert" ribbon then select the "Smart Art" button.
- Smart Art graphics

   ranges from graphical
   list and process diagram
   to more complex
   graphics, such as Venn
   diagrams and
   Organization charts.



### Insert a Hyperlink

- Go to the "Insert" ribbon then hover over "Links" then select "Hyperlink"
- Copy and Paste the Link from the website into the "Link" box.

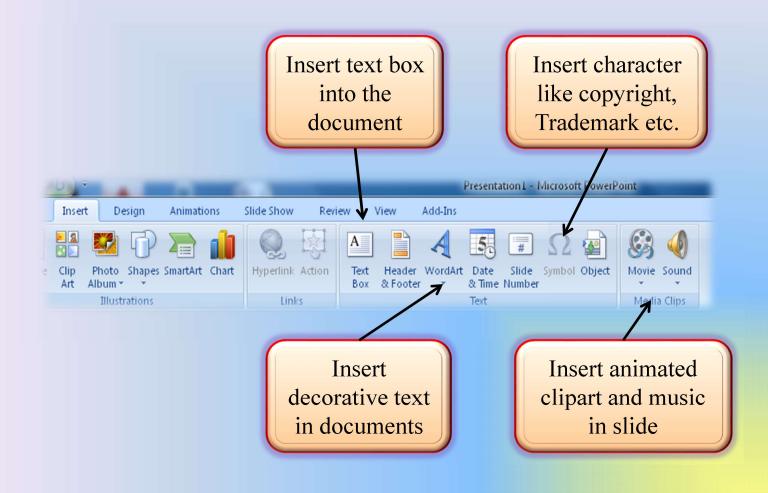


#### **Insert a Header and Footer**

- Go to "Insert" then "Header and Footer"
- This dialog box allows you to add a date and time on the slide and Slide number.

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#### **Other Insert Tools**



## Design Menu

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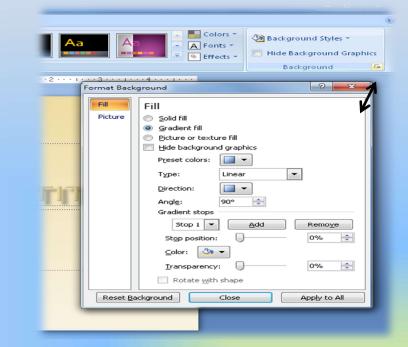
### **Add a Slide Theme from Gallery**

- Go to the "Design" ribbon
- Select a design theme from the Theme toolbar.



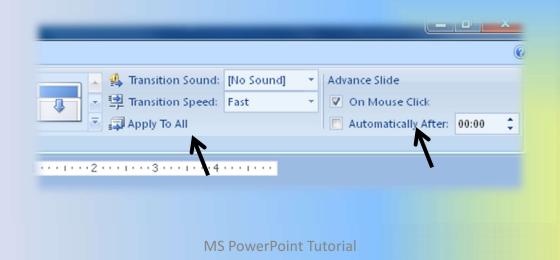
### **Background Format**

- Go to the "Design" ribbon
- Select a Format
   Background Dialog Box
   to Change the back
   ground of Slide (As
   shown in fig.)



#### **Slide Transitions**

- Go to the "Animations" ribbon, and select,
- To give sound and Transition speed between the previous and next slide
- Move to the next slide by mouse click or automatically after certain seconds.



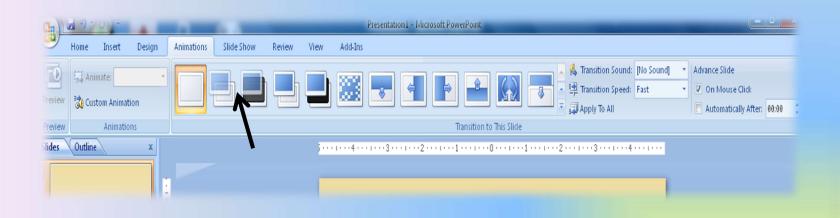
## Animations Menu

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#### **Slide Transitions**

- Go to the "Animations" ribbon
- Select desired Transition from toolbar



## Slide Show Menu

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### **Rearrange Slides**

- To move a slide, click on the slide thumbnail in the left column
  - Drag and drop the slide at the desired location.
- To move consecutive slides at one time, click and hold the Shift key as you select the slides you want to move.
  - Drag and drop the slides at the desired location.

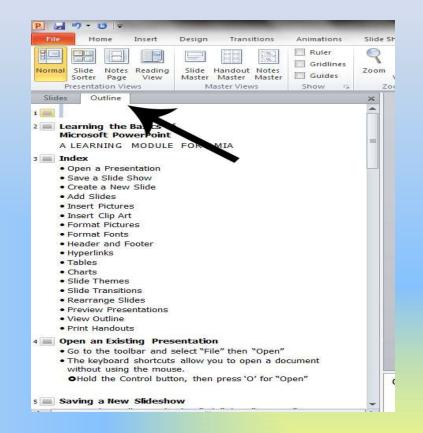
#### **Preview a Presentations**

- Go to the "Slide Show" ribbon
- Select the point in the slide show that you would like to begin viewing.
  - From beginning
  - From current slide
- The shortcut key is F5

From From Beginning Current Slide Start Slide Sho		Set Up Slide Show	Hide Slide	© Rehearse Timing ✓ Use Rehearsed Set Up
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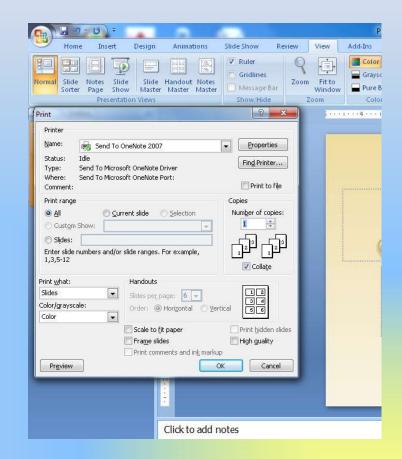
#### View Slides vs. Outlines

- The default view is Slides
- The second option is Outline view to show the slide show as outline notes



#### **Print Handouts**

- Select "File" then select "Print"
  - A dialog box appears that allows you to change the printer and select the number of copies to be printed.
- You can also select to print handouts of the slideshow.



## THANKS FOR WATCHING

**MS PowerPoint Tutorial**