

# . POWERPOINT

**INTRODUCTION:-**PowerPoint is presentation based software which is the most important part of M.S. office group.

So, PowerPoint is a complete presentation graphic package. This application (PowerPoint) give you everything need to produce a profession locking presentation PowerPoint offers word processing, outline, drawing, graphics and presentation management tools.

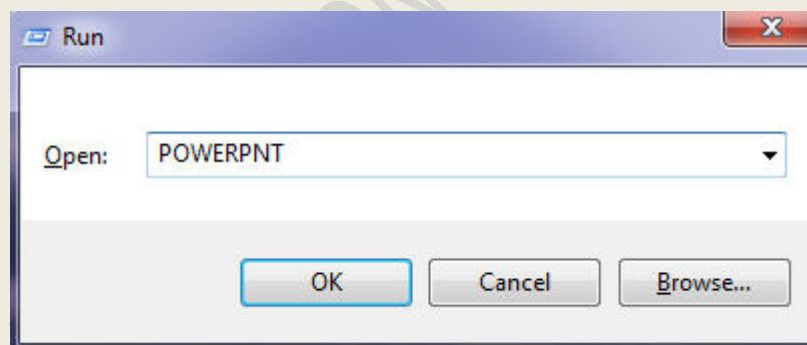
Its extension Code is “.ppts” and executive code is “PowerPnt.exe” and extension code office 2003 is “.ppt”

To start PowerPoint

(1) Start > All programs > Microsoft office > Microsoft PowerPoint ←

(2) Start through Run box(Press window key + R) ←

Highlight the Run box, in this box type “PowerPnt” then press ok button

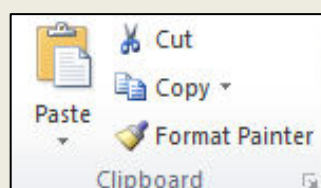


(3) Start through M.S. Dos

C:\> Start <Space> Powerpnt ←

## HOME TAB (ALT+H)

### Clipboard



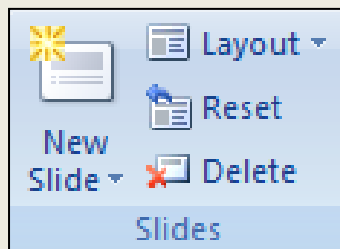
Paste (Ctrl +V):-This option paste the content of clipboard (cut, copy).

**Cut (Ctrl +X)**:-This option cut the selected text, picture, shape.

**Copy (Ctrl +C)**:-This options copy the selected text, picture, shape.

**Format painter**:-This option copy formatting from one place and applies in to another place.

### **Slides**



**New slide**:-This option adds a new slide to the presentation.

**Layout**:-This option changes the slide style.

**Reset**:-This option reset slide formatting.

**Delete**:-It removes the slide from the presentation.

### **Font**



**Font (CTRL+SHIFT+F)**:-Change the font style

**Font size (CTRL+SHIFT+P)**:-Change the font size

**Grow font(CTRL+>)**:-Increase the font size

**Shrink font(CTRL+<)**:-Decrease the font size

**Clear formatting**:-This option clears the all formatting from the selection.

**Bold (Ctrl+B)**:-Bold the selected text

**Italic (Ctrl+I)**:-Italic the selected text.

**Underline (Ctrl+U)**:-underline the selected text.

**Shadow**:-This option adds a shadow behind the selected text.

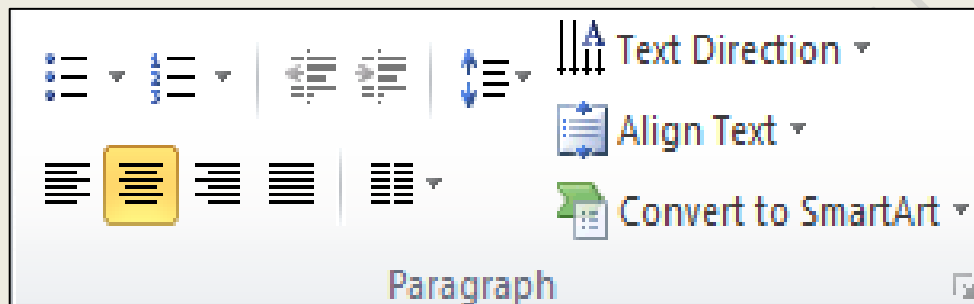
**Strike through**:-This option draws a line through the middle of the text.

**Character spacing**:-change the space between texts

**Change case(Shift+F3)**:-This option changes the case such as sentence case, lower case etc. of the selected text.

**Font color**:-This option changes the font color of selected text.

### **Paragraph**



**Bullets**:-Start a bullet list.

**Numbering**:-Start a number list.

**Decrease indent**:-Decrease the indent level of the paragraph.

**Increase indent**:-Increase the indent level of the paragraph.

**Line spacing**:-change the line space between two or more line.

**Text direction**:-Change the text direction

**Align text**:-Change the text align Top, Middle, Bottom

**Convert to smart art**:-This option converts text to smart art.

**Align text left**:-Write text to left side of page.

**Align text right**:-Write text to right side of page.

**Center**:-Write text to center of page.

**Justify**:-Justify the text

**Columns**:-This option split text into two or more columns.

### **Drawing**



**Shape**:- Draw and insert any shape.

**Arrange**:-Arrange object on the slide.

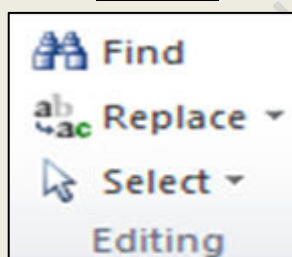
**Quick style**:-Change the format of shape.

**Shape fill**:-Change the format shape fill.

**Shape outline**:-Change the format of shape outline.

**Shape effects**:-Apply effect of the selected shape such as shadow, 3D, glow etc.

### **Editing**



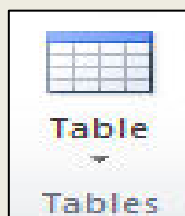
**Find**:-Find text in the current slide.

**Replace**:-Replace text in the current slide.

**Select**:-select text or object in the document.

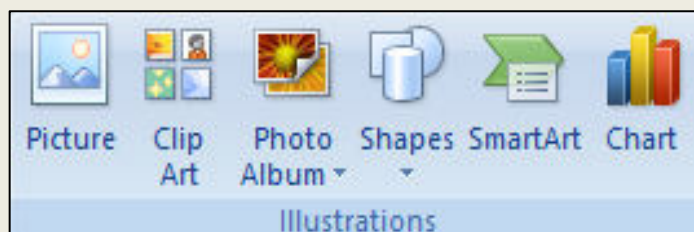
### **INSERT TAB (ALT+N)**

#### **Table**



**Table**:-This option Insert or draw a table into the document.

### **Illustrations**



**Picture**:-Insert picture from a file

**Clip art**:-Insert clip art in the document.

**Photo album**:-Create photo album with different slide.

**Shape**:-Insert shape in current document.

**Smart art**:-Insert smart art in current document

**Chart**:-Insert table chart in current document.

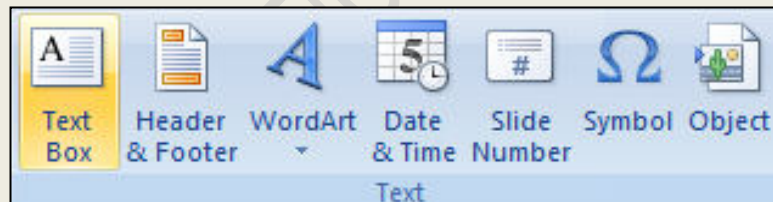
### **Links**



**Hyper link**:-To make a link to the document or file.

**Action**:-To add an action to the selected object.

### **Text**



**Textbox**- Insert pre-formatted text box in your current document.

**Header& Footer**:-To create header and footer of each page.

**WordArt**- To insert different type of decorative text in your current document.

**Date&Time**:-To Insert the current system date and time in your slide.

**Slide number**:-To insert the slide number.

**Symbol**:-To insert the symbol.

**Object**:-To insert the embed picture or object.

### **Media Clips**

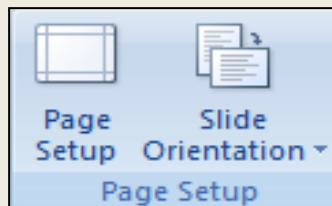


**Movie**:-To insert a video clip into the slide.

**Sound**:-To insert an audio clip into the slide

## **Design Tab(Alt + G)**

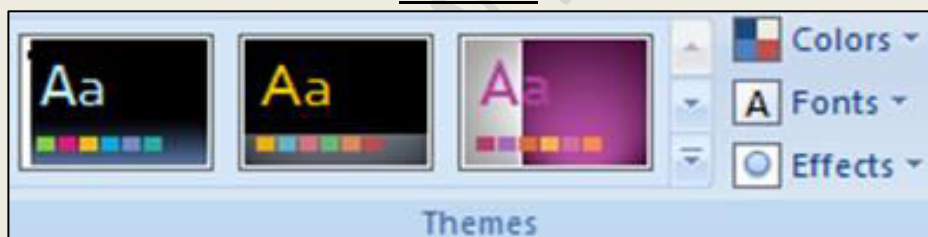
### **Page Setup**



**Page setup**:-To show the page setup dialog box.

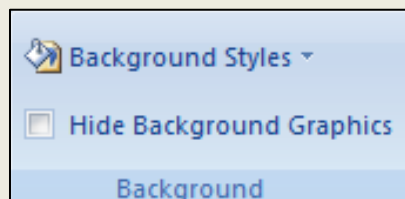
**Slide orientation**:-To Switch the page between portrait and landscape.

### **Themes**



**Themes**:-Using theme change the overall design of the entire document including color, font, and effects.

### **Background**

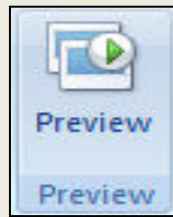


**Background style**:-To choose and apply the background style for theme.

**Hide background graphics**:- Its hide the background theme graphics for selected slide.

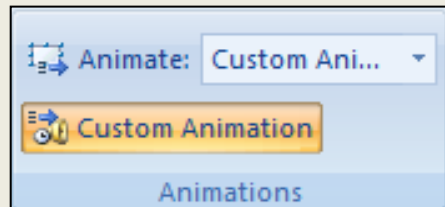
## **Animation Tab (Alt + A)**

## Preview



**Preview**:- To show the animation and transition slide that you have created slide.

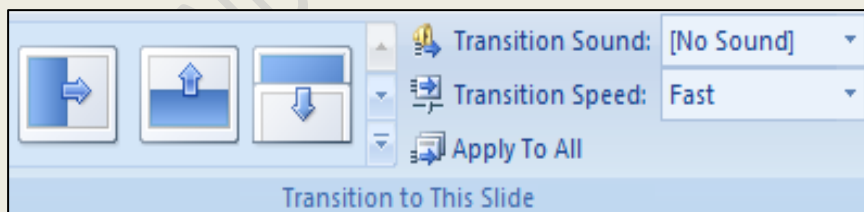
## Animations



**Animate**:- Select or choose an animation to apply on object or text.

**Custom animation**:- it allow us custom animation task pane where you select or choose individual effect or animation for slide.

## Transition to This Slide

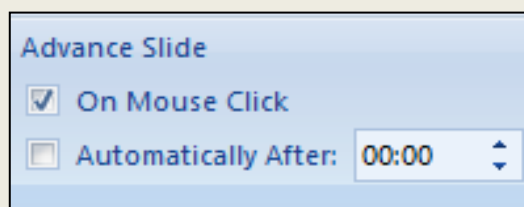


**Transition sound**:- To apply transition sound during play the transition between previous and the current slide.

**Transition Speed**:- Here select the transition speed for slide.

**Apply to all**:-To set the transition effect between all used slides.

## Advance Slide

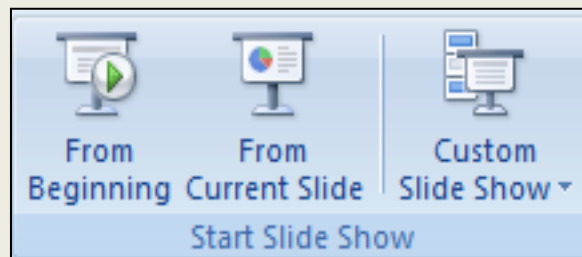


**On mouse click:-**To set the slide waiting for next slide on mouse click.

**Automatically after:-**To use automatically after to run next slide without mouse clicking.

## Slide Show Tab (Alt +S)

### Start Slide Show



**From beginning:**-Start slide show from first slide.

**From current slide:**-start slide show from the current slide.

**Custom slide show:**-Start slide show only the slide you select.

### Set Up



**Setup slide show:**-Set up advance option for the slide show.

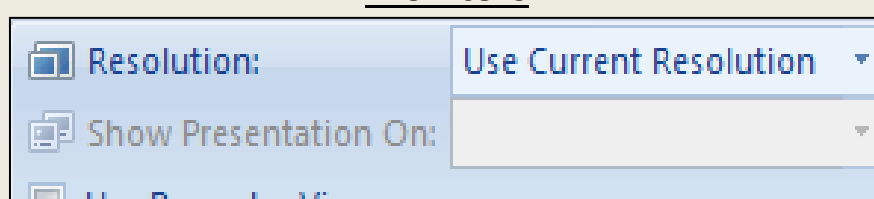
**Hide slide:**-This option hide a current slide from the presentation.

**Rehearse timing:**-You can record slide and animation timing you can rehearse your presentation.

**Record narration:**-Record a narration using the microphone attached to your computer.

**Use Rehearse timing:**-This option creates using rehearse timing to switch between slide automatically.

### Monitors





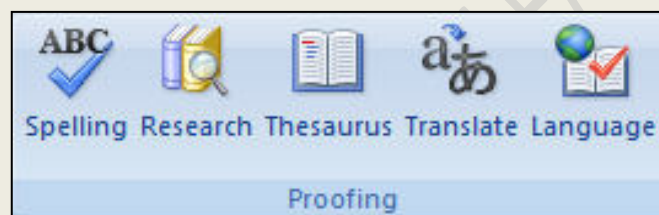
**Resolution**:-To choose the screen resolution to use for the full screen slide show.

**Use presenter view**:-To show the full screen slide show using the presenter view.

**Show on**:-To choose a monitor on which to display the full screen slide show.

### **Review Tab (Alt +R)**

#### **Proofing**



**Spelling**:-check the spelling text in the document.

**Research**:-it allow to search through reference materials, such as dictionaries, encyclopedias, and translation services.

**Thesaurus**:-Suggests other words with a similar meaning to the word you have selected.

**Translate**:-Translate the selected text into different languages.

**Language**:-Set the language used to check the spelling and grammar of the selected text.

#### **Comments**



**Show markup**:-To show the comments and other animation.

**New comment**:-Add the comment about the section.

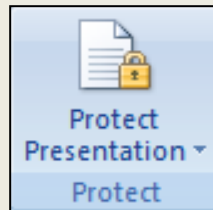
**Edit comment**:-To modify the selected comments.

**Delete**:-Delete the selected comment.

**Previous**:-Find to the previous comment in the document.

**Next**:-Find next to the comment in the document.

### **Protect**



**Protect presentation**:-Restrict the slide certain types of editing or formatting to the document by specifying a password.

### **View tab (Alt + w)**

#### **Presentation Views**



**Normal**:-View the presentation in normal view.

**Slide sorter**:-View the presentation in slide sorter.

**Note page**:-View the presentation in note page

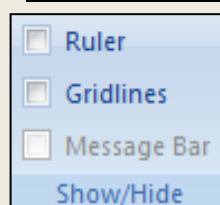
**Slide show(F5)**:-Start the slide show.

**Slide master**:-View the all type of slide in presentation.

**Handout master**:-To open the handout master view to change the design and layout of printed handouts.

**Notes master**:-To open the notes master view.

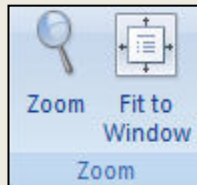
### **Show/Hide**



**Ruler**:-To show or hide the ruler.

**Gridlines**:-To show or hide the gridlines.

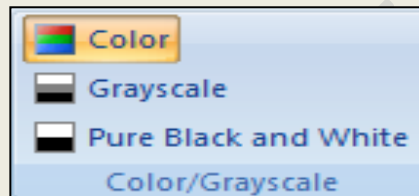
### **Zoom**



**Zoom**:-To open the zoom dialog box and change the slide size.

**Fit to window**:-Zoom the presentation so that the slide fills the window.

### **Color/Gray scale**

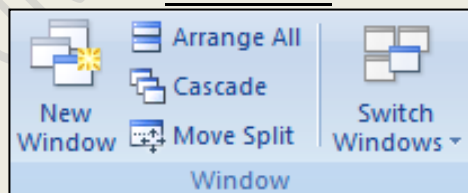


**Color**:-View the presentation in full color.

**Grayscale**:-View the presentation in gray scale.

**Pure black and white**:-View the presentation in black and white.

### **Windows**



**New window**:-To open a new window containing a view of the current side-by-side on the screen.

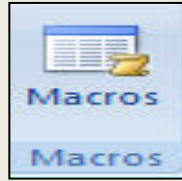
**Arrange all**:-To open all open program windows side by side on the screen.

**Cascade**:-Cascade the open document window on the screen so that they overlap.

**Move Split**:-Move the splitters which separate the different section of window

**Switch Windows**:-Switch to a different currently open window.

## Macros



**Macros**:-View the list of macros, from which you can run, create, or delete a macro.

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