

CSIT-100

Microsoft PowerPoint

What is PowerPoint?



A software tool that is used to create multimedia presentations.



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What is PowerPoint?



A software tool that is used to create multimedia presentations.

It is part of the Microsoft Office software package.

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With PowerPoint we can create ..



On-screen Presentations



Web Presentations



Meetings Handouts

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The PP'2013 file has extension ...



FileName.pptx

pptx = power point templates extension

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To create a new presentation...



Blank Presentation



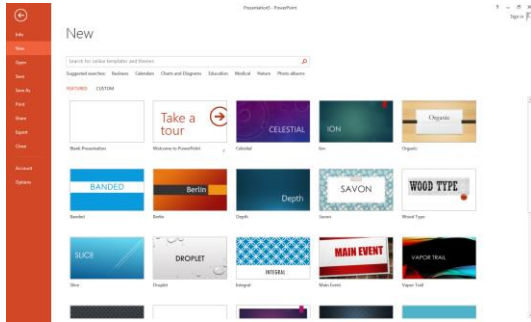
Installed Themes



Your Themes

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To create a new presentation...

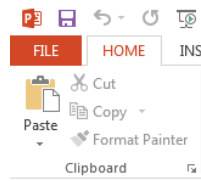


7

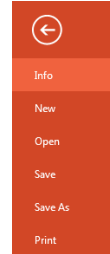
Saving...



Click the **File** button...



... then click Save As

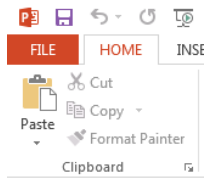


8

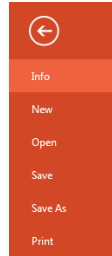
Printing...



Click the **File** button...

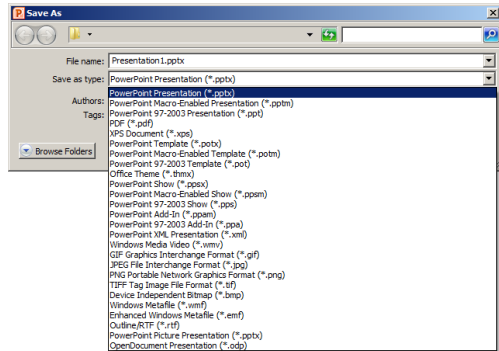


... then click Print



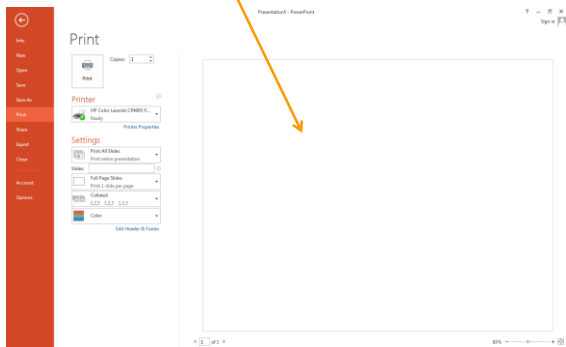
9

Saving...



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Printing... print preview...



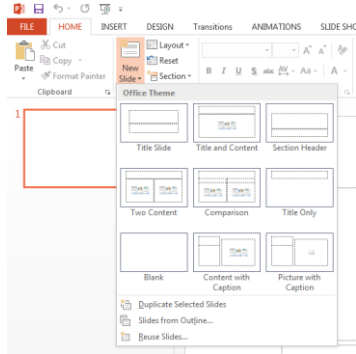
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The PowerPoint Presentation



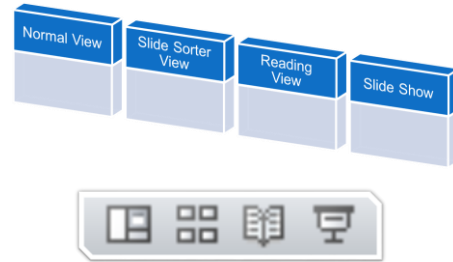
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Add new slides...



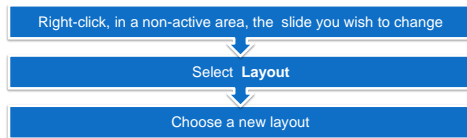
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Presentation Views



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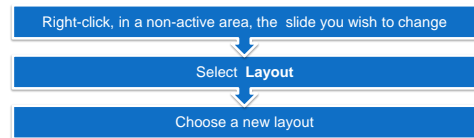
Change slide layout



Or ...

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Change slide layout

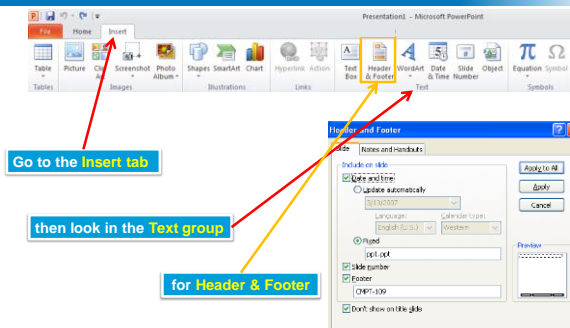


Or ...



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Header and Footer (add slide number)



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Running a slide show

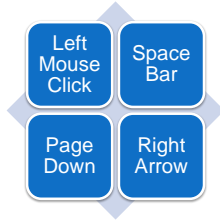


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Running a slide show - Manual



In manual slide show presentations. To advance the slides use:



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Running a slide show - Automatic



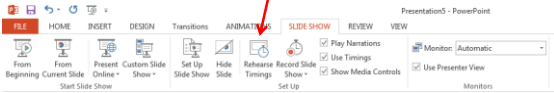
Record the timings for automatic slide advancement

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Running a slide show - Automatic



Record the timings for automatic slide advancement



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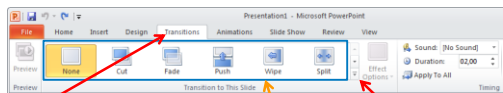
Add Transitions



To add transitions to a slide show:

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Add Transitions



Click on the **Transitions** tab

Click the down arrow to see more transitions

The transition animations are located here

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Add Animation



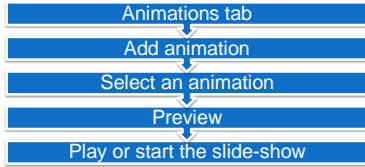
To add animation to a slide show:

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Add Animation



To add animation to a slide show:



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Animations

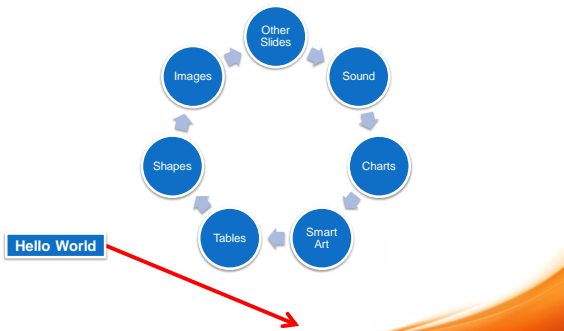


- First
- Second
- Third
- Forth
- Fifth
- Sixth
- Seventh



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Insert



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Shapes



Click on the **Insert** tab

then click on **Shapes**

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Slide Size



Click on the **Design** tab

then Click on **Slide Size**

... and then **Custom Slide Size**

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Hidden slides



Slides may not appear during a presentation

How?

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Hidden slides



In the normal view – open splitter bar for the pane slides and outline to come up.

In the pane with the Outline and Slides tabs, click the Slides tab.

To hide a slide, right-click the slide that you want to hide, and then click Hide Slide.

The next slide will be slide-34 ... because slides 32 and 33 are hidden

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To un-hide the slide



To show a slide that you previously hid, right-click on the Slides-Outline pane the hidden slide ... then un-hide it.

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Insert Sound and Movies



Format	Extension
Mp3 Audio file	.mp3
MIDI Audio file	.midi
Windows Audio file	.wav
Windows Media Audio file	.wma

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Insert Sound and Movies



Insert (tab)

Media (group)

Video or Audio

Format	Extension
Mp3 Audio file	.mp3
MIDI Audio file	.midi
Windows Audio file	.wav
Windows Media Audio file	.wma

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Insert Sound and Movies



Insert (tab)

Media (group)

Video or Audio



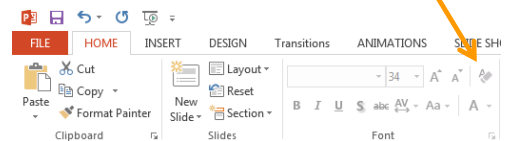
Format	Extension
Mp3 Audio file	.mp3
MIDI Audio file	.midi
Windows Audio file	.wav
Windows Media Audio file	.wma

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Clearing all formatting from text ...



- Clear all formatting from the selection, leaving only the plain text ...
- Select/highlight the text ...
- Click on the Clear All Formatting button, located on the **Home tab**, in the **Font group**



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Add a logo throughout the presentation



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Add a logo throughout the presentation




 To make a picture appear on multiple slides, add it to the Slide Master

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Add a logo throughout the presentation



 To make a picture appear on multiple slides, add it to the Slide Master

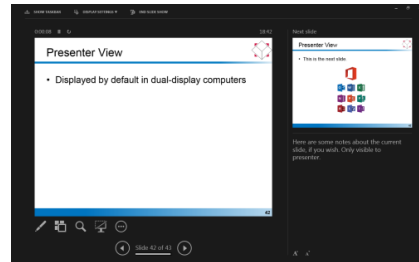
- On the **View** menu
- Point to **Slide Master** (root slide)
- INSERT the picture, Save
- Close the Master View
- Slide Show to view



Presenter View



- Displayed by default in dual-display computers



Presenter View



- This is the next slide.

