M.S – Power Point – 2019

Microsoft PowerPoint is one of the most popular Presentation Programs supported by both Mac and P/c platforms. Microsoft PowerPoint can be used to create interactive Presentations for Classroom, Business, or Personal etc.

Question: What is MS PowerPoint?

Answer: PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows.

The image given below shows the main page of MS PowerPoint, where a person lands when the program is opened on a computer system:

Uses of PowerPoint Presentation

PowerPoint presentations are useful for both personal and professional usage. Given below are a few of the major fields where PPT is extremely useful:

- Education With e-learning and smart classes being chosen as a common mode of education today, PowerPoint presentations can help in making education more interactive and attract students towards the modified version of studying
- Marketing In the field of marketing, PowerPoint presentations can be extremely important. Using graphs and charts, numbers can be shown more evidently and clearly which may be ignored by the viewer if being read
- Business To invite investors or to show the increase or decrease in profits, MS PowerPoint can be used
- **Creating Resumes** Digital resumes can be formed using MS PowerPoint. Different patterns, photograph, etc. can be added to the resume
- **Depicting Growth** Since both graphics and text can be added in a presentation, depicting the growth of a company, business, student's marks, etc. is easier using PPT

Government exam aspirants can upgrade their preparation with the help of the links given below:

Question: How to open MS PowerPoint on a personal computer?

Answer: Follow the steps below to open MS PowerPoint on a personal computer:

- 1. Click on the start button
- 2. Search PowerPoint
- 3. Choose Icon ,& then left click / Press Enter Button.
 - ✤ Run Command :- Press Win Key +R [powerpnt] → Ok

A blank presentation is open on the screen. According to the requirement, a person can modify the template for a presentation and start using the program.



Question: What is a PowerPoint presentation or PPT?

Answer: A combination of various slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner is called a Power-Point presentation or PPT.

\Rightarrow <u>Ribbons</u>

Microsoft PowerPoint uses several tabs to allow you to modify your document. If you want to see tab, go to View - \rightarrow Ribbon.

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 and Layout.

\Rightarrow <u>Title Bar</u>

This is the top section of the window. It shows the name of the file followed by the name of the program which in this case is Microsoft PowerPoint.

<u>Slide Area</u>

This is the area where the actual slide is created and edited. You can add, edit and delete text, images, shapes and multimedia in this section.

⇒<u>Help</u>

The Help Icon can be used to get PowerPoint related help anytime you need. Clicking on the "?" opens the PowerPoint Help window where you have a list of common topics to browse from. You can also search for specific topics from the search bar at the top.

 \Rightarrow **The Menu Bar:-** The Menu bar contains all the options available to you in Microsoft PowerPoint.

The File Tab in PowerPoint 2016 is some of the most important tabs in PowerPoint. Some of the important actions are listed in File Tab like Sharing, Saving, Protecting, Save & Save As and more.

<u>File Tab</u>

1. Info

You can manage File data setting, protect your presentation, give a password, restrict access to the presentation.

If you have many accounts, so it will provide information that when and which presentation was opened and edited. Also, show last time when you worked with PowerPoint.



2.

You can

new templates that you want or a blank page. You can search for online templates if you have an internet connection. You also can use the filter templates that are below the search bar. If the blank page is needed, go to insert tab and click on the (Blank Page).

E	Presentation1 - PowerPoint (Product Activation Failed)
Info	New
New	
Open	Search for online templates and themes
Save	Suggested searches: Presentations Business Orientation 4:3 Education Blue Personal
Save As	
Print	Talko a Make Interactive Videos
Share	tour DropLet
Export	Blank Presentation Welcome to Power † Create an Office Mix † Droplet
Close	
Account	WOOD TYPE
Options	Quotable Berlin

3. Open

In this option, there are many options that you can open presentation from there as well.

- Recent: The recent presentation that you have opened are listed on the right side, and you can click and open the presentation that you need.
- > **One Drive:** You can insert presentation from any device that has One Drive app.
- This PC: If you have any presentation and that is not in the recent files, you can browse and open that presentation. You can browse through the (documents) folder on your PC.
- Browse: It is the fourth way that you can open a file or a presentation. Simply just browse and find the presentation and click "Open" to open. If you're interested in opening document in Word 2010/2013 visit

¢		Presentation1 - PowerPoint (Product Activation Failed)
Info New	Open	
Open	C Recent	You haven't opened any presentations recently. Pick a place to browse for a presentation.
Save Save As	CneDrive	
Print Share	This PC	
Export Close	Add a Place	
Account	Browse	
Options		

4. Save & Save as

Save and Save As are similar to each other, If you have saved the presentation before by any other name then the second time if you want to save you have to click on Save As. If you have not saved the presentation before so you can click on the Save option. Save as mean you can save it as a PDF, XPS document, and many more types.



5. Print

You can print the presentation that you have made. It is very easy just select the correct options.

First, select how many copies you want to copy then select your printer.

After that select the page If it should be landscape or portrait, grayscale or colored and then click on the print button. The Printing option in PowerPoint 2016 and 2013 are same.

¢	
Info	Print
New	
Open	Copies: 1
Save	Print
Save As	
Print	Printer
Share	Snagit 12 Ready
Export	Printer Properties
Close	Settings
Account	Print Current Slide Only print the current slide
Options	Slides:
	1 Slide Handouts (1 slide per page)
	Collated 1,2,3 1,2,3 1,2,3
	Landscape Orientation -
	Grayscale -
	Edit Header & Footer

6. Share

The presentation can be shared with two computers If that are linked. You can share presentations via Email and publish the slide directly If you have a website. You can present a presentation online on a website for that you need to have a Microsoft account.

©	Share	
슈 Home	Share	Share with People
🗋 New	Share with People	 Step 1: Save your document to a OneDrive location Step 2: Share your document. We'll do this after you've finished saving.
Info	🖳 Email	Save to
Save	Present Online	Cioua
Save As		
Print		
Share		
Export		
Close		

7. Export

It is used to Export the data PDF , Video and other format



8. Close

Close the slides and all content from the presentation you have opened.

<u>Home Tab</u>



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 and Layout.

- \Rightarrow <u>New Slide:</u> To add an additional new slide to your Presentation go to the Home Tab \Rightarrow New Slide.
- ⇒ <u>Slide Layout</u>:- To apply a slide Layout, select the HomeTab→Layout. From here, we 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.

Insert Tab

- \Rightarrow <u>**Pictures:-</u>**To insert a Picture into your Presentation select Insert \Rightarrow Picture. Choose either to get the photo from a browser or from a file and then located the image that you want to put into your document and click Insert.</u>
- ⇒ WordArt:-To insert a WordArt: Go to Insert→WordArt. You will then be prompted to select the effect of your choosing, afterwards, you will be prompted to insert your text.
- ⇒ 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.
- \Rightarrow **Flowcharts:**-Flowcharts are used to Create diagrams in Microsoft PowerPoint.

To insert a Flowchart in PowerPoint:-Click Insert Tab→Smart Tab.

<u>Design Tabs</u>

The default slide design for Microsoft Power Point documents is a blank Slide. Therefore, if you want your Slides to have a specify design, you must add one.

Transitions

Adding Transitions in between Slides:-

To add a Transition into your Presentation select the Transition Tab. You are then given a Variety to choose from "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.

\Rightarrow **Duration**:-

Along the right hand side of the Transitions options you will see Duration. This allow us to modify the Duration of the Transition that is present on the Particular side. This is also features an ability to Play a sound and to control whether or not to change to the slide by "On Mouse Click".

Animations

Adding Animations to Objects:- To add an Animation to an object, select the Animations tab. You are then given a variety of different options. "Blind". When you select it will show a Preview on existing slide. You must have text or an image within the slide to see a Preview.

H (ু 🕐 🐨	,			Presentation2	- PowerPoint (P	roduct Activa	tion Failed)			Drawing Tool:	S			a –	٥	Х
File	Home	Insert	Design	Transitions	Animations	Slide Show	Review	View	Office Tab	PDFelement	Format	${\tt Q}$ Tell me what y	you want to do		Sign i	n A	Share
$\mathbf{+}$		<u> </u>	2				A				🔱 👌	Animation Pane	Start:	v	Reorder Animation		
10	X	1	Ň	X	X	X	X	X	X	· ^	^ <i>y</i>	Trigger -	() Duration:	Å	▲ Move Earlier		
Preview •	None	Арр	pear	Fade	Fly In F	loat In	Split	Wipe	Shape	Define Toptions	Add Animation •	Animation Painter	Delay:	Å	 Move Later 		
Preview					Anim	ation				G	Advance	ed Animation		Timing			٨

\Rightarrow Exit Effect:-

To add an Exit Effect, Select the red star located to the left of the Animation options. 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.

⇒ <u>Slide Show</u>:- To access Slide shows, select the Slide show Tab. The purpose of the Slide show Tab is for the Presentation to have an easy access to the full screen Presentation mode as well as Rehearse Timings and record Slide show.

	Animat	ions	Slide Show					
			3	<u>ی</u>				
	Hide	Rehea	rse	Record Slide				
v	Slide	Timin	igis	Show -				
				Set Up				
				Set Up				

 \Rightarrow **Rehearse Timings:**- Rehearse Timing can be a very useful tool that allows you to set up your Presentation to Play as 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 timing for each slide and transition, and will start the PowerPoint automatically.

⇒ Record Slide show:-

Record Slide show is very similar to the Rehearse \timing. The only Primary different is that you can have the option to start recording at any given Slide, rather than the beginning.

<u>Review</u>

⇒ **Spell Check:**- Located in the Review Tab 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.

<u>View</u>

The View Tab contains different tools to allow us to view your Presentation depending on the certain way that you choose.

- \Rightarrow <u>Normal</u>:-Normal is your ordinary view that allows us to see and create your Presentation Slides.
- ⇒ **Outline:** This view allows for you to change the order of the Slides in which they appear. To do this clicks 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 side where you would like to move it.
- ⇒ <u>Slide Sorter</u>:- This feature allows us to see thumbnails of your Slides in a horizontal view. This view allows for you to make easy changes to several Slides at once.
- \Rightarrow **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.
- ⇒ <u>Slide Master</u>:- 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.

Sample MS PowerPoint Questions and Answers

As discussed earlier in this article, Computer Awareness is included in the syllabus for many competitive exams. Thus, to understand the program from the examination point of view is also a must.

Given below are a few sample questions based on MS PowerPoint.

Q 1. How many maximum slides can be added to a PowerPoint presentation?

- 1. 50
- 2. 500
- 3. No fixed number
- 4. 25
- 5. 300

Answer: (3) No fixed number

Q 2. Slide Sorter view can be selected under which of the following categories?

- 1. Home
- 2. File
- 3. Edit
- 4. View
- 5. Review

Q 3. The combination of which keyboard keys can be used as a shortcut to add a new slide in MS PowerPoint?

- 1. ctrl+S
- 2. ctrl+L
- 3. ctrl+M
- 4. ctrl+N
- 5. ctrl+P

Answer: (3) ctrl+M

Q 4. Header and Footer option is available under which of the following categories?

- 1. Insert
- 2. Design
- 3. Review
- 4. View
- 5. Home

Answer: (1) Insert

Q 5. Which of the following is not included in the "Insert" category in MS PowerPoint?

- 1. Shapes
- 2. Table
- 3. Equation
- 4. Animation
- 5. Video

Answer: (4) Animation

<u>The End</u>