

UNIT – 4

HOW TO CREATE PRESENTATION IN MS POWER POINT

Creating a presentation in Microsoft PowerPoint is a straightforward process. The following are the steps to be carried out using MS Power Point:

1. Open PowerPoint

- Launch Microsoft PowerPoint from the desktop or Start menu.

2. Choose a Template

- On opening PowerPoint, one can see a screen with different design templates. Select a template or choose **Blank Presentation** if one need to start from scratch.

3. Create a New Slide

- To add a new slide:
 - Go to the **Home** tab, then click on **New Slide**.
 - Choose the type of slide layout that need (Title Slide, Title and Content, Two Content, etc.).

4. Add Text

- Click on the placeholders on each slide to add the content (e.g., title, subtitles, and bullet points).
- Customize the font size, style, and colour using the **Home** tab.

5. Insert Images or Media

- To insert images:
 - Go to the **Insert** tab, select **Pictures** or **Online Pictures**, and choose the image that need.
- One can also insert shapes, charts, audio, or video by selecting them from the **Insert** tab.

6. Use Transitions

- To add transitions between slides:
 - Go to the **Transitions** tab and choose a transition effect.
 - Adjust the duration and options as needed.

7. Add Animations

- For animating elements like text or images:
 - Go to the **Animations** tab.
 - Select an object, then choose an animation style.
 - Customize the animation timing and effect options.

8. Design and Layout

- Use the **Design** tab to change the overall theme, colour schemes, and backgrounds of the slides.

9. Review and Rehearse

- Use the **Slide Show** tab to rehearse the presentation by clicking on **From Beginning** or **From Current Slide**.
- One can also use **Rehearse Timings** if one need timed slides.

10. Save the Presentation

- Save the file by going to **File > Save As** and choosing the desired location.
- One can save it as a **PowerPoint Presentation (.pptx)** or **PDF** if needed.

By following these steps, one can be able to create and customize a PowerPoint presentation effectively.

HOW TO MAKE USE OF SLIDE SORTER VIEW

Slide Sorter View in Microsoft PowerPoint allows to view all the slides in a grid format, making it easier to organize, reorder, and manage them. Here's how to make the most of it:

1. Access Slide Sorter View

- Go to the **View** tab on the Ribbon.
- Click on **Slide Sorter**. This will display all your slides as thumbnails on a single screen.

2. Rearrange Slides

- To reorder slides, click and drag any slide to a new position.
- Drop it in the desired location, and the order of the slides will automatically update.

3. Delete Slides

- To remove a slide, click on the slide thumbnail to select it.
- Press the **Delete** key, or right-click and choose **Delete Slide**.

4. Duplicate Slides

- Right-click on a slide in Slide Sorter View and choose **Duplicate Slide** to create a copy.
- The duplicate slide will appear right next to the original one.

5. Apply Transitions to Multiple Slides

- Select multiple slides by holding down the **Ctrl** key (or **Cmd** key on Mac) and clicking the slides.
- Go to the **Transitions** tab and apply a transition effect. This will apply the effect to all selected slides.

6. View Slide Timings

- If a person have set timings for their slides (for example, in rehearsed presentations), Slide Sorter View will display the timings below each slide.

7. Change Slide Layouts

- Select a slide, right-click, and choose **Layout** to change the layout of a specific slide from the grid view.

8. Print Slide Order

- Slide Sorter View gives a clear overview of all slides, which can be helpful when planning to print hand-outs or slide decks in a specific order.

9. Select and Manage Multiple Slides

- One can select multiple slides by dragging a box around them or holding down **Ctrl** (or **Cmd** on Mac) while clicking each one.
- Once selected, one can move, delete, or apply transitions to all the chosen slides.

10. Quickly Navigate Large Presentations

- For presentations with many slides, Slide Sorter View helps to get a quick overview, making it easier to navigate through the slides, spot errors, or move sections.

Using **Slide Sorter View** is especially helpful for large presentations where managing slide order and structure is important. It provides a bird's-eye view of the entire presentation.

EXPLAIN THE PROCEDURE TO CHANGE THE SLIDE LAYOUTS AND ALSO HOW TO MOVE BETWEEN SLIDES IN MS POWER POINT

Here's a detailed explanation of how to **change slide layouts** and **move between slides** in Microsoft PowerPoint:

1. Changing Slide Layouts

Slide layouts define the structure of each slide (such as where text boxes, images, and titles are positioned). One can easily change the layout of a slide to match the content needs.

Steps to Change the Slide Layout:

1. **Select the Slide:**
 - In **Normal View**, select the slide that one needs to change in the left-side slide thumbnail pane.
2. **Go to the Home Tab:**
 - Click on the **Home** tab in the ribbon.
3. **Open Layout Options:**
 - In the **Slides** group, click on the **Layout** drop-down menu.
4. **Choose a New Layout:**
 - A list of different layout options will appear (such as Title Slide, Title and Content, Two Content, Comparison, Blank, etc.).
 - Click on the layout one wants to apply to the selected slide. The selected layout will automatically update the structure of the slide.

Note: Changing the layout does not delete the content on the slide, but it may rearrange the elements based on the new layout structure.

2. Moving Between Slides

One can move between slides in several ways in PowerPoint, depending on which view is being used.

In Normal View:

1. **Using Slide Thumbnails:**
 - On the left side, PowerPoint shows a vertical pane with thumbnails of all your slides.
 - Click on any slide thumbnail to navigate directly to that slide.
2. **Using the Keyboard:**
 - **Down Arrow** or **Page Down:** Moves to the next slide.
 - **Up Arrow** or **Page Up:** Moves to the previous slide.
3. **Using the Mouse Scroll:**

- If one can have a mouse with a scroll wheel, scrolling down will move to the next slide, and scrolling up will take to the previous slide.

In Slide Sorter View:

- In **Slide Sorter View** (under the **View** tab), one can click on any slide thumbnail to navigate to that slide. Slide Sorter View shows all slides in a grid, making it easy to quickly move between and rearrange slides.

In Slide Show Mode:

1. Using the Keyboard:

- **Spacebar** or **Right Arrow**: Moves to the next slide.
- **Left Arrow** or **Backspace**: Moves to the previous slide.
- **Number + Enter**: Enter the slide number that want to move to and press **Enter** (e.g., pressing 5 + Enter will take you to slide 5).

2. Using Mouse Clicks:

- Click the **Left Mouse Button** or **Right Arrow** to move to the next slide.
- **Right-click** and select **Previous** or **Next** to navigate between slides.

3. Rearranging Slides (Moving Slides to New Positions)

If one need to rearrange the order of slides:

1. In Normal View:

- On the left-side slide pane, click and hold the slide that need to move.
- Drag it to the desired position and release the mouse button.

2. In Slide Sorter View:

- Go to the **View** tab and select **Slide Sorter**.
- Click and drag any slide thumbnail to a new position to reorder the slides.

4. Quick Navigation (Slide Navigation Pane)

- One can use the slide navigation pane on the left to quickly jump to any slide by clicking on its thumbnail.

By mastering how to change slide layouts and move between slides, one can manage their presentation more effectively and create a smoother workflow while organizing their slides.