

Section - C
MS-POWERPOINT 2010

MS-POWERPOINT 2010

LEARNING OBJECTIVES

- Starting out with PowerPoint 2010.
- Editing and Formatting Video.
- Designer Quality SmartArt Graphics.
- Professionally designed templates and Themes.
- Managing and showing presentation.
- Style galleries that help us create great looking presentations.
- Linking a File or Slide to same or different presentation.
- Working with animation effects to single or multiple objects.
- Sharing and editing the presentation by multiple authors.
- Broadcasting the slide show using web.
- Delivering and distribution of slide show.

1.1 INTRODUCTION TO MS-POWERPOINT

MS PowerPoint 2010 can be used to prepare professional-looking presentations made up of a series of slides that can contain charts, diagrams, pictures, SmartArt diagrams, bulleted lists, eye-catching text, multimedia, video, and sound clips, and more. PowerPoint 2010 gives the ability to add and edit video in presentation, edit pictures on slides, enhance animations, choose from among improved transitions, add great narration, compare and merge presentations, and much more. The collaborative features in PowerPoint 2010 enable us to easily work on presentations with a team, communicate in real time with co-workers, and access files anywhere – using browser window or smartphone.

The PowerPoint 2010 window gives us a simple, intuitive interface that provides all the tools need for building effective, professional presentations. The PowerPoint Ribbon offers tabs that include tools specific to each of nine different tasks: File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The PowerPoint work window displays slide view by default, which shows current slide in the largest area of the window, along with a segment for notes and a panel that will show all the slides we create in the presentation.

PowerPoint 2010 presentations have the special extension .pptx added to the end of their filenames. For example, ITTraining.pptx is valid PowerPoint filename. Versions of PowerPoint 2010 prior to 2007 saved presentations with the extension.ppt instead of .pptx. The x at the end of the new file extension denotes that the new file format is based on an open XML standard data format that makes it easier to exchange files among different programs.

There are significant new features in MS PowerPoint 2010 that help a user to make his presentation more effective. One of the important features of MS PowerPoint 2010 is to broadcast the slide show



over Internet using Web browser. Another feature covers the video editing and conversion features that gives professional style to a video in the presentation and convert them into video file that can be uploaded on the Web. Besides these important features, MS PowerPoint 2010 includes the following features to slide presentation.

Slide layouts: How the information is arranged on the slide is controlled by Slide layouts. A slide layout is simply a collection of one or more placeholders, which set aside an area of the slide to hold information. Depending on the layout that we choose for a slide, the placeholders can hold text, graphics, clip art, sound or video files, tables, charts, graphs, diagrams, or other types of content.

Background: The background feature of PowerPoint 2010 describes the backdrop for the slide's content. The background can be a solid color; a blend of two colors; a subtle texture, such as marble or parchment; a pattern, such as diagonal lines, bricks, or tiles; or an image file.

Themes: Themes are combinations of design elements such as color schemes and fonts that make it easy to create attractive slides.

Slide Masters: Slide Masters are special slides that control the basic design and formatting options for slides in the presentation. Slide Masters are closely related to layouts – in fact, each layout has its own Slide Master that determines the position and size of basic title and text placeholders; the background and color scheme used for the presentation; and font settings, such as type faces, colors, and sizes. In addition, Slide Masters can contain graphic and text objects that appear on every slide. We can edit the Slide Masters to change the appearance of all the slides in our presentation at once. This helps to ensure that the slides have a consistent appearance.

Title and body text: Most slide layouts include placeholders for title and body text. We can type any text that we want into these placeholders. By default, PowerPoint formats the text according to the Slide Master, but we can easily override this formatting to use any font, size, styles like bold or italic, or text color that we want.

Text boxes: We can add text anywhere on a slide by drawing a text box and then typing text. Text boxes allow us to add text that doesn't fit conveniently in the title or body text placeholders.

Shapes: We can use PowerPoint's drawing tools to add a variety of shapes to our slides. We can use predefined Auto Shapes, such as rectangles, circles, stars, arrows, and flowchart symbols. Alternatively, we can create our own shapes by using basic line, polygon, and free hand drawing tools.

Illustrations: We can illustrate our slides by inserting clip art, photographs, and other graphic elements. PowerPoint comes with a large collection of clip art pictures that we can use.

Charts and diagrams: PowerPoint includes a slick diagramming feature called *SmartArt* that enables us to create several common types of diagrams, including organization charts, cycle diagrams, and others. In addition, we can insert pie charts, line or bar charts, and many other chart types.

Media clips: We can add sound clips or video files to our slides.

1.2 PARTS OF POWERPOINT 2010 WINDOW

Fig. 1.2.1 shows various parts of PowerPoint screen below.

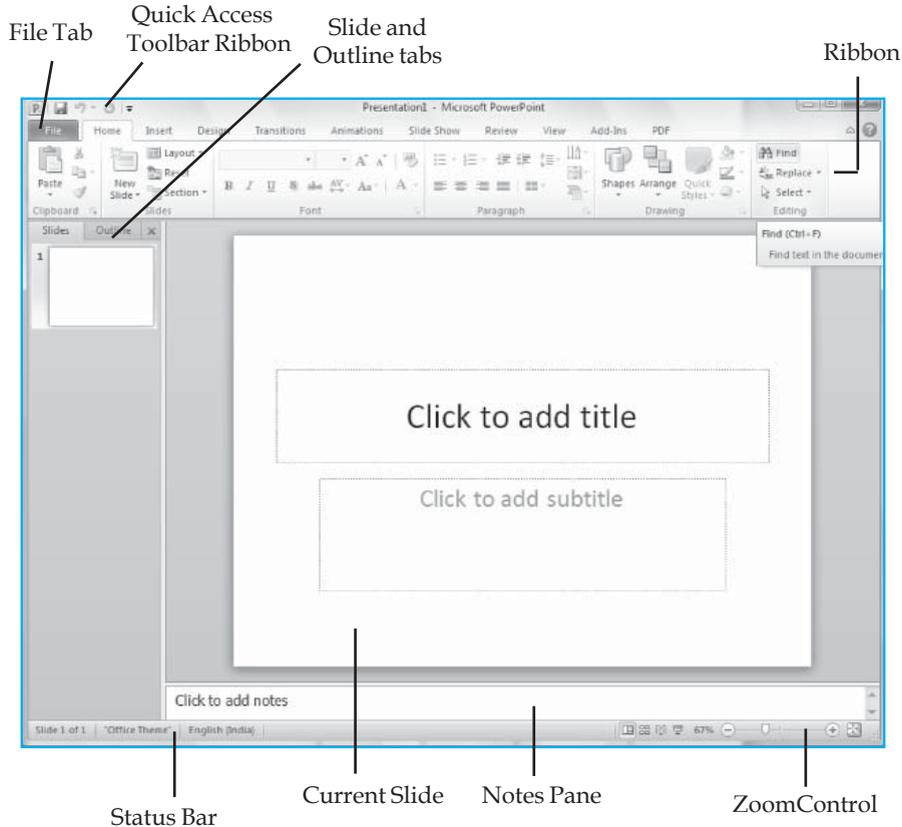


Fig. 1.2.1: PowerPoint Window

1.2.1 The Ribbon

The Ribbon is located near the top of the PowerPoint window, just below the Quick Access toolbar. The ribbon combines the features of menus and toolbars. It has ten tabs namely Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Add-Ins and PDF as shown in Fig. 1.2.2. Each tab contains several related command groups. The groups are logical collections of features designed to performed functions to develop or edit the PowerPoint slides. The command buttons are used to issue commands or to access menus and dialog boxes. The dialog box launcher is in the bottom-right corner of a group. On click the dialog box launcher displays a dialog box with additional commands available.

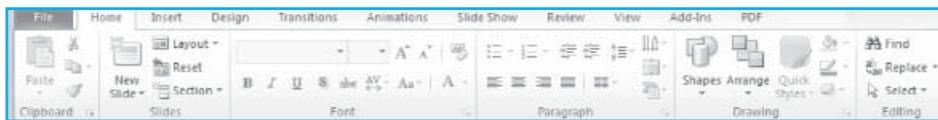


Fig. 1.2.2: The Ribbon

1.2.2 The Quick Access Toolbar

This is a customize toolbar that contains commands frequently in use. It can be displayed above and below the ribbon. By default , Save, Undo and Redo appear on the Quick Access Toolbar as shown in Fig. 1.2.3. To add items to the Quick Access toolbar, right click on any item in the Office button



or the ribbon and click Add to Quick Access Toolbar. A shortcut icon will be added to Quick Access toolbar as shown in the Fig. 1.2.4.

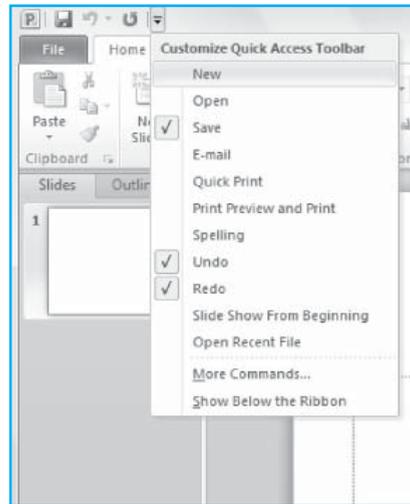


Fig. 1.2.3: Quick Access toolbar

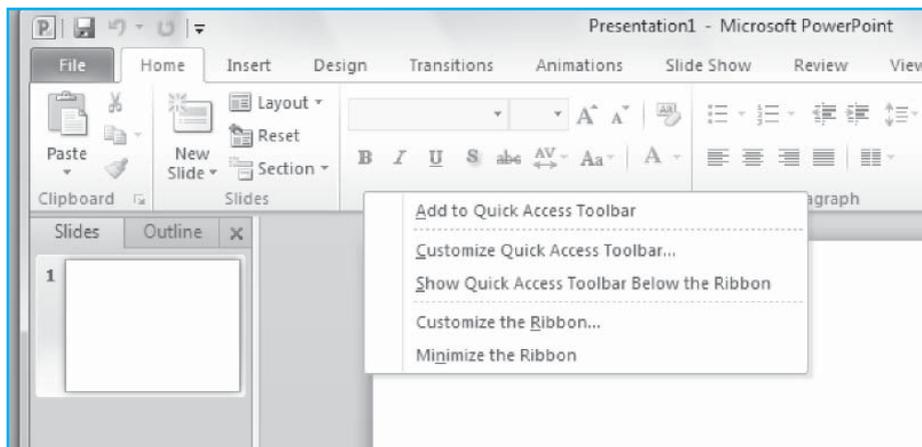


Fig. 1.2.4: Add to Quick Access toolbar

1.2.3 The File tab

The first tab on the Ribbon is called the File tab. By clicking it, PowerPoint switches the program into special mode called *Backstage View*, which provides access to various functions such as opening and saving files, creating new presentations, printing, and other similar chores.

1.2.4 Slides tab and Outline tab

To the left of the slide is an area that has two tabs, labelled Outline and Slides. The Slides tab shows thumbnail icons of slides, and the Outline tab shows presentation arranged as an outline. We can switch between the two tabs by clicking the tab that we want to view.

1.2.5 Notes pane

Beneath the slide is a small area called the *Notes pane*, which we can use to add notes to our slides.



1.2.6 Task pane

To the right of the slide is an area called the *Task pane*. The task pane is designed to help the user to complete common tasks quickly. When user first starts PowerPoint, the task pane is n't visible. However, it appears whenever it's needed.

1.2.7 Status bar

At the very bottom of the screen is the *status bar*, which tells about the slide that is currently displayed.

1.2.8 Zoom control

PowerPoint automatically adjusts its zoom factor so that Slide View displays each slide in its entirety. User can change the size of the slide by using the zoom control slider that appears at the bottom right of the window.

1.3 STARTING A NEW PRESENTATION

The simplest way to create a new presentation is to start PowerPoint and then edit the blank presentation according to the liking of the user. An alternative is to click the **File** tab to switch to Backstage View and then click the **New** command. This action brings up the screen shown in Fig. 1.3.1, which offers several ways to create a new presentation.

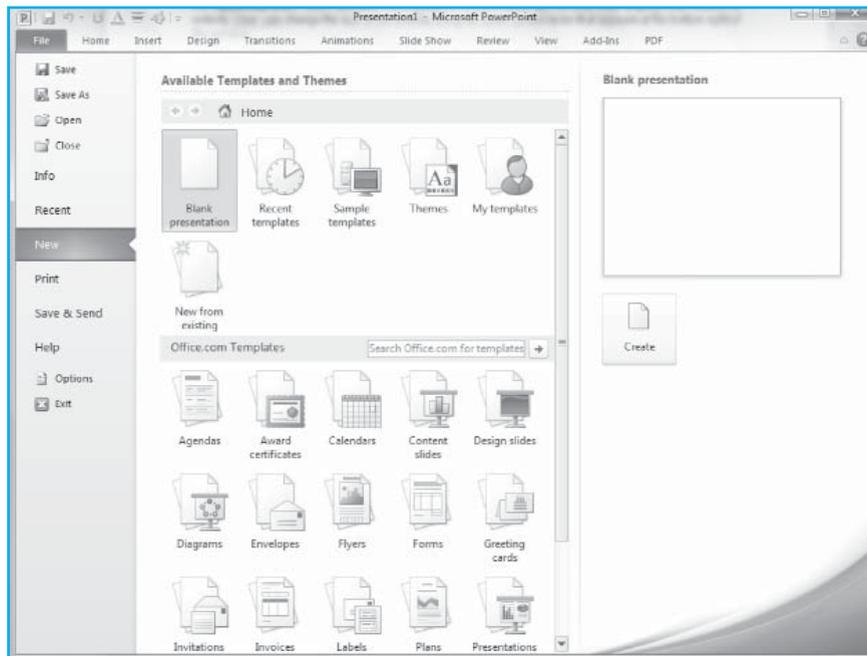


Fig. 1.3.1: Creating a new presentation

1. **Blank Presentation:** Double click on Blank presentation to start a new presentation from scratch.
2. **Recent Templates:** This section of the **New** screen lists templates recently used to create presentations. User can double-click any of these templates to create another presentation based on the template.
3. **Sample Templates:** Click sample templates to create a presentation. The presentation inherits various design elements (collectively called the *theme*) as well as prewritten content that's stored in the template.



4. **Sample Themes:** Click this item to display a list of sample themes installed on computer. Creating a presentation from a theme is similar to creating a presentation from a template, except that the new presentation doesn't contain any prewritten content.
5. **My Templates:** Click **My Templates** to bring up a separate dialog box that lets user locate templates to create his presentation from.
6. **New from Existing:** Double-click **New from Existing** to create a new presentation based on an existing one. Use this option if user wants to create a presentation that is similar to one that was created previously.

1.3.1 Save a Presentation

There are four ways to save the document in PowerPoint.

1. Click the **Save** button on the **Quick Access** toolbar.
2. Click the **File** tab to switch to **Backstage View** and then choose **Save**.
3. Press **Ctrl+S**.
4. Press **Shift+F12**.

The **Save As** dialog box in Fig. 1.3.2 & 1.3.3 shows that the presentation can be saved under a different name that the user chooses.



Fig. 1.3.2: Backstage View

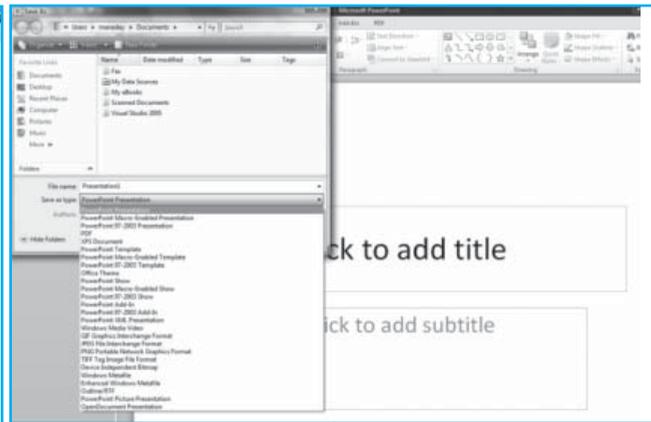


Fig. 1.3.3: Save the presentation

The presentation can be saved in earlier versions of PowerPoint as well in different types which is defined **Save as type** in the **Save As** dialog box shown in Fig. 1.3.3. The most important use of this option is to save the file as a PDF or XPS file. A *PDF* file is a widely used file format that lets any user display the contents of the file whether or not he or she owns a copy of the software used to create the file. After choosing the format given in **Save as type**, select the folder/disk drive to save the file with File name in text box. The **Option** button in **Save as** dialog box provides various security features that user can add to the document.

1.3.2 Open a Presentation

To open an existing presentation:

1. Click the **File** tab, and then click **Open**.
2. Select the file that user wants, and then click **Open**.



By default, PowerPoint 2010 shows only PowerPoint presentations in the **Open** dialog box. To view other kinds of files, click **All PowerPoint Presentations**, and select the type of file that user want to view as shown in the Fig. 1.3.4.

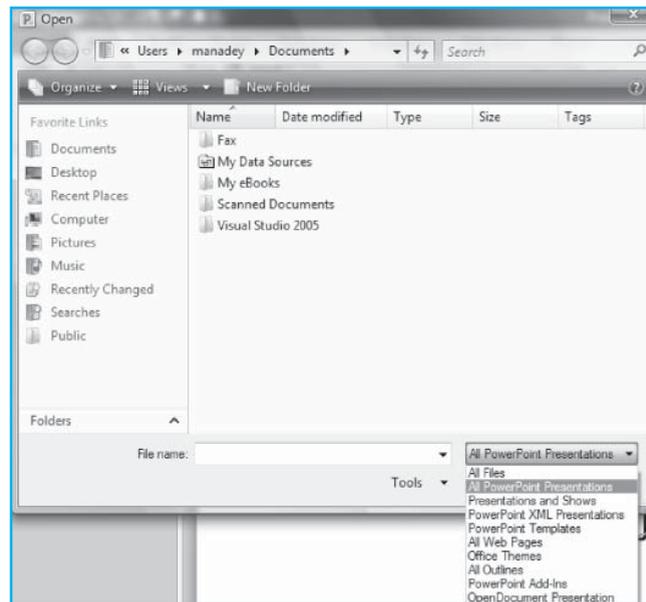


Fig. 1.3.4: Open a presentation

1.3.3 Adding Slides to a presentation

There are several choices to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides.

1.3.3.1 To create a new slide from office themes

Click the **Home** tab, in a Slide Group, the **New Slide** button will display several layouts to choose from, as shown in Fig. 1.3.5.

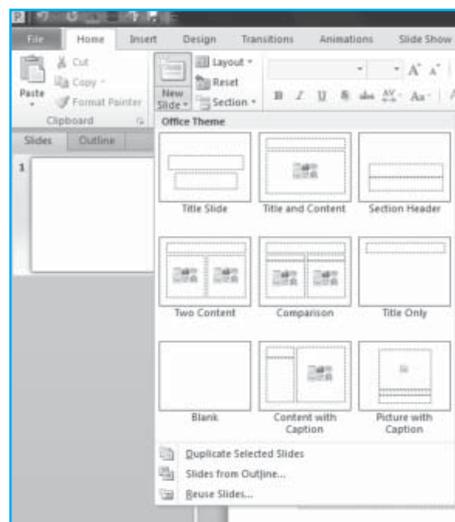


Fig. 1.3.5: Creating a new slide



Besides these layouts, the other ways to create a new slide as marked in Fig. 1.3.5 respectively are:

1. As a duplicate of a slide in the presentation.
2. To reuse a slide from another presentation.
3. To insert a new slide using the Quick menu option.

The single slide that appears automatically when user open PowerPoint has two placeholders, one formatted for a title and the other formatted for a subtitle. The arrangement of placeholders on a slide is called a layout. Microsoft PowerPoint 2010 also provides other kinds of placeholders, such as those for pictures and SmartArt graphics.

1.3.3.2 To switch a slide to a different layout

1. Select the slide(s) to affect.
2. On the **Home** tab, in the **Slide** group, click **Layout** icon as shown in Fig. 1.3.6.
3. Click the desired layout to change the existing layout.

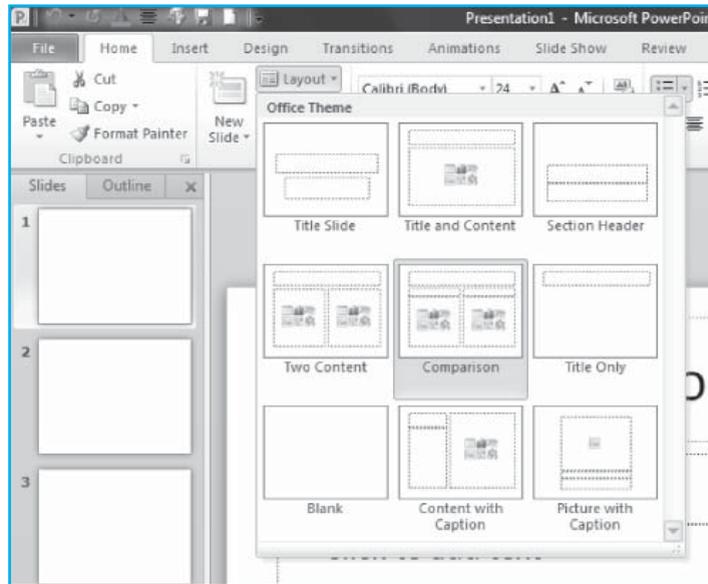


Fig. 1.3.6: Change Slide Layout

1.3.4 Add Shapes to a Slide

To insert a shape onto our slide, the following operations can be performed by the user.

1. On the **Home** tab, in the **Drawing** group, click **Shapes** as shown in Fig. 1.3.7.

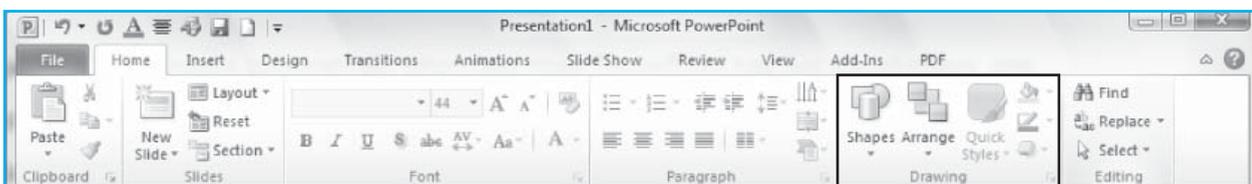


Fig. 1.3.7: Inserting shapes



2. Click the shape that user want to insert, click anywhere on the slide, and then drag to place the shape. To create a perfect square or circle (or constrain the dimensions of other shapes), press and hold SHIFT while user drag it.

1.3.5 View a Slide Show

To view presentation in Slide Show view from the first slide, do the following:

On the **Slide Show** tab, in the **Start Slide Show** group, click **From Beginning** as shown in Fig. 1.3.8.

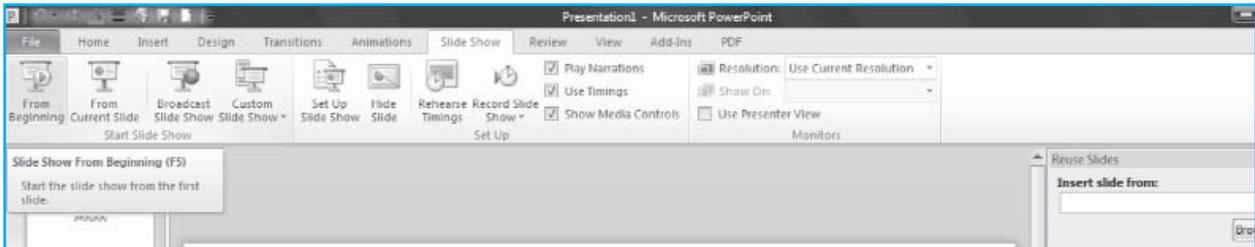


Fig. 1.3.8: View Slide Show

To view presentation in **Slide Show view** from the current slide, do the following:

On the **Slide Show** tab, in the **Start Slide Show** group, click **From Current Slide**.

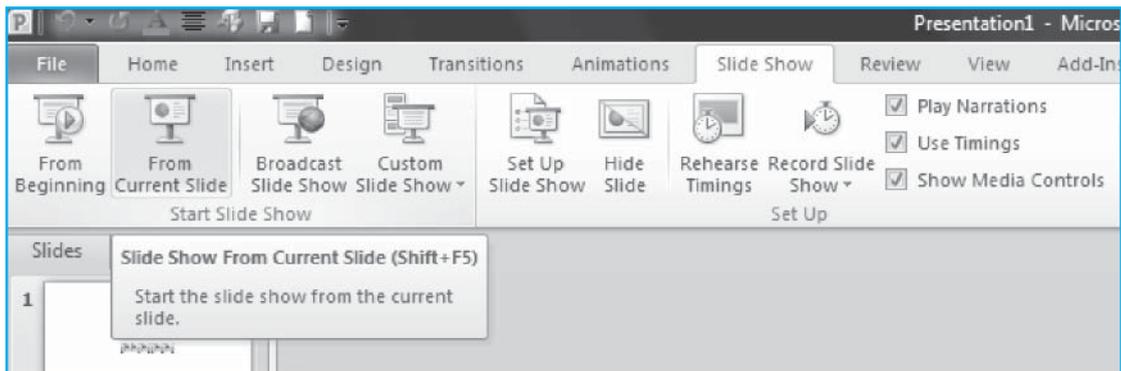


Fig. 1.3.9: Current Slide Show view

1.3.6 Print a Presentation

To print the slides in presentation, Click the **File** tab, and then click **Print** as shown in Fig. 1.3.10. under **Print**, do one of the following:

1. To print all slides, click **All**.
2. To print only the slide that is currently displayed, click **Current Slide**.
3. To print specific slides by number, click **Custom Range of Slides**, and then enter a list of individual slides, a range, or both. For example: 1, 3, 5-12.

Under **Other Settings**, click the **Color** list, and select the **Print** button for printing.

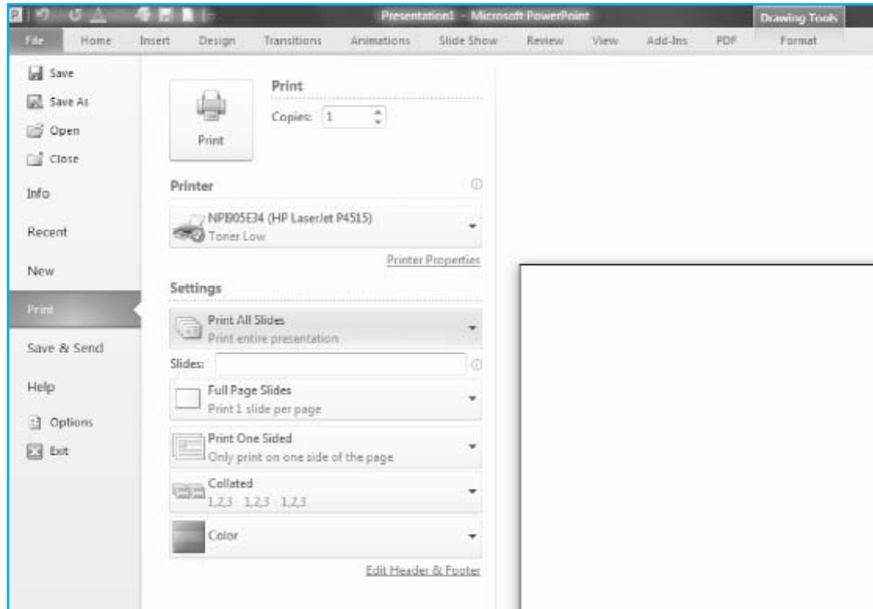


Fig. 1.3.10 : Print a Presentation

1.4 CUSTOMIZATION OF POWERPOINT

In PowerPoint 2010 using changing Colors, Background, Master Pages and Templates to make PowerPoint slides more attractive.

1.4.1 Changing colors

PowerPoint 2010 provides users with a versatile platform for creating visually pleasing presentations.

The steps to change colors are shown in Fig 1.4.1

1. Under the Design tab, click on the Colors menu.
2. In the drop-down menu that appears, select a color scheme you would like to use. Once again, you can preview the new colors by hovering your mouse over each for one to two seconds.
3. If you would like to use custom fonts, click on Create New Theme Colors at the bottom of the menu.

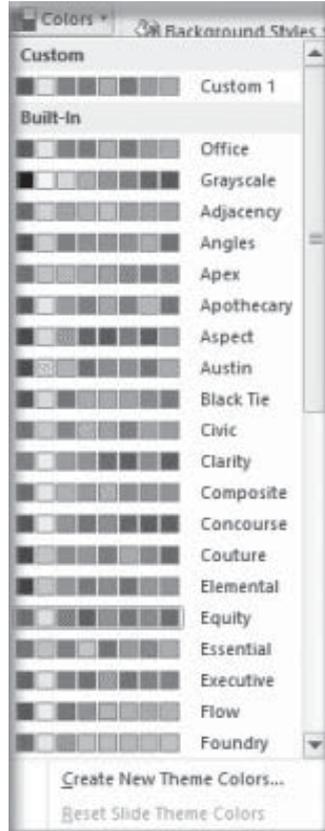


Fig. 1.4.1: Theme Colors View

4. In the dialog box that appears, click on each color box to modify the colors accordingly, then enter a name for the scheme in the provided text box and click on Save as shown in Fig 1.4.2.

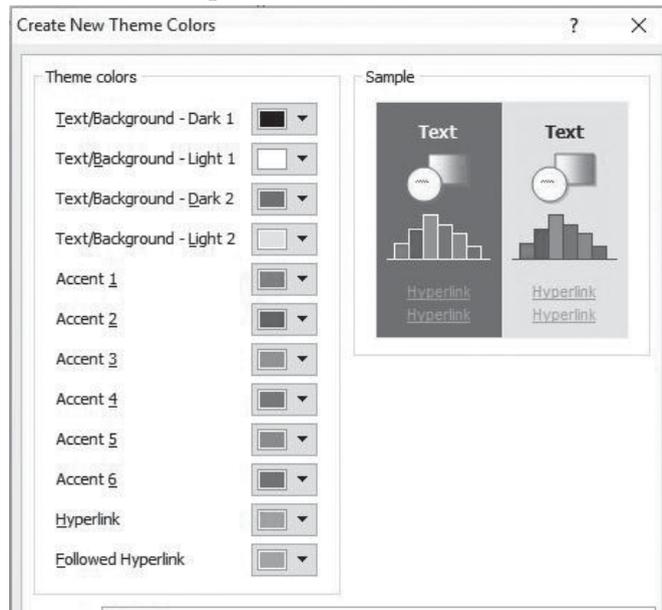


Fig. 1.4.2: Create New Theme Colors



Note: If you need to make changes to a custom theme, click on the Colors menu, right-click on the custom color theme, and select Edit from the menu that appears.

1.4.2 Background

You can modify the background of a PowerPoint presentation by completing these steps as shown in Fig. 1.4.3

1. Under the Design tab, click on the Background Styles menu.
2. In the drop-down menu that appears, select a background you would like to use. Once again, you can preview the background by hovering your mouse over each for one to two seconds.
3. If you would like to use custom fonts, click on Format Background at the bottom of the menu.

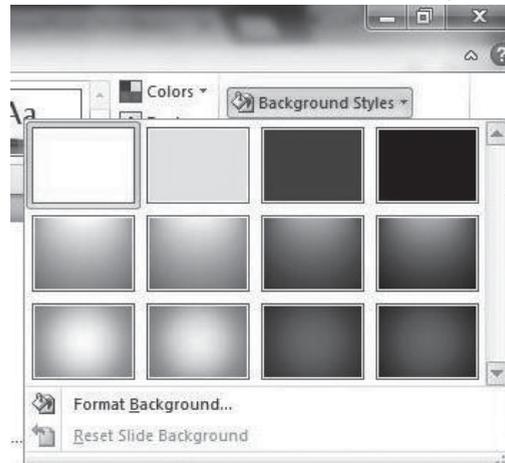


Fig. 1.4.3: Modify Background Styles

4. In the dialog box that appears, you have several options available for changing the background; such as changing the color, applying a pattern, or adding a picture as shown in Fig 1.4.4

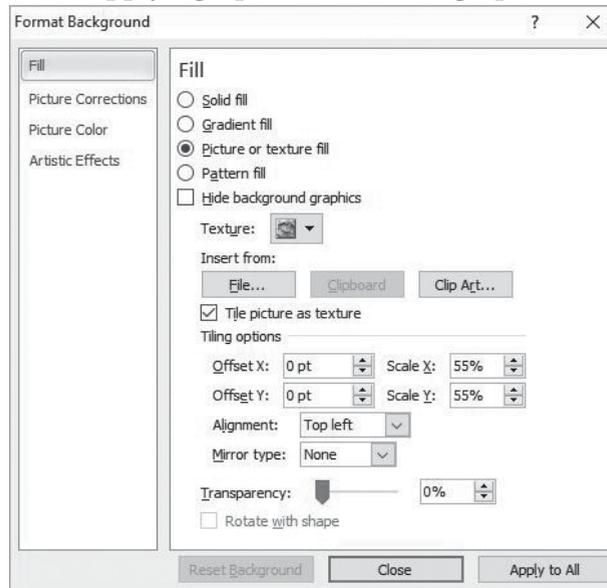


Fig. 1.4.4: Modify Background color



1.4.3 Master Pages/Master slides

Slide master is simple way of applying changes to the entire slide like:-

- Change font colors and styles for every slide
- Add a clipart or picture to every slide
- Add a footer or date to every slide

The steps to customize your slide master as shown in Fig 1.4.5

1. Go to the Master Views group under the View tab and click on Slide Master command on Master Views group.
2. The presentation will switch to Slide Master view, and the Slide Master tab will be selected on the Ribbon.
3. In the left navigation pane, scroll up and select the first slide. This is the slide master.

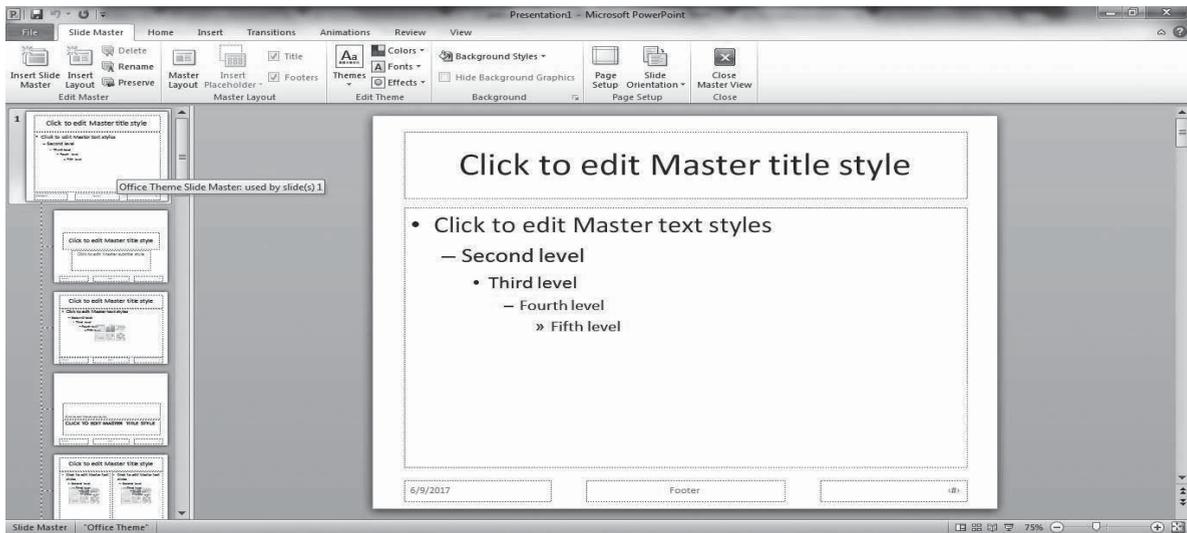


Fig. 1.4.5: Customize Master Slide

4. Use the desired tabs on the Ribbon to make changes to the slide master. In our example, we'll insert a picture in the upper-left corner of the slide as given below in Fig 1.4.6

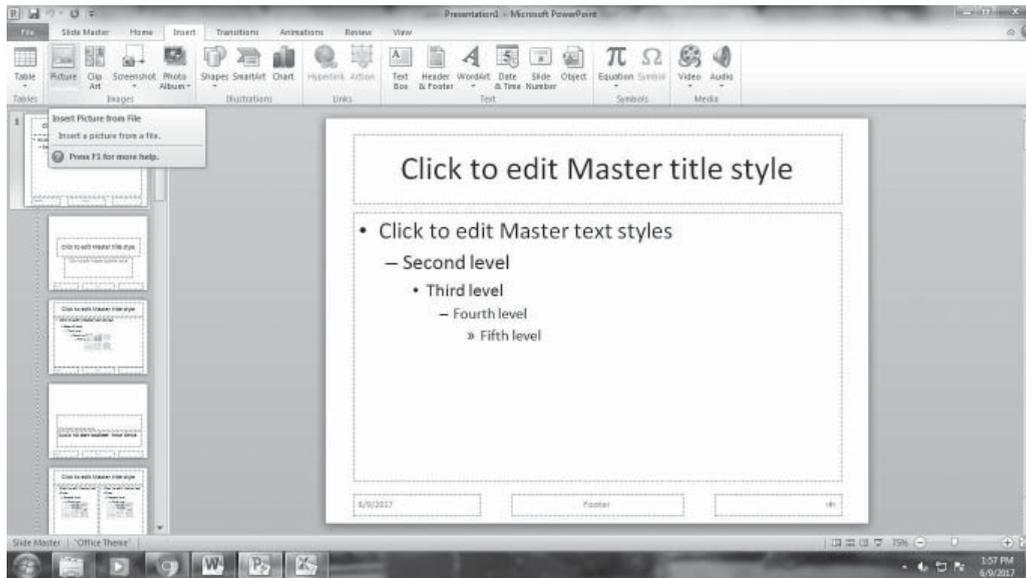


Fig. 1.4.6: Insert a picture

5. Move, resize, or delete other slide objects as needed. In our example, we'll resize the title placeholder to fit below our newly inserted logo.

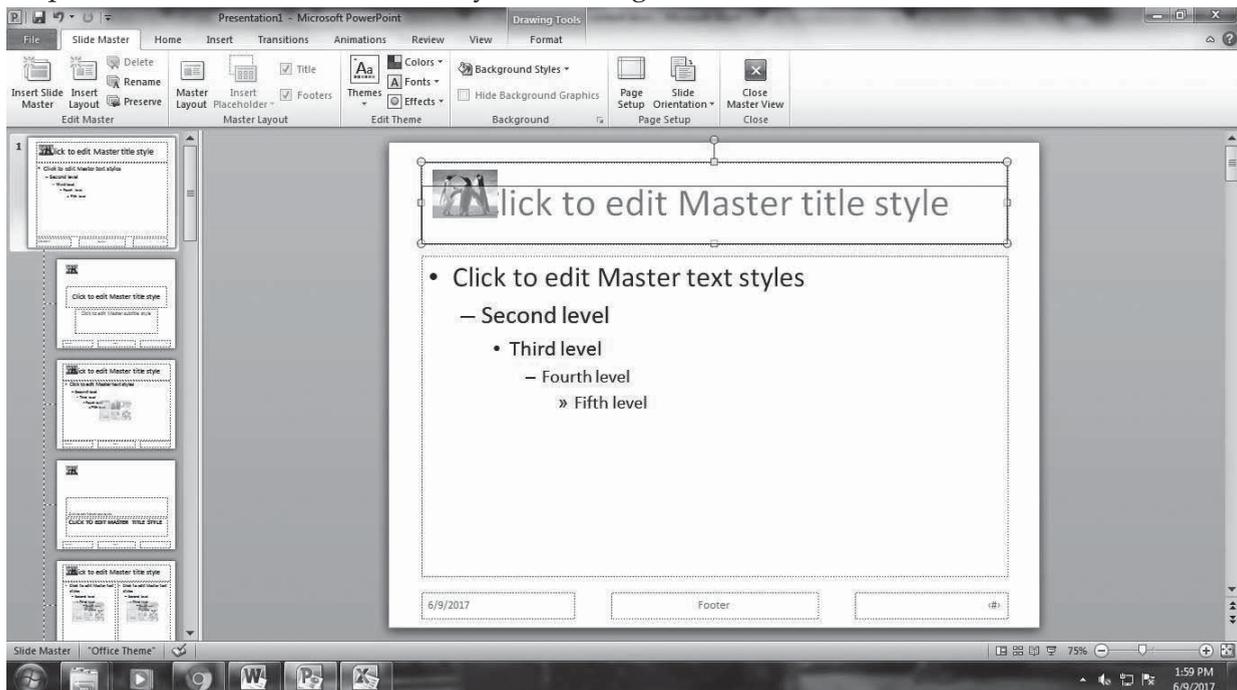


Fig. 1.4.7: Move or Resize Image

6. Now click on Close Master View command on the Slide Master tab.

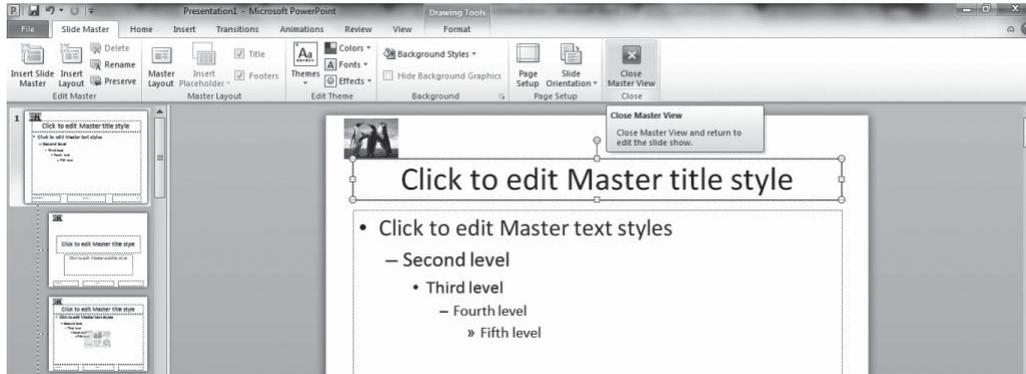


Fig. 1.4.8: Close Master View

1.4.4 Templates

PowerPoint template is a pattern or blueprint of a slide or group of slides that you save as a .potx file. Templates can contain layouts, theme colors, theme fonts, theme effects, background styles, and even content.

The steps to use templates as shown in Fig 1.4.9

1. On the File tab, click New.
2. To use one of the built-in templates installed with PowerPoint, click Sample Templates, click the template that you want, and then click Create.

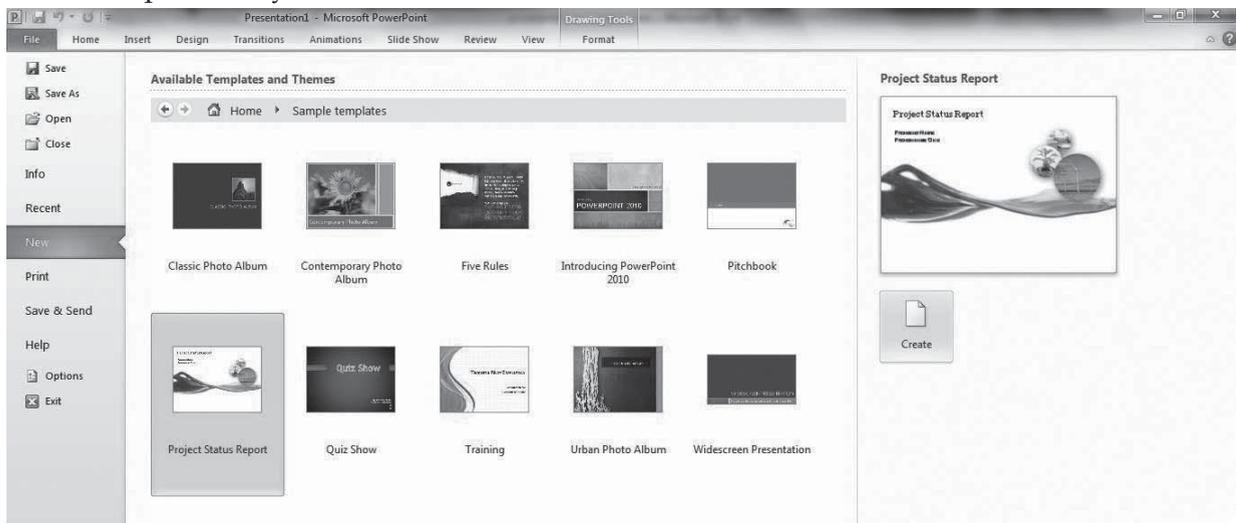


Fig. 1.4.9: To use Sample Templates

1.5 ENHANCING TEXT AND OBJECTS

Enhancing text and object is a special formatting such as changes in font size, font color, bold, italic, etc. When copying text, formatted text is any text that keeps its settings from where it is copied.

1.5.1 Format Painter

Format Painter is used to apply formatting from text, shapes, and pictures to another text selection,



shape, or picture. For example, you can quickly copy a picture border from one picture to another, or copy shape formatting from one shape to multiple shapes.

The steps to use format painter are shown in Fig 1.5.1

1. Select the text, shape, or picture with the formatting that you want to copy.
2. On the Home tab, in the Clipboard group, click Format Painter.

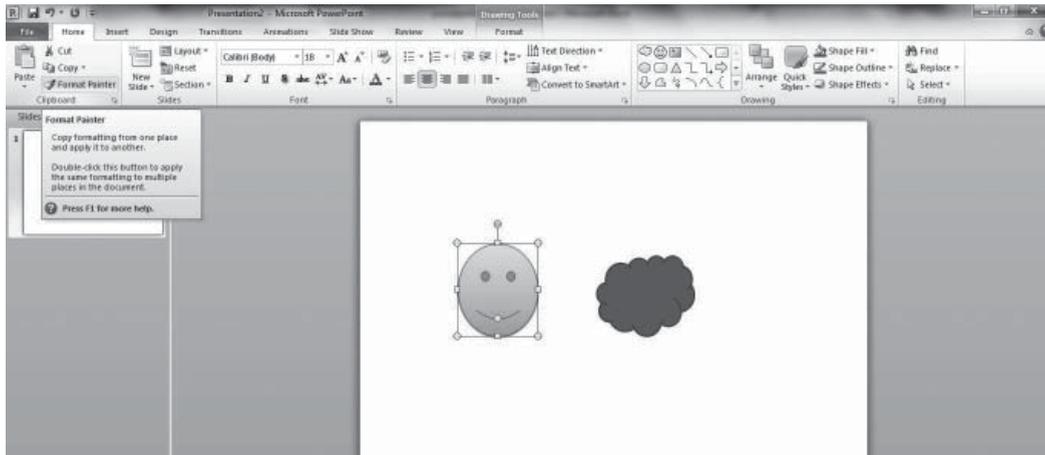


Fig. 1.5.1: Format Painter

3. The pointer changes to a paintbrush icon.
4. Select the text, shape, or picture that you want to format



1.5.2 Borders

We can add a simple border by drawing a rectangular and make a few settings such as reset the line style, thickness and color of the line.

The steps to use borders are shown in Fig 1.5.2

1. On the Insert tab, in the Illustrations group, click the arrow under Shapes.
2. Under Recently Used Shapes, click a rectangle shape.



Fig. 1.5.2: Draw a Shape

3. On your slide, drag to draw a rectangle that is almost as large as the slide.
4. Right-click the rectangle, click Format Shape, and then do the following:
 - a. To remove the background color of the rectangle, in the Format Shape box, click Fill in the left pane. and then click No fill.
 - b. To change the border line color of the rectangle, in the “Format Shape” dialog box, click the “Line Color” tab, choose a color you want from the drop-down list of “Color” button as given in Fig 1.5.3

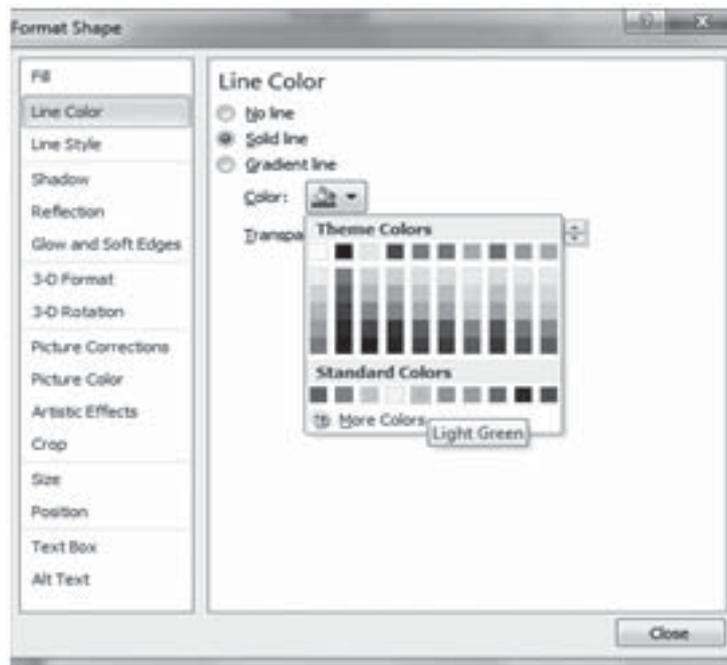


Fig. 1.5.3: Change Line color option

- c. To change the border line style, wider or narrower or dashed, in the Format Shape dialog



box, click the Line Style tab, and you can set the Width, Compound Type, Dash Type, etc. as given in Fig 1.5.41.5.3

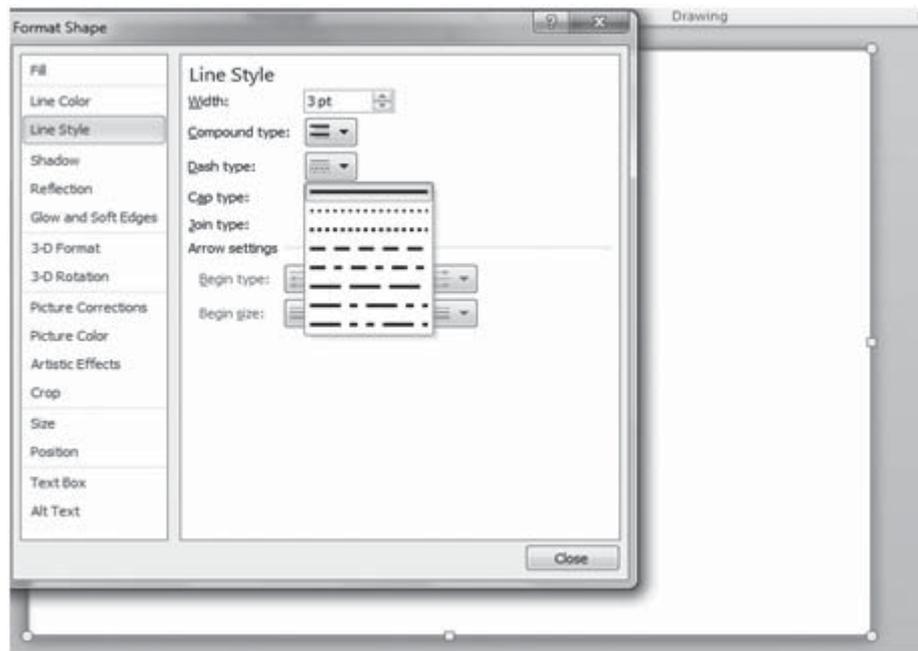


Fig. 1.5.4: Change Line Style

1.5.3 Fills and Shadows

You can change the look of a shape or text box by changing its fill or by adding effects to it, such as shadows, glows, reflections, soft edges, bevels, and three-dimensional (3-D) rotations. Changing the fill color of a shape affects only the inside or front of the shape. If you add an effect to a shape, such as a shadow, and want a different color for that effect, you must change the color of the shadow separately from the fill color.

The steps to use Fill and Shadow option as given below...

1. Select the shape you want to apply the shadow effect to and double click it to activate the Drawing Tools Format tab. Within this tab locate the Shape Styles group and click the Shape Fill as given in Fig 1.5.5



Fig. 1.5.5: Change Shape Color

2. Click the Shape Effects button in Shape Styles group under Drawing Tools Format tab as given in Fig1.5.6



Fig. 1.5.6: Shape Effects

1.5.4 Text Anchoring and Scaling

A text/object anchor is an indicator that shows the slide which contain different objects. You can specify the position and size of a text box and images relative to the slide.

The steps to anchor and scaling objects are as given below...

1. Open your PowerPoint presentation.
2. Select the picture, shape or any object that you want to associate with text box.
3. Goto View tab, Show group and click on Gridlines option as given in Fig 1.5.7

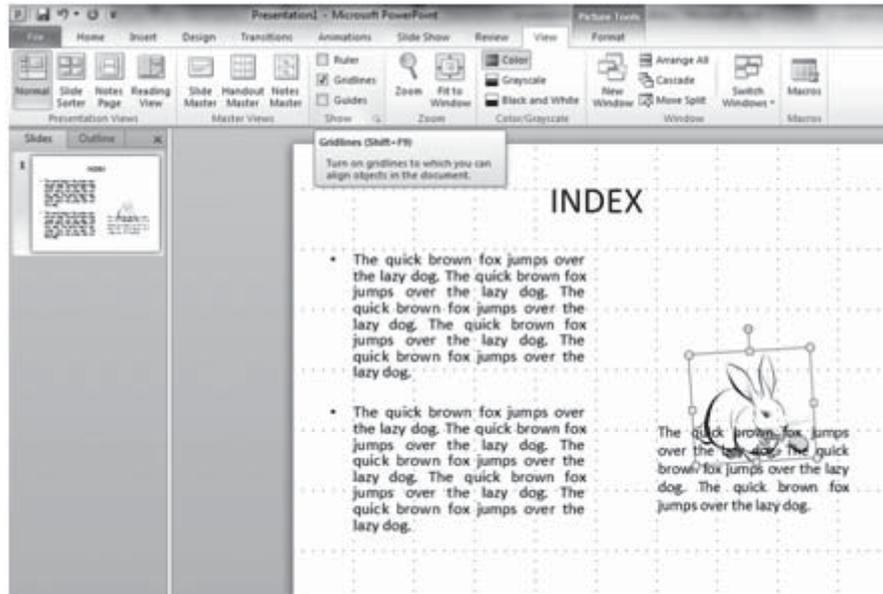


Fig. 1.5.7: Gridlines

4. Now adjust your all the objects according to you.
5. To change size and position of image, first select image on slide and goto Picture Tools Format Tab and choose Height or Width option in Size Group as given in Fig 1.5.8

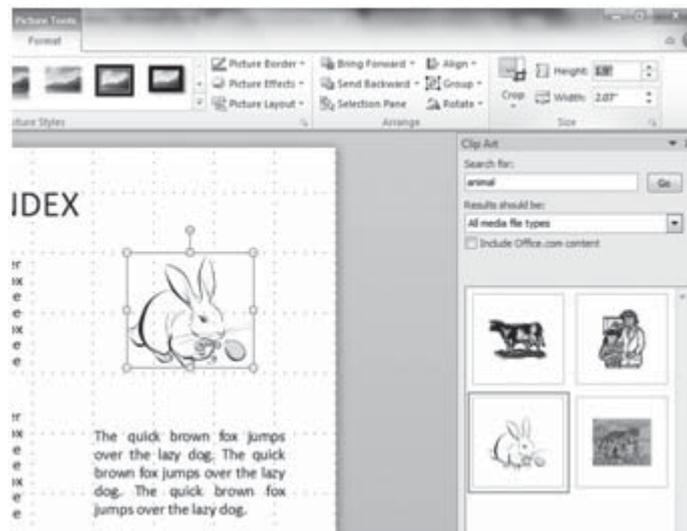


Fig. 1.5.8: Resize Image

1.6 WORKING WITH OTHER APPLICATIONS

1.6.1 Word Outlines

Word 2010's outline feature allows you to group ideas or plot elements in a hierarchical fashion. You can then shuffle the topics around, make subtopics, and just toss around notions and concepts to help get your thoughts organized. Word outlines are also called multilevel lists.



You can use an existing Microsoft Word document to create a Microsoft PowerPoint presentation. To set up the slides in a presentation, PowerPoint uses the heading styles in your Word document. For example, each paragraph formatted with the Heading 1 style becomes the title of a new slide, each Heading 2 becomes the first level of text, and so on.

The steps to use Word Outlines in PowerPoint are given below:

1. Create and save the Word document you want to use to in PowerPoint presentation.
2. There are two ways of adding Word Outline in PowerPoint as given below:-
 - a. If you're already working in PowerPoint, you can import a Word document into a presentation. In PowerPoint, click Open on the File menu. In the Files of type box, click All Files. In the File name box, enter the file name and location of the Word document. Fig 1.6.1

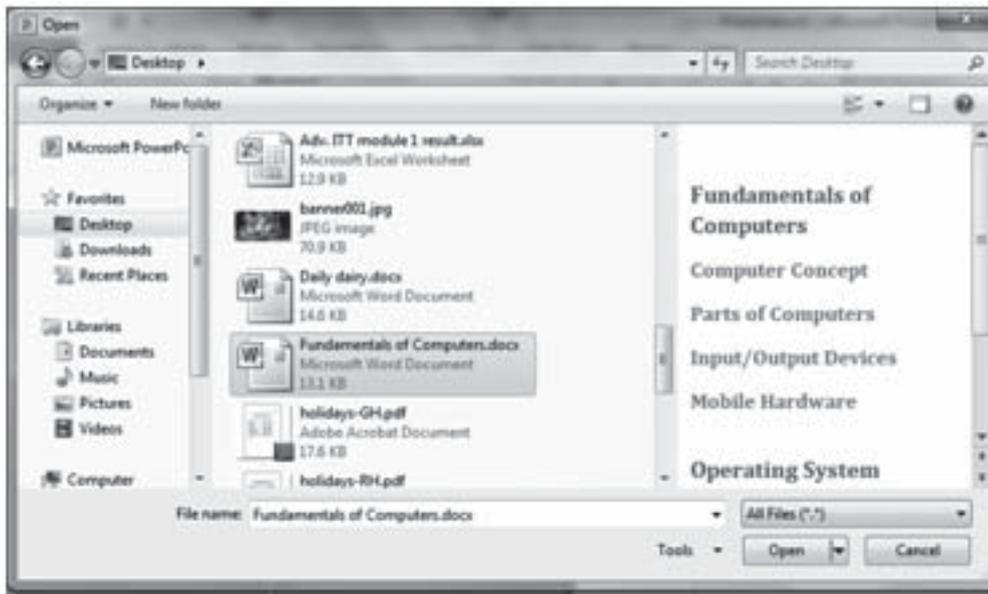


Fig. 1.6.1 Open Dialog Box

- b. You can also insert slides from a Word outline into an existing presentation. In PowerPoint, display the slide after which you want to insert the new slides. On the Home Tab click Slides from Outline under New Slide command in Slides Group, and then select the Word document you want to use. Fig 1.6.2

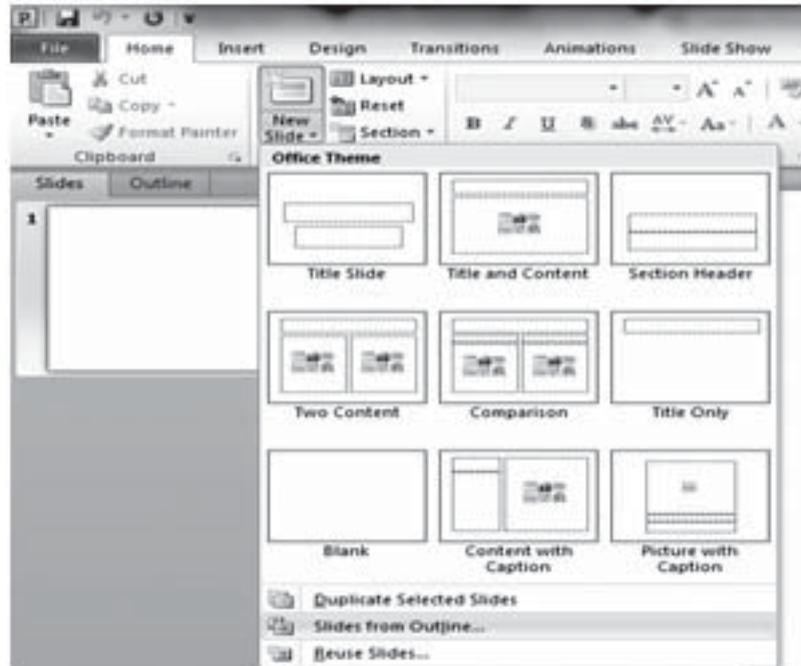


Fig. 1.6.2 Slides from Outline

1.6.2 Excel Charts

A chart is a powerful tool that allows you to visually display data in a variety of different chart formats such as Bar, Column, Pie, Line, Area, Doughnut, Scatter, Surface, or Radar charts in Excel.

Since presentations are the best way to summarize huge content, creating charts of database would do it in much efficient and effective way. Rather than showing complete data, you can make a chart out of it and use in presentation directly. With PowerPoint 2010, you can create charts in presentation and sync them with an Excel spreadsheet to modify, add and formulate database.

To create a Excel Chart in PowerPoint follow the following steps:-

1. Go to the Insert Tab and click the Chart button from Illustration Group.
2. The insert chart dialog will appear to enable you to insert a chart type of your choice.
3. Select the chart type you wish and click on OK as given in Fig 1.6.3

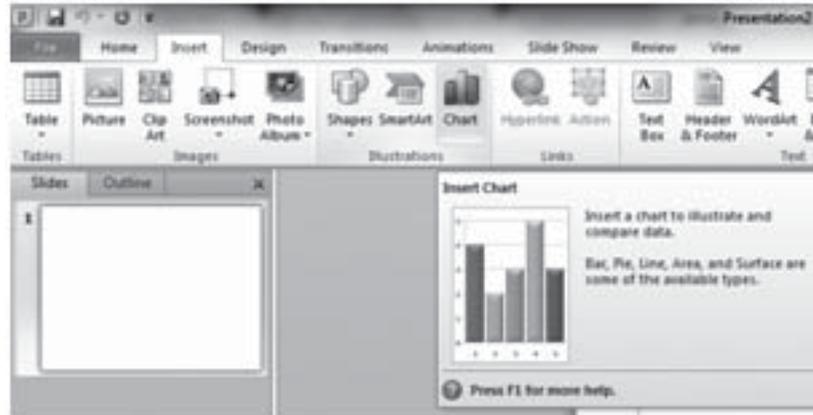


Fig. 1.6.3 Select Chart

4. It will show a sample Chart in presentation slide and open up Excel spreadsheet filled with sample data as shown in Fig 1.6.4

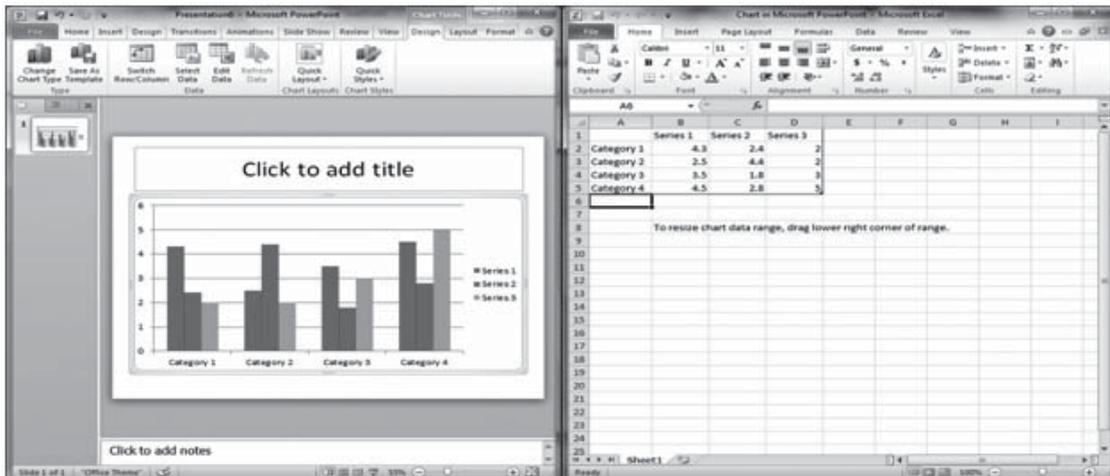


Fig. 1.6.4 Sample Chart in Presentation

5. Enter your data into the Excel spreadsheet.
6. If necessary, click and drag the lower-right corner of the blue line to increase or decrease the data range for rows and columns. Only the data enclosed by the blue lines will appear in the chart. As given in Fig 1.6.5

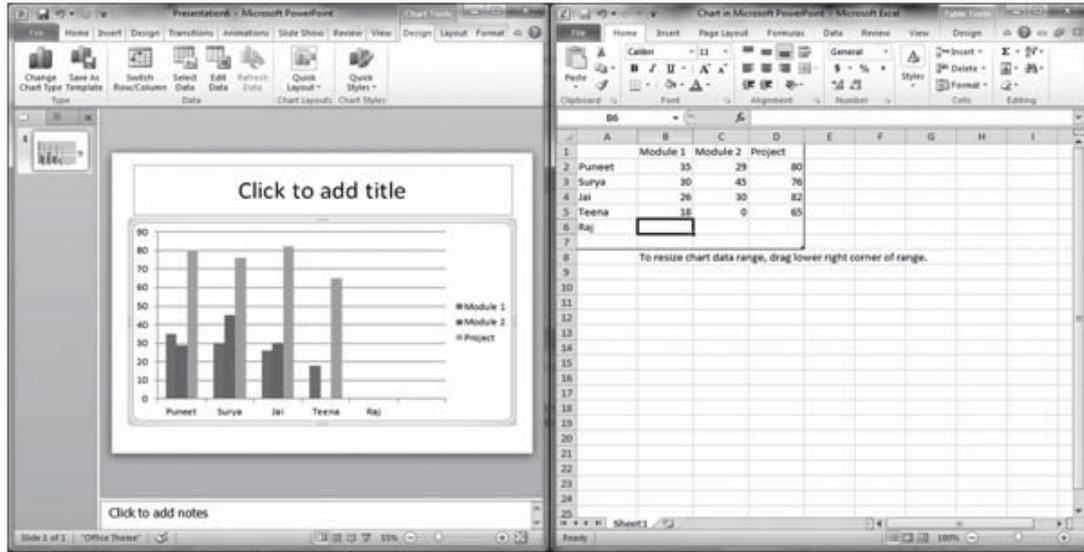


Fig. 1.6.5 Data enclosed by Blue lines in Excel

1.6.7 Embedded Object Editing

An embedded object is a separate file not created in the program that is placed into the program. For example, when using a Word program, you paste a movie clip into the Word document; this would be considered an embedded object.

To edit an embedded object just double click on object and make necessary changes. As shown in Fig 1.6.6

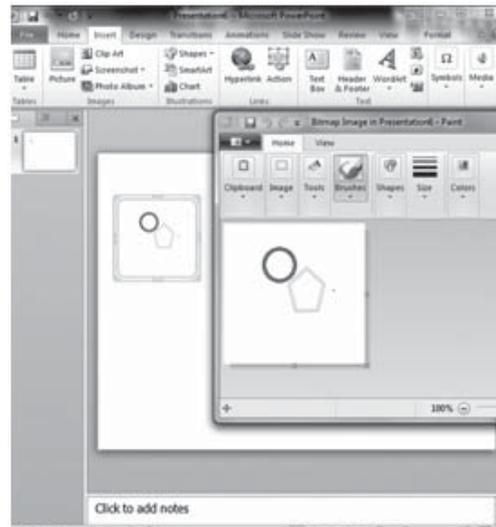


Fig. 1.6.6 Embedded object

1.6.8 Linking Objects

Object Linking is a technology that allows linking to documents and other objects. You can link content from other programs into your presentation. A linked object is updated if its source file is



changed.

The steps to link any object in presentation as shown in Fig.....:

1. Select and copy the information from Word file that you want to insert as an object in PowerPoint.
2. In PowerPoint, click where you want the object to appear.
3. On the Home tab, in the Clipboard group, click the arrow below Paste, and then click Paste Special.
4. In the Paste Special dialog box, do one of the following:
 - a. To paste the information as a linked object, click Paste link.
 - b. To paste the information as an embedded object, click Paste. In the As box, click the entry with the word "object" in its name. For example, if you copied the information from a Word document, click Microsoft Word Document Object.

1.6.7 Launching Other Slideshows, Applications and Websites

In PowerPoint, you can use Action button to launch any other Presentation, Application or Website from your presentation.

The steps to use Action button to launch other Slideshow or Website are shown in Fig 1.6.7

1. Select the text, shape, or picture that you want to use as a Action button.
2. On the Insert tab, in the Links group, click Action and choose the Other PowerPoint Presentation or URL... option under Hyperlink to drop down menu for hyperlinking other presentation or to launch any Website.

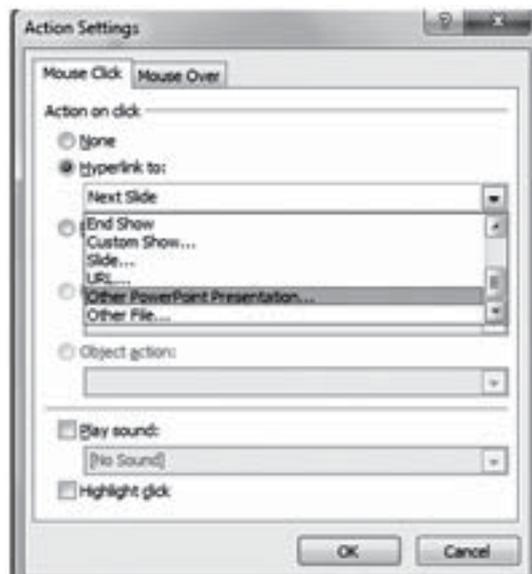


Fig 1.6.7 Action Settings Dialog Box

The steps to use Action button to launch other Application are shown in Fig 1.6.8

1. Select the text, shape, or picture that you want to use as a Action button.
2. On the Insert tab, in the Links group, click Action. Select Run Program option and Browse the application.

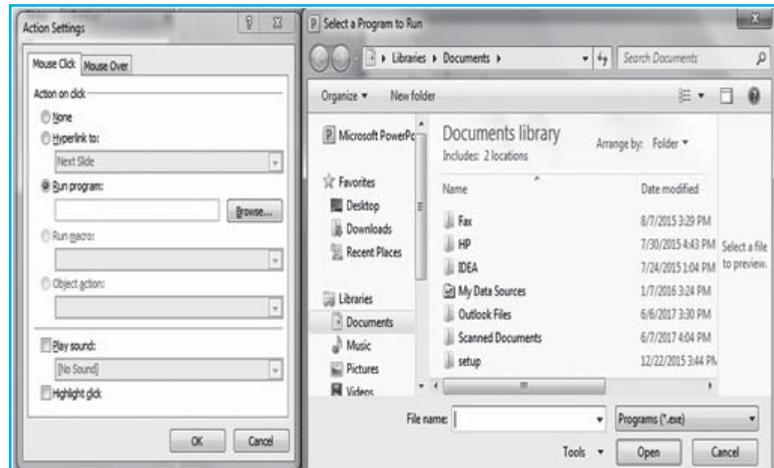


Fig 1.6.8 Select Run Program

1.7 POWERPOINT VIEWS

1.7.1 The Slide Master

Slide Master is a template used to create consistent layouts throughout the PowerPoint presentation by customizing slide layouts, themes, effects, animation, backgrounds, text font style and colour, date and time, and graphic placement while creating a new presentation. A slide master is the top slide in a hierarchy of slides. The properties of the slide when modified or edited is automatically updated to the existing slides and applies the changes to a new slide added to the presentation. The PowerPoint presentation contains three masters: **slide, notes, and handout**. The slide master controls all the presentation slides, while the notes master and handout master controls the appearance of all speaker notes pages, and handout pages respectively.

Changing to the Slide Master View

To edit the Slide Masters, click on the **View** tab and click the **Slide Master** button under the **Master Views** group as shown in Fig. 1.7.1.

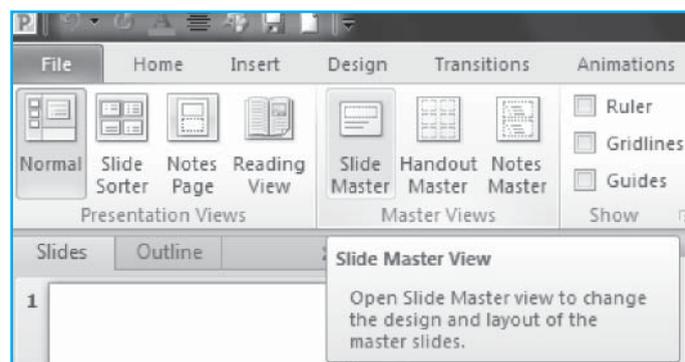


Fig. 1.7.1: Slide Master View

1.7.1.1 Slide Master

This tab displays commands to modify the master slides. The size and placement of place holders,



change in font, background, colors, theme settings are options which help in customizing the presentation as shown in Fig. 1.7.2.

Each slide layout is set up differently, yet all layouts that are associated with a given slide master contain the same theme (color scheme, fonts, and effects).

Page
Handout

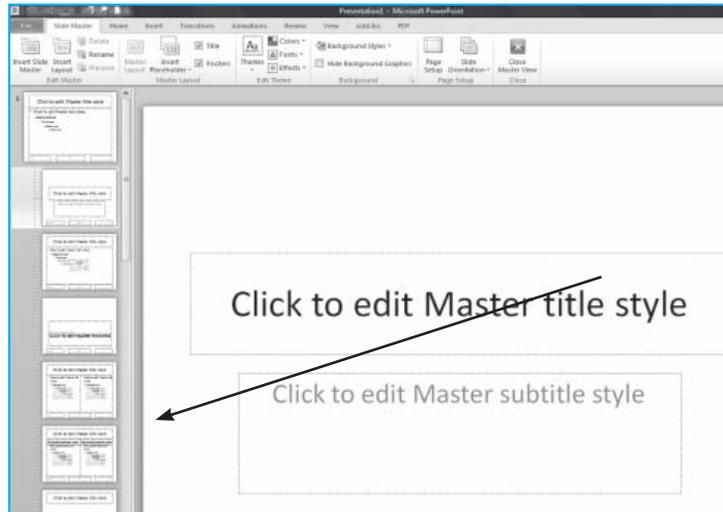


Fig. 1.7.2: Slide Master

To return to the normal view click on **Close Master View**.

Adding and Deleting Layout Slides

To add a new layout slide to an existing Master, either the click **Insert Layout** button in the **Edit Master** group or right-click in the slide side bar and choose **Insert Layout**. A new slide will appear in the side bar as shown Fig. 1.7.3.

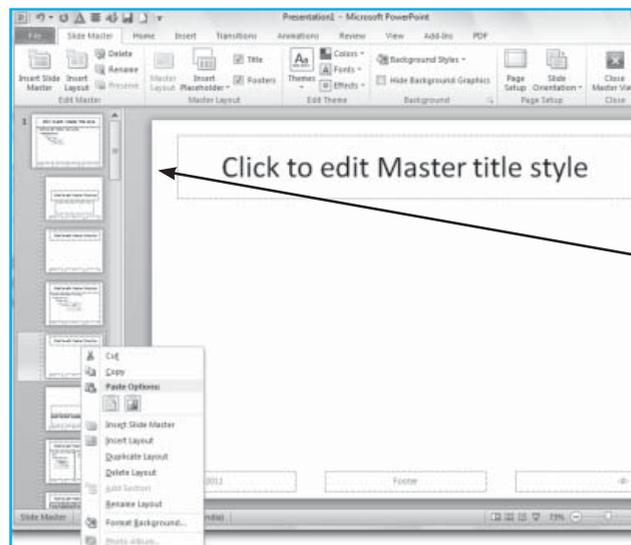


Fig. 1.7.3: Adding and Deleting Layout

To delete a layout, select the layout slide and either use the **Delete** button in the **Edit Master** group, or right-click the slide in the side bar and select **Delete Layout**.

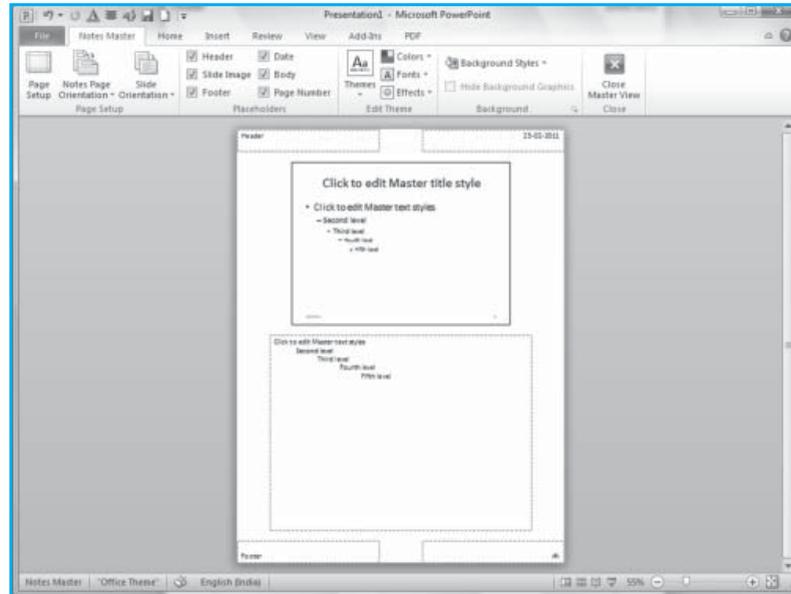


Fig. 1.7.5 : Notes Master

1.8 ADDING AND EDITING CONTENTS

Power Point 2010 provides more powerful functions for adding more features in the presentation like changing the color of text, adding text to the shapes, pictures, tables, SmartArt graphic or other object etc., adding bullets or numbers to the text and indenting the bulleted or numbered list on the ruler.

1.8.1 Adding Text to presentation

To add text to the text placeholder on the slide,



Fig. 1.8.1: Adding Text



1. Click inside the placeholder, and then type or paste text as shown in Fig. 1.8.1.
2. To change the line spacing, do the following:
 - Drag to select one or more lines of text for which user want to change the spacing.
 - On the **Home** tab, in the **Paragraph** group, click the **Dialog Box Launcher** as shown in Fig. 1.8.2.

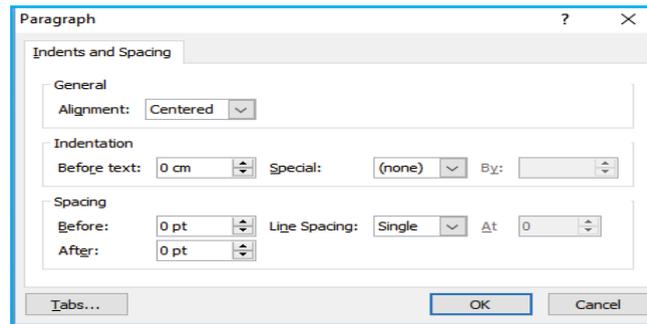


Fig. 1.8.2: Formatting Text

- In the, **Paragraph** dialog box, on the **Indents and Spacing** tab, make any changes that user want, i.e. alignment, indentation, or spacing, and then click **OK**.

The other way where text can be added to the text placeholder is to use text boxes to put text anywhere on a slide, such as outside a text placeholder shown in Fig. 1.8.3. For example, to add a caption to a picture, add a text box and position it near the picture. To add a text box, and the add text to it, do the following:

1. On the **Insert** tab, in the **Text** group, click **Text Box**.
2. Click the slide, and then drag the pointer to draw the text box.
3. Do one of the following:
 - To add text to a text box that anyone can edit, in **Normal view**, click inside the text box, and then type or paste text.
 - To add text to a text box that contain permanent and uneditable text, in **Slide Master view**, click inside the text box, and then type or paste text.

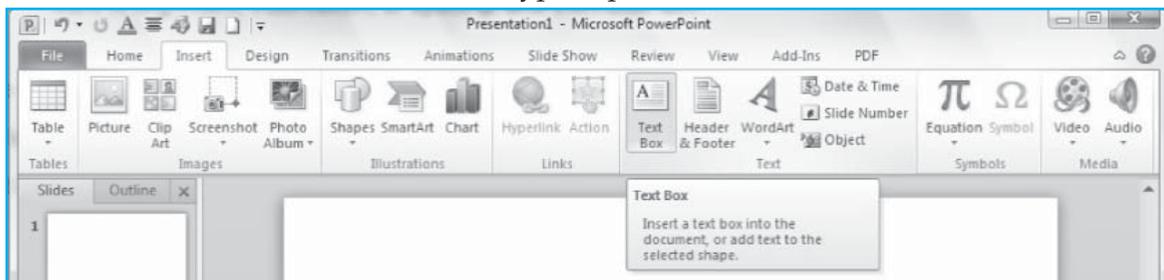


Fig. 1.8.3: Adding text using Text Box

1.8.2 Formatting Text using Font Group

We can control the most commonly used font settings by using the **Font** group in the **Home** tab on the **Ribbon** as shown in Fig. 1.8.4.

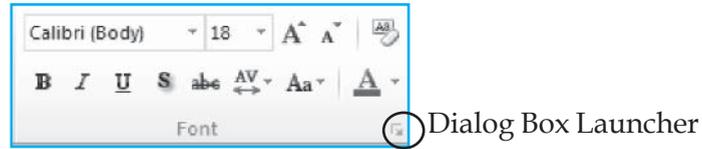


Fig. 1.8.4: Formatting text using font setting

If the **Font** group in the **Home** tab doesn't provide enough options for formatting text, the **Font dialog box** for additional options can be used. To add more facility from this dialog box, just select the **dialog launcher** for the **Font** Group. (The dialog launcher is the cursor at the bottom-right corner of the group as shown in Fig. 1.8.4 and subsequently the dialog box opened on clicking the dialog launcher in Fig. 1.8.5)

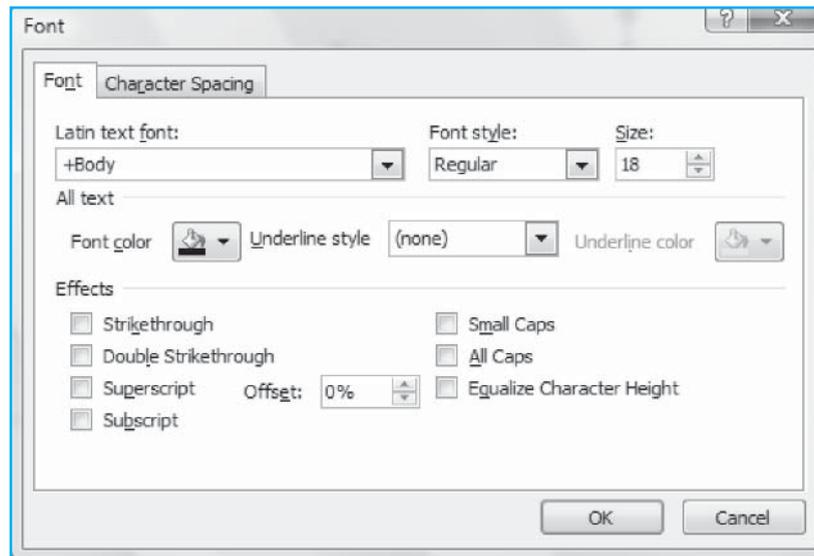


Fig. 1.8.5: Font dialog box

1.8.3 Formatting Text using Paragraph Group

The **Paragraph** group on the **Home** tab on the **Ribbon**, as shown in Fig. 1.8.6, has several buttons that apply formats to entire paragraphs. The following sections describe the most common uses for the buttons in this group.

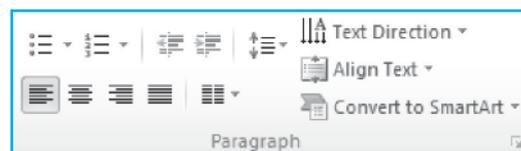


Fig. 1.8.6: Formatting text using paragraph setting

- a. **To create a Bulleted List:** PowerPoint lets user create fancy bullets that are based on bitmap pictures rather than simple dots and check marks.
 1. To add a bullet to just one paragraph, just place the cursor anywhere in the paragraph.
 2. Click the **Bullets** button found in the **Paragraph** group of the **Home** tab.



PowerPoint adds a bullet to each paragraph that we select as shown in Fig. 1.8.7.

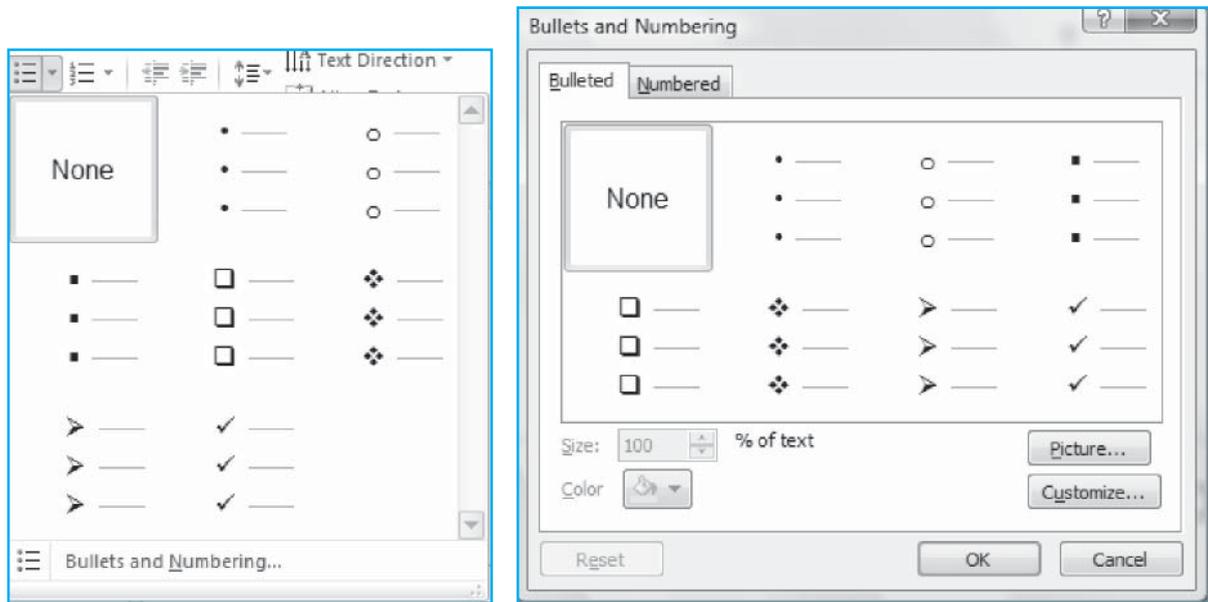


Fig. 1.8.7: Adding bullets to text

- b. **To create Numbered List :** The numbered list provides the numbers that can be inserted into text box using the **Numbering button**, which appears next to the **Bullets button** on the **Home tab**. When we click the **Numbering button**, PowerPoint adds simple numbers to the selected paragraphs. If we want to change the numbering format, click the arrow next to the **Numbering button** to display a list of number style choices. If none of the styles in the list are right, choose **Bullets and Numbering** to reveal the numbering options shown on the **Numbered tab** of the **Bullets and Numbering** dialog box in Fig. 1.8.8.

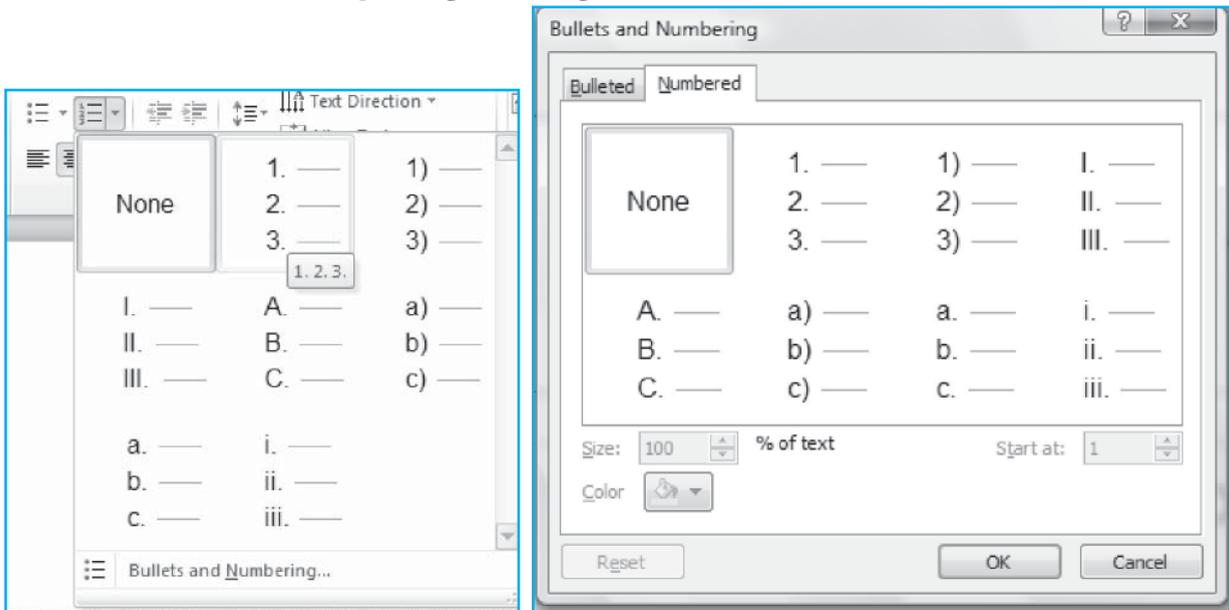


Fig. 1.8.8: Adding numbers to text



c. **To create Nested List:** A nested List provides several level of indented text. To create nested list:

1. Create a list of item as shown in the Fig. 1.8.9.
2. Click the Increase or Decrease Indent button to adjust the text in the text box.

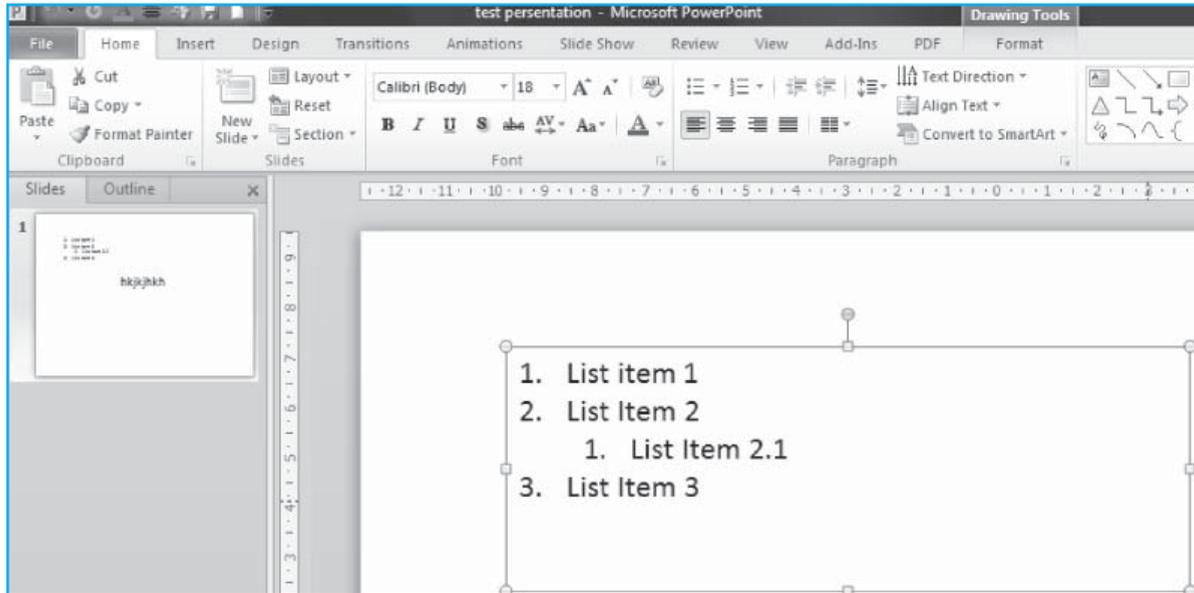


Fig. 1.8.9: Nested List

1.8.4 Adding Clip Art, Pictures, Screen Shot and Photo album using Image Group

a) **Adding Clip Art:** We can insert or copy pictures and clip art into our PowerPoint presentation from many different sources, including downloading from a clip art Web site provider, copying from a Web page, or inserting from a folder where we save pictures. We can also use pictures and clip art as backgrounds for our slides in PowerPoint.

1. Click the slide that we want to add the clip art to our presentation.
2. On the **Insert** tab, in the **Images** group, click **Clip Art** as shown in Fig. 1.8.10.

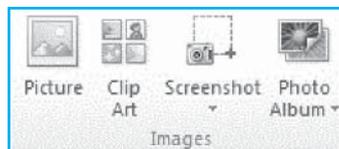


Fig. 1.8.10: Image group

3. In the **Clip Art** task pane, in the **Search for** text box, type a word or phrase that describes the clip art that we want, or type all or some of the file name of the clip art as shown in the Fig. 1.8.11.

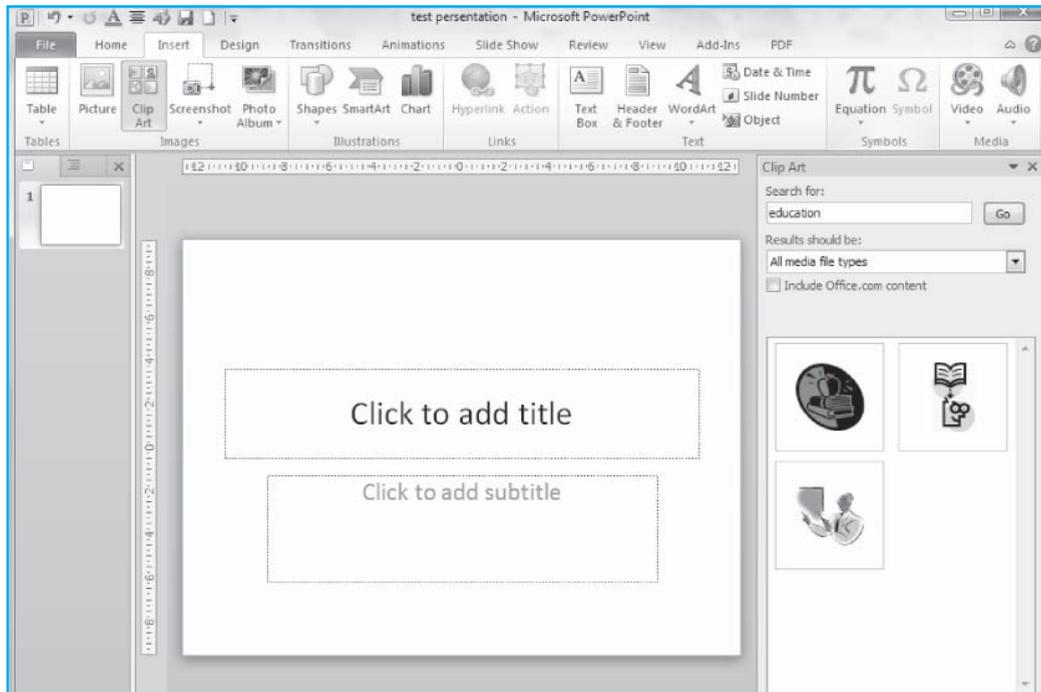


Fig. 1.8.11: Clip Art

To narrow our search, in the **Results should be** list, select the check boxes next to **Illustrations**, **Photographs**, **Videos**, and **Audio** to search those media types.

4. Click **Go**.
5. In the list of results, click the clip art to insert it as shown in Fig. 1.8.12.

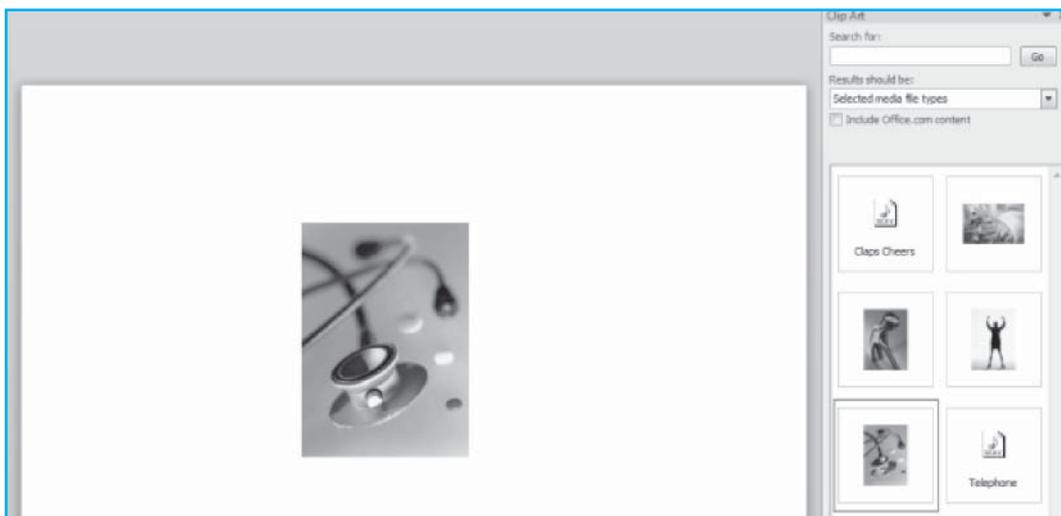


Fig. 1.8.12: Inserting Clip Art

b) Adding Pictures

1. On the **Insert** tab, in the **Images** group, click **Picture** button as shown in Fig. 1.8.13.



Fig. 1.8.13: Picture

2. Browse to the picture from available files.
3. Click the name of the picture as shown in Fig. 1.8.14.

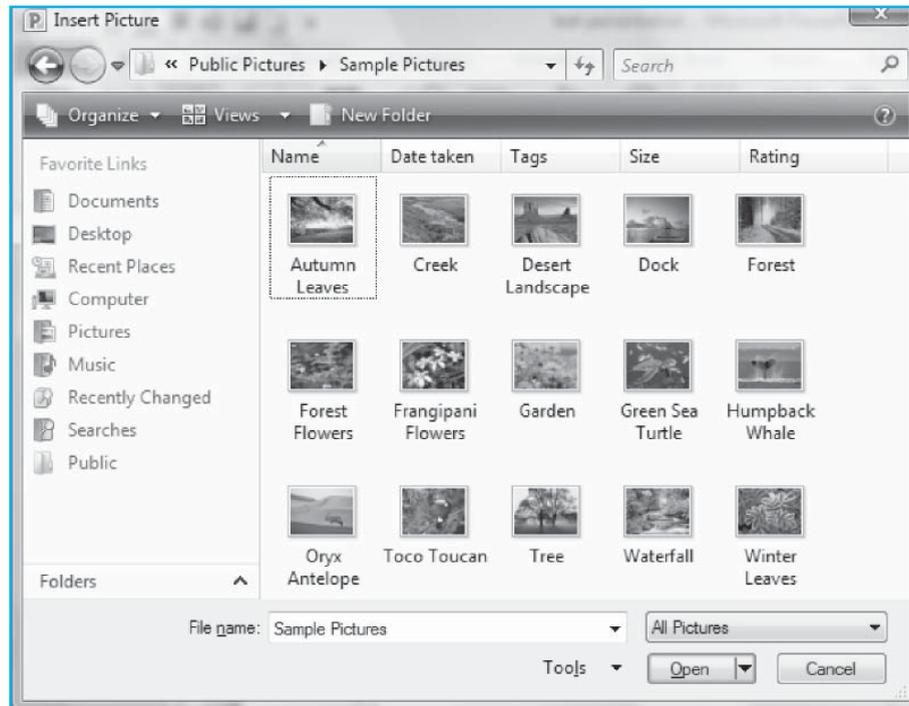


Fig. 1.8.14: Inserting Pictures

4. Click **insert**.

We can also copy and paste the picture from the Web page. On the Web page, right-click the picture that we want, and then click **Copy** on the shortcut menu. In our presentation, right-click where we want to insert the picture, and then click **Paste**. Make sure that the picture that we choose is not hyperlinked to another Web page. If we choose a picture that is hyperlinked to another Web page, it will be inserted in our document as a hyperlink to that Web page instead of as an image.

c) Adding Screenshots

Screenshots are useful for capturing snapshots of information that might change or expire, such as a breaking news story or a time-sensitive list of available flights and rates on a travel Web site. Screenshots are also helpful for copying from web pages and other sources whose formatting might not successfully transfer into the file by any other method. Screenshots are static images.

When we click the **Screenshot** button, this can insert the whole program window or use the **Screen Clipping** tool to select part of a window as shown in Fig. 1.8.15. Only windows that have not been minimized to the taskbar can be captured.



1. On the **Insert** tab, in the **Images** group, click **Screenshot**.



Fig. 1.8.15: Screenshot

2. Do one of the following:

- To add the whole window, click the thumbnail in the **Available Windows** gallery as shown in Fig. 1.8.16.

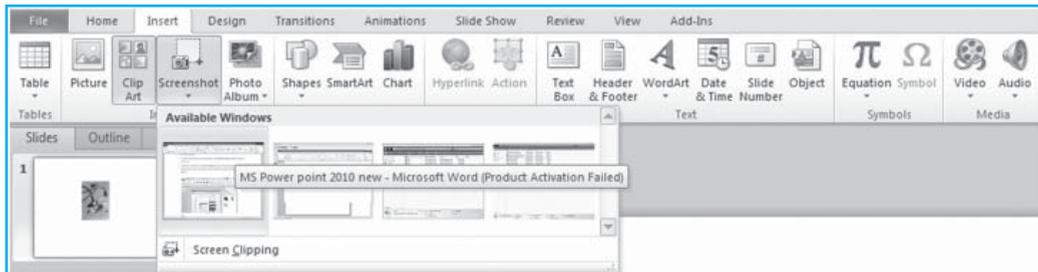


Fig. 1.8.16: Screenshot Available Window

- To add part of the window, click **Screen Clipping**, and when the pointer becomes a cross, press and hold the left mouse button to select the area of screen that we want to capture as shown in Fig. 1.8.17.

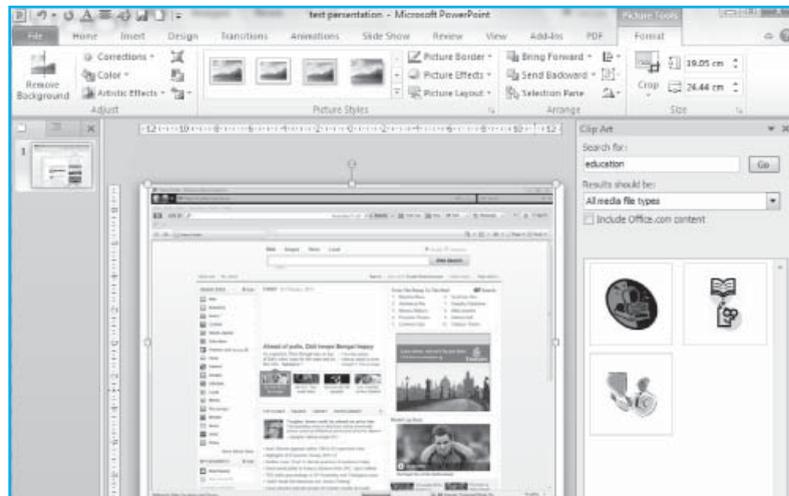


Fig. 1.8.17: Inserting Screenshot

After we add the screenshot, we can use the tools on the **Picture Tools** tab to edit and enhance the screenshot.

d) Adding Photo album

1. On the **Insert** tab, in the **Images** group, click **Screenshot** as shown in Fig. 1.8.18.

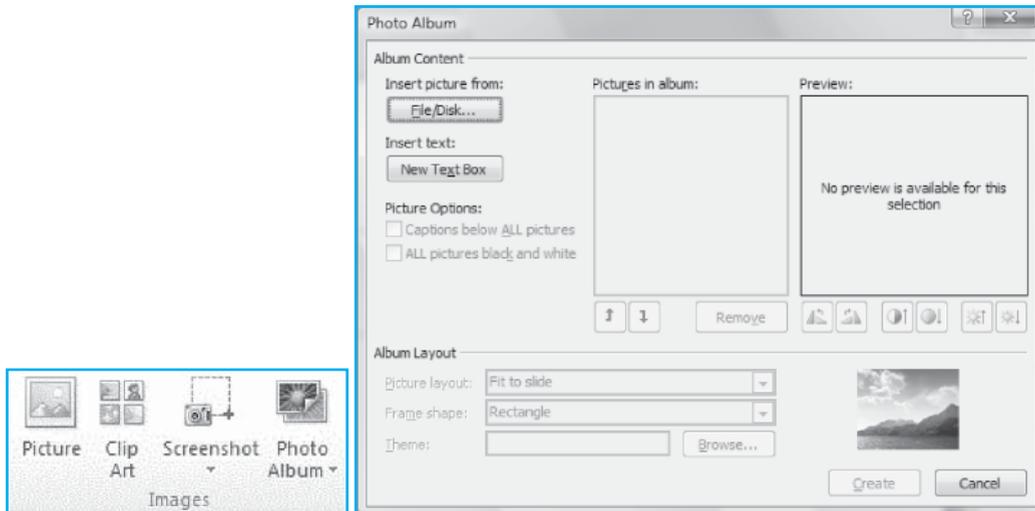


Fig. 1.8.18 : Photo Album

- Click on **File/Disk** button that open **insert picture from** dialog box as shown in Fig. 1.8.19.

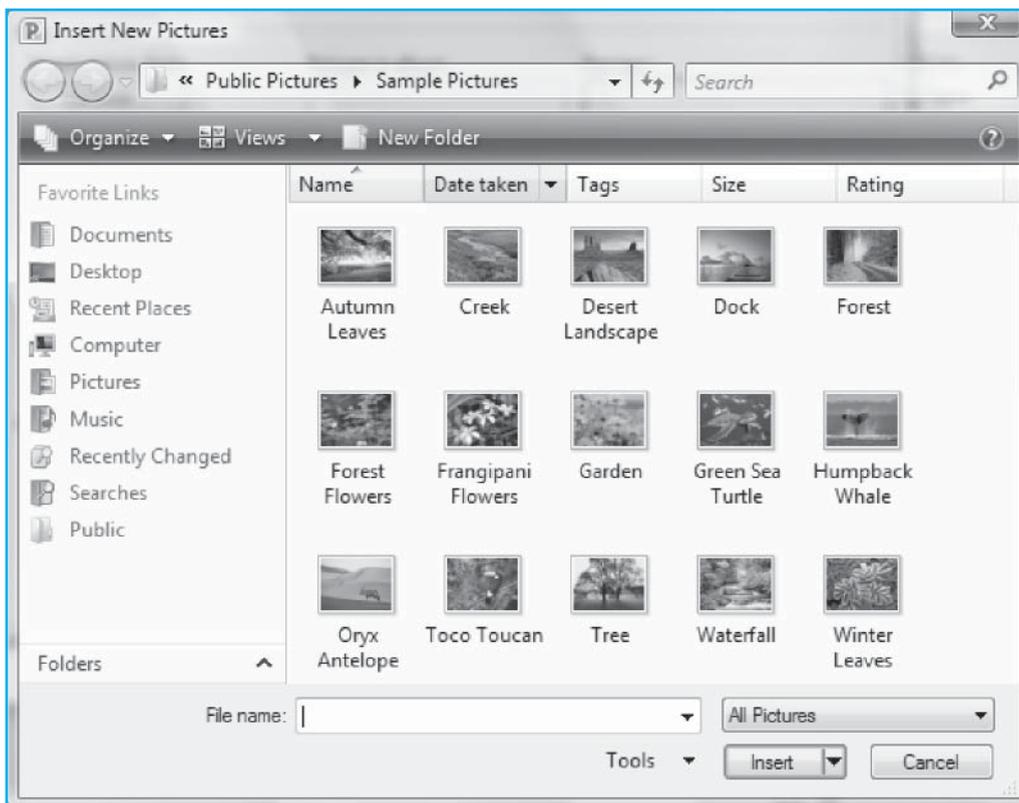


Fig. 1.8.19: Inserting Pictures from photo album

- Click any picture from **insert picture from** dialog box, then click **insert** button to insert the picture.
- Click to **create** button to insert the photo in the existing presentation.



1.8.5 Adding Shape, SmartArt and Charts using Illustrations

a) Adding a Shape

We can add one or more shapes to our presentation or combine multiple shapes to make a drawing or a more complex shape. Available shapes include lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts. After adding shapes to our presentation, we can add text, bullets, numbering, and quick styles to them. Shapes can be added to the presentation by using two methods as shown in Fig. 1.8.20 & 1.8.21.

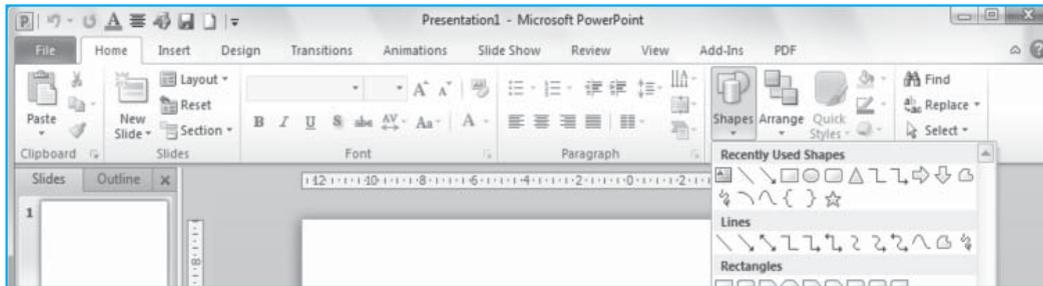


Fig. 1.8.20: Adding Shapes

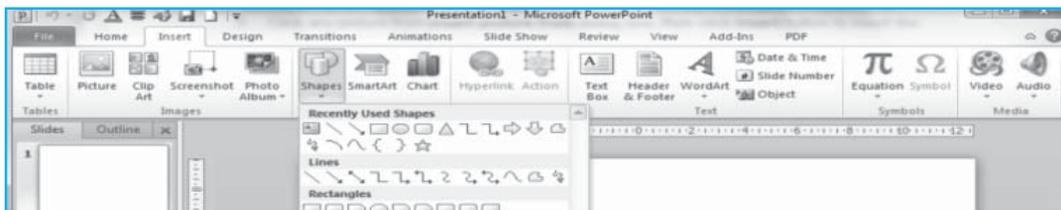


Fig. 1.8.21: Adding Shapes

To add shapes:

1. On the **Home** tab, in **Drawing** group, click **Shapes**.
Or
2. On **Insert** tab, in **Illustrations** group, click **Shapes** and then click the slide.
3. Drag the cursor to expand the shape as shown in Fig. 1.8.22.

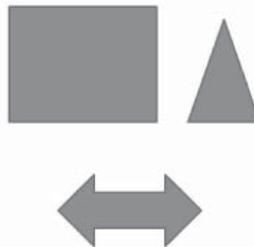


Fig. 1.8.22: Various Shapes

To format the Shapes:

1. Select the shapes.



- Click the **Format** tab as shown in Fig. 1.8.23 which contains commands groups to set styles, shadow effects, 3D effects and Arrange options.

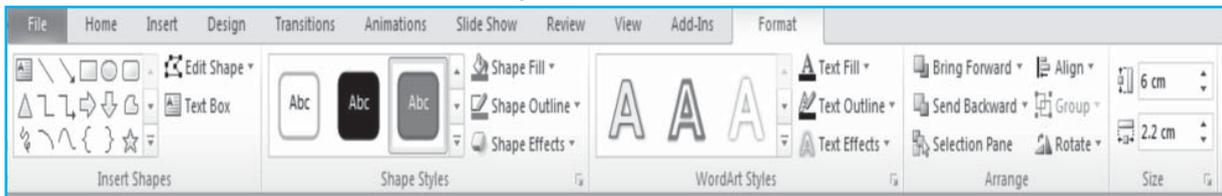


Fig. 1.8.23: Formatting Shapes

b) Adding a SmartArt

A SmartArt graphic is a visual representation of information that can quickly and easily create, choosing from among many different layouts, to effectively communicate messages or ideas. With SmartArt graphics, we can create designer-quality illustrations with only a few clicks of the mouse. When we create a SmartArt graphic, we are prompted to choose a type of SmartArt graphic, such as **List, Process, Cycle, Hierarchy, Relationship, Matrix, Pyramid, and Picture**. Each type of SmartArt graphics contains several different layouts. After we choose a layout, it is easy to switch the layout or type of a SmartArt graphic. Most of our text and other content, colors, styles, effects, and text formatting are automatically carried over to the new layout. We can also add and remove shapes in our SmartArt graphic to adjust the structure of the layout.

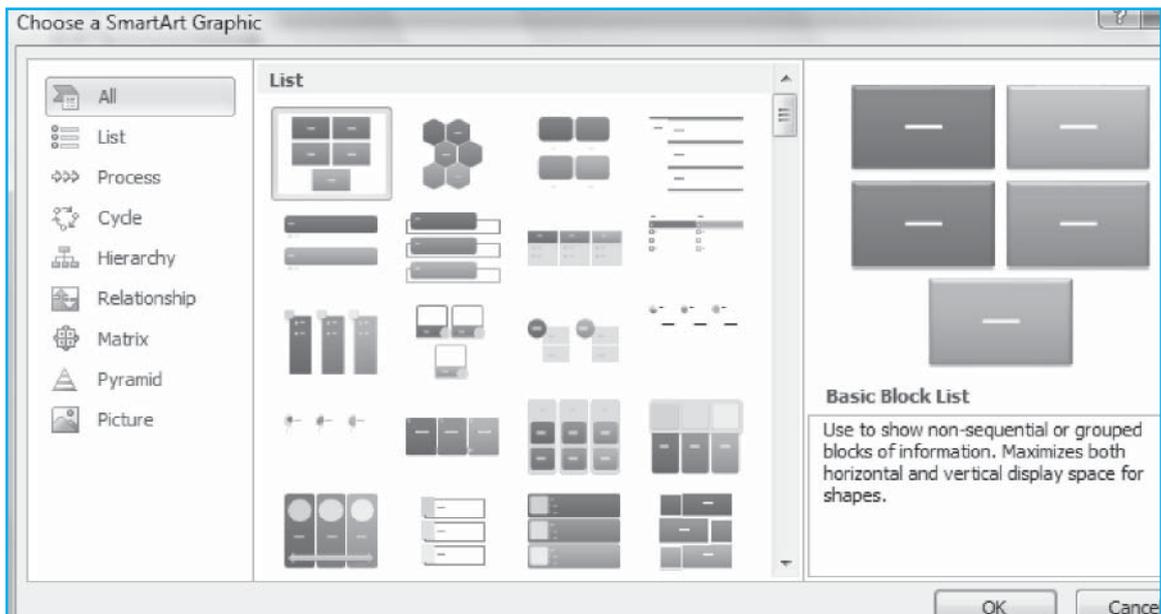


Fig. 1.8.24: SmartArt Graphics

To add SmartArt :

- On the **Insert** tab, click the **SmrtArt** button.
- Click the **SmartArt** to choose as shown in Fig. 1.8.24.
- Click **OK**.



To Format the SmartArt:

1. Click the SmartArt graphic.
2. Click either the **Design** or the **Format** tab as shown in Fig. 1.8.25 which provide command groups to customize and format the SmartArt.
3. Click the SmartArt to add text and pictures.



Fig. 1.8.25: SmartArt Tools

To add and delete shapes to SmartArt Graphics:

1. Click the SmartArt graphic.
2. Click the existing shape that is located closest to where we want to add the new shape.
3. Under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group as shown in Fig. 1.8.26, click the arrow under **Add Shape**.

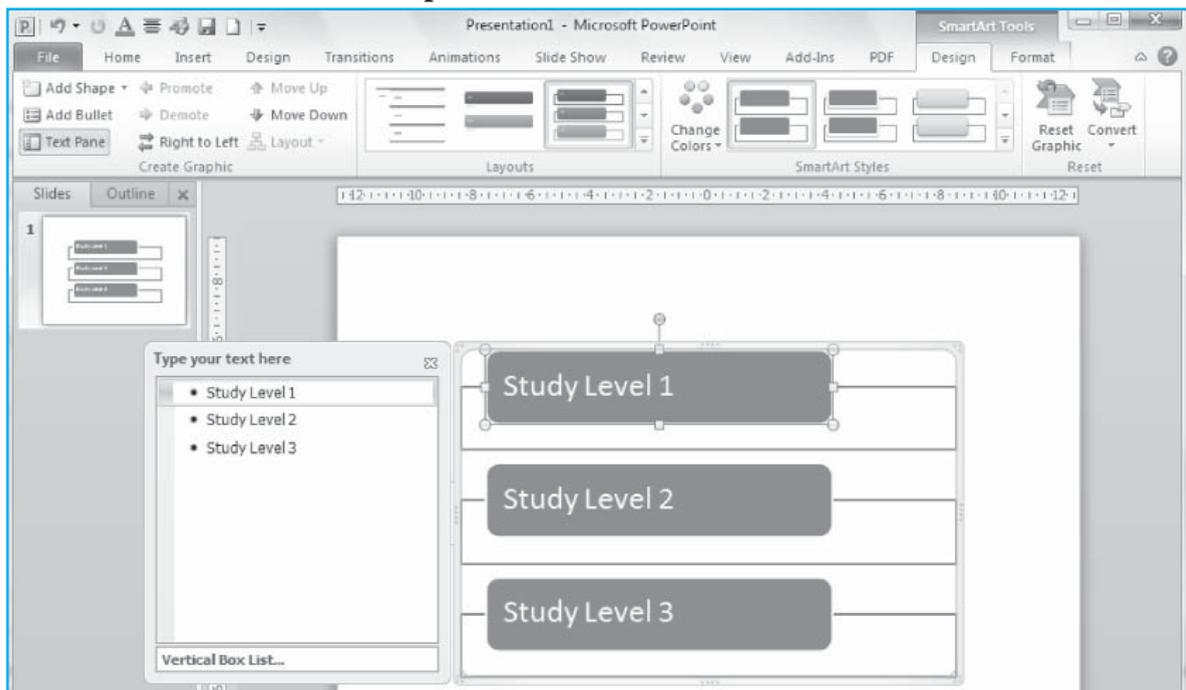


Fig. 1.8.26: Adding Shapes to SmartArt Graphics

4. Do one of the following:
 - To insert a shape after the selected shape, click **Add Shape After**.
 - To insert a shape before the selected shape, click **Add Shape Before**.



To add a shape from the Text pane, click an existing shape, move cursor before or after the text where we want to add the shape, and then press ENTER as shown in Fig. 1.8.27. To delete a shape from SmartArt graphic, click the shape to delete.

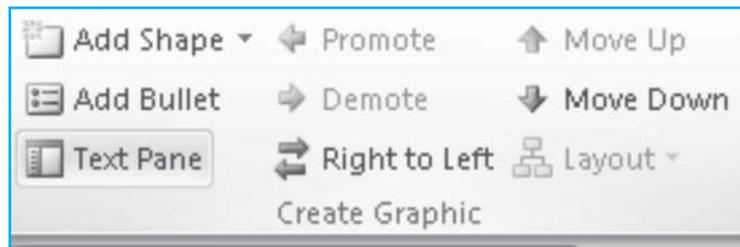


Fig. 1.8.27 : Text Pane

To change the Color of SmartArt graphics:

1. Click SmartArt graphic.
2. Under **SmartArt Tools**, on the **Design** tab, in the **SmartArt Styles** group, click Change Colors as shown in Fig. 1.8.28.

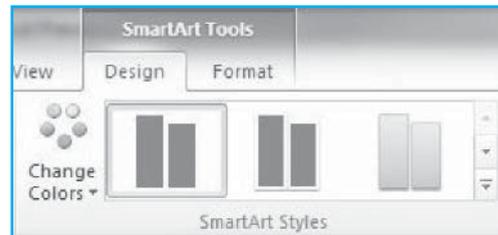


Fig. 1.8.28 : Working with colors

3. Click the color variation that we want.

To apply SmartArt style to SmartArt Graphics:

A SmartArt style is a combination of various effects, such as line style, level, or 3-D that can apply to the shapes in SmartArt graphic to create a unique and professionally designed look.

1. Click SmartArt graphic.
2. Under **SmartArt Tools**, on the **Design** tab, in the **SmartArt Styles** group, click the SmartArt Style that we want as shown in Fig. 1.8.29.

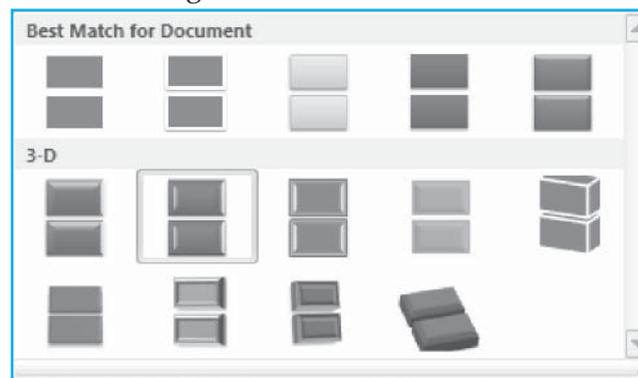


Fig. 1.8.29: SmartArt Style



c) Adding a Chart

A chart allows us to present information contained in the worksheet in a graphic format. Microsoft PowerPoint 2010 can insert many kinds of data charts and graphs, such as column charts, line graphs, pie charts, bar charts, area graphs, scatter graphs, stock charts, surface charts, doughnut charts, bubble graphs, and radar graphs.

To Create a Chart:

1. Click the **Insert** tab on the **Ribbon**.
2. Click the type of **Chart** that we want to create.
3. Select **Chart** from **Insert Chart dialog box** as shown in Fig. 1.8.30, then click **OK**.

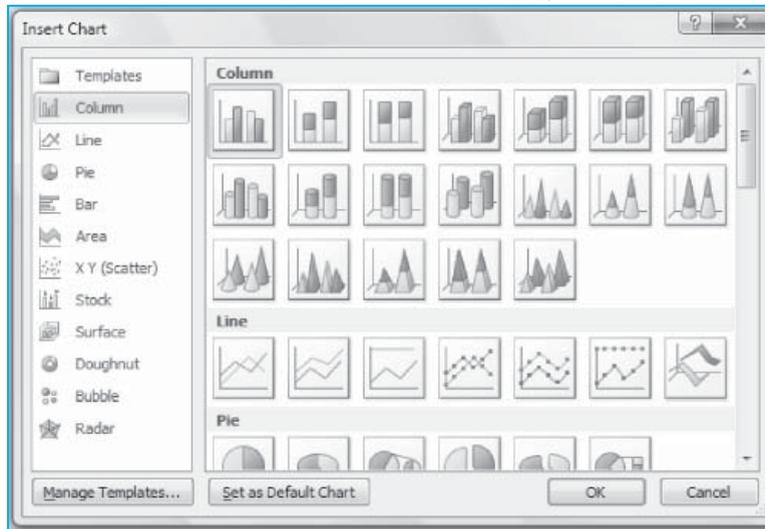


Fig. 1.8.30: Creating Chart

To Edit and Modify Chart data and Label:

1. Select the **Chart**.
2. Click **Edit Data** on the **Design** tab as shown in Fig 1.8.31.
3. Edit the data in the spread sheet.
4. Click on **Chart Layout** group to change the label and type of chart.

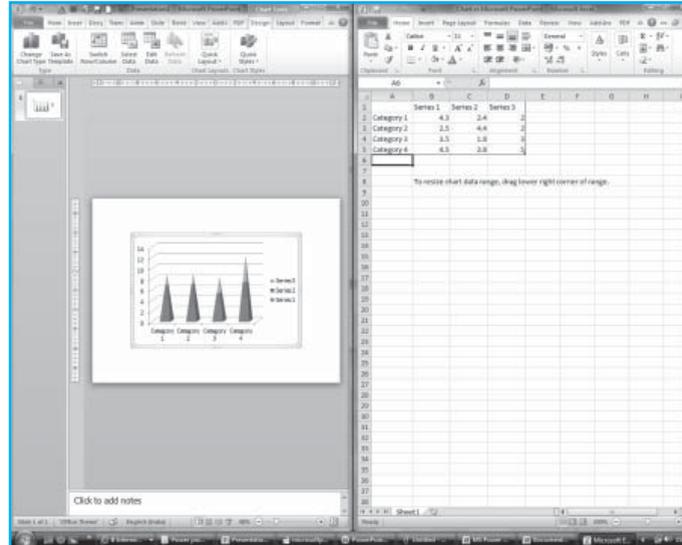


Fig. 1.8.31: Editing Chart data

To use Chart tools:

The **chart tools** appear on the **Ribbon** when we highlight or select the chart. The tools are located on three tabs: **Design, layout, and Format**. Using **Design tab**, we can control the chart type, layout, styles, and locations as shown in Fig. 1.8.32.

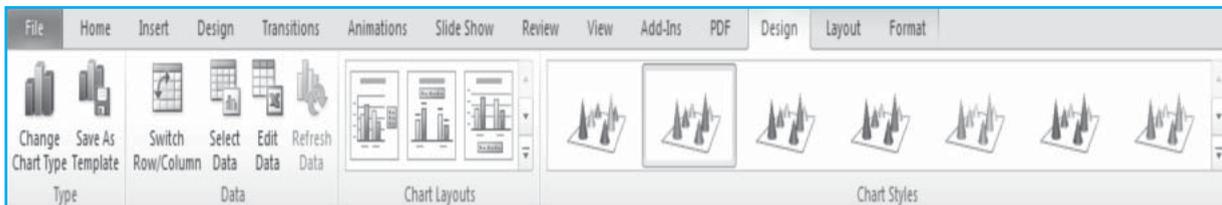


Fig. 1.8.32: Chart design tools

Using **Layout tab**, we can control the insertion of pictures, text boxes, shapes, labels, backgrounds, and data analysis as shown in Fig. 1.8.33.

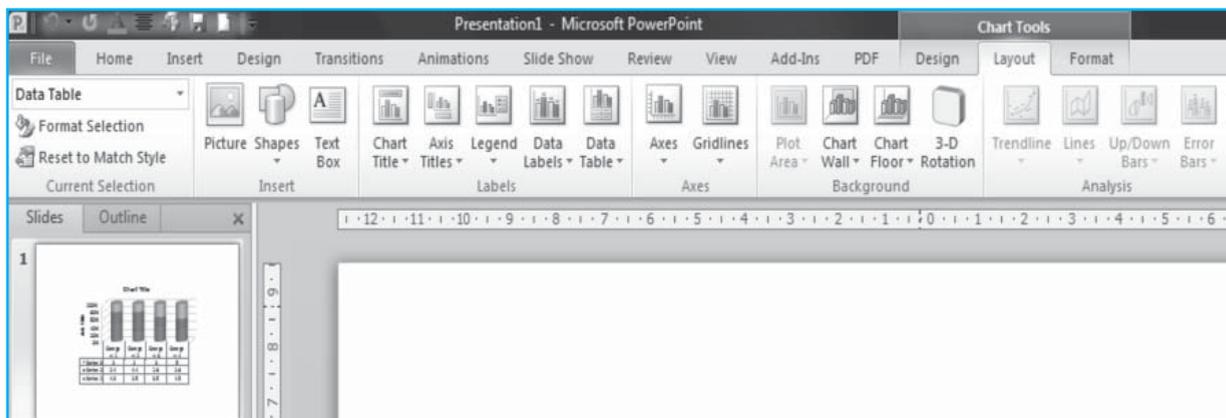


Fig. 1.8.33: Chart Layout tools



Using **Format** tab, we can adjust the size, fill colors, apply shape styles and wordArt styles to our chart as shown in Fig. 1.8.34.

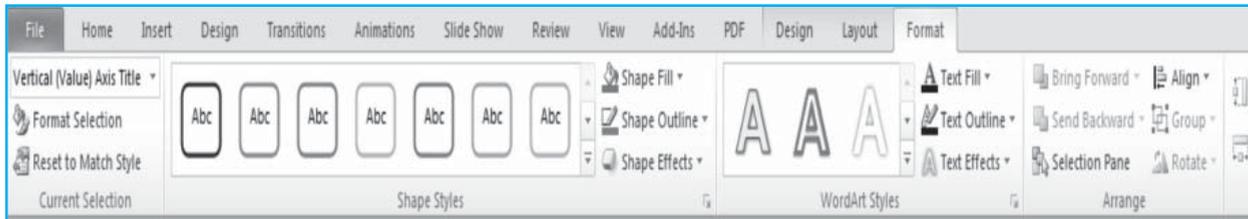


Fig. 1.8.34: Chart Format tools

Using excel chart in presentation

We can insert and link a chart from an Excel workbook into our PowerPoint presentation. When we edit the data in the spreadsheet, the chart on the PowerPoint slide can be easily updated.

To insert a linked Excel chart in PowerPoint 2010, do the following:

1. Open the Excel workbook that has the chart.
2. Select the chart.
3. On the **Home** tab, in the **Clipboard** group, click **Copy**.
4. Open the PowerPoint presentation and select the slide that we want to insert the chart into.
5. On the **Home** tab, in the **Clipboard** group, click the **Paste** option.

To insert a chart from excel file, do the following:

1. Click **Paste** on the **Home** tab.
2. Select **Paste Special** from drop down menu as shown in Fig. 1.8.35.

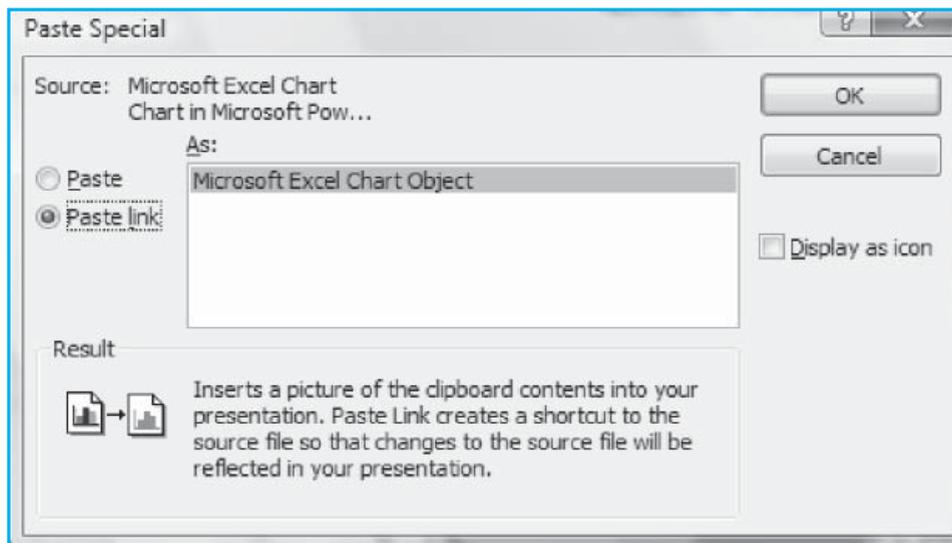


Fig. 1.8.35: Inserting a chart from excel workbook

3. Select excel chart to insert into the presentation and press **OK** button.



1.8.6 Add a Video and Audio to the presentation

We can embed a video or link to a video from our PowerPoint presentation. We can also limit the size of our presentation by linking to a video file on local drive or to a video file that can be uploaded to a web site, such as YouTube as shown in Fig. 1.8.36.



Fig. 1.8.36: Audio and Video in presentation

All options to insert a video are located on the **Insert** tab, in the **Media** group.

To Embed a video from a file:

1. In **Normal** view, click the slide in which we want to embed a video.
2. On the **Insert** tab, in the **Media** group, click the arrow under **Video**, and then click **Video from file**.
3. In the **Insert Video** dialog box, locate and click the video that we want to embed, and then click **Insert** as shown in Fig. 1.8.37.

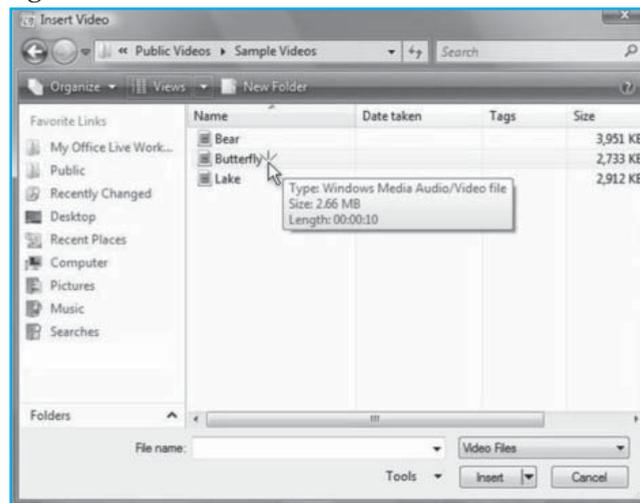


Fig. 1.8.37: Embed Video from File

To embed an animated GIF from the Clip Art library

The Fig. 1.6.38 shows animated GIF from the Clip Art library to be embedded into our presentation.

1. In **Normal** view, click the slide in which we want to embed an animated GIF file.
2. On the **Insert** tab, in the **Media** group, click the arrow under **Video**, and then click **Clip Art Video**.
3. In the **Clip Art** task pane, in the **Search for** box, enter the key word that describes the selection of animated GIFs that we want to preview.
4. In the **Search in** box, select the check boxes that apply to the scope of our search.



5. In the **Results should be** box, ensure that only the **Movies** check box is selected.
6. Click **Go**.

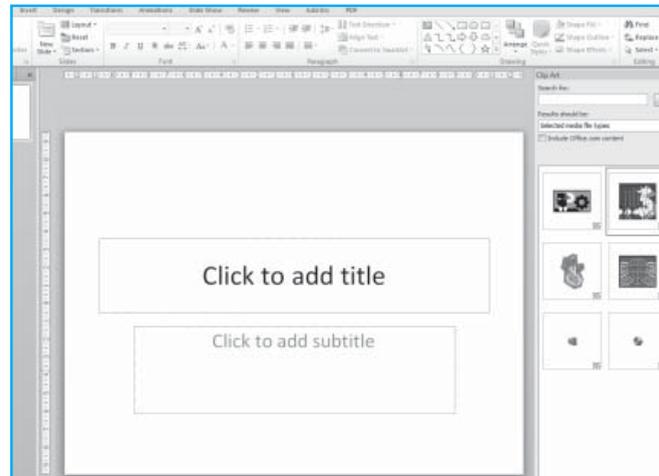


Fig. 1.8.38: Animated GIF

Link to a video file from our presentation

We can link to an external video or movie file from our Microsoft PowerPoint 2010 presentation as shown in the Fig. 1.8.39.

To add a link to a video from our PowerPoint presentation, do the following:

1. On the **Slides** tab in **Normal** view, click the slide to which we want to add a video or animated GIF file.
2. On the **Insert** tab, in the **Media** group, click the arrow under **Video**.
3. Click **Video from File**, locate and click the file that we want to link to.
4. On the **Insert** button, click the down arrow, and then click **Link to file**.

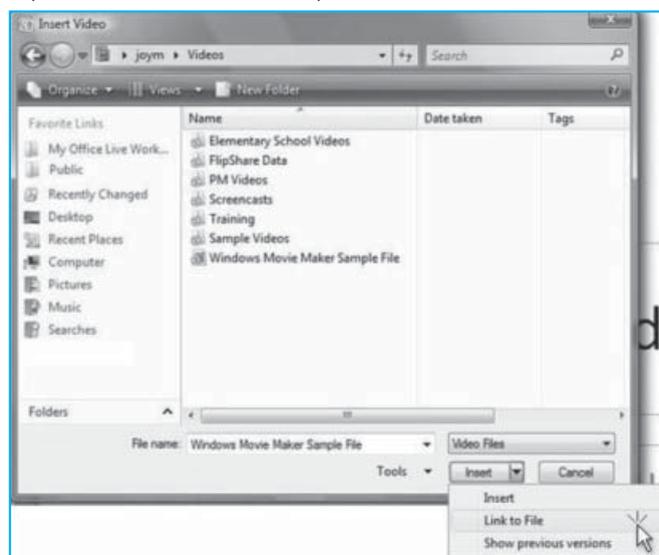


Fig. 1.8.39: Link to a Video File



Add an Audio to our presentation

Audio Clips can be added to our presentation by clicking audio button in **media** group as shown in Fig. 1.8.40.

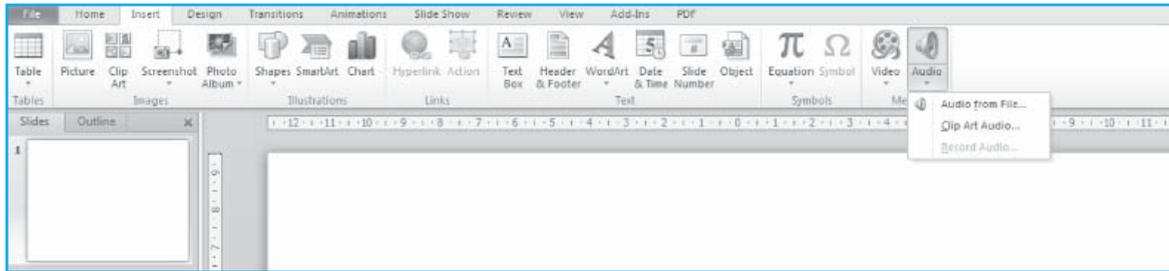


Fig. 1.8.40: Embed Audio

To add an audio clip, click

1. On the **Insert** tab, in the **Media** group, click **Audio**.
2. Do one of the following:
 - Click **Audio from File**, locate the folder that contains the file, and then double-click the file that we want to add.
 - Click **Clip Art Audio**, locate the audio clip that we want in the **Clip Art** task pane, and then click to add it to the slide.
3. On the slide, select the audio clip icon as shown in Fig. 1.8.41.
4. Below the icon, click **Play**.

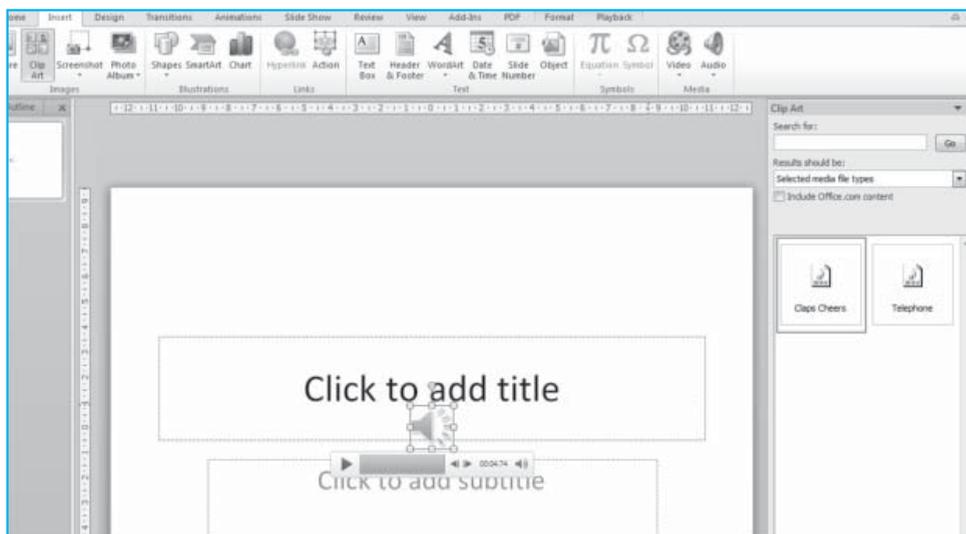


Fig. 1.8.41: Audio Clip icon

Set the playback option for an audio clip

1. On the slide, select the audio clip icon.
2. Under **Audio Tools**, on the **Playback** tab, in the **Audio Options** group as shown in Fig. 1.6.42 and do one of the following:



- To start the audio clip automatically, in the **Start** list, click **Automatically**.
- To manually start the audio clip, in the **Start** list, click **On Click**.
- To play an audio clip, in the **Start** list, click **Play across slides**.
- To play an audio clip continuously, select the **Loop until Stopped** check box.
- To hide the audio clip, under **Audio Tools**, on the **Playback** tab, in the **Audio Options** group, select the **Hide During Show** check box.

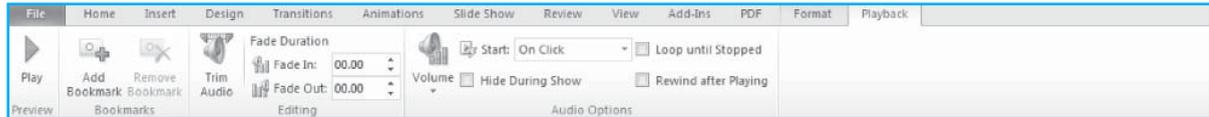


Fig. 1.8.42: Audio clip playback option

1.8.7 Hyperlinks and Action Buttons

A PowerPoint presentation can be more than simply advancing through the slides. Using hyperlinks and action buttons, we can link to other slides in the presentation or other presentations, link objects created in programs other than PowerPoint so that they will update in the slide show when the original is updated (such as Excel spreadsheet), or link to websites.

Using Copy and Paste

This works best with graphical objects such as charts and graphs. Insert the object directly onto the slide or use an action button or link to open the object in the appropriate program when clicked.

In the **Home tab** under the **Clipboard group** click drop down menu as shown in Fig. 1.8.43. Select **Paste Special** by clicking on it. It will show a dialog box with **Paste and Paste Link option**. By choosing Paste link option, it enables the chart or graph to update in PowerPoint whenever it gets change.

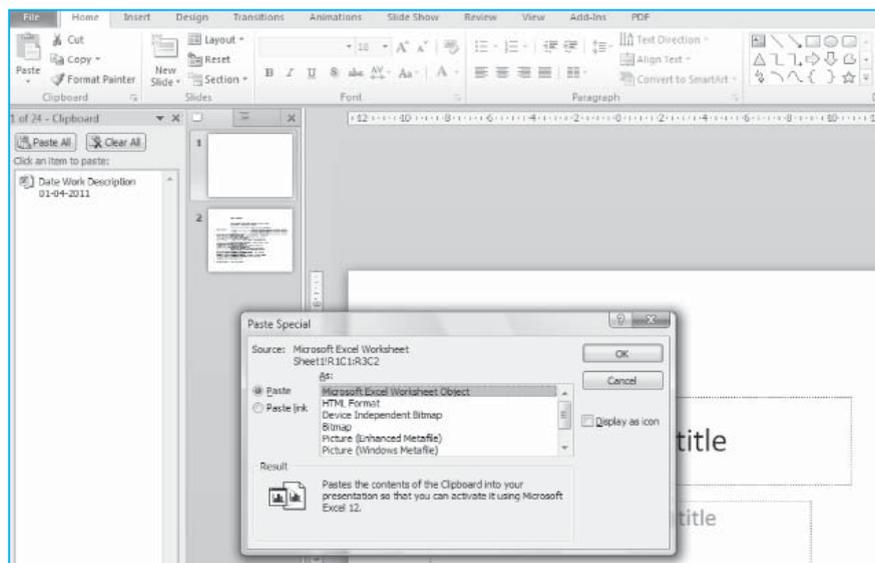


Fig. 1.8.43: Linking to a file using paste special



Another option would be to **check as icon box** to the right and add a link to the resulting icon. The icon on click will open the object in its original program.

Using Insert Object

By using this option, various types of objects can be inserted into our presentation as shown in the insert object dialog box in Fig. 1.8.44. This can be possible by clicking **Insert Object Dialog** box under **text group** of **Insert** tab.

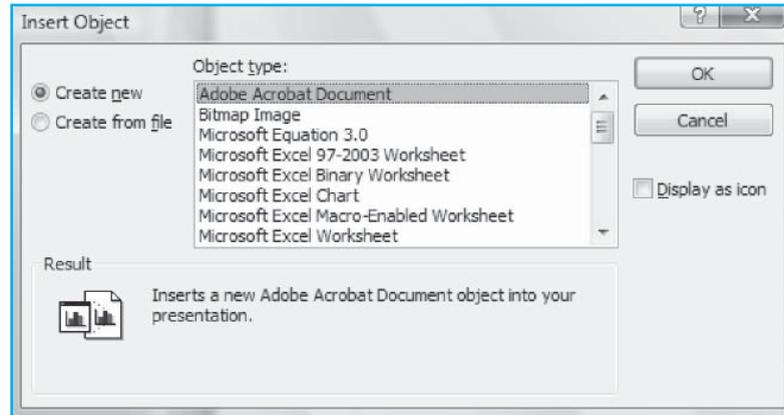


Fig. 1.8.44: Insert Object

- Select **Create from File**. Click **Browse...** and find the file to be added into the presentation.
- To add the contents of the file to the presentation, click **OK** on the **Insert Object** dialog. To add a dynamic link, check the **Link** box beside **Browse...** shown in Fig. 1.8.45.
- The checkbox **Display as icon** box, add an icon on the slide with a link to open the file in its original program.
- Click **OK** to insert the object in our presentation.

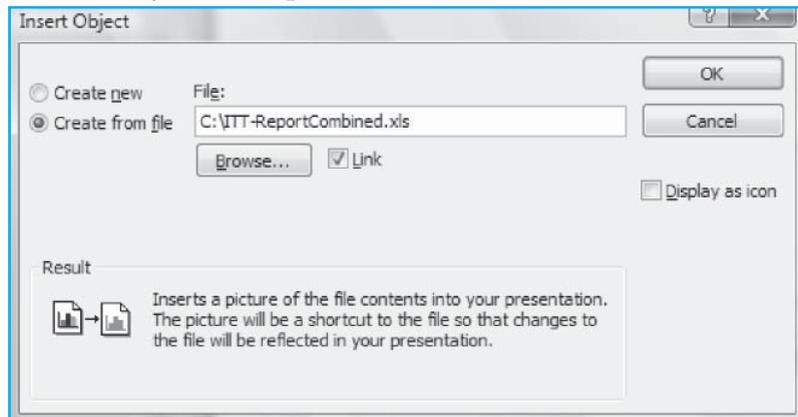


Fig. 1.8.45: Insert Object using Link option

Linking to a File or Website

We can add a link to an object or text as shown in Fig. 1.8.46.

1. Select the text, image, or shape to which a link is to be added.



2. In the **Insert** tab under the **Links** group click on **Hyperlink**. The **Insert Hyperlink** dialog box appears.
3. In **Text to display** box either type the URL of the website to link to or the path of the file on the computer, or use **Look in** to navigate to the file on the computer.
4. Then Click **OK**. A link will be added to the text or object.

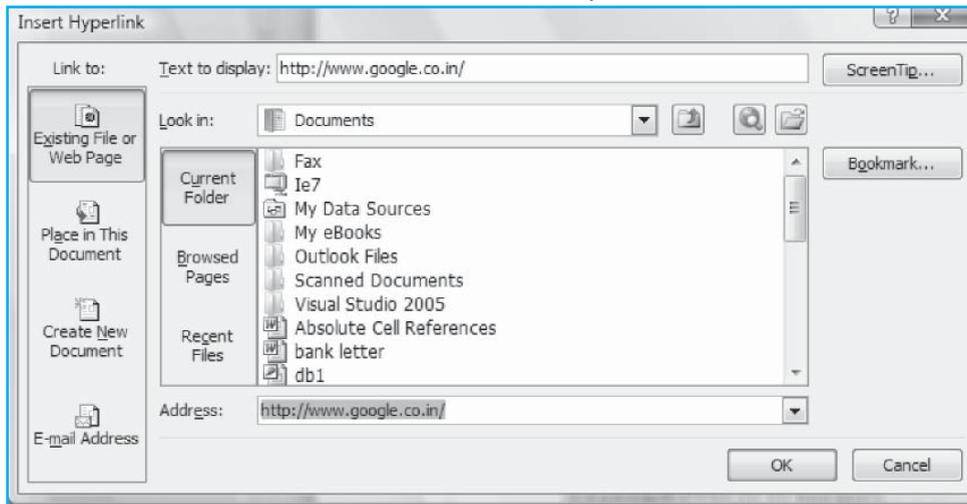


Fig. 1.8.46: Linking to a file or website

Linking to Slides and Other Presentations

Within the same presentation:

1. In **Link to** under **Insert Hyperlink** dialog box shown in the Fig. 1.8.47, select **Place in This Document**.
2. Select a slide from **select a place in this document**.
3. Click **OK**. A link will be added to the text or object.

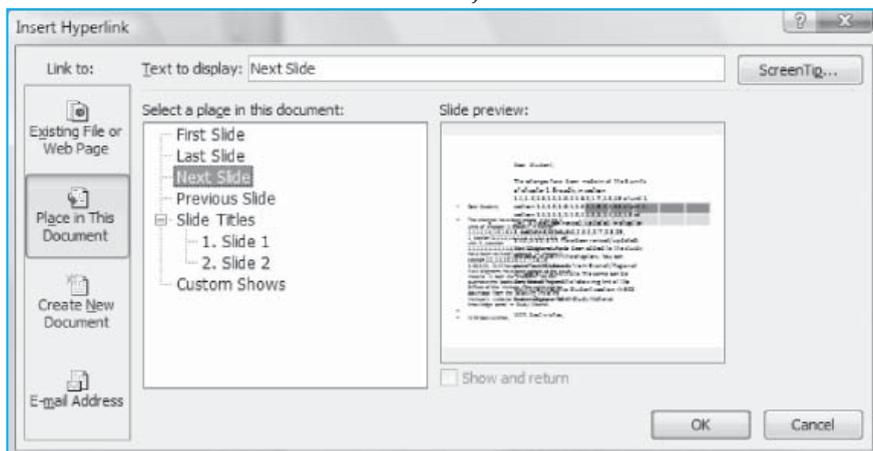


Fig. 1.8.47: Link to a slide in same presentation

In a different presentation:

1. In the **Insert** tab under the **Links** group click on **Action**. The **Action Settings** dialog appears.



2. Select **Hyperlink to** and select *Other PowerPoint Presentation* from the drop down list as shown in Fig. 1.8.48.
3. In the dialog that appears, navigate to the presentation to link to and click **OK**.
4. Select the desired slide from the options that appear. Click **OK**.

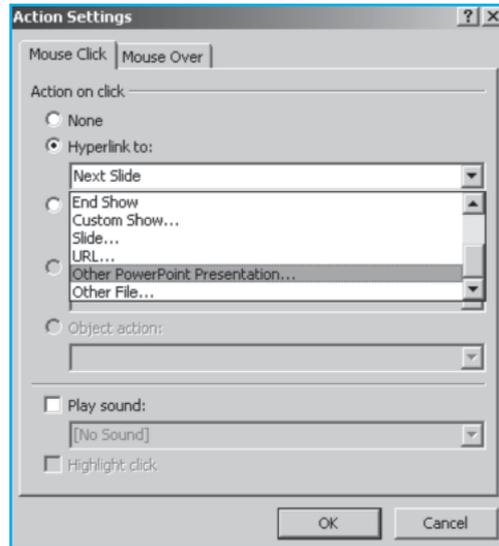


Fig. 1.8.48: Link to a slide in different presentation

1.8.8 Creating a Table

Using **Insert Tab**,

1. Click the **Insert** Tab in **Tables** group.
2. Click the **Table** button on the **Tables** group to insert the table in our presentation as shown in the Fig. 1.8.49. A table can be created in one of the four ways shown in the figure below.
 - Highlight the number of rows and columns.
 - Click **Insert Table** and enter the number of rows and columns.
 - Click the **Draw Table** to create the table by clicking and entering the rows and columns.
 - Click **Excel Spreadsheet** and enter data.

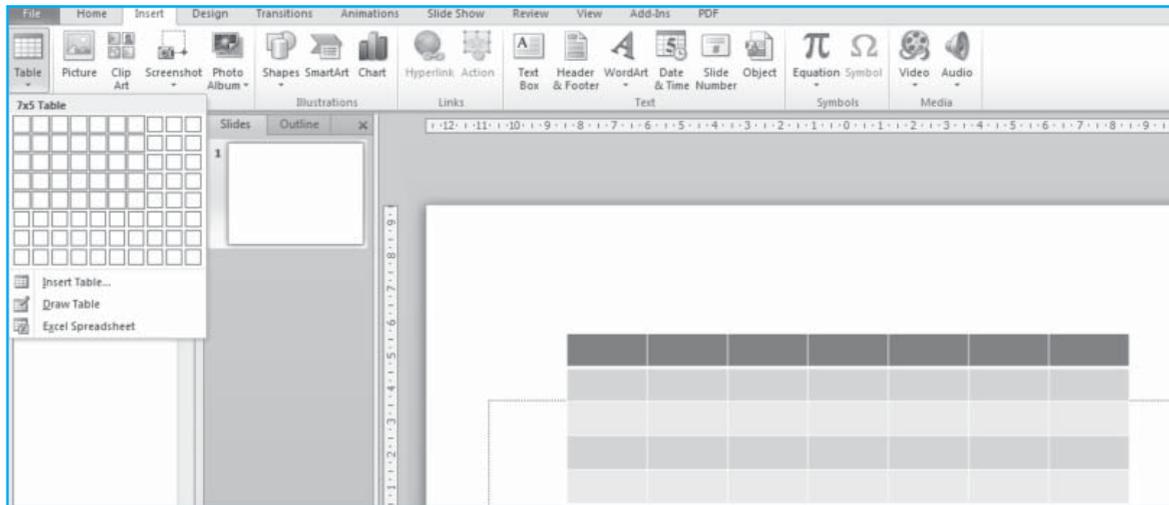


Fig. 1.8.49: Creating Table

Modify the Table Structure and Format a Table

To modify the structure and layout of the table, click inside the table. It shows **Design and Layout** tab under **Table Tools** as shown in Fig. 1.8.50. On **Design tab**, the following options are available to modify the structure of the table.

1. Table Style Option
2. Table Style
3. Draw Border

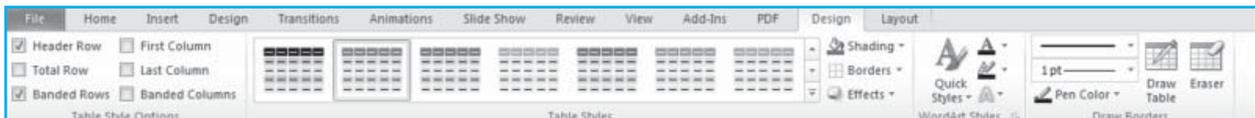


Fig. 1.8.50: Design Tab options

To Format the table, click the table and then click the **Layout** tab on the **Ribbon** as shown in Fig. 1.8.51. This **Layout** tab allows formatting the existing table under the following options available in various groups.

1. Table
2. Rows and Columns
3. Merge
4. Cell Size
5. Alignment
6. Table Size
7. Arrange

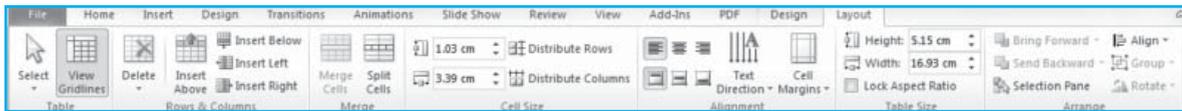


Fig. 1.8.51: Layout Tab options

1.9 WORKING WITH ANIMATION

Animation is a great way to focus on important points, to control the flow of information, and to increase viewer interest in the presentation. We can apply animation effects to text or objects on individual slides, to text and objects on the slide master, or to placeholders on custom slide layouts. The various animation effects are shown in Fig. 1.9.1 under **Animations** tab.



Fig. 1.9.1: Working with Animation

There are four different kinds of animation effects in PowerPoint 2010 as shown in the Fig. 1.9.2.

- (i) **Entrance** effects: It determines the manner in which an object appears on a slide. For example, we can make an object fade gradually into focus, fly onto the slide from an edge, or bounce into view.
- (ii) **Exit** effects: It determines the manner in which an object leaves a slide. These effects include making an object fly off of the slide, disappear from view, or spiral off of the slide.
- (iii) **Emphasis** effects: It draws attention towards the object. Examples of these effects include making an object shrink or grow in size, change color, or spin on its center.
- (iv) **Motion Paths**: It determines how an object moves around a slide. These effects include making an object move up or down, left or right, or in a star or circular pattern (among other effects).

We can use any animation by itself or combine multiple effects together. For instance, we can make a line of text fly in from the left while it grows in size by applying a **Fly In** entrance effect and a **Grow/Shrink** emphasis effect to it.

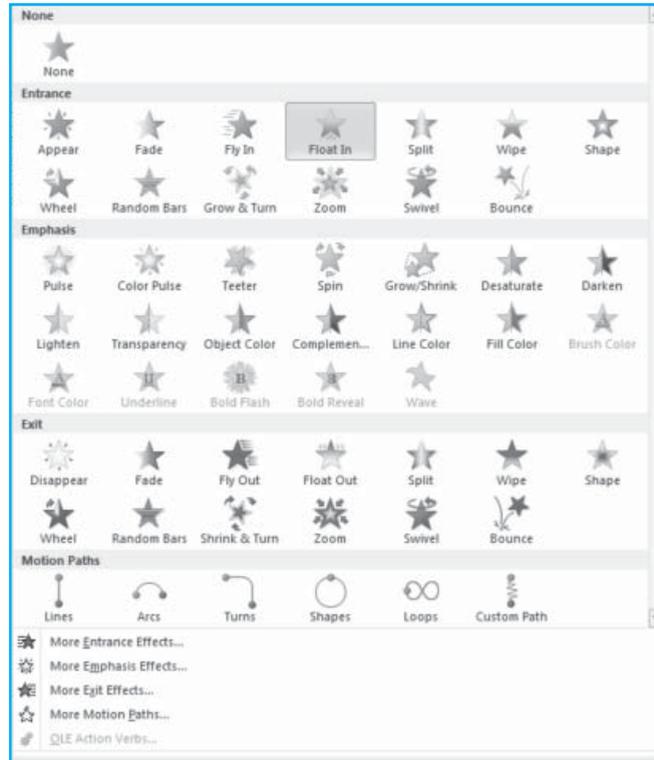


Fig. 1.9.2: Animation Effects

Add an Animation to the presentation

To add an animation effect to an object, do the following:

1. Select the object that we want to animate.
2. On the **Animations** tab, in the **Animation** group, click the **More** button, and then select the animation effect as shown in Fig. 1.9.3.

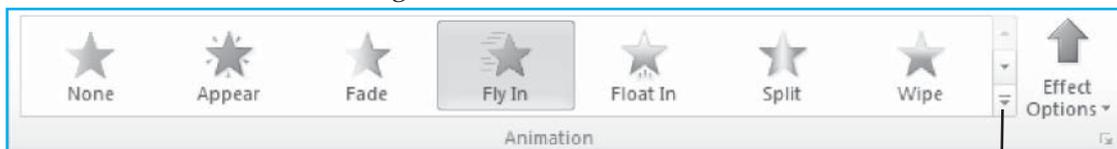


Fig. 1.9.3: Adding Animations

More Button

To apply multiple animation effects to a single object

To apply multiple animations onto the same object, do the following:

1. Select the text or object that we want to add multiple animations.
2. On the **Animations** tab, in the **Advanced Animation** group, click **Add Animation** as shown in Fig. 1.9.4.

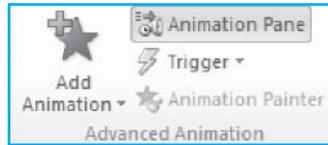


Fig. 1.9.4: Advance Animation

We can view the list of all the animations on the slide in the Animation task pane. The Animation task pane shows important information about an animation effect, such as the type of effect, the order of multiple effects in relation to one another, the name of the object affected, and the duration of the effect.

To open the Animation task pane, on the **Animations** tab, in the **Advanced Animation** group, click **Animation Pane** as shown in Fig. 1.9.5.

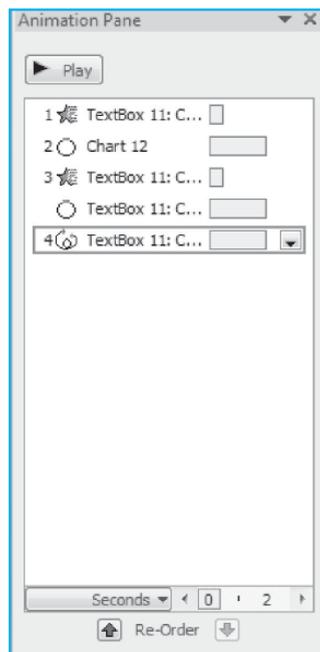


Fig. 1.9.5: Animation Pane

In the Animation task pane, numbers indicate the order in which the animation effects play. Timelines represent the duration of the effects. Icons represent the type of animation effect. Effects appear in the Animation task pane in the order that we add them. We can also view the icons that indicate the start timing of the animation effects in relation to the other events on the slide. To view the start timing icons for all animations, click the menu icon next to an animation effect and select **Hide Advanced Timeline**. There are several types of icons that indicate the start timing of animation effects. Choices include the following:

- **Start On Click** (mouse icon, shown here): The animation begins when we click the mouse.
- **Start With Previous** (no icon): The animation effect starts playing at the same time as the previous effect in the list. This setting combines multiple effects at the same time.
- **Start After Previous** (clock icon): The animation effect begins immediately after the previous effect in the list finishes playing.

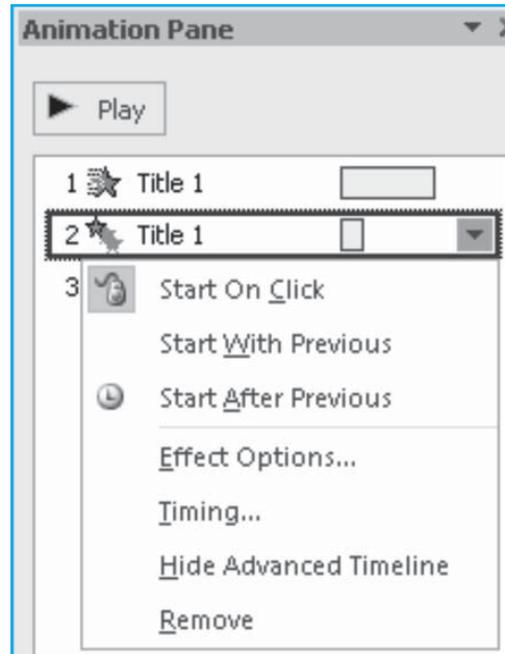


Fig. 1.9.6: AnimationPane Properties

Set the effect options, timings, or order for an animation

1. To set the **effect options** for an animation, on the **Animations** tab, in the **Animation** group, click the arrow to the right of **Effect Options** and click the option that we want.
2. We can specify the start, duration, or delay timing for an animation on the **Animations** tab as shown in Fig. 1.9.7.
 - To set the **start timing** for an animation, in the **Timing** group, click the arrow to the right of the **Start** menu and select the option that we want.
 - To set the **duration** of how long the animation will run, in the **Timing** group, enter the number of seconds in the **Duration** box.
 - To set a **delay** before the animation begins, in the **Timing** group, enter the number of seconds in the **Delay** box.

To **reorder** an animation in the list, in the **Animation** task pane, select the animation to reorder, and on the **Animations** tab, in the **Timing** group, under **Reorder Animation**, either select **Move Earlier** to make the animation occur before another animation in the list or select **Move Later** to make the animation occur after another animation in the list.

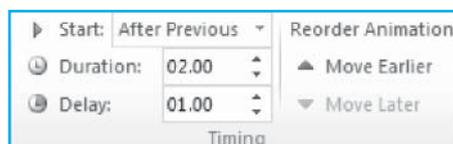


Fig. 1.9.7: Set animation timings and order

Test of an animation effect

To test the animation effect in our presentation, click on **Animations** tab, in the **Preview** group, click **Preview** as shown in Fig. 1.9.8.



Fig. 1.9.8: Testing animation

1.10 WORKING WITH TRANSITION

Slide transitions are motion effects that occur in Slide Show view when we move from one slide to the next during a presentation. We can control the speed, add sound, and even customize the properties of transition effects. We can also apply a transition to selected slides or to all the slides in the presentation. A transition can occur when the presenter clicks the mouse or after the amount of time as specified.

To add transition to a slide

1. To apply the transition in selected slides, click **Slide** tab or **Outline** tab to choose the slide for transition effect.
2. On the **Transitions** tab, in the **Transition To This Slide** group, click the slide transition effect that we want for that slide as shown in Fig. 1.10.1.

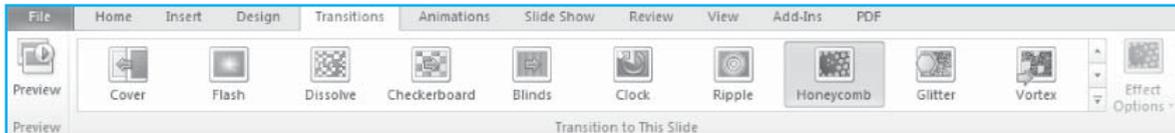


Fig. 1.10.1: Slide Transition

To apply the same slide transition to all the slides in our presentation, in the **Timing** group, click **Apply To All**.

Set the timings for a transition

To set the duration of the transition between the previous slide and the current slide, do the following:

1. On the **Transitions** tab, in the **Timing** group, in the **Duration** box, type or select the speed that we want as shown in Fig. 1.10.2.

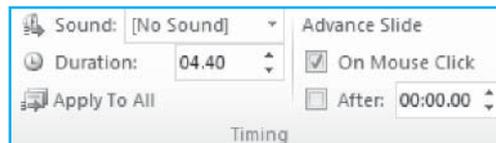


Fig. 1.10.2: Set the timings

2. To specify how long before the current slide advances to the next, use one of the following procedures:
 - To advance the slide when we click the mouse, on the **Transitions** tab, in the **Timing** group, select the **On Mouse Click** check box.
 - To advance the slide after a specified time, on the **Transitions** tab, in the **Timing** group, in the **After** box, enter the number of seconds that we want.



To add sound to slide transition

On the **Transitions** tab, in the **Timing** group, click the arrow next to **Sound** as shown in Fig. 1.10.3, and then do one of the following:

- To add a sound from the list, select the sound that we want.
- To add a sound not found on the list, select **Other Sound**, locate the sound file that we want to add, and then click **OK**.

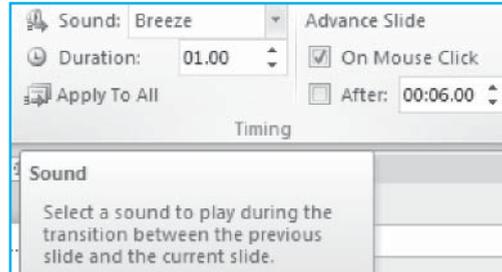


Fig. 1.10.3: Set the timings

1.11 SHARING AND EDITING THE PRESENTATION (POWERPOINT COLLABORATION TOOL)

In Microsoft PowerPoint 2010, multiple authors can simultaneously change the same presentation stored on a server. It also prevents anyone from being “locked out” of a file that is being used by or that is checked out to someone else. We can use SharePoint Foundation 2010, Microsoft SharePoint Server 2010, or Microsoft Office Live Workspace to host and store our presentation. The server keeps a central copy of the presentation and records edits from multiple authors. Users (authors) can see who is editing the presentation and where in the document they are working, and their changes get merged into the presentation.

1. In PowerPoint 2010, open the presentation that is stored on the server.

When one or more other authors do the same, a notification appears in the status bar at the bottom of PowerPoint, together with the total number of co-authors currently working on the presentation as shown in Fig. 1.11.1.

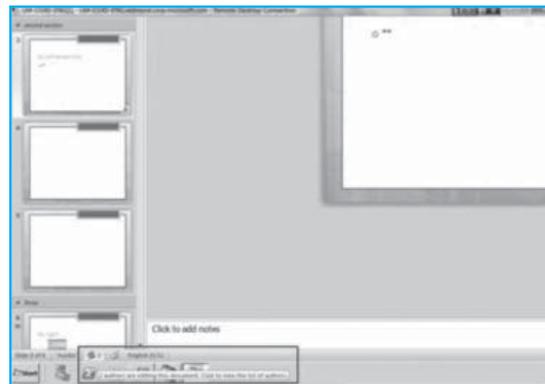


Fig. 1.11.1: Sharing the presentation



2. On the **View** tab, in the **Presentation Views** group, click **Normal** to view the presentation in Normal view.
3. In the left pane that contains the **Outline** and **Slides** tabs, on the **Slides** tab, a small icon appears on the lower-right corner of the slide thumbnail that indicates that a co-author is making changes to that slide.

Another way to see the names of the co-authors of the presentation is to click the **File** tab, and then click **Info** on the left side of the screen. The names of the co-authors appear in the middle pane as shown in Fig. 1.11.2.

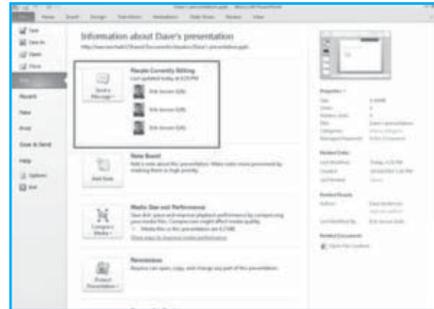


Fig. 1.11.2: Co-authoring the presentation

To send an e-mail message or instant message to co-authors, click **Send a Message**, and then click **Send an E-mail Message** or **Send an Instant Message**.

When another author saves their changes, PowerPoint notifies the original author of the presentation that changes have been made as shown in Fig. 1.11.3. On the pane that contains the Outline and Slides tabs, on the **Slides** tab, an icon appears in the lower-right corner of the slide thumbnail that was changed.

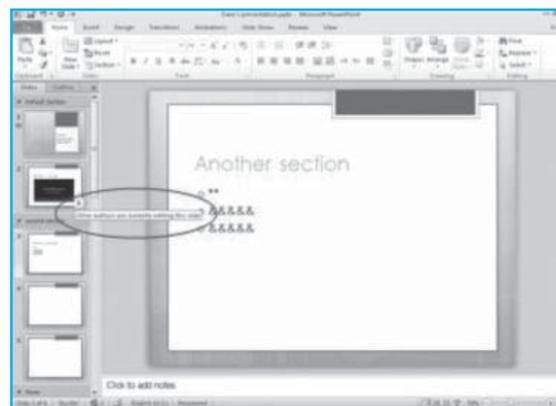


Fig. 1.11.3: Notifies the changes in presentation

Review the changes by the author

1. To see whether other authors have changed our presentation, click the **File** tab and then click **Info** as shown in Fig. 1.11.4. Then, next to **Document Updates Available**, click **Save**, and then click **Save and Review**.

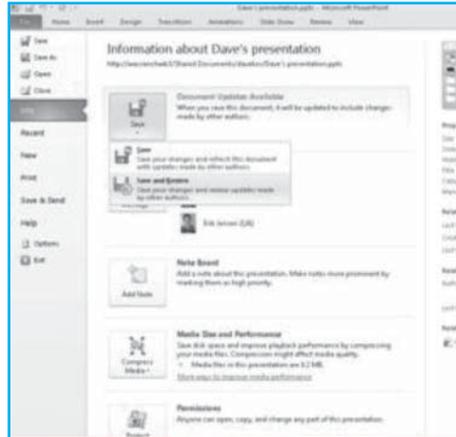


Fig. 1.11.4: Review the changes in presentation

- Then, to see the changes that other authors made, click **Review Changes** as shown in Fig. 1.11.5.

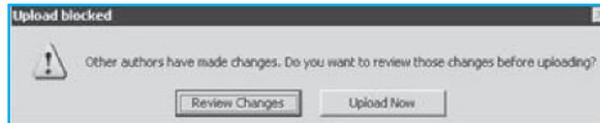


Fig. 1.11.5: Review changes before uploading

When we click **Review Changes**, PowerPoint opens a new tab, which is named the **Merge** tab on the ribbon and a **Revisions** pane on the right side of the PowerPoint window. The **Revisions** pane contains a **Slides** tab that lists the slides that other authors changed, and a **Details** tab that lists the changes to the currently displayed slide as shown in Fig. 1.11.6.

On the **Merge** tab, we can use the buttons in the **Resolutions** group to show next and previous changes made by other authors, and accept or reject those changes. To exit Merge view, click **Close Merge View**.

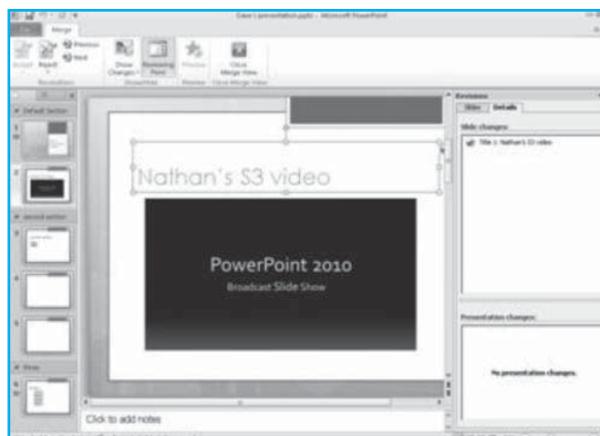


Fig. 1.11.6 :Using Merge tab and Revisions pane



1.12 PRINTING A PRESENTATION

PowerPoint 2010 provides many printing options. The print can be a large view of the slides or print the slides as handouts with 1, 2, 3, 4, 6, or 9 slides per page. The **Notes page** and the **Outline view** of the slides can also be printed. The Fig. 1.12.1 shows various options available under print sub menu.

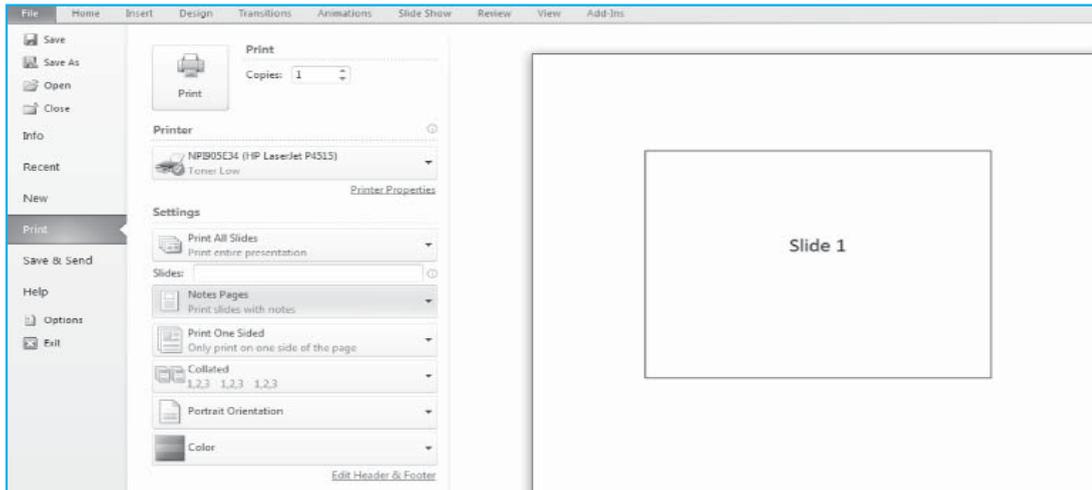


Fig. 1.12.1: Printing a slide

Set printing option for Slide and handouts

To set printing options (including number of copies, printer, slides to print, number of slides per page, color options, and more) as shown in the Fig. 1.12.2 and do the following :

- Click the **File** tab.
- Click **Print**, and then under **Print Settings**, in the **Copies** box, enter the number of copies that we want to print.
- Under **Printer**, select the printer that we want to use.
- Under **Settings**, do one of the following:
 - i) To print all slides, click **Print All Slides**.
 - ii) To print one or more slides, click **Print Selection**.
 - iii) To print only the slide that is currently displayed, click **Current Slide**.
 - iv) To print specific slides by number, click **Custom Range of Slides**, and then enter a list of individual slides, a range, or both. Use commas to separate the numbers and no spaces, for example, 1, 3, 5-12.
- Under **Other settings**, do the following:
 - i) Click the **Print One Sided** list, and then choose whether print on one or both sides of the page.
 - ii) Click the **Collated** list, and then choose slides to print collated or uncollated.
 - iii) Click the **Full Page Slides** list under **Notes page settings**, and then do the following:
 - To click one slide on a full page, under **Print Layout**, click **Full Page Slides**.
 - To click one or multiple slides per page in handout format, under **Handouts**, click the number of slides per page vertically or horizontally.
 - To print a thin border around slides, select **Frame Slides**.
 - To print slides on the paper that we selected for the printer, click **Scale to Fit Paper**.



- To increase resolution, blend transparent graphics, and print soft shadows in our print job, click **High quality**.
- iv) Click the **Color** list, and then click one of the following:
 - **Color**: This option prints in color to a color printer. To prevent a background from printing, do one of the following:
 - Print slides in grayscale. Click **Grayscale**.
 - To remove color backgrounds from our presentation, click **Design** tab, in the **Background** group, click **Background Styles**, and then select **Style 1**.
 - **Grayscale**: This option prints images that contain variations of gray tones between black and white. Background fills are printed as white, so that the text will be more visible. (Sometimes grayscale appears the same as **Pure Black and White**.)
 - **Pure Black and White**: This option prints the handout without gray fills.

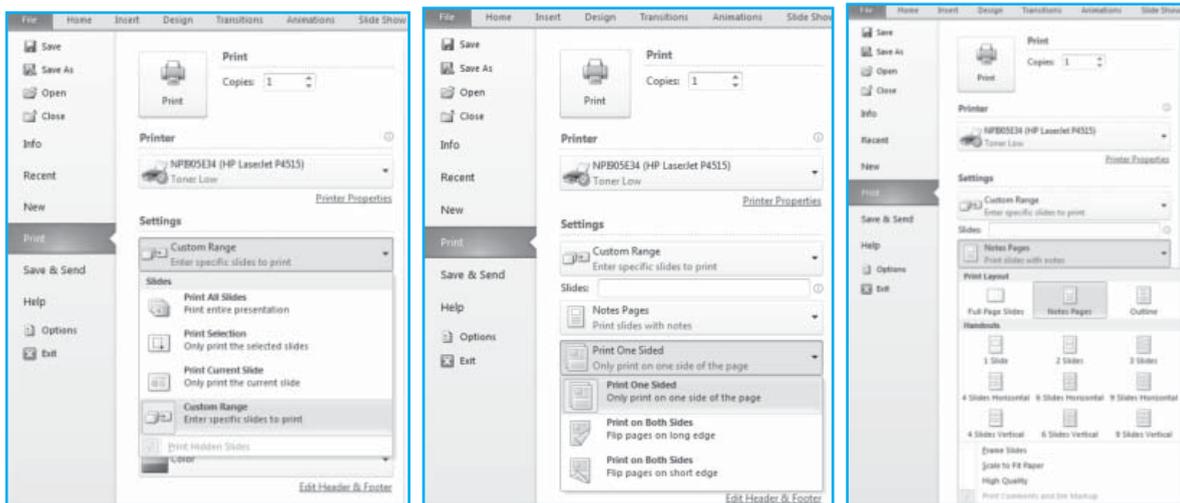


Fig. 1.12.2: Printing Options

- To include or change headers and footers, click the **Edit Header and Footer** link, and then make selections in the **Header and Footer** dialog box that appears after **color** list.
- Click **Print**.

Setting up slides to print

Before printing the slides, we are to determine the format to print the slide as shown in the Fig. 1.12.3.

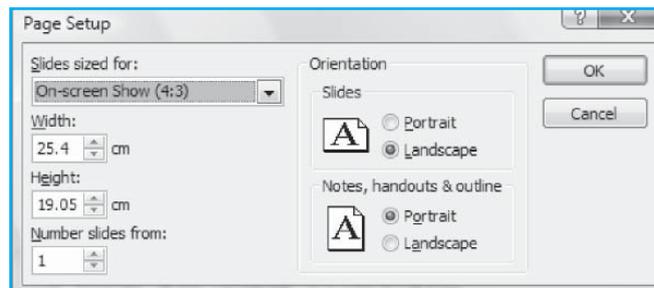


Fig. 1.12.3: Setting slide for printing



1. Select **Design Tab** and then click **Page Setup** button in **Page setup group** to open the **page setup dialog** box.
2. In the **Slides sized for** list, click the size of paper as shown in Fig . 1.12.4.

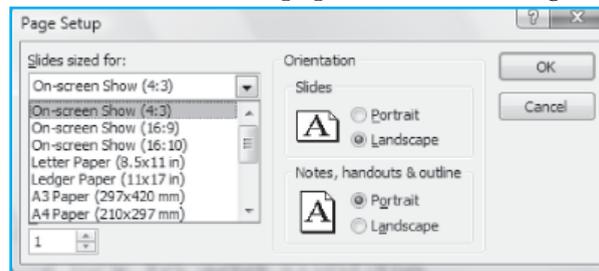


Fig. 1.12.4: Slide page size

3. To set the page orientation for the slides, under **Orientation**, in **Slides**, click **Landscape** or **Portrait**.
4. In the **Number slides from** box, enter the number that we want to print on the first slide or handout, with subsequent slides numbered after it.
5. Click **OK** to finish the Page setting.

1.13 RUNNING A SLIDE SHOW

There are different ways to start a slide show as shown in Fig.1.13.1.



Fig. 1.13.1: View Slide Show

1. Click the **Slide Show** tab to view the various options that will show the slide on the screen with standard settings.
2. Click **From beginning** or **From Current Slide** under **Start Slide Show group** or press **F5** to begin slide show.
3. Click **Custom Slide Show**, then **Custom show** to bring up the **Custom Shows** dialog box. Click **New** and choose the slides to use in the show and the order shown in the Fig. 1.13.2.

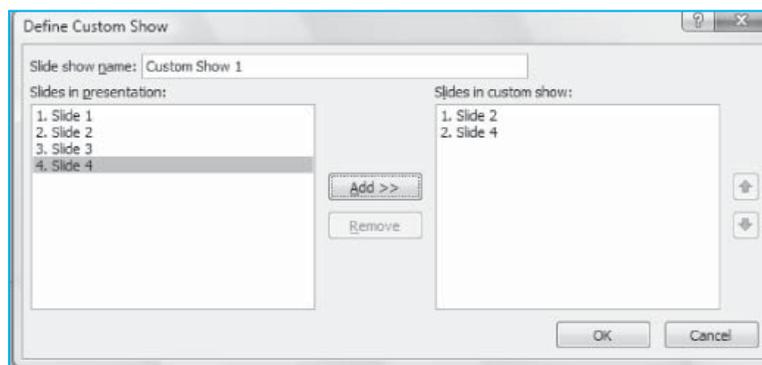


Fig. 1.13.2 : Custom Show



To Broadcast the presentation to the remote viewer on web browser, click **Broadcast slide show**.

Setup Slide Show

The option is used to set preferences for how the slide show will be presented. The option includes the following features while setting up the slide show as shown in Fig. 1.13.3.

1. **Show type** describes the running of slide show automatically or will be presented by the speaker.
2. **Show options** describes the narrated text by the speaker with animated effects. The pen color and laser pen color are optional and are used when presenter presents the slide show.
3. **Show slides** describes the slide show with users choice.
4. **Advance slides and multiple monitors** are used when slide show is connected with multiple screen with time setting.

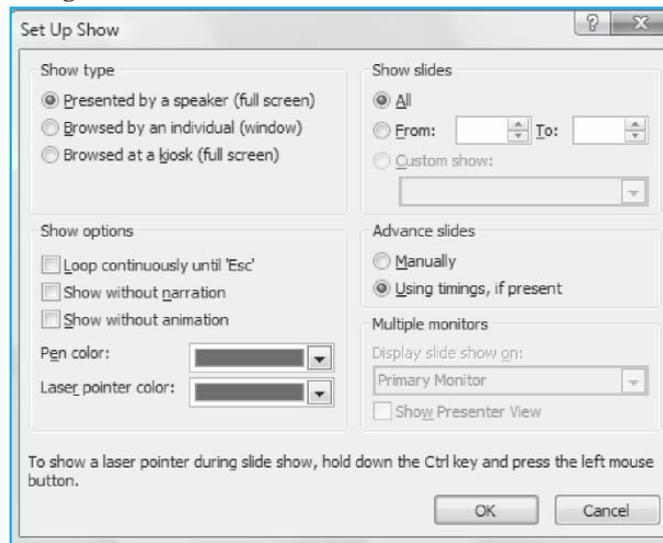


Fig. 1.13.3: Setting Slide Show

Record Narration

We can either record a narration before we run a presentation or record a narration during a presentation and include audience comments in the recording. We can also record comments only on selected slides or turn off the narration so that it plays only when we want it to play.

When we add a narration to a slide, a sound icon appears on the slide. We can either click the icon to play the sound or set the sound to play automatically. Voice narration takes precedence over other sounds, and only one sound can play at a time in a presentation.

1. Click **Record slide show** button to start the recording either from beginning or from current slide as shown in Fig. 1.13.4.
2. To record the slide with narrated text, click **start recording** button.
3. After recording, click close to stop the recording.

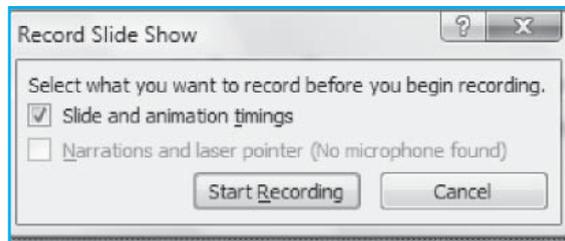
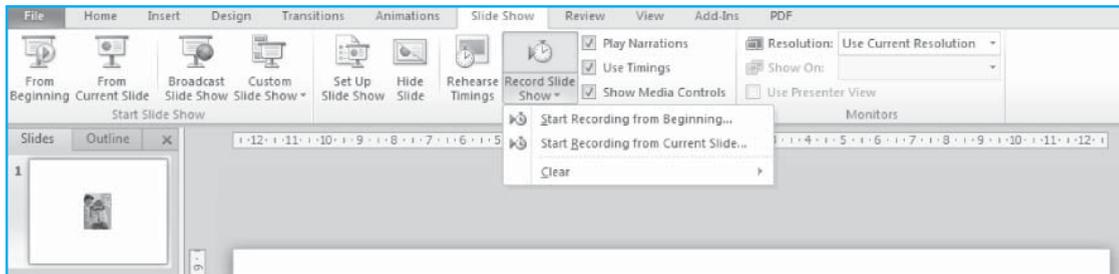


Fig. 1.13.4: Recording a narration

Navigating through the Slide during a Presentation

We can use the mouse or the keyboard to navigate through the slides as shown in Fig. 1.13.5.

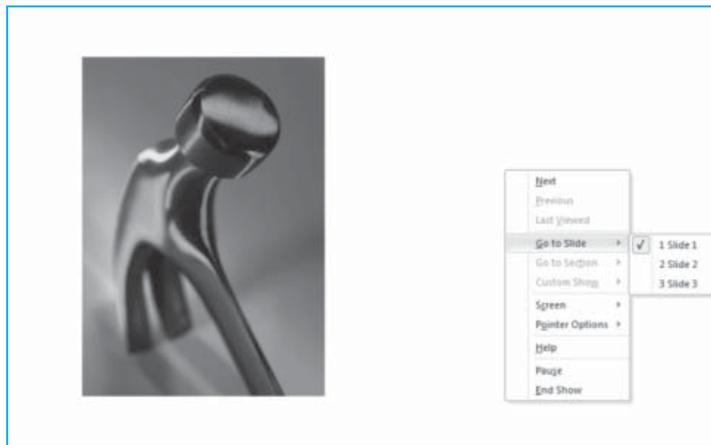


Fig. 1.13.5: Slide Navigation

Various options under navigating the slide during presentation are:

Advance Slides

Left-click the mouse, or use the [SPACEBAR], [ENTER], [PAGE DOWN], right arrow or down arrow key.

Previous Slide

Right click and use either Previous or Last Viewed from the menu; Use the [BACKSPACE], [PAGE UP], left arrow or up arrow key.

Exit the Slide Show : Right-click and use **End Show** or press the [ESC] key.



Pen and Highlighter Tools

Powerpoint 2010 provides a pen and highlighter tool so that we can write on the slide while giving a presentation.

1. Right click the slide to bring up the menu, and hold the mouse over **Pointer Options** to open the sub-menu as shown in Fig. 1.13.6.
2. Choose options available under **pointer options** to write text or to draw any picture. Other options like **Highlighter** can be chosen to draw thick lines and **Ink Color** to change the color of the pen or highlighter.



Fig. 1.13.6: Pen and Highlighter tools

1.14 BROADCAST SLIDE SHOW

The Broadcast Slide Show feature in PowerPoint 2010 enables presenters to share a slide show with anyone, anywhere, over the Web. A link (URL) can be provided to the audience watching a synchronized view of slide show in their browser.

We can send the URL for slide show to attendees by e-mail. During the broadcast, we can pause the slide show at any time, re-send the URL to attendees, or switch to another application without interrupting the broadcast or displaying our desktop to attendees.

Choosing a broadcast service: The Broadcast Slide Show feature requires a network service to host the slide show. We can choose from several services:

1. **PowerPoint Broadcast Service :** This service is available to anyone with a Windows Live ID and is a good solution for presenting to an audience that is outside the organization. Anyone on the Internet will be able to access the URL for a slide show hosted on this service.
2. **A broadcast service provided by the organization :** The presentation is hosted on a server that has the Microsoft® Office Web Apps installed. To use this service, a broadcast site must be set up by the site administrator and audience members must have access to site.



Essentials of broadcasting the presentation

Here are some things to consider before we broadcast our presentation:

1. **Internet connection** : We need to be connected to the Internet or have access to a broadcast site on a server with the Office Web Apps installed in order to use this feature.
2. **Supported browsers**: The broadcast slide show feature can be viewed in the Internet Explorer, Firefox, and Safari for Mac browsers.
3. **File size limits** : There are certain standard that might impose a limit on the file size for broadcasted slide shows.
4. **Supported PowerPoint features**: Some PowerPoint features are changed when the slide show is broadcasted online.
 - Any transitions in our presentation are shown as Fade transitions in the browser.
 - Screensavers and email pop-ups can disrupt the audience's view of the slide show.
 - Audio (sounds, narration) is not transmitted to the audience through the browser.
 - We cannot add ink annotations or markup drawn onto the slide show during the presentation.
 - If we follow a hyperlink in our presentation to a Web site, the attendees can only see the last slide showed in the original presentation.
 - If we play a video in our presentation, the browser does not show it to the audience.

Broadcasting the Presentation

To broadcast presentation, do the following:

1. On the **Slide Show** tab, in the **Start Slide Show** group, click **Broadcast Slide Show**. The **Broadcast Slide Show** dialog box opens as shown in Fig. 1.14.1.

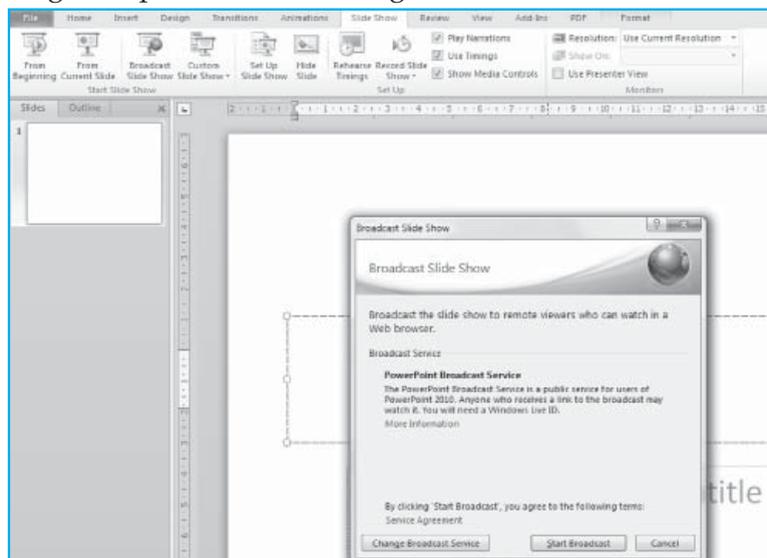


Fig. 1.14.1 : Broadcast Slide Show

2. Do one of the following:
 - If we want to host our slide show on the service listed under **Broadcast Service**, click on **Start Broadcast** button.



- If we want to use some other service to host our slide show, click **Change Broadcast Service**. Under **Choose a broadcast service**, select the service that we want to use as shown in the Fig. 1.14.2.

If the service is not available in choose a broadcast service, select **Add a new service...** and then in the **Add Broadcast Service** dialog box, enter the network address of the service we want to use and then click **Add** shown in Fig. 1.14.2.



Fig. 1.14.2: Change Broadcast service

3. After we select broadcast service, click **Start Broadcast**. PowerPoint then creates a URL for presentation as shown in Fig. 1.14.3.



Fig. 1.14.3: Start Broadcasting

4. To send the URL for presentation to the audience, do one of the following:
 - To send the URL for presentation by email, click **Send in Email**.
 - To copy the link, click **Copy Link**.



- When audience receives the URL for the slide show, click **Start Slide Show** to begin broadcast.
- To finish the presentation and are ready to end the broadcast, press ESC to exit Slide Show view and then click **End Broadcast** as shown in Fig. 1.14.4.

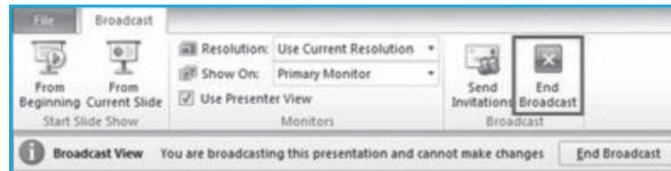


Fig. 1.14.4: End Broadcasting

1.15 PROTECT POWERPOINT PRESENTATION

To protect PowerPoint 2010 presentation, use the following options as shown in Fig. 1.15.1.

- Click the **File** tab in PowerPoint 2010. The Backstage view will open.
- In the Backstage view, click **Info**.
- In **Permissions**, click **Protect Presentation**. The following options will appear:

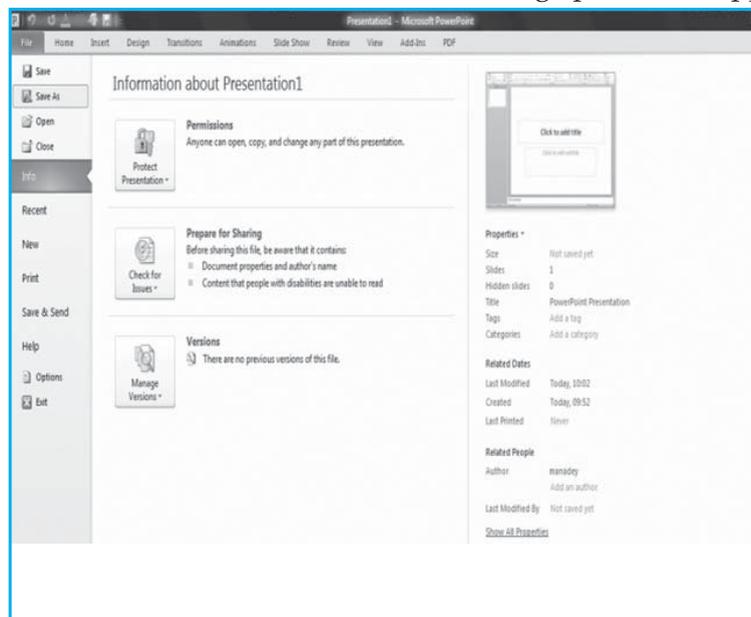


Fig. 1.15.1: Protect Presentation

- Mark as Final** : It makes the document read-only. When a presentation is marked as final, typing, editing commands, and proofing marks are disabled or turned off and the presentation becomes read-only. The **Mark as Final** command helps us communicate that we are sharing a completed version of a presentation. It also helps prevent reviewers or readers from making inadvertent changes to the presentation.
- Encrypt with Password** : It set a password for the document. When we select **Encrypt with Password**, the **Encrypt Document** dialog appears. In the **Password** box, type a password to protect unauthorised access.
- Restrict Permission by People**: It install Window Rights Management service to restrict permissions to access the presentation.



4. **Add a Digital Signature:** It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. Digital signatures are created by typing a signature or by using an image of a signature to establish authenticity, integrity, and non-repudiation.

1.16 ACCESSIBILITY CHECKER

Because many organizations, such as government and standards groups, continue to revise their requirements so everyone in their audiences can access information, Microsoft Office 2010 introduces the **Accessibility Checker** in Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010 to help us identify and resolve accessibility issues in files.

Similar to spelling checker alerting us to potential spelling errors, Accessibility Checker alerts us to certain accessibility issues in our file so that we can fix potential problems that might keep someone with a disability from accessing our content.

The **Accessibility Checker** checks our document against a set of possible issues that users who have disabilities might experience in our file. Each issue is classified as an **Error**, a **Warning** or a **Tip**.

1. **Error:** An accessibility error is given for content that makes a file very difficult or impossible for people with disabilities to understand.
2. **Warning:** An accessibility warning is given for content that in most, but not all, cases makes a file difficult for people with disabilities to understand.
3. **Tip:** An accessibility tip is given for content that people with disabilities can understand, but that might be better organized or presented in a way that would maximize their experience.

Whenever the **Accessibility Checker** finds an issue, the task pane shows information about why the content might be inaccessible. Selecting the issue then shows instructions on how to repair or revise it.

Use Accessibility Checker

1. Click the **File** tab.
2. Click **Info**.
3. Under **Prepare for Sharing**, an alert will appear if Accessibility Checker has detected any potential accessibility issues as shown in Fig. 1.16.1.

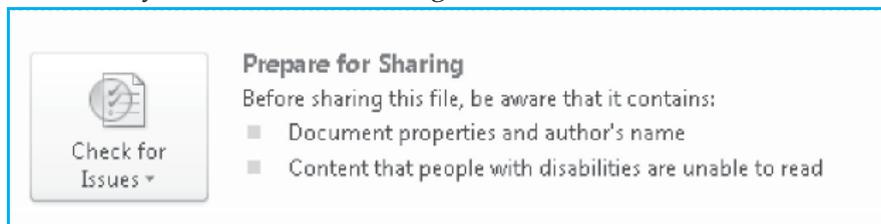


Fig. 1.16.1: Accessibility Checker

4. If we want to view and repair the issues in our file, click **Check for Issues**, and then click **Check Accessibility** as shown in Fig. 1.16.2.

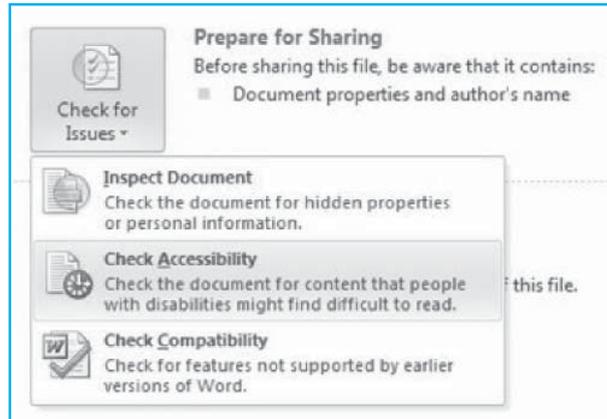


Fig. 1.16.2: Check for Accessibility Issues

- Returned to the file where the **Accessibility Checker** task pane is open, showing the inspection results as shown in Fig. 1.16.3.

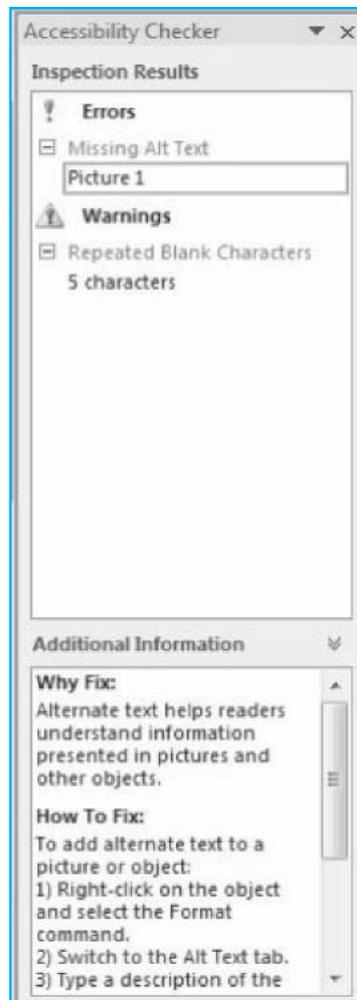


Fig. 1.16.3: Accessibility Checker task pane



- Click on a specific issue to see **Additional Information** and steps you can take to fix or revise the content.

1.17 POWERPOINT VIEWS

The views in PowerPoint 2010 are used to edit, print, and deliver presentations. The different view commands group is available in the **View** tab, in the **Presentation Views** group as shown in Fig. 1.17.1.

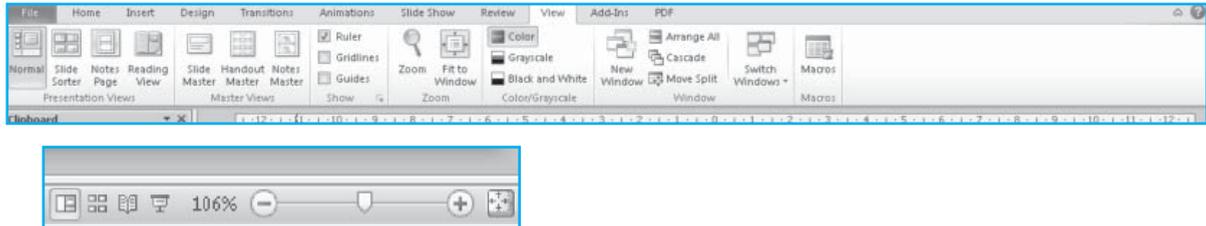


Fig. 1.17.1: PowerPoint Views

The PowerPoint 2010 provides various views which are as follows:

- Normal view
- Slide Sorter view
- Notes page view
- Reading view
- Slide show view (includes Presenter view)
- Master view – Slide, Handout and Notes (already discussed in section 1.7.1)

Normal view : It is the main editing view where we can write and design the slides of a presentation as shown in Fig. 1.17.2. The various parts of the normal view are as follows:

- Outline tab and Slide tab
- Slide Pane
- Notes Pane
- Ruler
- Gridlines or Guide lines

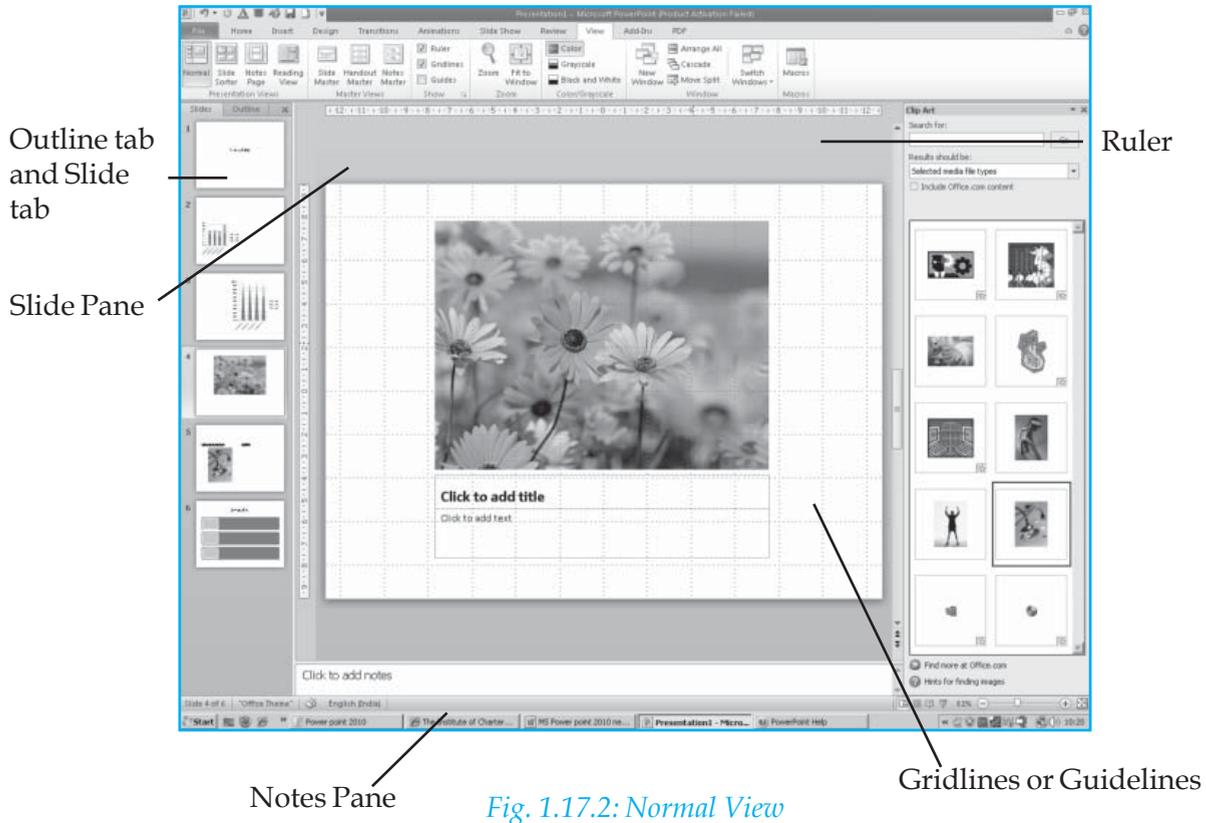


Fig. 1.17.2: Normal View

Slide Sorter view : The Slide Sorter view provides a thumbnail view of the slides in a presentation. This view helps to sort and organize the sequence of the slides in a presentation, and also prepare the presentation for printing. We can add sections in Slide Sorter view as well, and sort slides into different categories or sections. The Fig. 1.17.3 shows slide shorter view.

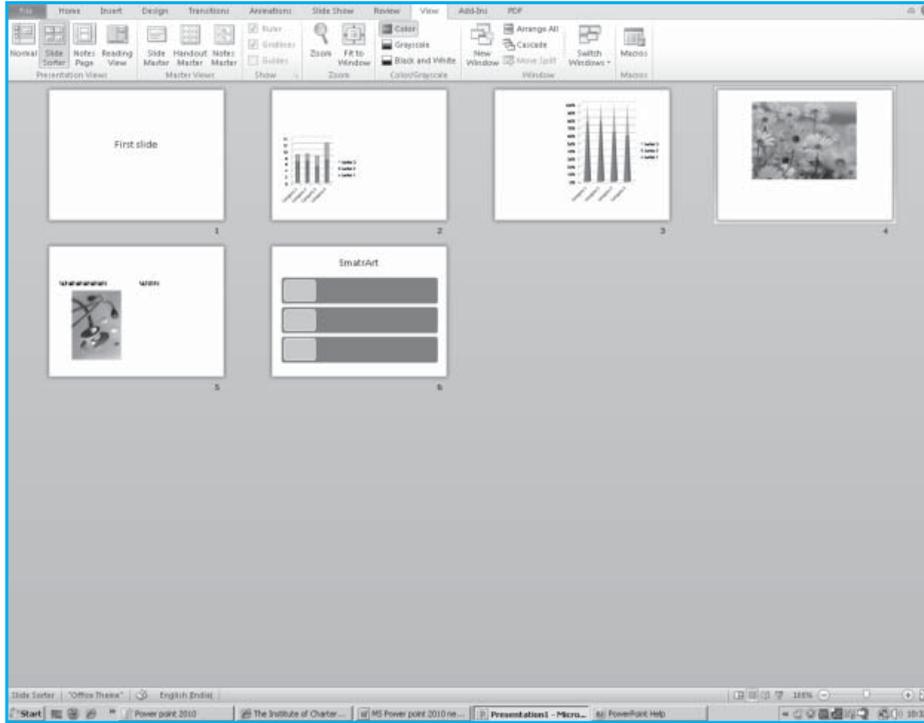


Fig. 1.17.3: Slide Sorter view

Notes Page view : The Notes Page is used to prepare speaker notes, used to refer during presentations or to print notes in handouts for the audience or to post on a Web page. The Fig. 1.17.4 shows various parts of Notes Pages view.

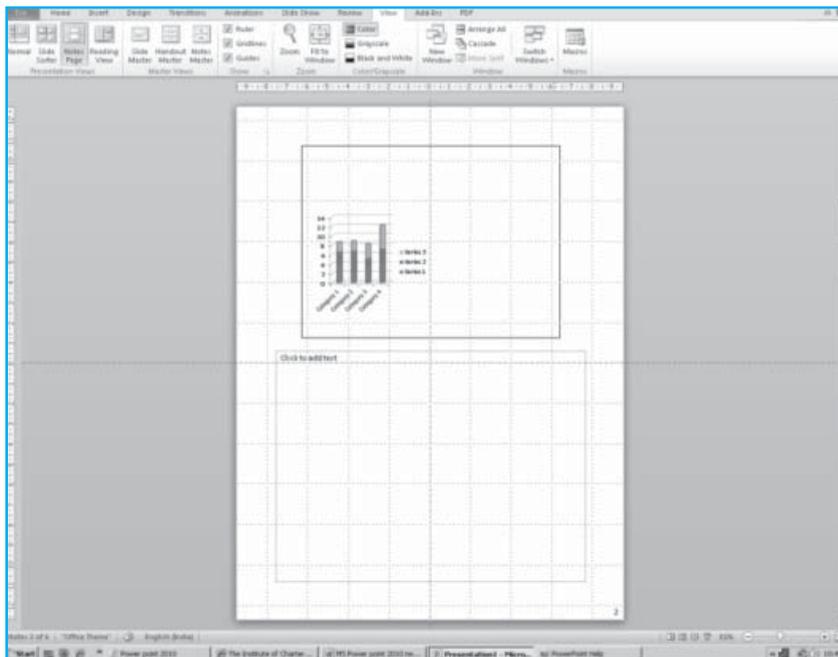


Fig. 1.17.4: Notes Page view



Reading view: Reading view is to deliver presentation not to an audience (via a large screen, for example), but instead to someone viewing presentation on their own computer. The use of Reading view is to view a presentation not in full-screen Slide Show view, but in a window with simple controls that make the presentation easy to review.

Slide Show view: It occupies the full computer screen, exactly the way presentation will look on a big screen. We can see how graphics, timings, movies, animated effects, and transition effects will look during the actual presentation.

A Presenter view is a key slide show-based view that can be used while delivering presentation. **Presenter View** is used in viewing presentation with speaker notes on one computer (For example, laptop), while the audience views the notes-free presentation on a different monitor.

1.18 DELIVER AND DISTRIBUTE PRESENTATION

Once the presentation is ready, it can be delivered or distribute to the audience for viewing the slide show. The various methods for delivering and distributing the presentation are shown in Fig. 1.18.1. Click any of the option available in PowerPoint to package the presentation.

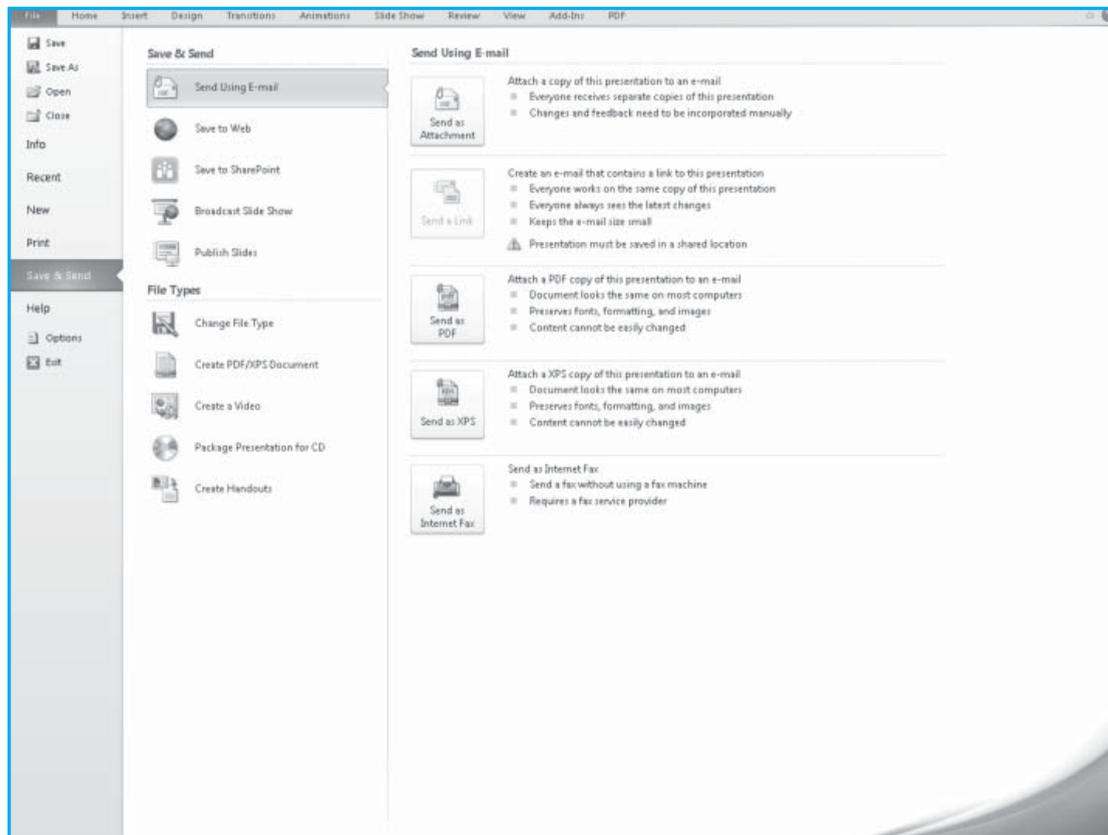


Fig. 1.18.1: Package the Presentation

SOURCES :

- www.office.microsoft.com