

Powerpoint Notes

MS-PowerPoint is used for creating professional presentations.

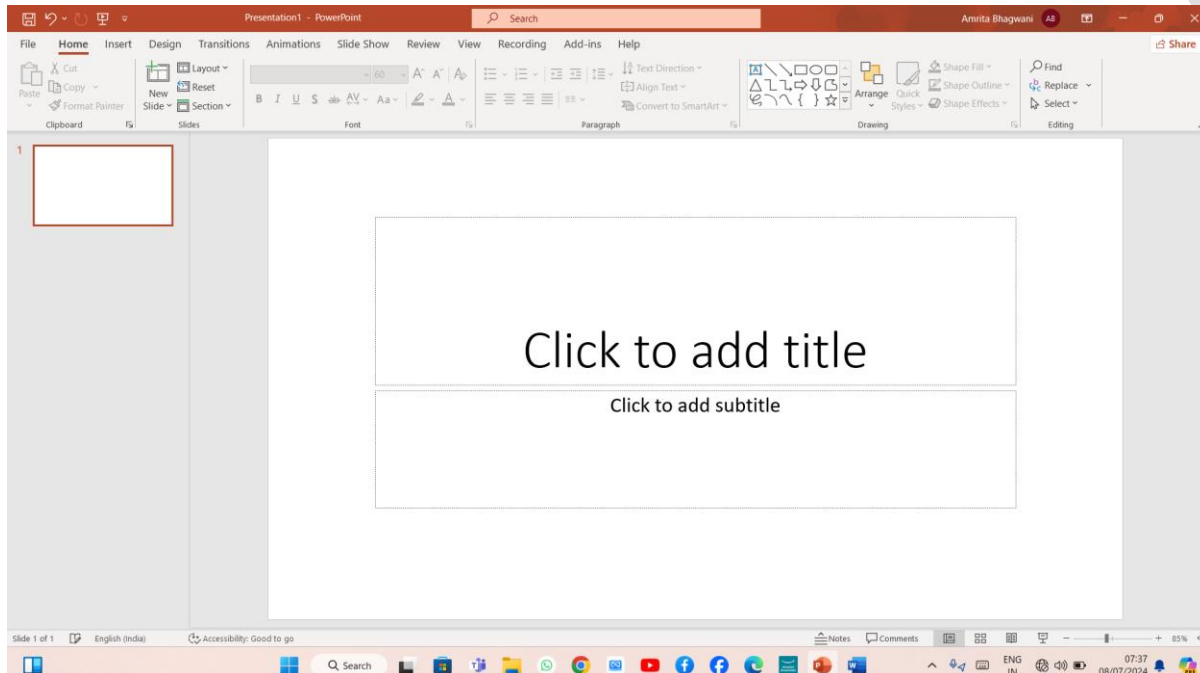
Starting MS-Powerpoint :

- 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 :



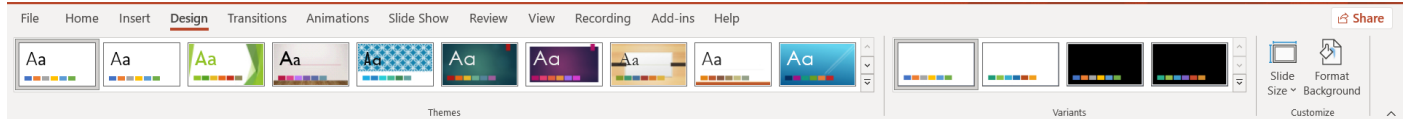
Here we have the following tabs :

- 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.

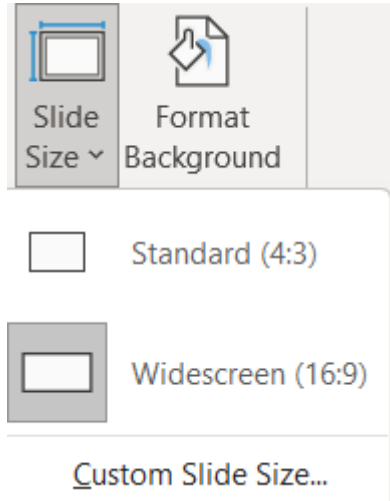
Design Tab :



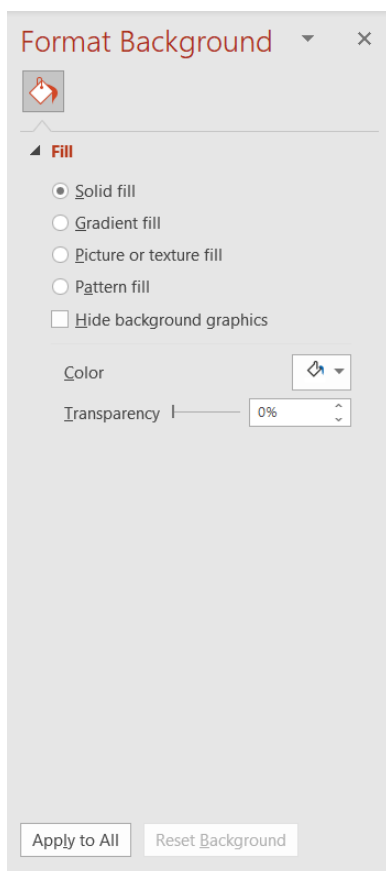
Select your desired theme from the “Themes” Group. It will be applied to your presentation.

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)



We can fill the solid (single colour), gradient (mix colours), texture fill, pattern fill to our slides.

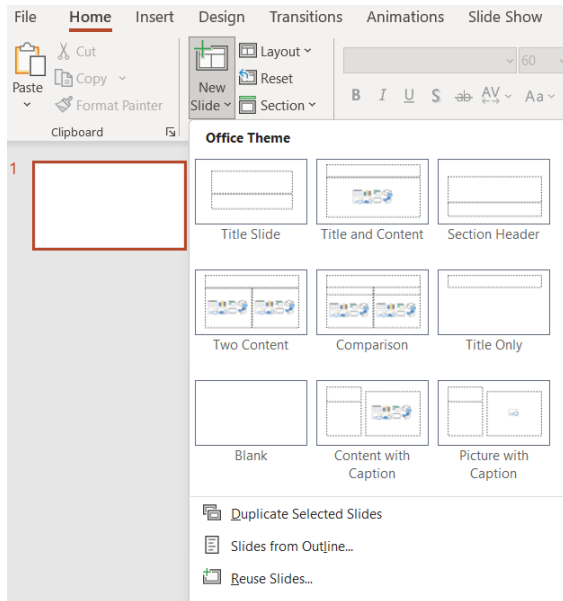
We can also apply this background to all the slides by clicking on “Apply to All” option.

Let us learn how to insert a new slide :

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

Or

In the home tab,



- Click on New Slide and select your desired slide layout.
- Slide Layouts means the arrangement of text and objects in the slide. Some layouts like Title and Content, Two content, Comparison, Title only, Blank, Picture with caption, etc.
- We can also change the layout after inserting a new slide using Layout option in the home tab.

Let us discuss the different slide layouts one by one.

Title slide : Topic of the presentation must be mentioned in the title slide.

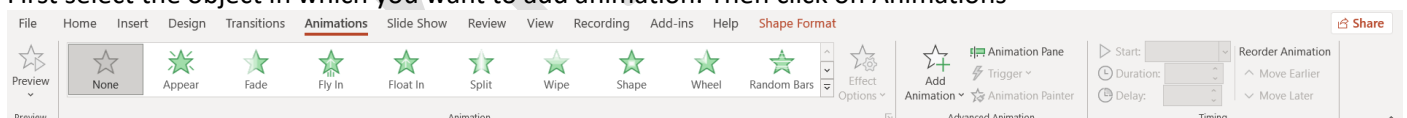
Title and content : Here the heading of the current slide and the content.

Content that can be added is tables, charts, SmartArt, 3D Models, pictures, stock images, video, icon.



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

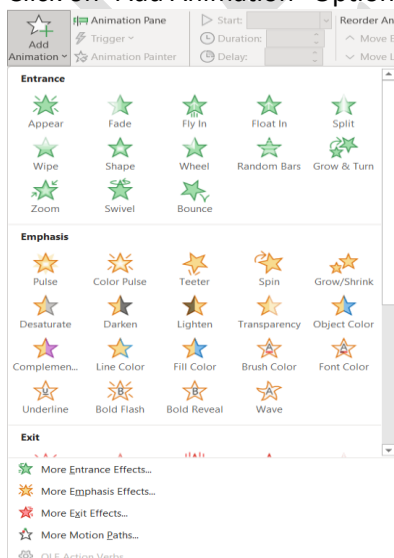
First select the object in which you want to add animation. Then click on Animations



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.

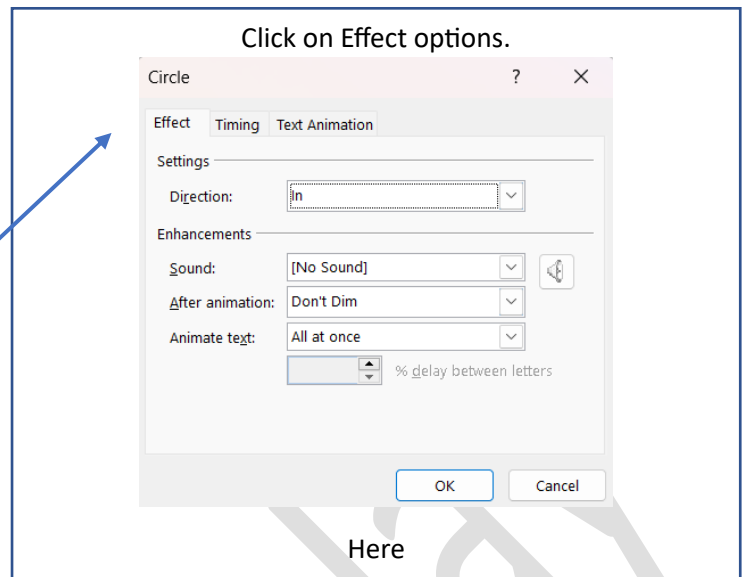
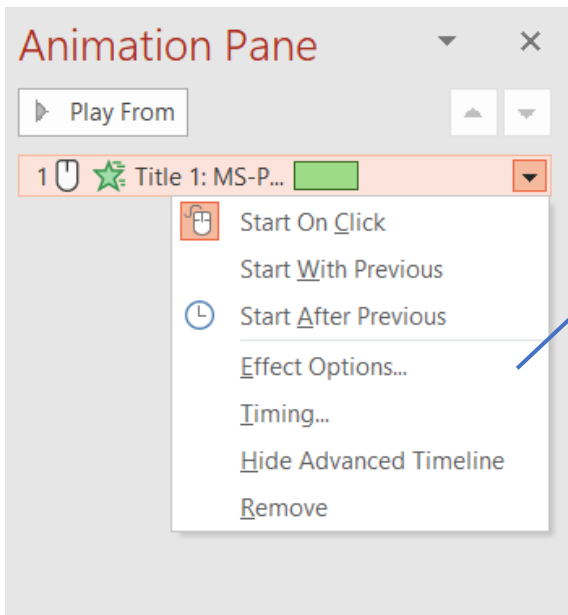
Exit : How the objects will exit from the slide.

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.



In Enhancements :

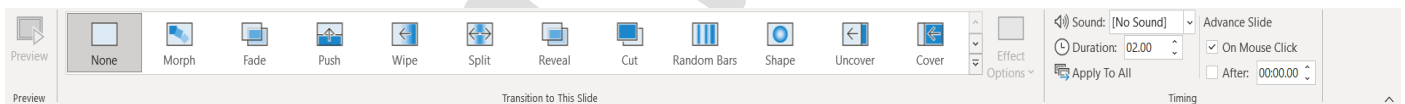
Sound – We can add sounds here

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.



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.

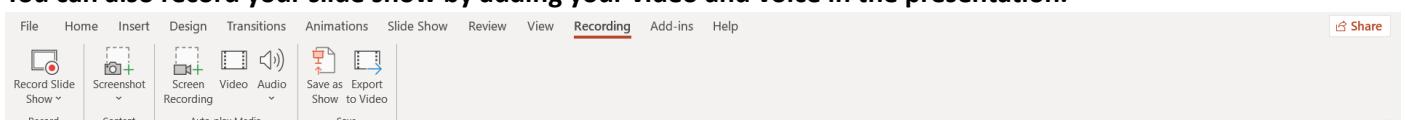
Advance Slide

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

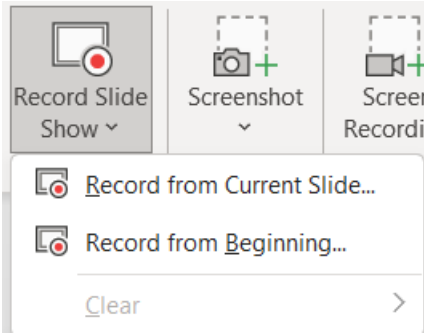
After : If this is checked then automatically slide show will run according to the time allotted.

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**.

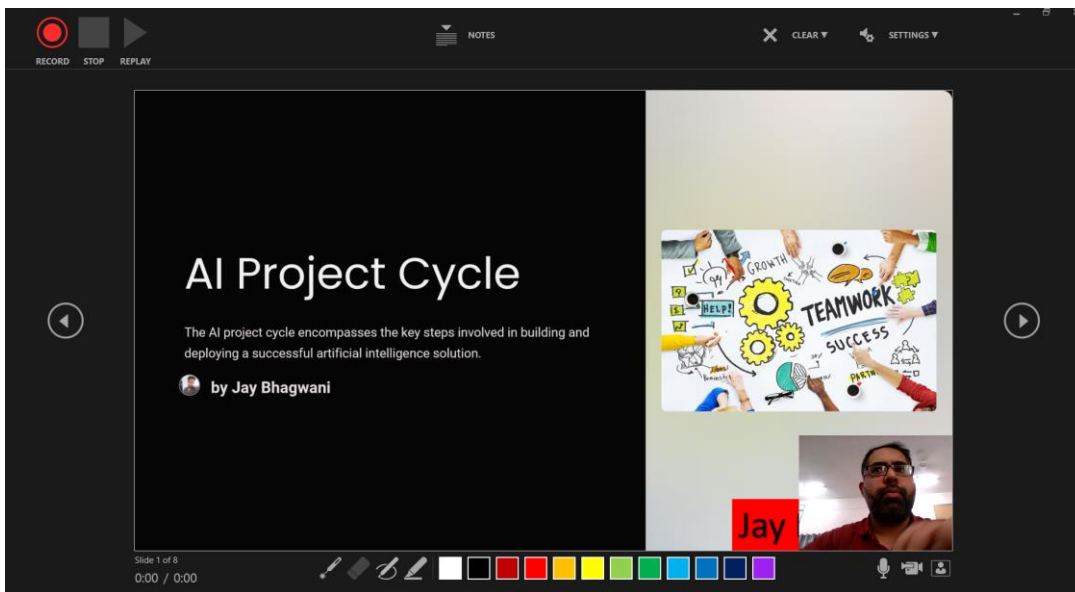
You can also record your slide show by adding your video and voice in the presentation.



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



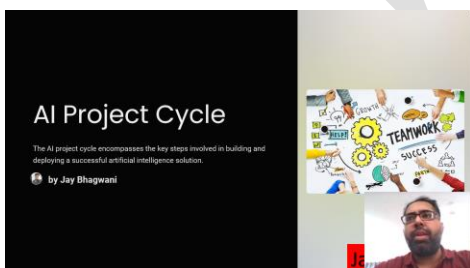
Click on Record from Beginning.



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.



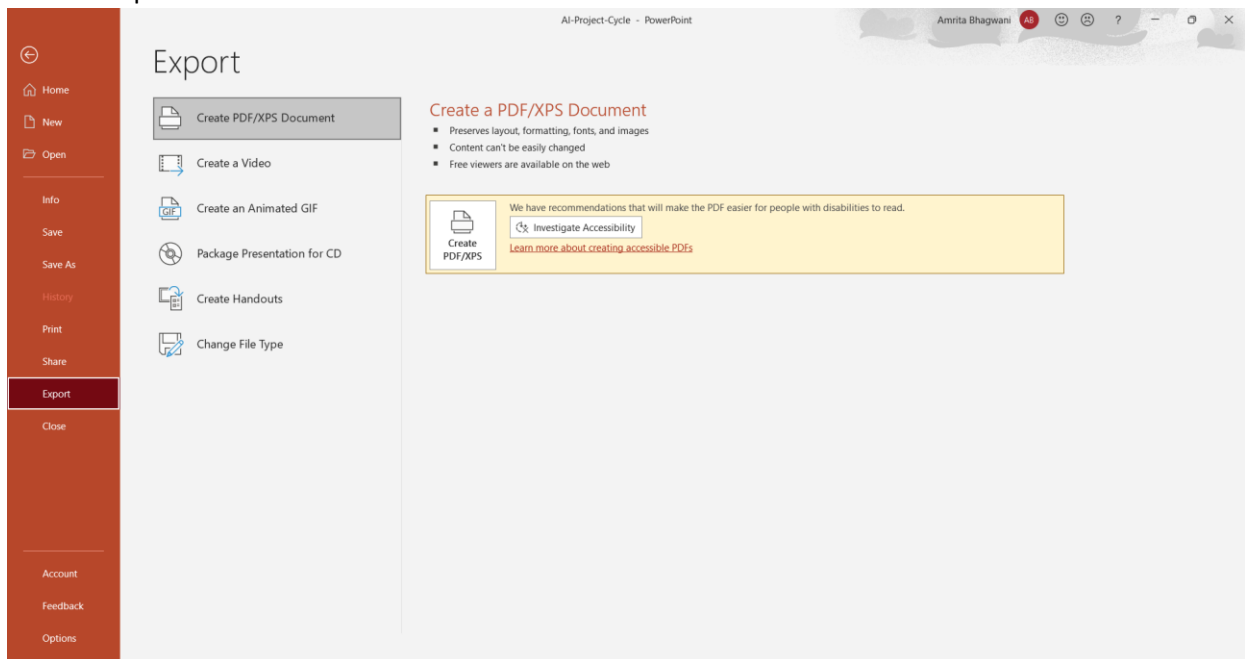
Your video with audio is attached to each slide that you can customize means for every slide you can change the position of your video. You can also change its shape for eg. Oval shaped by selecting video and click on video format tab and then select video shape and video border option.



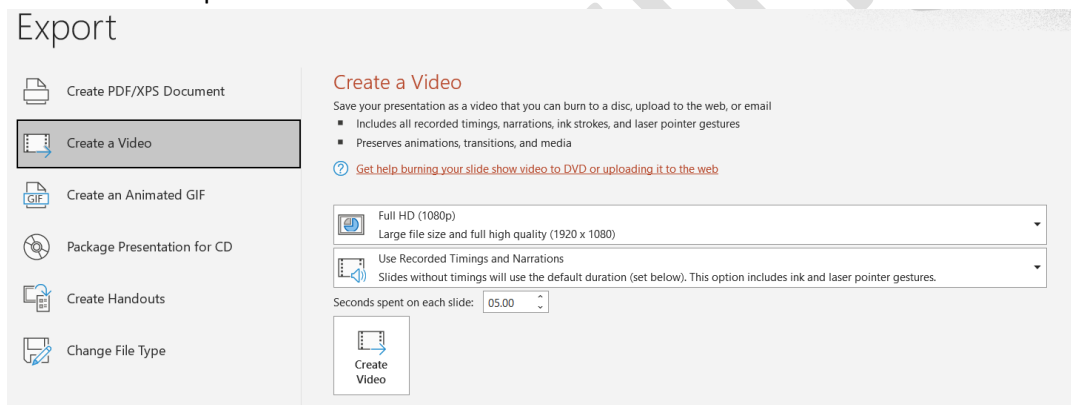
After creating presentation, we can export this presentation to a video.

Steps :

- Click on the file tab.
- Click on Export



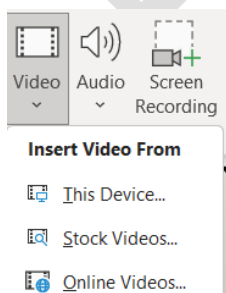
- Create a Video option



- 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.

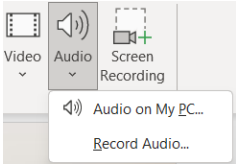
Let us learn to insert video and audio in the presentation.

Click on Insert tab and click on Video



- 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



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

Learn With Jay