

# Powerpoint

- PowerPoint is a presentation program that can create beautiful slideshows with text, images, audio and video i.e. it is a software package designed to create electronic presentations consisting of a series of separate pages or slides.
- PowerPoint is a complete presentation Graphics package. It gives everything that we need to produce a professional-looking presentation.

# Basic Tasks in PowerPoint

- You probably have an idea of what your presentation should contain, but you need to complete the following steps before your presentation is finished:
- Initial Tasks:
  - Start with a template- empty or with content
  - Customize the slide format to screen show or print
  - Choose a color theme and adjust if necessary.

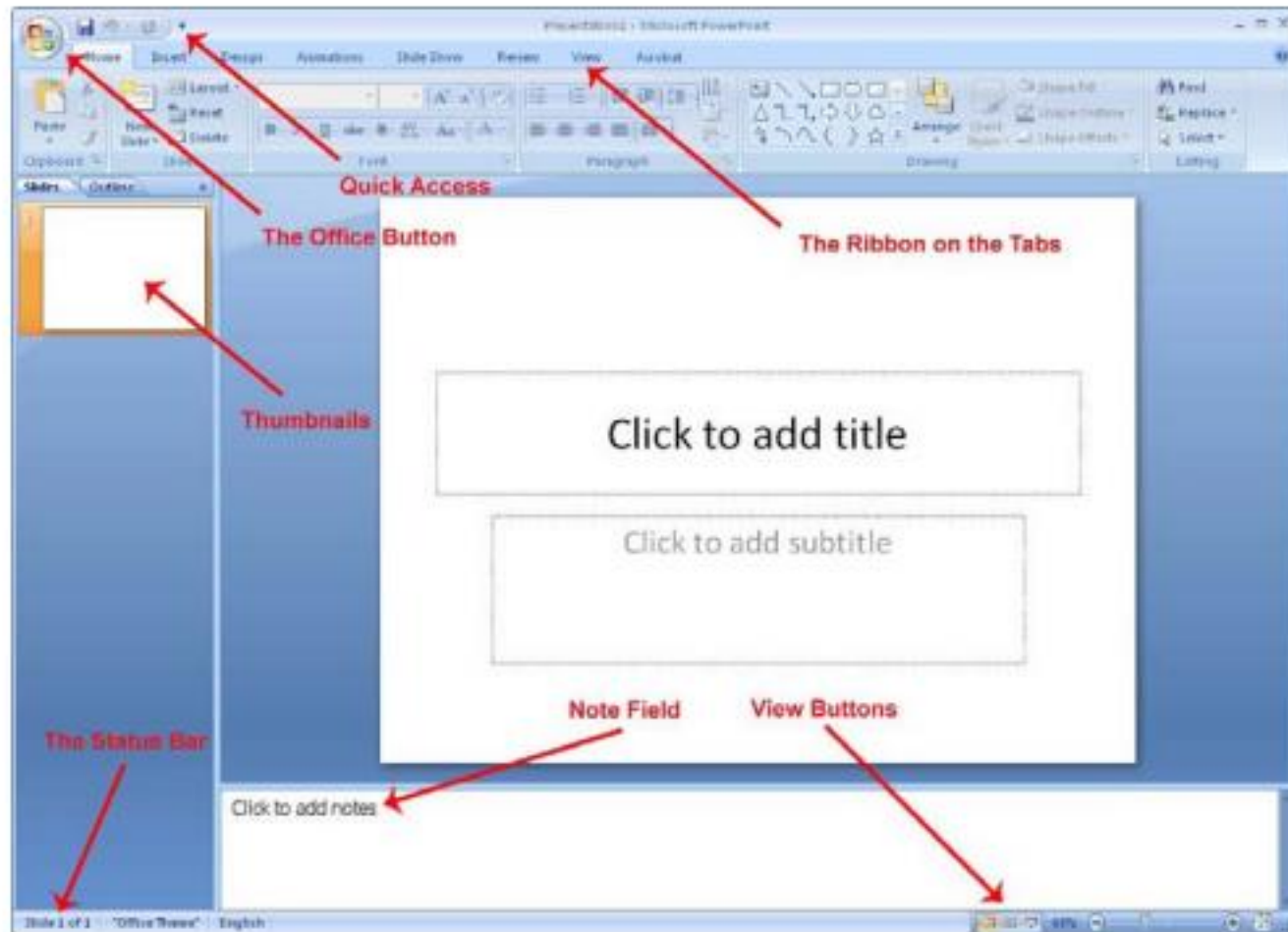
# Basic Tasks in PowerPoint

- Pour the content into the Presentation:
  - Type a title on the front page
  - Add slides with text, pictures and charts
- Polish the Presentation
  - Adjust the order of your slides
  - Add transitions between slides if you are doing an on-screen show
  - Add animations if you are doing an on-screen show.
  - Test and adjust if necessary.

# Features of a good presentation

- Keep your **points short and straightforward**. Points should be complimentary to your oral presentation.
- It is **best to keep all animations as simple as possible and** only use sounds if absolutely necessary.
- Stay **away from unusual fonts**. It is best to use common fonts like Arial, Times New Roman etc.
- Think of **contrast**. If you use a dark background, use light-colored text and vice versa.

# The Screen Elements



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- **MS OFFICE BUTTON** contains the main File Functions i.e. New, Open, Save, Save as, Print, Print Preview, etc.
- **Quick Access**: Just to the right of the Office button is the small toolbar “Quick Access”, where with a single click you can save, undo etc.

# The Screen Elements

- The Ribbon and the Tabs: The Ribbon contains buttons for all the different functions that you have access to in PowerPoint.
- **Thumbnails:** To the left of the slide there is a bar that shows thumbnails of each slide in your presentation. By clicking on a thumbnail you can immediately skip to that slide.
  - You can also change the order of your slides by clicking and holding the left mouse button while dragging the thumbnail up or down relative to other slides.

# The Screen Elements

- At the top of the panel, there are two tabs.
  - Thumbnail
  - Outline view
    - Outline view displays a list of headlines from each slide.
- **Note Field:** Below the slide, there is a note field where you can attach comments and explanations to each slide. The notes are not displayed when you show your presentation. Instead, you can print out pages with thumbnails of each slide where the notes also appear.



# The Screen Elements

- The Status Bar: The status bar at the bottom left shows current information about which slide you are working on, which color theme you have chosen and which languages the spell checker is set to.