MS POWERPOINT

Microsoft PowerPoint 2016

Microsoft PowerPoint is one of the most popular **presentation** programs. Microsoft PowerPoint can be used to create interactive presentations for classroom, business, personal use etc.

On the Ribbon under the **Home** Tab, contains a text editor and the new slide icon. The Home Tab contains icons such as **Paste**, **Cut**, **Copy**, **Format**, **Shapes, Layout**, etc.
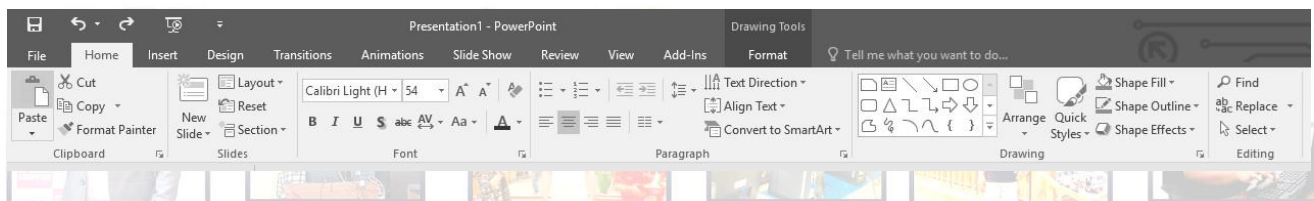

Figure 1. New Slide

The **Insert** Tab on the Ribbon toolbar, contains several categories for formatting the design and elements of your presentation. These include: **New Slide, Table**, **Charts**, **Word Art** and so on. (Figure 2).
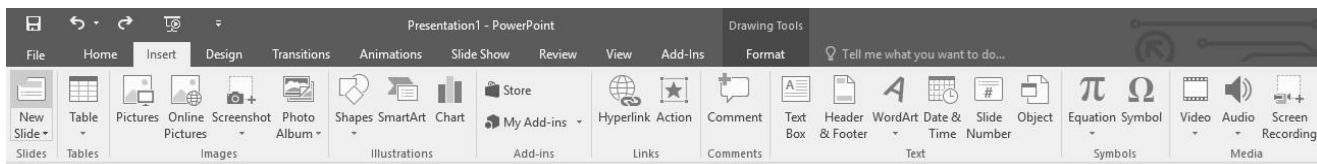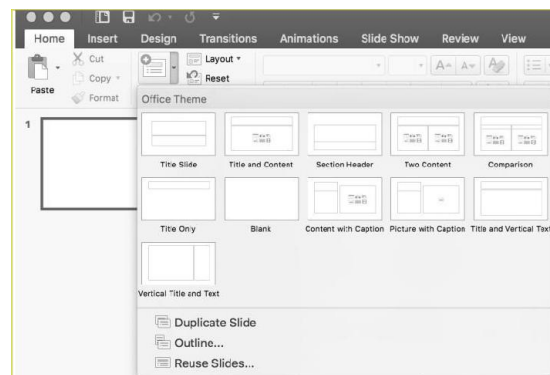

Figure 2. Insert Tab

New Slide

To add an additional new slide to your presentation, go to the **Home** Tab > **New Slide**. Click the drop down arrow and choose the style of slide you would like to apply (Figure 7).

Slide Layout

To apply a **Slide Layout**, select the **Home** Tab > **Layout** to customize the layout of your document. From here, you can specify how the content on your slide is displayed. To apply a layout to your slide, click the layout button, and choose your preferred style (Figure 8).
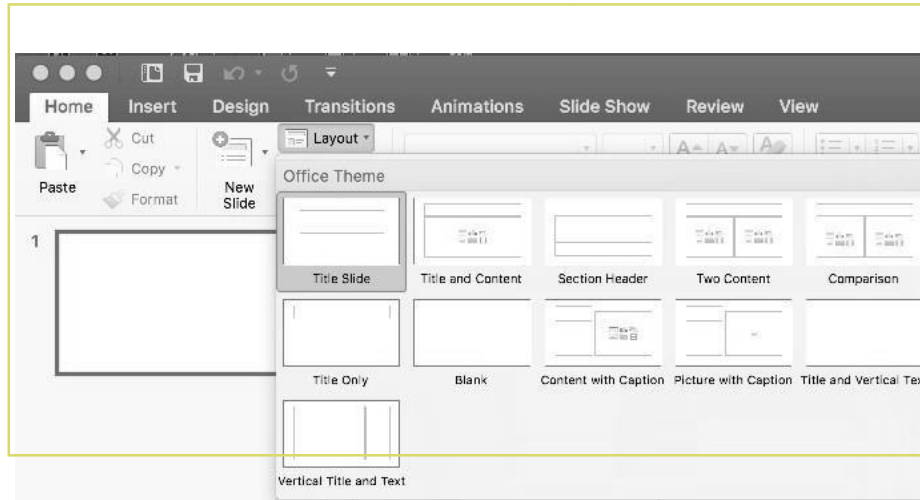

Figure 8. Slide Layout

Creating a Table

To create a table within your document, go to the **Insert > Table**. Choose the desired table size by typing in the required number of rows and columns and click **Ok**. The table will be inserted into document. To navigate within your table, use the arrow keys. (Devkota, 1952)

Pictures

To insert a picture into your presentation, select **Insert > Picture** (Figure 9). Choose either to get the photo from a browser, or from a file and then locate the image that you want to put into your document and click Insert.
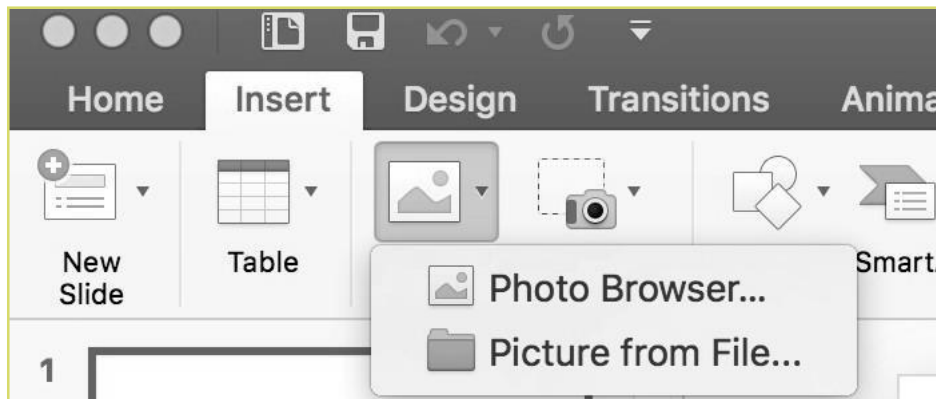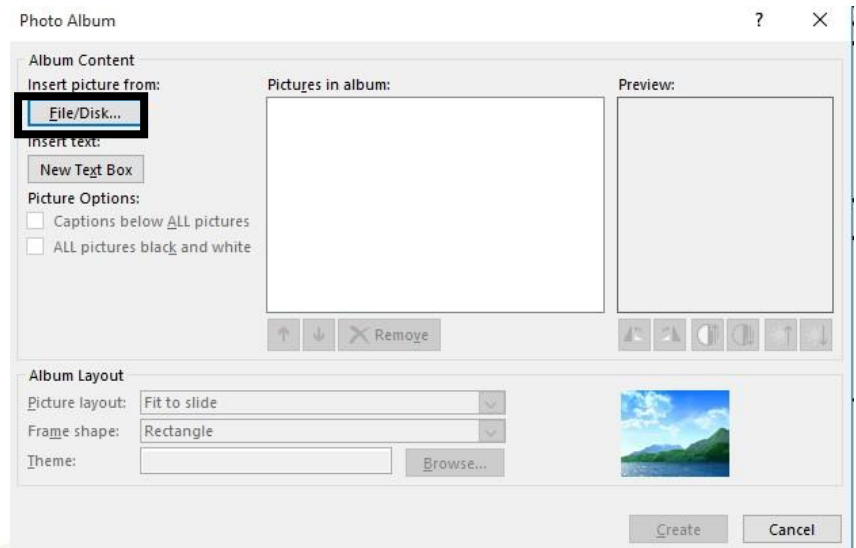
Create Photo Album

This command is used for create photo album in your presentation. To create Photo album, follow given step: -

1. On the **insert Tab** in the **Images** group click on **Photo Album.**
2. Click on New Photo album.
3. Click on File/Disk.
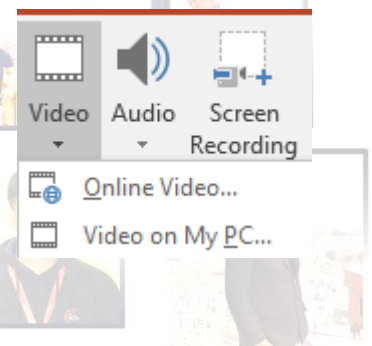4. Choose your Picture and click on insert.

You can also edit your album if you already create photo album.

Insert Video

This command is used for insert video on your presentation.

1. In the **Insert Tab** on the **media** group click on **Video.**
2. Click on video on my PC… if you insert video from your pc. (You can also insert picture from online).
3. Choose your video and click on insert. You can move your video on your document.

Insert Audio

1. In the **Insert Tab** on the **media** group click on **Audio.**
2. Click on Audio on my PC… if you insert video from your pc. (You can also record new sound).
3. Choose your audio and click on insert. You can move your video on your document.

Screen Recording

You can record your desktop screen with the help of this option.

1. Click on **Screen Recording**, Select your area where you want to record.
2. Click on record button.
3. Press Windows+Shift+ Q key for stop recording.
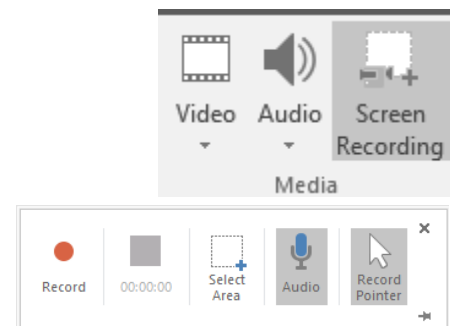
Word Art

To insert **WordArt**: Go to Insert > **WordArt** (Figure 10). You will then be prompted to select the effect of your choosing. Afterwards, you will be prompted to insert your text. To select your **WordArt**, click on it, and small boxes will appear in the corners. Moving the small boxes will allow you to resize the WordArt.
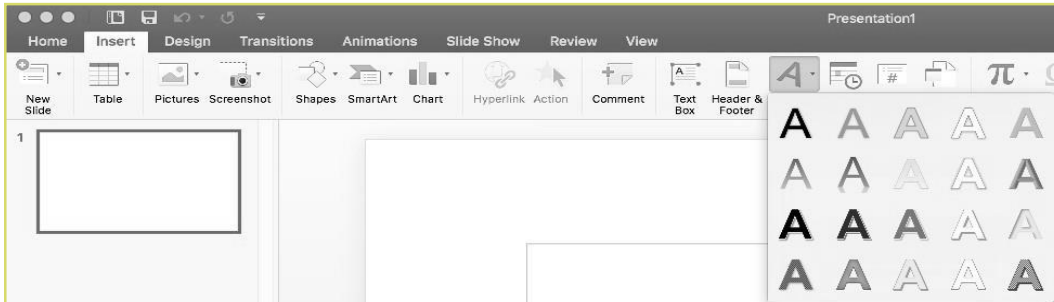

Inserting Slides from a Previously Created File:

To insert a slide from another presentation, go to **Insert > Slides from > Other Presentation** and select the directory or disk where the file is located (Figure 11). Select the slide that you wish to insert into your presentation.

SmartArt

SmartArt are used to create diagrams in Microsoft PowerPoint.

To insert a SmartArt in PowerPoint: click **Insert** Tab > **SmartArt.** Once the **SmartArt** button is expanded, you will have several options to choose from, such as List, Process, Hierarchy, etc.
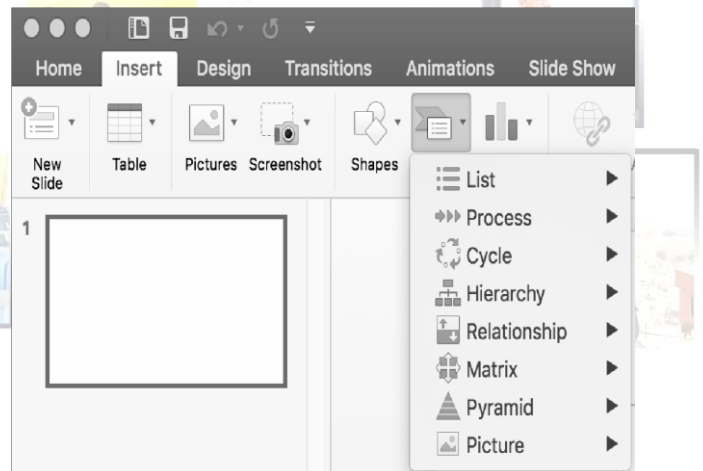
Shapes

To insert **Shapes**, click the **Insert** Tab > **Shapes**. SmartArt Shapes will allow you to manipulate the shapes in Flowchart, as well as in text boxes. To resize the Shapes, simply click and drag any of the four corners on the object.
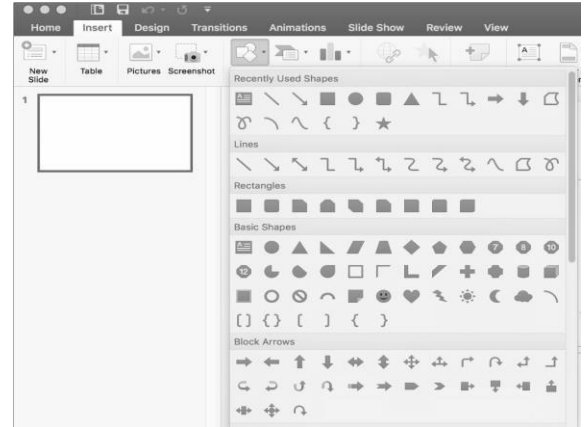
The default slide design for Microsoft PowerPoint documents is a blank slide. Therefore, if you want your slides to have a specific design, you must add one. Go to the Design Tab (Figure 14). To change the theme of your presentation, click on the theme that you like and it will automatically apply to your slide.
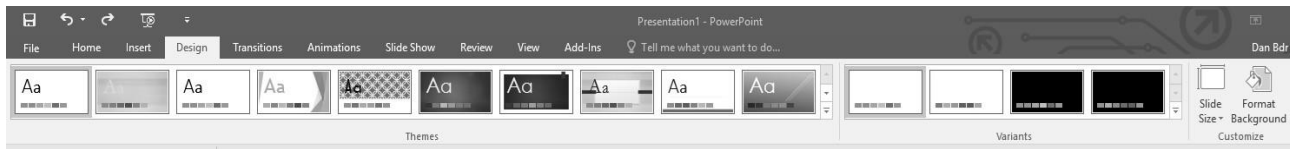

Figure 14. Design Tab

Adding Transitions In-between Slides

To add a **Transition** into your presentation, select the **Transitions** Tab (Figure 15). You are then given a variety to choose from. i.e., "Fade". When you select a **Transition** it will show a preview on the existing slide. You must have text or an image within the slide to see a preview.
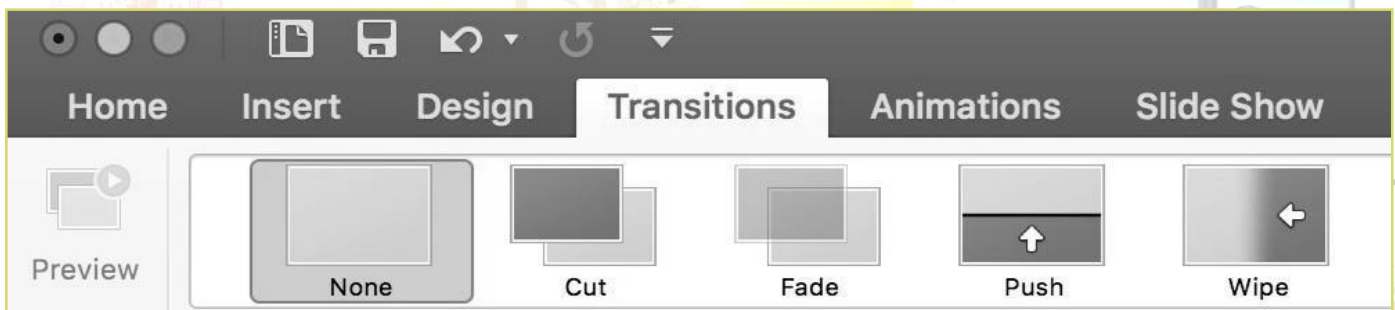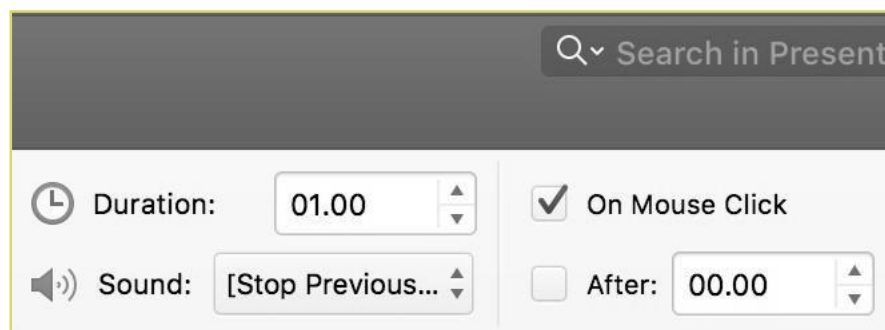

Figure 15. Transitions Tab

Duration

Along the right hand side of the **Transitions** options you will see **Duration** (Figure 16.) This allows you to modify the **Duration** of the **Transition** that is present on the particular slide. This also features an ablity to play a sound and to control whether or not to change to the next slide by "**On Mouse Click**".
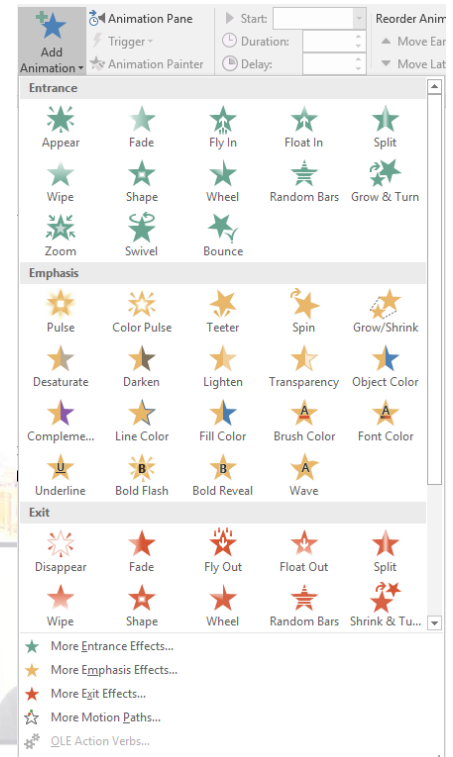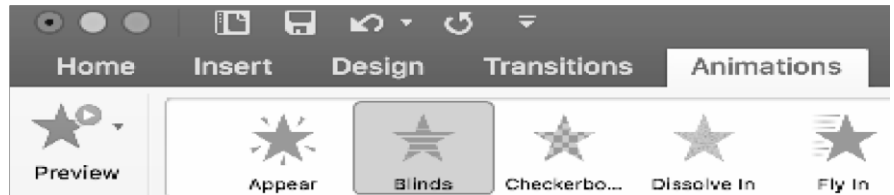
Adding Animations to Objects

To add an **Animation** to an object,

1. Select the **Animations** Tab. You are then given a variety of different options. i.e., Fly in".
When you select an **Animation** it will show a preview on the existing slide. You must have text or an image within the slide to see a preview.

Or,

1. Select your text or object.
2. In the **Animations tab**, on the **Advanced Animation** group click on **Add Animation**.
3. Click on More **Entrance Effect**…, **More Emphases Effect...**, **More exit effect…** and **Motion Path…** etc.
4. Choose any animation and click on ok.

Exit Effect
To add an **Exit Effect,** select the red star located to the left of the **Animation** options (Figure 18). Select the object or sound you would like to add the effect to for a preview. This feature allows for the object to exit off of the slide by a certain style of choice.

Figure 18. Exit Effect

To access Slide Show, select the **Slide Show** Tab (Figure 19). The purpose of the **Slide Show** Tab is for the presenter to have an easy access to the full screen presentation mode as well as **Rehearse Timings** and **Record Slide Show.**
Rehearse Timing

Rehearse Timing can be a very useful tool that allows you to set up your presentation to play at a certain speed without having to click through the slides yourself. Also, this allows you to practice your talking points. This feature allows you to save timings for each slide and transition, and will start the PowerPoint automatically.
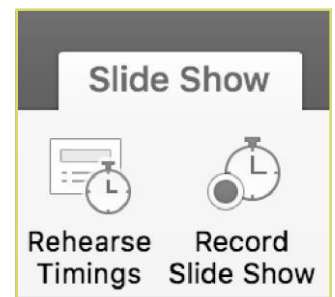
Once you have Rehearse Timings selected under the Slide Show Ribbon the timing will immediately begin. To stop the timing, simply click the pause button located at the top left (Figure 20). To save this timing, click the next arrow button located below the slide preview. (Figure 21.) Then, a box will pop up asking if you would like to save the time. Click yes.

Figure 20. Pause Button


Figure 21. Next Arrow Button

Record Slide Show

Record Slide Show (Figure 19) is very similar to the Rehearse Timing. The only primary difference is that you can have the option to start recording at any given slide, rather than the beginning.

Spell Check

Located in the **Review** Tab (Figure 22) you will find **ABC Spelling** to the far left. ABC Spelling will find the spelling errors that are within your presentation. Make sure you are on your first slide to get an accurate result.

Figure 22. ABC Spelling
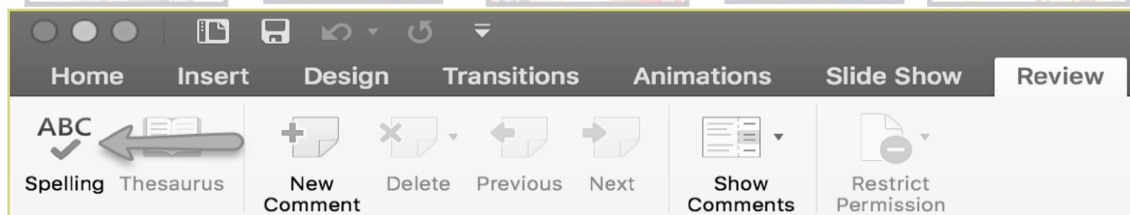
The **View** Tab (Figure 23) contains different tools to allow you to view your presentation depending on the certain way that you choose.
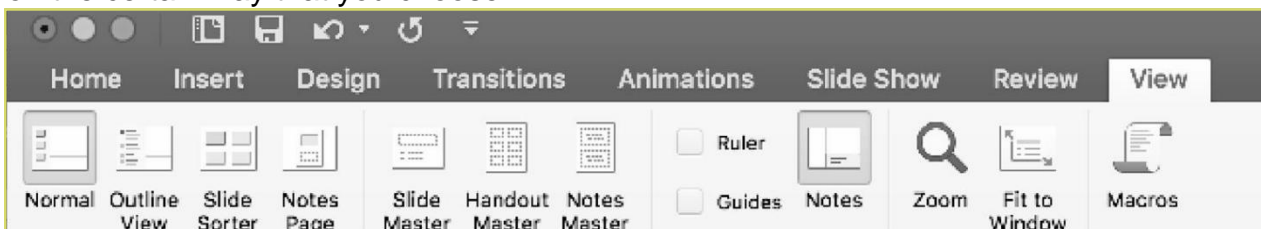

Figure 23. View Tab

Normal
Normal is your ordinary view that allows you to see and create your presentation slides.

Outline

This view allows for you to change the order of the slides in which they appear (Figure 24). To do this click the desired slide and drag. Once you start dragging a grey line will appear. Drag the slide up or down until you see the grey line to the right of the correct slide where you would like to move it.

Slide Sorter

This feature allows you to see thumbnails of your slides in a horizontal view. This view allows for you to make easy changes to several slides at once. If you had recorded timing for your slides, Slide Sorter will also show you your recorded times below the particular slide (Figure 25).
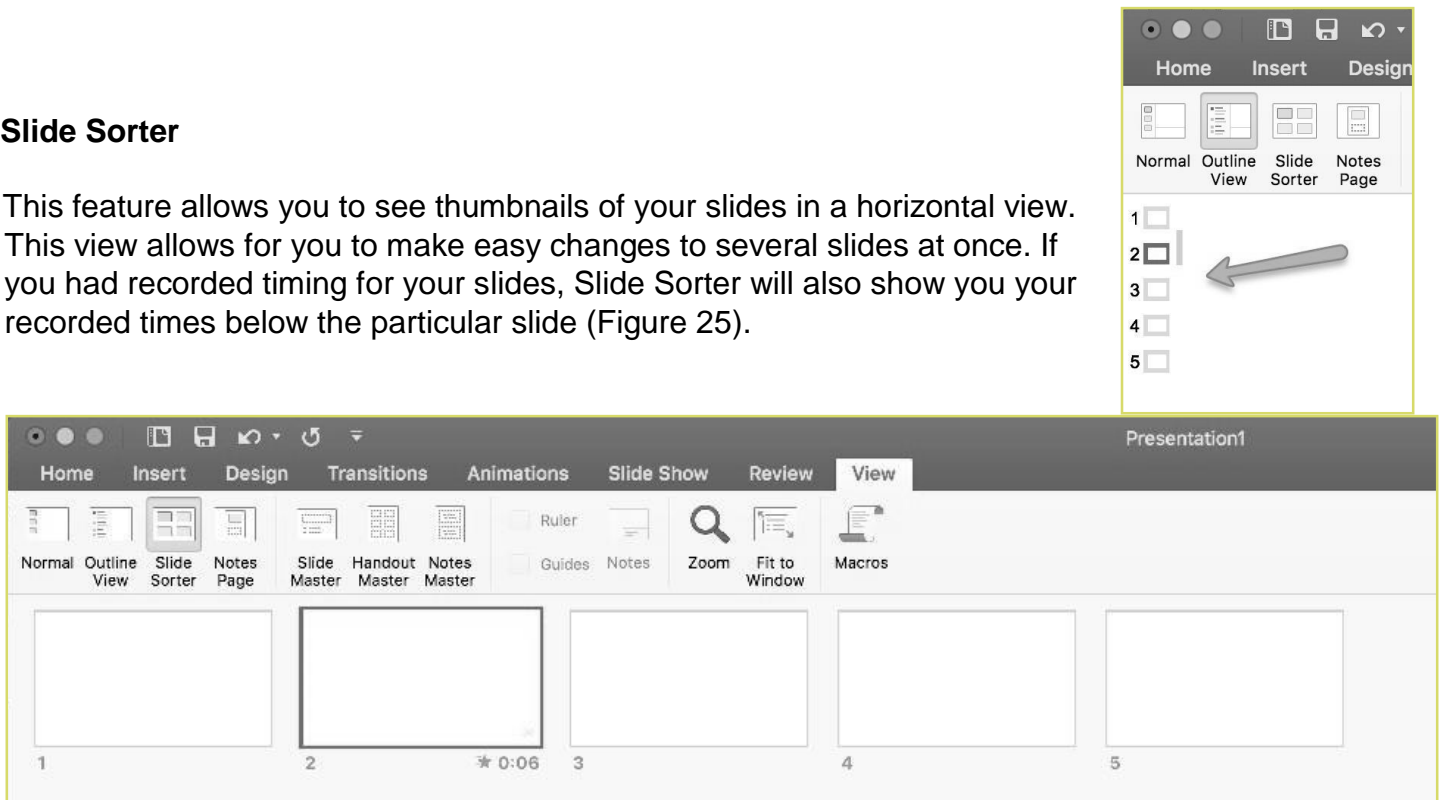

Figure 25. Slide Sorter

Notes

The Notes Page allows for you to add notes to any particular slide you want. This comes in handy to where you are visually able to see slide notes while giving your presentation.

To access this, click on Notes Page located under the View Tab (Figure 26). Then a text box will appear with a slide number that has been selected. Type your Notes. Then, go back to Normal and you should see your Notes located under the slide preview.

Slide Master

The Slide Master is where all of the information such as background, color, and theme are stored. Every PowerPoint has at least one Slide Master. In the Slide Master, you are able to change any of these particular things. Once you have selected Slide Master in the View Tab, you will be given different types of layouts to choose from.

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Printing

To print your document, go to File > Print, select your desired settings, and then click Print again. It is also possible to print by using the Print icon on the Standard toolbar, however this does not bring up the Print dialogue box that allows you to change your printing options, so it is advisable to use the other method. There are several methods for printing your document including Slides, Handouts, and Notes.