MS-PowerPoint is used for creating professional presentations.

Starting MS-Powerpoint :

- Press Win Key + R (To start the run command)
- Type **powerpnt** and press **Enter**

Powerpoint will start.

Click on Blank presentation.

You will get the following screen :

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Here we have the following tabs :

- File
- Home
- Insert
- Design
- Transitions
- Animations
- Slide show
- Review
- View
- Recording
- Add-ins
- Help

Some tabs are similar to MS-Word and new tabs in Powerpoint are Design, Transitions, Animations, Slide Show and Recording.

We will discuss one by one.

Design Tab :	
File Home Insert Design Transitions Animations Slide Show Review View Recording Add-ins Help	🖻 Share
	Format Background
Themes Variants	Customize

Select your desired theme from the "Themes" Group. It will be applied to your presentation. In the Variants Group, there are some variants (colour variants) that you can select as per your choice.

In the Customize Group, two options Slide size and Format Background.



We can select Standard or Wide screen as per our choice. Recommended size for presentation is 16:9 (Widescreen)



Press **Ctrl + M** to insert a new slide.

## Or

## In the home tab,



Let us discuss the different slide layouts one by one.

**Title slide** : Topic of the presentation must me mentioned in the title slide. **Title and content** : Here the heading of the current slide and the content. Content that can be added is tables, charts, SmartArt,3 D Models, pictures, stock images, video, Icon.

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## Now Let us learn how to add animations to our objects.

First select the object in which you want to add animation. Then click on Animations

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Click on desired animation from the "Animation" Group. Next we have "Advanced Animation" Group. Click on "Add Animation" Option.



There are four types of animations we can give : Entrance, Emphasis, Exit and Motion paths

Entrance : How the objects will enter into the slide. Exit : How the objects will exit from the slide. Emphasis : To focus on some object Motion path : Object will move in a defined path.

One suggestion : Click on Animation Pane. So all the applied animations will be shown in this pane in the right side. You can customize other settings like adding sound, timing, speed of the animation.

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In Enhancements :

Sound – We can add sounds here

Animate text - : All at once, By word and by letter

Note : Animation is applied to objects in the slide.

Let us learn how to apply transitions.

Transitions are the effect that is inserted between two slides.

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Preview	Transition to This Slide										Tim	ing	~			

By default, **transition** is applied to the current selected slide. If we want to apply the same transition to all the slides then we have click on "Apply to All" option.

Advance Slide

On Mouse click : It this is checked then slide show will run by clicking mouse.

After : If this is checked then automatically slide show will run according to the time allotted.

After creating a presentation and adding Animations/Transitions, we are ready to present as slide show. For this we have to press **F5** Shortcut key to present the slide show in full screen from beginning. But if we want to present from the current slide then we have to press **Shift + F5**.

You ca	n also	record you	r slide sho	w by ad	ding	your v	/ideo	and voice in the presentation.	
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Record Slide	Screenshot	Screen Video Audio	Save as Export						
Becord	Content	Auto-play Media	Save						

For this, click on Recording Tab and click on Record slide show

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Click on Record from Beginning.



Switch on your microphone and webcam and click on Record option at the top-left.

Once the recording starts, present your presentation with explanation, your video and audio will be recorded for each slide.

Click on Stop.



Your video with audio is attached to each slide that you can customize means for every slide you can change the position of your video. You can also change its shape for eg. Oval shaped by selecting video and click on video format tab and then select

video shape and video border option.



Learn with Jay Website : <u>https://learnwithjay.in</u> Courses : <u>https://courses.learnwithjay.in</u> After creating presentation, we can export this presentation to a video.

Steps :

- Click on the file tab.
- Click on Export



• Click on Create video and then wait for sometime. It will give you the whole presentation as a video(MP4 format). You can easily share this MP4 format to anyone or upload in your Youtube channel.

Let us learn to insert video and audio in the presentation.

Click on Insert tab and click on Video

Video Video	√)) <sup>Audio</sup>	Screen Recording								
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- You can add saved video from your device.
- You can add Stock videos that are available in Powerpoint.
- You can add online videos also

To insert audio, click on Audio

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You can insert saved audio from your device or you can also record audio from microphone.