

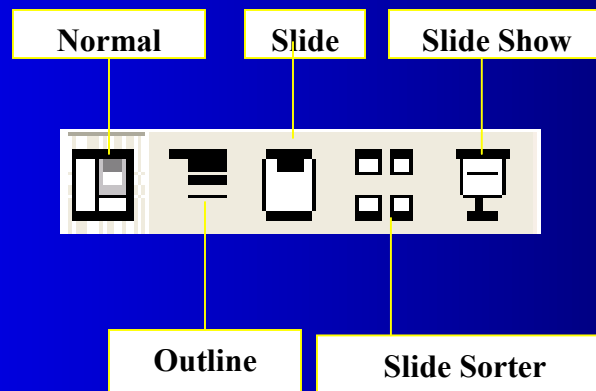
MICROSOFT POWERPOINT

Microsoft PowerPoint

- *Ms PowerPoint* is an application software used to create graphical presentations.
- We can create a new PowerPoint presentation in three ways:
 - *AutoContent Wizard*:
 - This option provides templates and ideas for a variety of presentation types.
 - *Design Template*:
 - This provides many templates with different backgrounds and text formatting to begin your presentation.
 - *Blank Presentation*:
 - This builds the presentation from scratch with no preset graphics or formatting.
- After selecting the presentation type, you will be prompted to choose the *layout* of the new slide.
- These layouts include *bulleted lists*, *graphs*, and/or *images*.

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- PowerPoint has four screen layouts(*views*) to construct your presentation in addition to the *Slide Show*.
- They are located in the View Toolbar:



- To Insert a New Slide: Use one of the following:
 - Select *Insert*→*New Slide* from the menu bar.
 - Click the new slide button on the standard toolbar.

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- **To Apply Design Template:**
 - Select *Format* → *Design Template*
- **To Change Slide Layout:**
 - Select *Format* → *Slide Layout*
- **To Reorder Slides:**
 - Click on the slide you wish to move and drag it to a new location.
- **To Hide Slides:**
 - Select *Slide Show* → *Hide Slide*
 - To unhide the slide, select *Slide Show* → *Hide Slide* again.

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- **Slide Transition:**

- To add transition effects when changing slides, use the following steps:
 - Select *Slide Show* → *Slide Transition* from the menu bar.
 - Choose a transition from the drop-down menu.

- **Slide Animation:**

- To customize animation for slide objects:
 - Select *Slide Show* → *Custom Animation* from the menu bar.

- **To Show Slides in full screen:**

- Click *Slide Show* button on the view toolbar. (OR)
- Select *Slide Show* → *View Show* from the menu bar. (OR)
- Press *F5* key from the keyboard.

- **To exit from slide show:**

- Press *Esc* key from the keyboard.