



THEORY NOTES

PRESENTATION SOFTWARE

Basics of MS PowerPoint

Practice. Improve. Succeed.



Subject : MS PowerPoint



Language : English

Contents

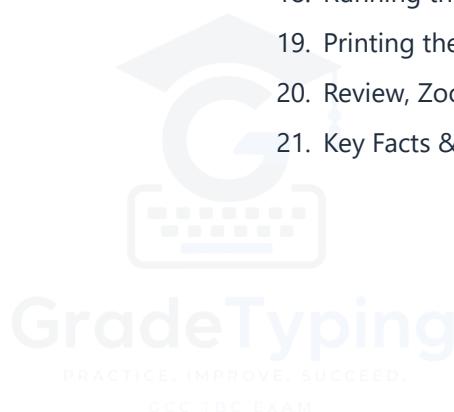
This book reproduces and expands the complete **Basics of Microsoft PowerPoint** syllabus. Every topic, definition, procedure, table, note and exam question of the original manual is preserved here in full academic detail, with extra beginner-friendly explanation and worked context added on top. Page numbers below match the printed booklet.

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Introduction to PowerPoint

DEFINITION

Microsoft PowerPoint is a commercial **presentation application** written and distributed by Microsoft for the Microsoft Windows operating system. It is a **presentation tool** that supports text, shapes, graphics, pictures and multimedia, and it integrates with the other Microsoft Office products such as Excel — so a chart or table built in another Office program can be brought directly into a slide.

In practice, PowerPoint lets you build a sequence of pages called **slides**. Each slide can carry headings, body text, photographs, drawn shapes, tables, charts (graphs) and even video, and the finished sequence is displayed on screen one slide after another as a **slide show**. Because it combines words with visuals and motion, it is the standard Office program for teaching, reporting and public speaking.

BEGINNER ANALOGY

Think of a PowerPoint file as a digital **flip-chart**. Instead of flipping large paper sheets on an easel, you flip electronic slides on a screen — but you can also add colour, pictures, sound and movement that paper can never show.

File format and naming

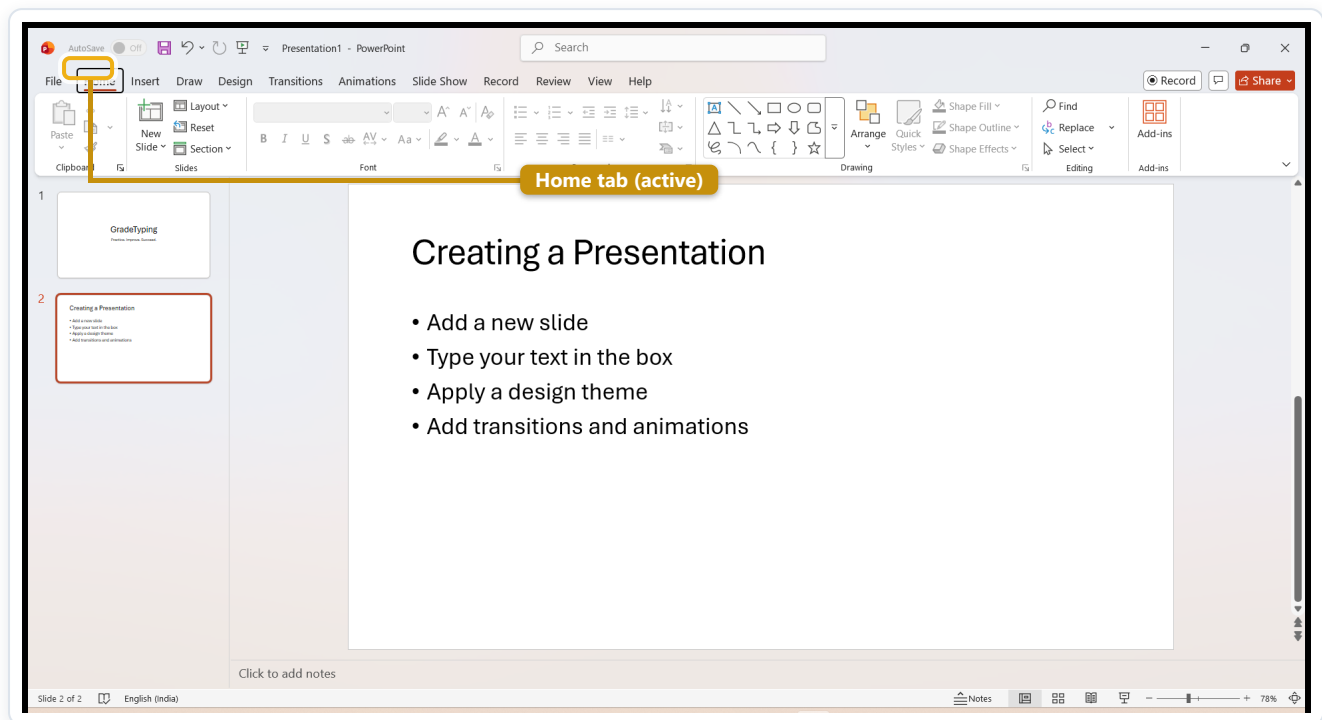
By default, documents saved in PowerPoint are stored with the **.pptx** extension, whereas the file extension used by the prior (older) versions of PowerPoint is **.ppt**. The short form **PPT** stands for **PowerPoint Presentation**, and a freshly opened, unsaved file is given the default name **Presentation1**. The file that stores the slides made in PowerPoint is itself known as a **presentation file**.

What you need to run PowerPoint

To access PowerPoint, you must have **Microsoft Office** installed on your computer. Only the Office **Home and Student**, **Home and Business**, **Standard**, **Professional** and **Professional Plus** packages include PowerPoint within them. Other packages may provide only a **viewer** — that is, they let you open and watch a presentation, but you **cannot create** presentations with them.

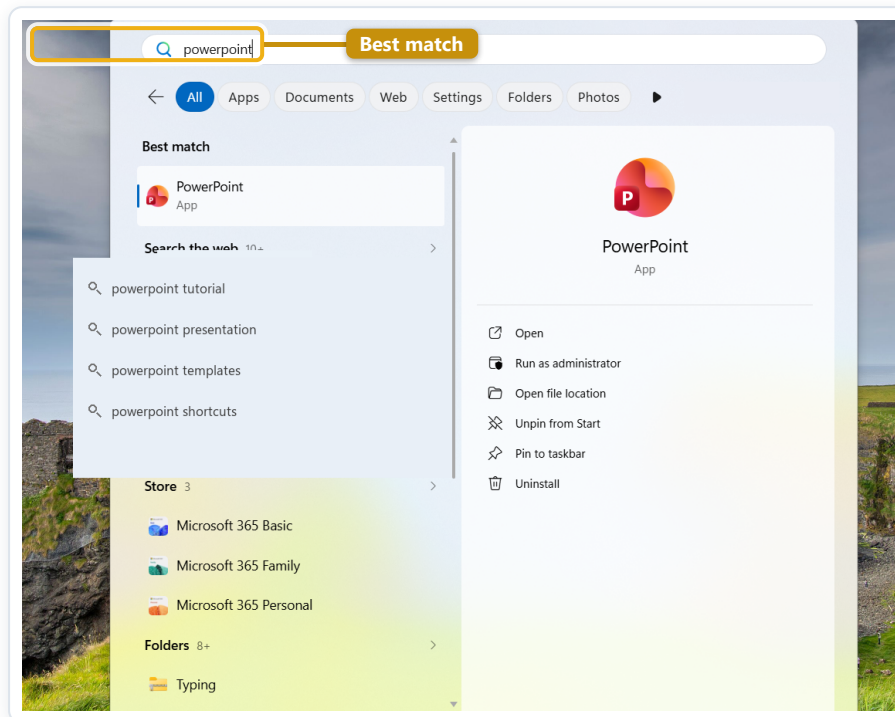
BEYOND THE ORIGINAL

The newer **.pptx** format is based on the open **Office Open XML** standard, which makes files smaller and less prone to corruption than the old **.ppt** binary format. A related format, **.ppsx** (PowerPoint Show), opens straight into the slide show instead of the editing window — handy when you want a file that plays the moment it is double-clicked.

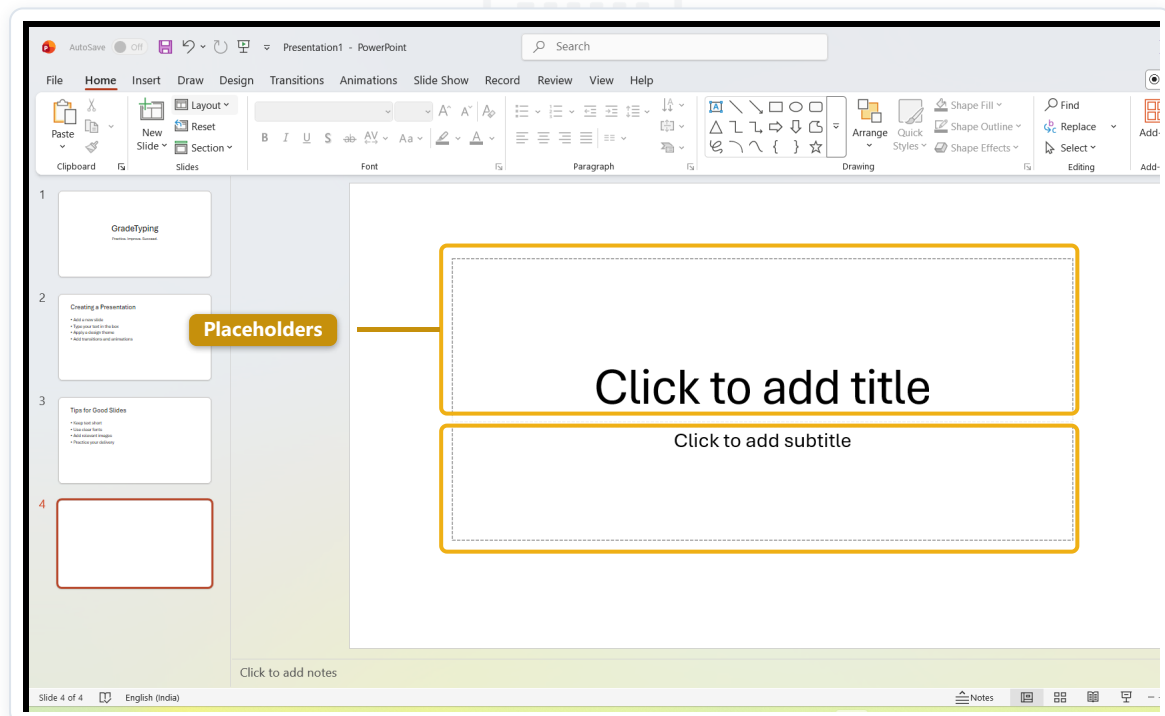


The Microsoft PowerPoint window with the Home tab of the Ribbon active.

Starting PowerPoint



Start menu → type "PowerPoint" → click Open.



A new title slide with its "Click to add" placeholders.

PowerPoint is launched from the Windows **Start** menu in the same way as any other Office program. Follow these steps the first time you open it:

- 1 Click the **Start** button.
- 2 Click the **All Programs** option from the menu.
- 3 Search for **Microsoft Office** from the sub-menu and click it.
- 4 Search for **Microsoft PowerPoint** from the sub-menu and click it.

NOTE

After PowerPoint has been launched for the first time, the PowerPoint icon will be placed on the **Quick Launch** pane. This means that from then on you can simply click the **Start** button and then click the PowerPoint icon to launch the program. A **shortcut** for PowerPoint can also be created on your desktop, so a double-click on that desktop icon opens the program directly.

As an alternative to the menu route, you can simply **double-click the PowerPoint icon** (on the desktop or taskbar). Whichever way you start it, this launches the Microsoft PowerPoint application and the **presentation window** shown on the next page appears.

When the start screen offers a choice of templates, select **Blank Presentation**; the blank working window then appears, ready for you to begin typing and inserting content.

BEGINNER ANALOGY

Opening PowerPoint is like taking a brand-new, empty notebook off the shelf. "Blank Presentation" is that empty notebook; the design templates beside it are notebooks that already have a coloured cover and ruled, styled pages waiting inside.

BEYOND THE ORIGINAL

On Windows 8.1, 10 and 11 you can also start PowerPoint quickly by pressing the **Windows key**, typing the word *PowerPoint*, and pressing **Enter** — the search box finds the program without you having to browse through All Programs at all.

The Presentation Window — Parts (I)

The presentation window is divided into several distinct areas. It is important to familiarise yourself with these areas because doing so makes learning and using PowerPoint much easier. The labelled regions of a standard PowerPoint file are the **Title Bar**, **Quick Access Toolbar**, **File Menu (File Tab)**, **Ribbon**, **Slide Area**, **Slide Tab**, **Notes Section**, **Slide Views**, **Zoom Options**, **Help** and the **Status Bar**. The first three are explained below; the rest continue on the next page.

File Tab

This tab opens the **Backstage view**, which basically allows you to manage the file and the settings in PowerPoint. From here you can **save** presentations, **open** existing ones, and **create new** presentations based on blank or predefined templates. The other file-related operations are also executed from this view.

Ribbon

The Ribbon is the strip of controls across the top of the window. It contains three components:

- ✓ **Tabs** — they appear across the top of the Ribbon and contain groups of related commands. *Home*, *Insert* and *Page Layout* are examples of ribbon tabs.
- ✓ **Groups** — they organise related commands, and each group name appears below the group on the Ribbon. For example, a group of commands related to fonts, or a group of commands related to alignment.
- ✓ **Commands** — the individual buttons that appear within each group, as mentioned above.

Title Bar

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**.

BEGINNER ANALOGY

The Ribbon is like a tool drawer organised into compartments: the **Tabs** are the drawers, the **Groups** are the labelled compartments inside a drawer, and the **Commands** are the individual tools resting in each compartment.

BEYOND THE ORIGINAL

Some tabs are **contextual**: they only appear when you select a particular object. Click a picture, for instance, and a *Picture Tools — Format* tab appears; click it away and the tab disappears. You can also **collapse the Ribbon** (Ctrl + F1) to free up screen space.

The Presentation Window — Parts (II)

Slide Area

This is the area where the actual slide is created and edited. In this section you can **add, edit and delete** text, images, shapes and multimedia — it is the main canvas of your presentation.

Help

The **Help** icon can be used to get PowerPoint-related help any time you need it. Clicking 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.

Zoom Options

The zoom control lets you zoom in for a closer look at your text. The zoom control consists of a **slider** that you can slide left or right to zoom in or out, and you can click the "-" and "+" buttons to decrease or increase the zoom factor. The **maximum zoom** supported by PowerPoint is **400%**, and **100%** is indicated by the mark in the middle of the slider.

Slide Views

The group of **four buttons** located to the left of the Zoom control, near the bottom of the screen, lets you switch between PowerPoint views:

- ✓ **Normal Layout view** — displays the page in normal view, with the slide on the right and a list of thumbnails to the left. This view allows you to edit individual slides and also to rearrange them.
- ✓ **Slide Sorter view** — displays all the slides as a matrix. This view only allows you to rearrange the slides, but not to edit the contents of each slide.
- ✓ **Reading View** — this view is like a slideshow but with access to the Windows task bar, in case you need to switch windows. However, like the slideshow, you cannot edit anything in this view.

Notes Section

This section allows you to add notes for the presentation. These notes will **not** be displayed on the screen during the presentation; they are just a quick reference for the presenter.

Quick Access Toolbar

The Quick Access Toolbar sits **above the File Tab**. This toolbar offers a convenient place to group the most commonly used commands in PowerPoint — such as Save, Undo, Redo and New — and you can **customise** it to suit your needs.

Slide Tab

This section is available **only in the Normal view**. It displays all the slides in sequence, and from here you can **add, delete and reorder** slides.

NOTE

The **Status Bar** runs along the very bottom of the window. On its left sit the **View Buttons** (placed to the left of the horizontal scroll bar), and on its right sit the **Zoom** controls just described.



Backstage View & File Commands

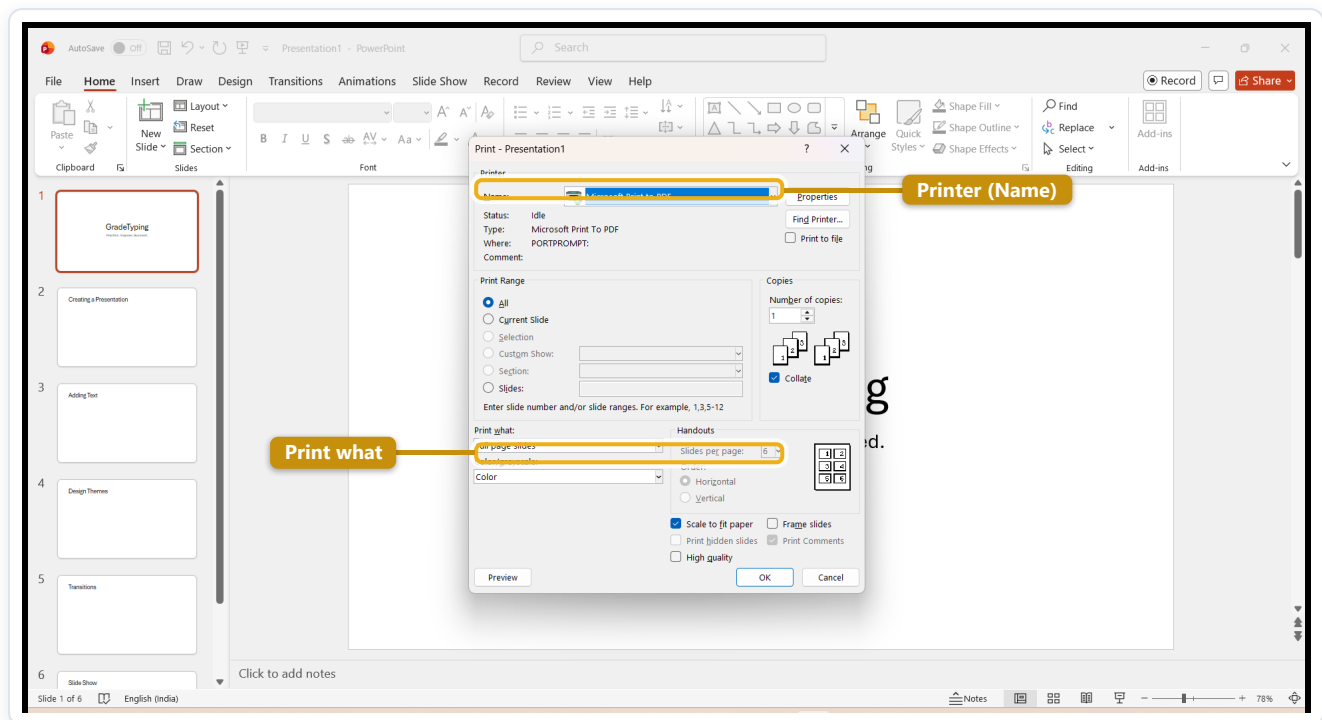
In Office, Microsoft replaced the traditional file menu with the new **Backstage view**. This view not only offers all the menu items that used to sit under the file menu, but adds further details that make management of your files a great deal easier.

You can access the Backstage view simply by clicking the **File** tab. You can exit this view by clicking on any tab (including the File tab again), or by pressing the **Esc** key on the keyboard.

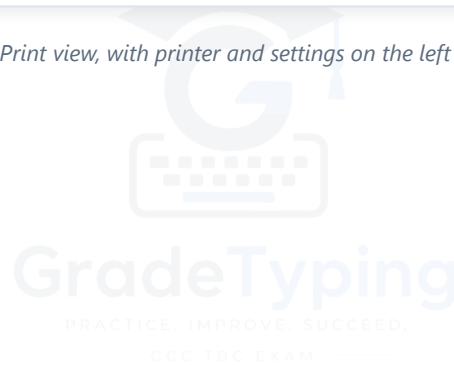
Commands available under the File tab

The table below describes the commands found in the first (commands) pane of the Backstage view.

Command	Description
Save	Saves a new file or an existing file in standard format. If you are working on a previously saved file, this saves the new changes in the same file format; if you are working on a new file, this command behaves like Save As.
Save As	Allows you to specify the file name and the file type before saving the file.
Open	Allows you to open new (existing) PowerPoint files.
Close	Allows you to close an existing file.
Info	Displays the information about the current file.
Recent	Lists a series of recently viewed or edited PowerPoint files.
New	Allows you to create a new file using a blank or a pre-defined template.
Print	Allows you to select the printer settings and print the presentation.
Save & Send	Allows you to share your presentation with a larger audience via emails, the web, cloud services, etc.
Help	Provides access to PowerPoint Help.
Options	Allows you to set various options related to the PowerPoint program.
Exit	Closes the presentation and exits the program (this closes all open presentations).



File > Print — the Backstage Print view, with printer and settings on the left and a live preview on the right.



Backstage Panes & Ribbon Tabs

Organisation of the Backstage view

The Backstage view has three sections or panes:

- ✓ **First Pane** — this is the **commands pane**, which consists of all the commands you would typically find in the file menu of older versions. It also contains the **Options** menu, which lets you edit the options on the program, such as customising the Ribbon.
- ✓ **Second Pane** — this is the **subcommands pane**. It lists all the commands related to the main command you choose in the first pane. For example, if you select **Print** in the first pane, you get to choose the printer and adjust the print settings in the second pane.
- ✓ **Third Pane** — this is the **preview or file-information page**. Depending on the command and the subcommand you select, this pane will either display the properties of the file or give you a preview of the file.

The Ribbon tabs and their commands

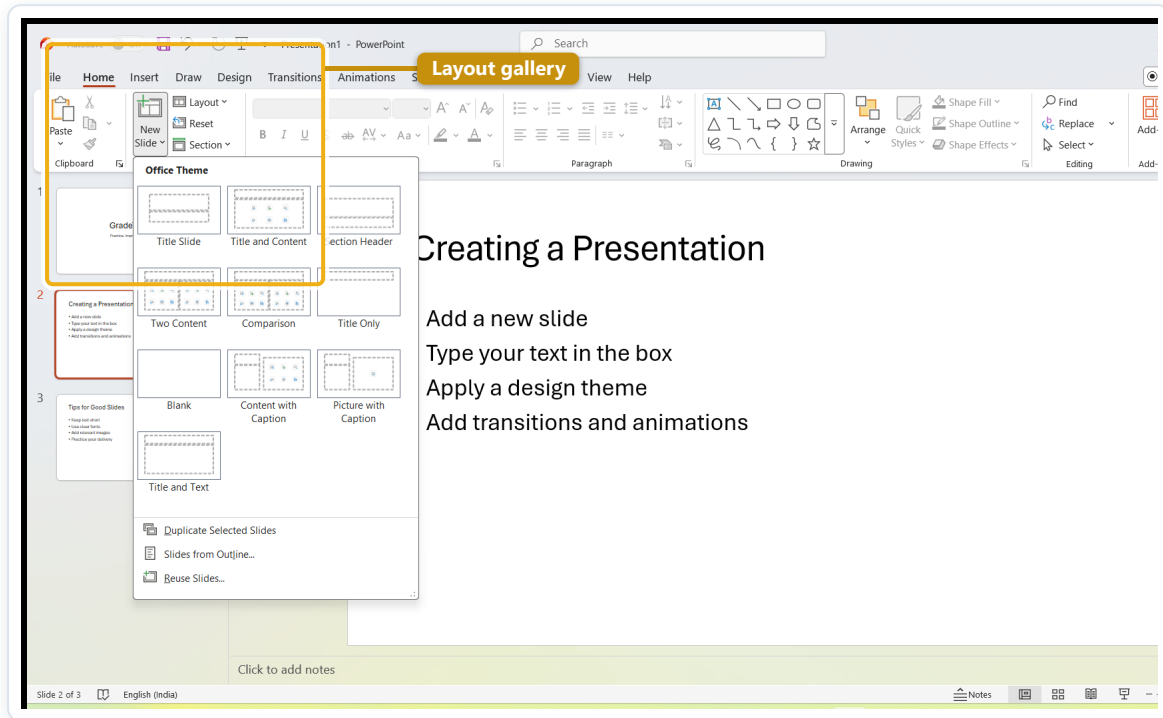
PowerPoint offers a great many tools that help you create a presentation. These tools are organised logically into the various ribbons (tabs) in PowerPoint. The table below describes the commands you can access from the different tabs.

Tab Name	Ribbon Commands
Home	Clipboard functions, manipulating slides, fonts, paragraph settings, drawing objects and editing functions.
Insert	Insert tables, pictures, images, shapes, charts, special texts, multimedia and symbols.
Design	Slide setup, slide orientation, presentation themes and background.
Transitions	Commands related to slide transitions.
Animations	Commands related to animation within the individual slides.
Slideshow	Commands related to slideshow set-up and previews.
Review	Proofing content, language selection, comments and comparing presentations.
View	Commands related to presentation views, Master slides, colour settings and window arrangements.

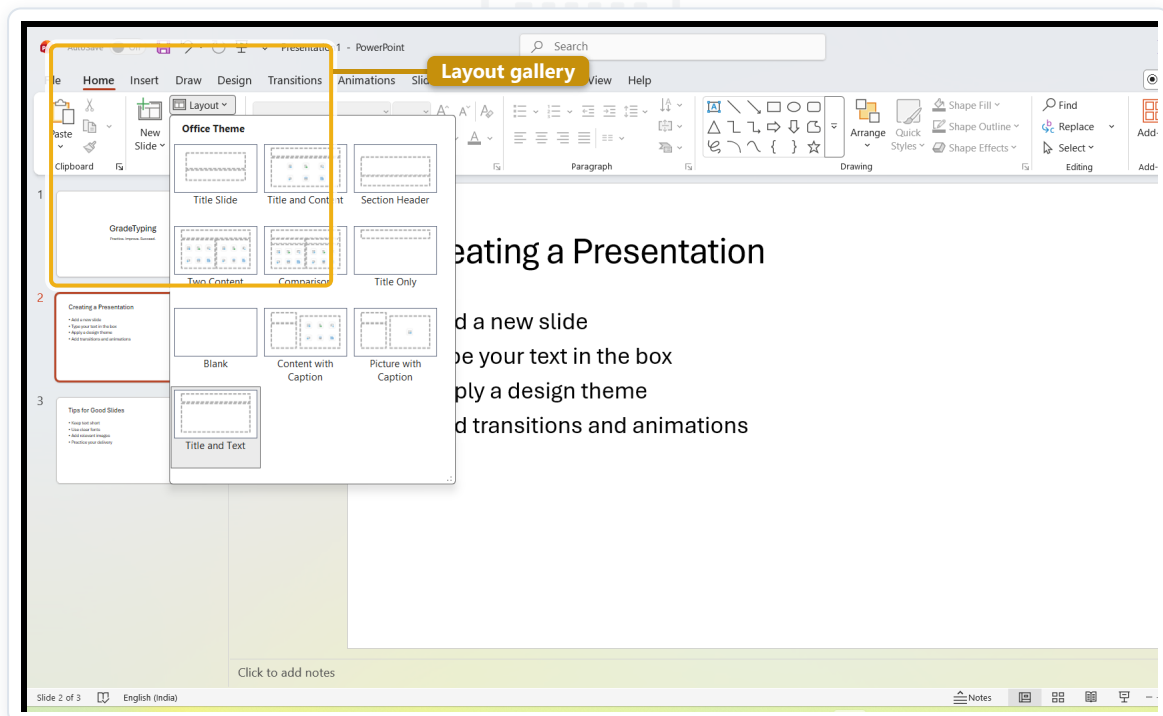
NOTE

Besides these standard tabs, and depending on the objects selected in the slide, there are **other (contextual) menu tabs** that get enabled — for example tabs for editing a picture, a table or a drawing appear only while such an object is selected.

Adding a New Slide



Home → New Slide — the nine built-in slide layouts.



Home → Layout — re-applying a layout to a slide.

The following steps allow you to insert a new slide into the deck (the collection of slides):

- 1 Go to the **Home** tab and, in the **Slides** group, select the **New Slide** option.
- 2 The new slide is inserted. You can now change the layout of this slide to suit your design requirements.
- 3 To change the slide layout, **right-click** on the newly inserted slide and go to the **Layout** option in the Slides group of the Home tab, where you can choose from the existing layout styles available.

You can follow these same steps to insert a new slide in between existing slides, or at the end of the slide list.

When you insert a new slide, it **inherits the layout of its previous slide**, with one exception: if you are inserting a new slide after the **first slide (the Title slide)**, the subsequent slide will have the **Title and Content** layout.

BEYOND THE ORIGINAL

There is a faster way to add a slide: press the shortcut **Ctrl + M**. To make an exact copy of the current slide, right-click it and choose **Duplicate Slide**. The **New Slide** button's drop-down offers **9 ready-made layouts** (Title Slide, Title and Content, Section Header, Two Content, Comparison, Title Only, Blank, Content with Caption and Picture with Caption), so you can pick the right arrangement before you start typing.

BEGINNER ANALOGY

A **layout** is like a pre-drawn worksheet template: it decides where the title box, the bullet box and any picture boxes sit on the slide, so you only have to fill in the blanks.

Adding Text in Boxes

PowerPoint allows you to add text to a slide in a well-defined manner, so that the content is well distributed and easy to read. The procedure to add text in a PowerPoint slide is always the same — just **click in the text box and start typing**. The text will follow the default formatting set for that text box, although this formatting can be changed later, as required, from the **Home** tab. What changes from box to box is the **kind of content box** that supports the text. The most common content blocks you will see in PowerPoint are described below.

Title Box

This is typically found on slides with the Title layout, and on all slides that have a title box in them. This box is indicated by the prompt "**Click to add title**".

Subtitle Box

This is found **only** in slides with the Title layout. It is indicated by the prompt "**Click to add subtitle**".

Content Box

This is found in most of the slides that have a placeholder for adding content. It is indicated by the prompt "**Click to add text**". As you can see, this box allows you to add text as well as non-text content (a table, chart, picture, SmartArt or video). To add text to such a box, click anywhere on the box — **except on one of the content icons in the centre** — and start typing.

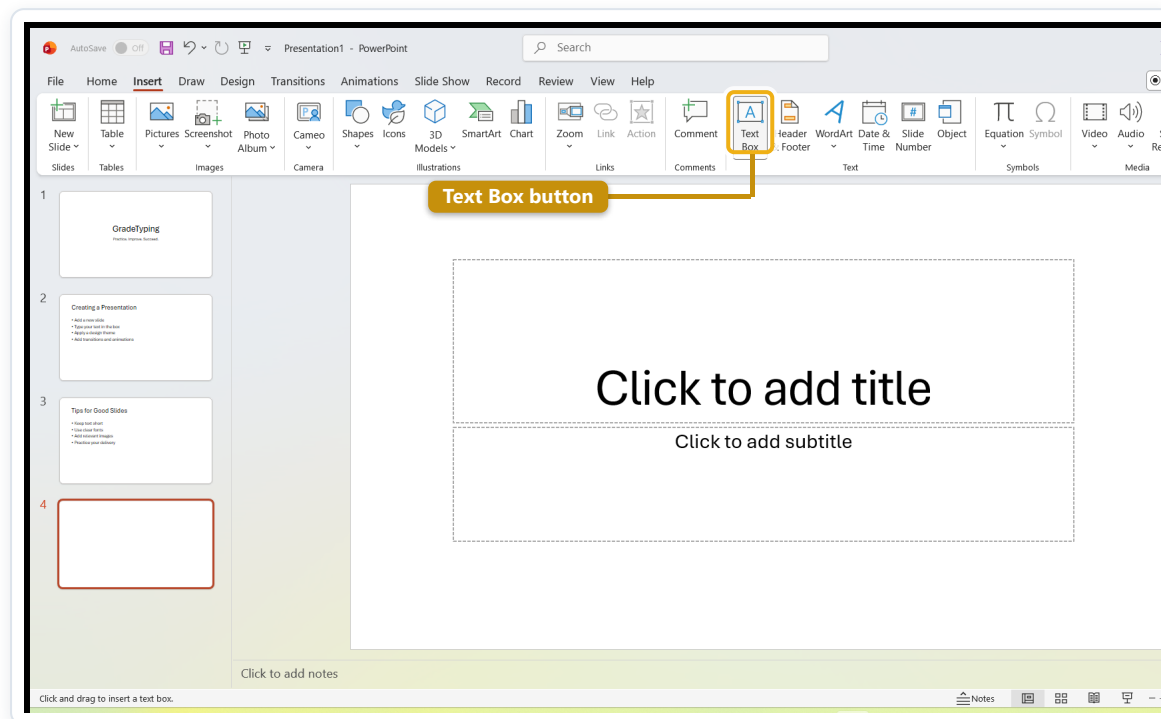
Text Only Box

This is **not** a default content box available in PowerPoint, but you can create it using the **Slide Master**, if required. It is also indicated by "**Click to add text**". The only difference between the Text Only Box and the Content Box is that the former supports **only text** in its content area.

NOTE

These dotted-border boxes — Title, Subtitle and Content — are collectively called **placeholders**. The default font size of the **Title placeholder** on a Title Slide is **44 pt**, and the default body-text size is **32 pt**.

Adding New Text Boxes



Insert → Text Box, then drag on the slide to draw it.

Most of the standard layouts come with the text-box option. As mentioned previously, text boxes will have **"Click to add text"** as their default text. Here are the steps to add a new text box to a slide:

- 1 Click the **Text Box** icon in the Home ribbon, under the **Drawing** section.
- 2 You will get the insert-text-box cursor, which looks like an **inverted cross**.
- 3 Click to insert a text box. You can now start typing directly into the text box.
- 4 Alternatively, you can **click and drag** the cursor — without releasing the click — to create a text box of the size you want.

The **size of the text box** can be adjusted afterwards by selecting one of the edges (marked by little **squares**) or one of the corners (marked by little **circles**) and dragging it.

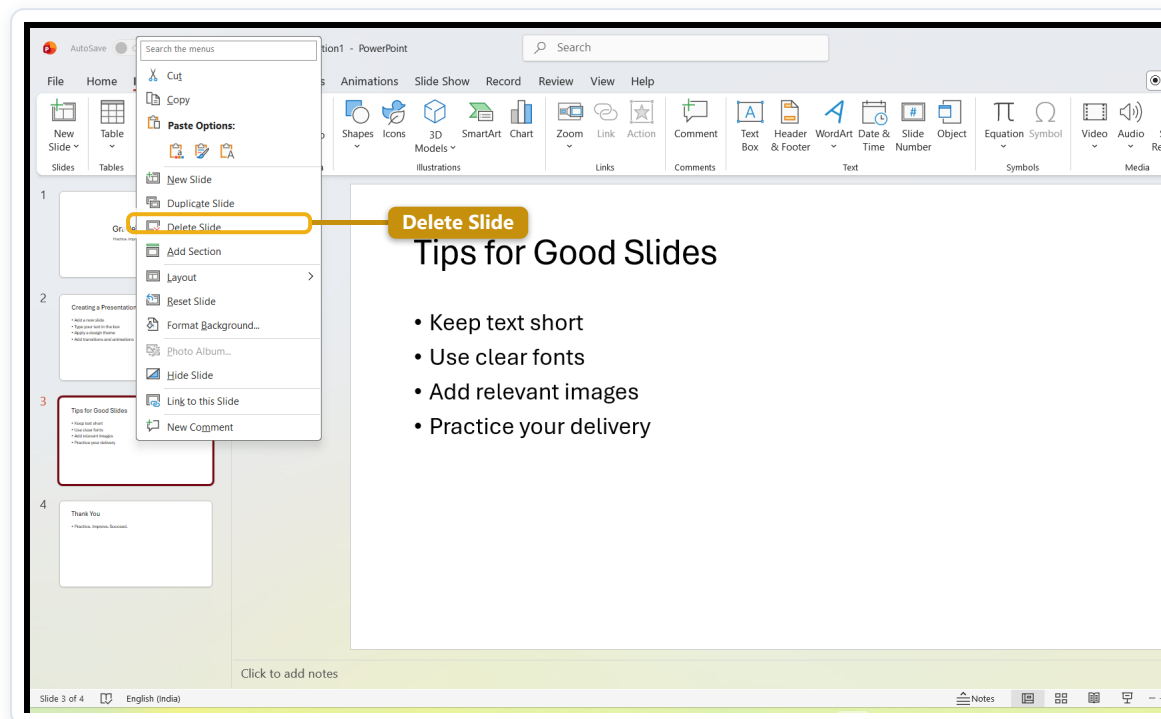
BEGINNER ANALOGY

A text box is like a sticky note you can place anywhere on the slide — unlike the built-in placeholders, which always sit in fixed positions chosen by the layout. The squares and circles around a selected box are its "handles", just like the corner handles you drag to resize a photo.

BEYOND THE ORIGINAL

The same Text Box command also lives on the **Insert** tab, inside the **Text** group. A text box you add this way can be moved, rotated, given a fill colour or an outline, and layered in front of or behind other objects using the **Arrange** command.

Deleting Existing Slides



Right-click a slide thumbnail → Delete Slide.

There are times, while building a slide deck, when you may need to delete some slides. This can be done easily in PowerPoint. You can delete slides from the **Normal view** as well as from the **Slide Sorter view**, and in each view there are **two ways** to do it.

Deleting from Normal View

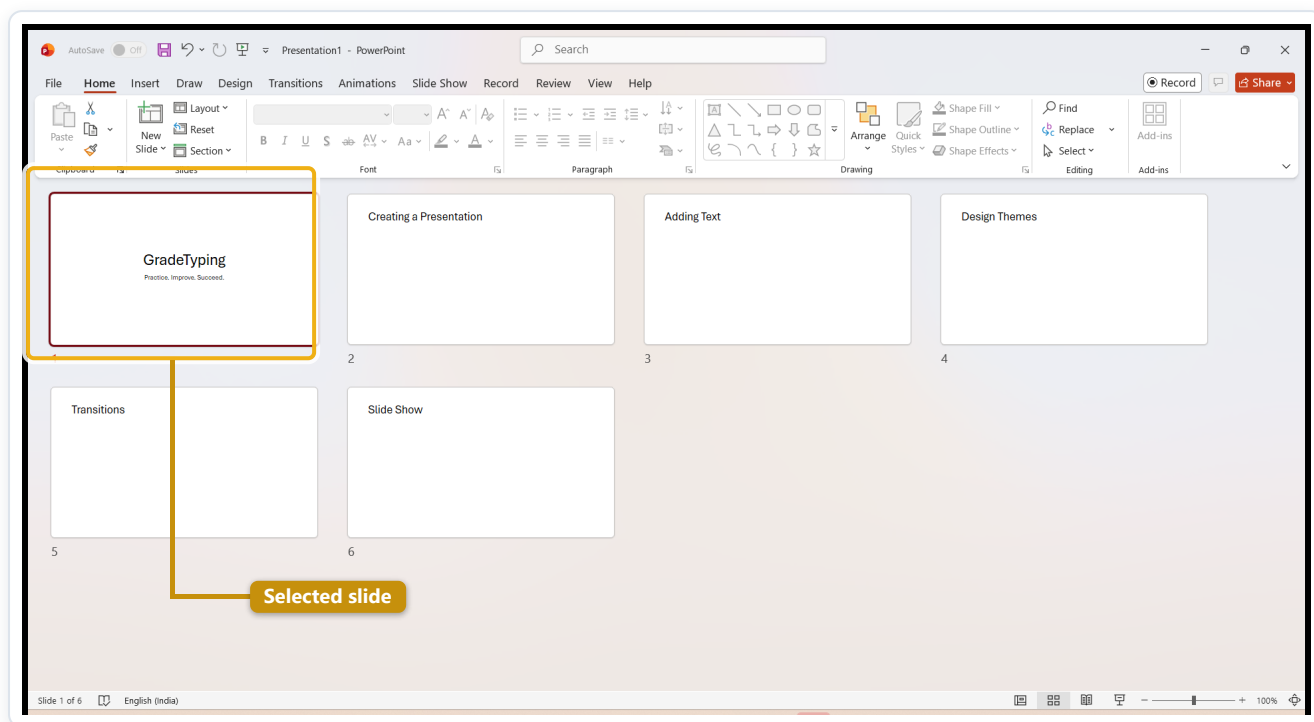
- 1 Go to the **Normal** view.
- 2 Right-click on the slide to be deleted and select the **Delete Slide** option.

Alternatively, you can select the slide and press the **Delete** button on your keyboard.

Deleting from Slide Sorter View

- 1 Go to the **Slide Sorter** view.
- 2 Right-click on the slide to be deleted and select the **Delete Slide** option.

Alternatively, you can select the slide and press the **Delete** button on your keyboard.

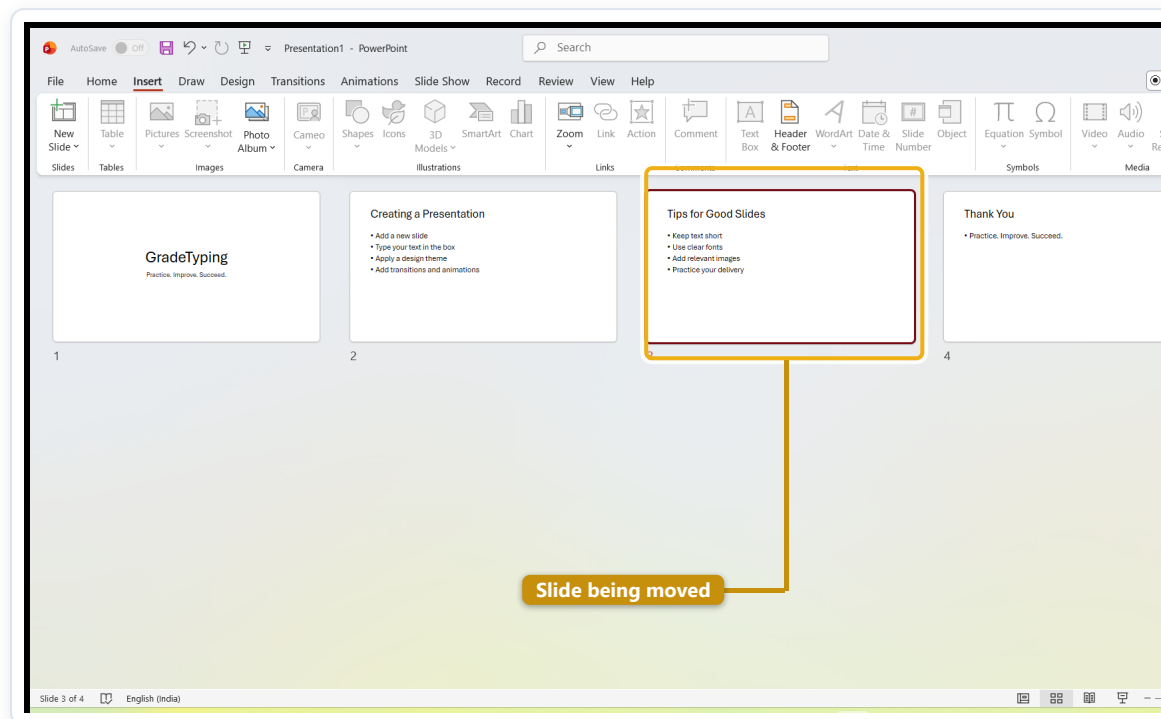


Slide Sorter view — all slides are shown as thumbnails, making it easy to delete or reorder them.

BEYOND THE ORIGINAL

To remove several slides at once, hold **Ctrl** and click each unwanted slide (or hold **Shift** to select a continuous run), then press **Delete**. If you delete a slide by mistake, **Ctrl + Z** brings it straight back.

Rearranging Slides



Slide Sorter view — drag slides to reorder them.

Rearranging slides is important when it comes to organising the overall flow of the presentation. While it is vital that you get the right content on every slide, it is equally important that you are able to present the slides in an order that makes it easier for the audience to understand the content; most of the time this will require rearranging the slides. You can rearrange slides from two views in PowerPoint — the **Normal View** and the **Slide Sorter View**. The steps for each view are given below.

In Normal View

- 1 Select the slide to be moved.
- 2 Left-click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint indicates the insert position with a **line in between the existing slides**.
- 3 When you reach the right position, release the left-click button to insert the slide. Alternatively, you can **cut** the selected slide and **paste** it back into the sequence.

In Slide Sorter View

- 1 Select the slide to be moved.
- 2 Left-click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint again indicates the insert position with a line in between the existing slides.
- 3 When you reach the right position, release the left-click button to insert the slide. Alternatively, you can cut the selected slide and paste it back into the sequence.

BEGINNER ANALOGY

Rearranging slides is exactly like shuffling a stack of printed cards into a better order — except the thin line PowerPoint draws between thumbnails shows you precisely where the card you are holding will drop when you let go.



Designing a Theme

DEFINITION

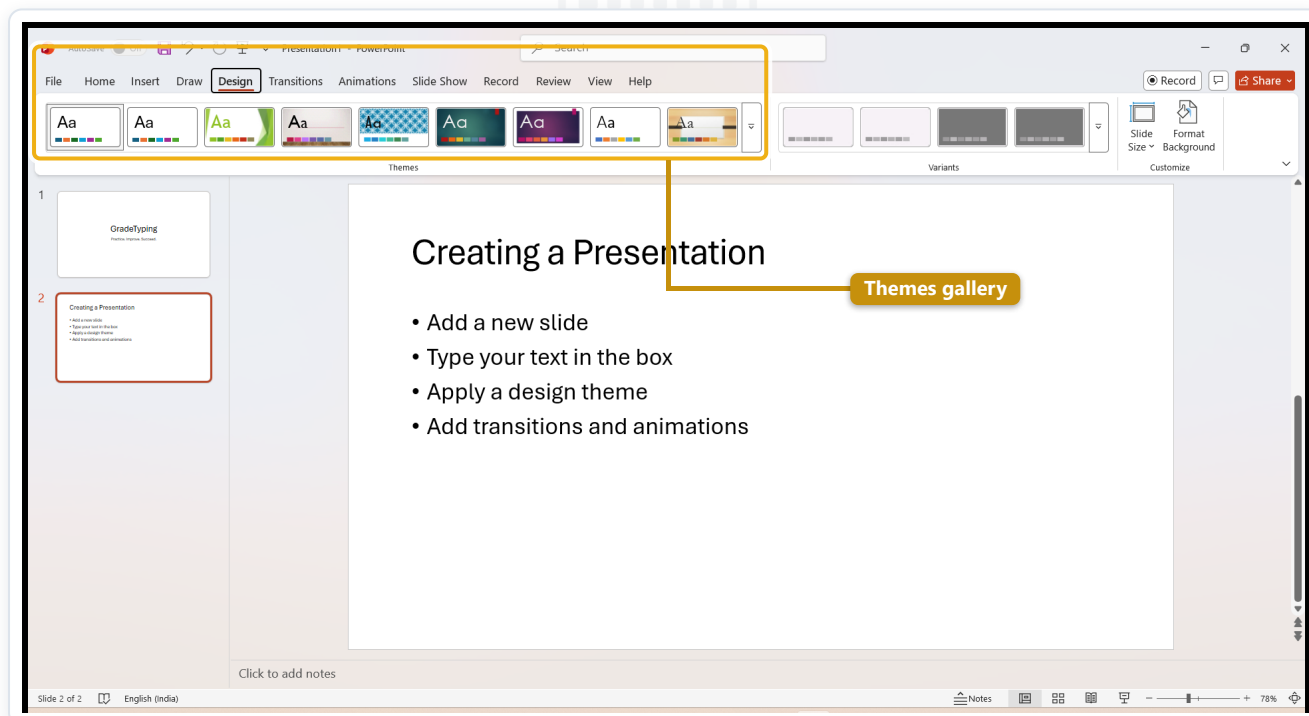
A **Theme** gives your slides a consistent appearance throughout your presentation. Themes contain **colour schemes** with custom formatting, **styled fonts**, and **layouts**. When you apply a design template to your presentation, the **slide master and colour scheme** of the template replace the original blank slide.

To design the theme, follow these steps:

- 1 Select the **Design** tab, then in the **Themes** group click the drop-down arrow next to the last theme shown.
- 2 The **All Themes** window appears, displaying the available presentation themes.
- 3 Move the mouse pointer over a theme to **preview** how it would look on your slides.
- 4 Click on a theme of your choice to apply it.

NOTE

You can change the theme **during** or **after** the creation of your PowerPoint file — applying a new theme re-styles every existing slide instantly.



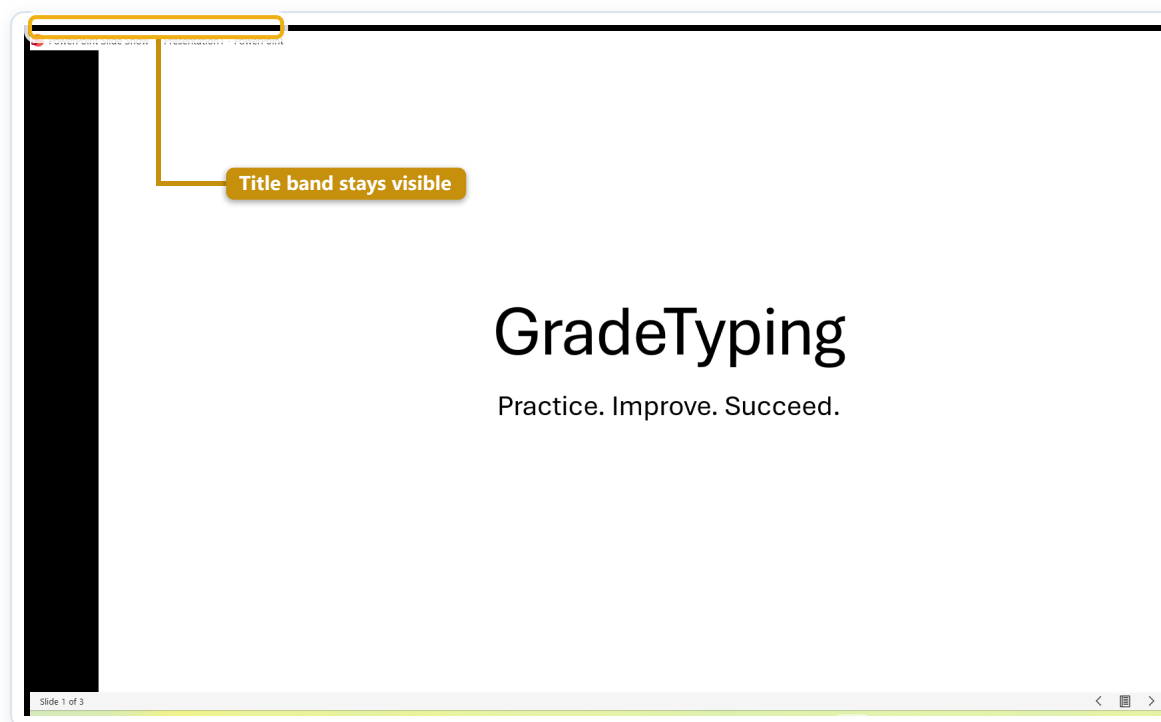
Design tab — the Themes gallery, Variants, and the Customize group (Slide Size, Format Background).

BEYOND THE ORIGINAL

After choosing a theme you can fine-tune its **Variant** (an alternative colour set for the same theme), and use **Format Background** on the Design tab to apply a solid colour, gradient or picture behind your slides. Themes keep a deck looking professional because every slide automatically shares the same fonts and colours.



Editing Techniques — View Modes



Reading View — a chromeless, full-window preview.

The **Normal**, **Slide Sorter**, **Reading** and **Slideshow** views all allow you to type, edit and view your presentation. To switch between views, click the **View Options** buttons at the lower right-hand side of the PowerPoint window.

A. Normal View

Normal View is the **main editing view**, which you use to write and design your presentation. The view has three working areas: on the **left**, tabs that alternate between an **outline** of your slide text (the Outline tab) and your **slides displayed as thumbnails** (the Slides tab); on the **right**, the **slide pane**, which displays a large view of the current slide; and at the **bottom**, the **notes pane**.

B. Slide Sorter View

Slide Sorter View is an exclusive view of your slides in **thumbnail form**. When you have finished creating and editing your presentation, Slide Sorter gives you an overall picture of it, making it easy to **reorder**, **add** or **delete** slides and to **preview your transition and animation effects**.

C. Reading View

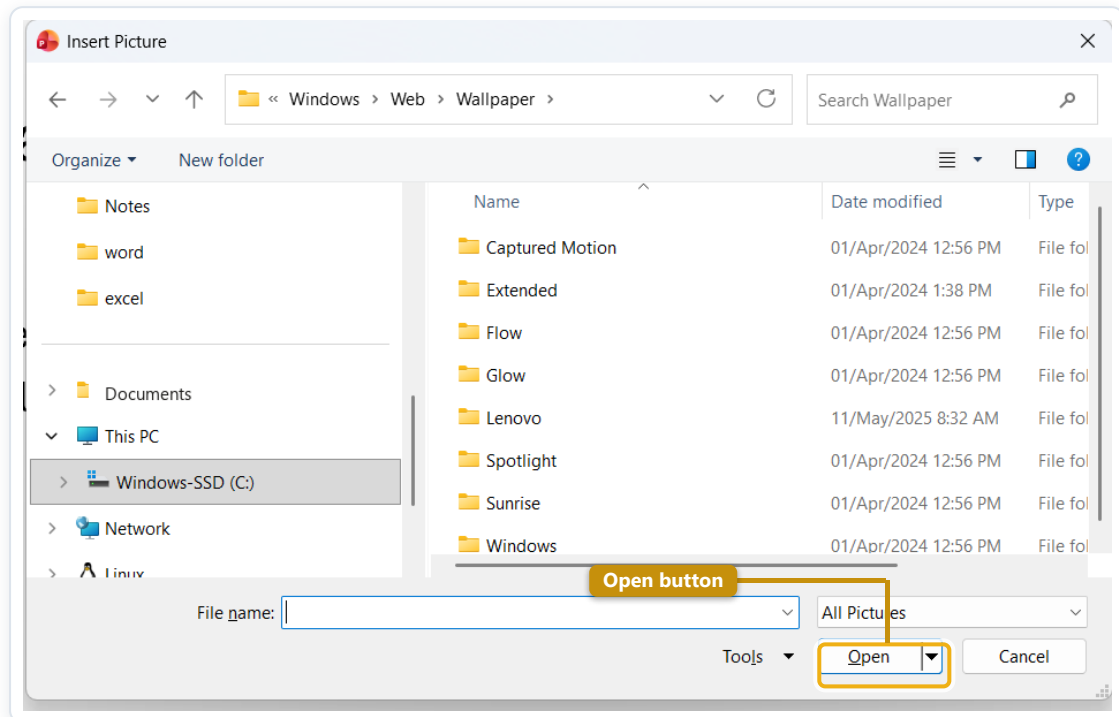
Reading View is **new in PowerPoint**. It is similar to Slide Show View. The difference between the two is that while Slide Show View takes over the **whole screen**, in Reading View the slide is shown in full screen **but you still see the PowerPoint title band** at the top of the screen, and the PowerPoint status bar together with the Windows task bar are also displayed at the bottom.

D. Slideshow View

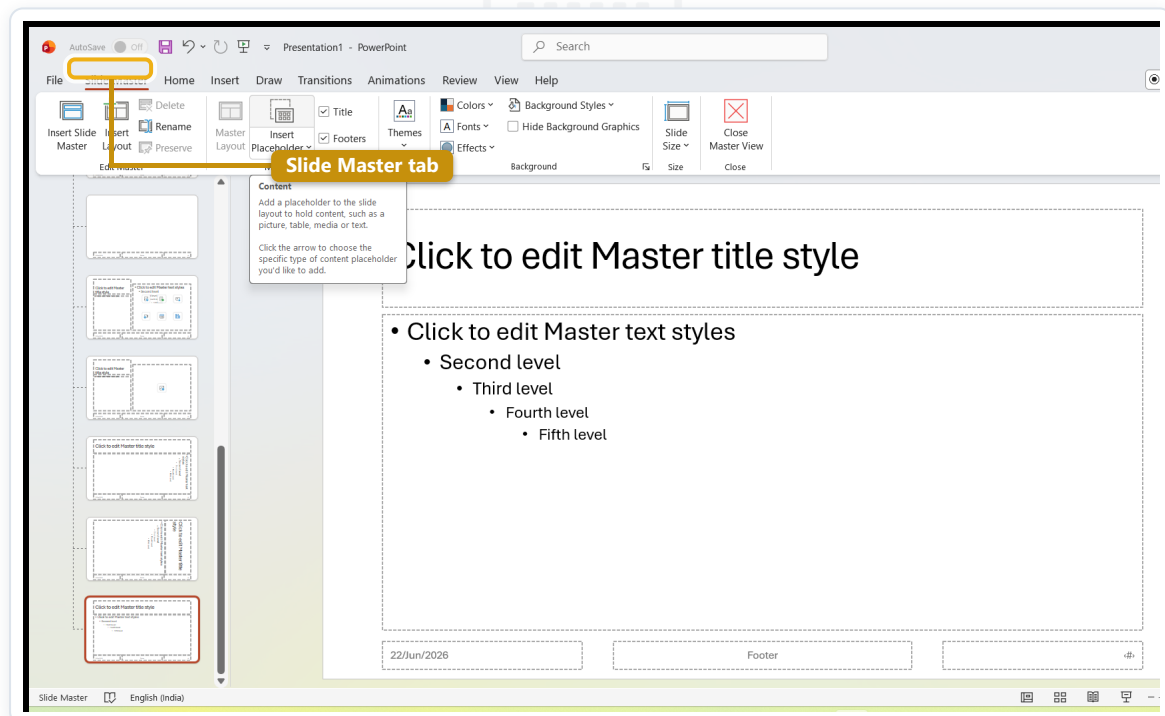
Slide Show View takes up the full computer screen, like an actual slide-show presentation. In this full-screen view you see your presentation **the way your audience will**. You can see how your graphics, timings, movies, transition effects and animation elements will look in the actual show.



Bulleted Lists, Pictures & Masters



Insert → Pictures — the Insert Picture dialog.



View → Slide Master — editing the master layout.

Adding a Bulleted List

Typing text in PowerPoint is similar to typing in other applications. However, because PowerPoint deals with **bulleted lists**, a few keystrokes will help you when typing multiple lines.

In **Normal View**, to edit the bulleted list, place the insertion bar after each line of the bulleted text, then go to the **Home** tab, then the **Paragraph** subgroup, and select the **first option**. To add a **sub-bullet** (a deeper level of indentation), go to the **Home** tab, then the **Paragraph** subgroup, and select the **second option**.

Adding Pictures

Pictures are any type of computerised images, such as artwork and photos. You can make your presentation more eye-catching and entertaining by adding pictures. To add a picture to your presentation, follow these steps:

- 1 Go to the **Insert** tab and, in the **Images** subgroup, select the **Pictures** option.
- 2 Select the picture to be inserted.
- 3 Click the **Insert** button. The picture will get inserted into your presentation.

NOTE

Similarly, **Online Pictures**, **Screenshots** and a **Photo Album** can also be inserted into the presentation from the Images group.

Slide Masters

PowerPoint has a set of **Master Slides** available for every Design Theme. The three masters are the **Slide Master**, the **Handout Master** and the **Notes Master**. Masters correspond directly to the slides; they contain the elements that appear on every slide and control the format for all slides in a presentation, which provides a consistent appearance for each slide.

NOTE

Any change you make to the **Slide Master** will affect **all slides** in your presentation — this is the fastest way to restyle a whole deck at once.

Slide Transitions

PowerPoint allows you to apply special effects, using slide transitions and text/graphical animation, to make your presentation more visually appealing. This page covers transitions; the next covers animation.

DEFINITION

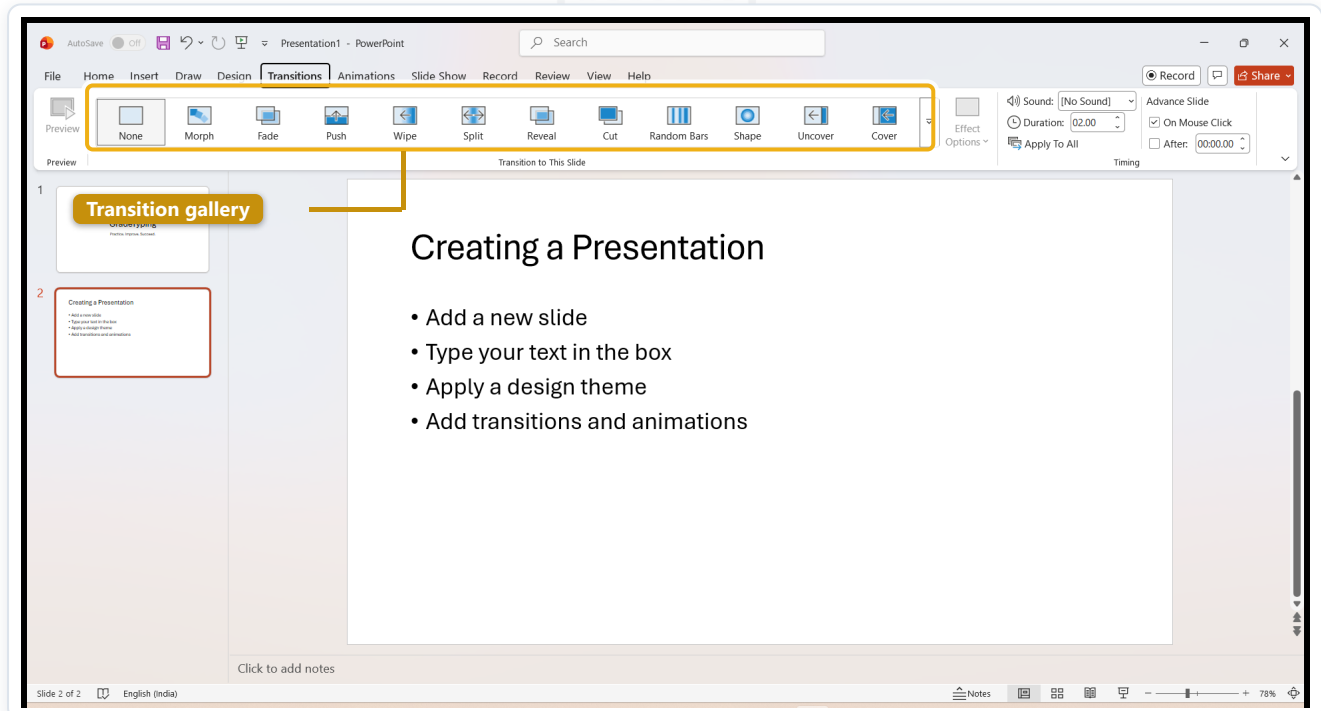
A **Slide Transition** is the visual special effect that you see when you move from one slide to the next (effects such as Fade, Push, Wipe, Split and Cover). Working in **Normal** or **Slide Sorter** views allows you to set transitions for a slide; the **Transitions ribbon** is what you use to apply them.

To apply a transition to a slide, follow these steps:

- 1 Click on the slide.
- 2 Go to the **Transitions** tab and click on the transition you want.
- 3 Apply the transition effect of your choice.

NOTE

You can also apply a **sound** and a **timing speed** to the selected transition from the **Timing** group located on the Transitions ribbon. Click the drop-down arrow in the **Sound** box to choose a sound, and click the up or down arrow in the **Duration** box to set the timing of the transition.



Transitions tab — the "Transition to This Slide" gallery and the Timing group (Sound, Duration, Apply To All).

BEYOND THE ORIGINAL

A transition is **not** the same as an animation: a transition affects the whole slide as it *arrives*, while an animation affects an individual object *within* a slide. Use **Apply To All** in the Timing group to give every slide the same transition in one click.



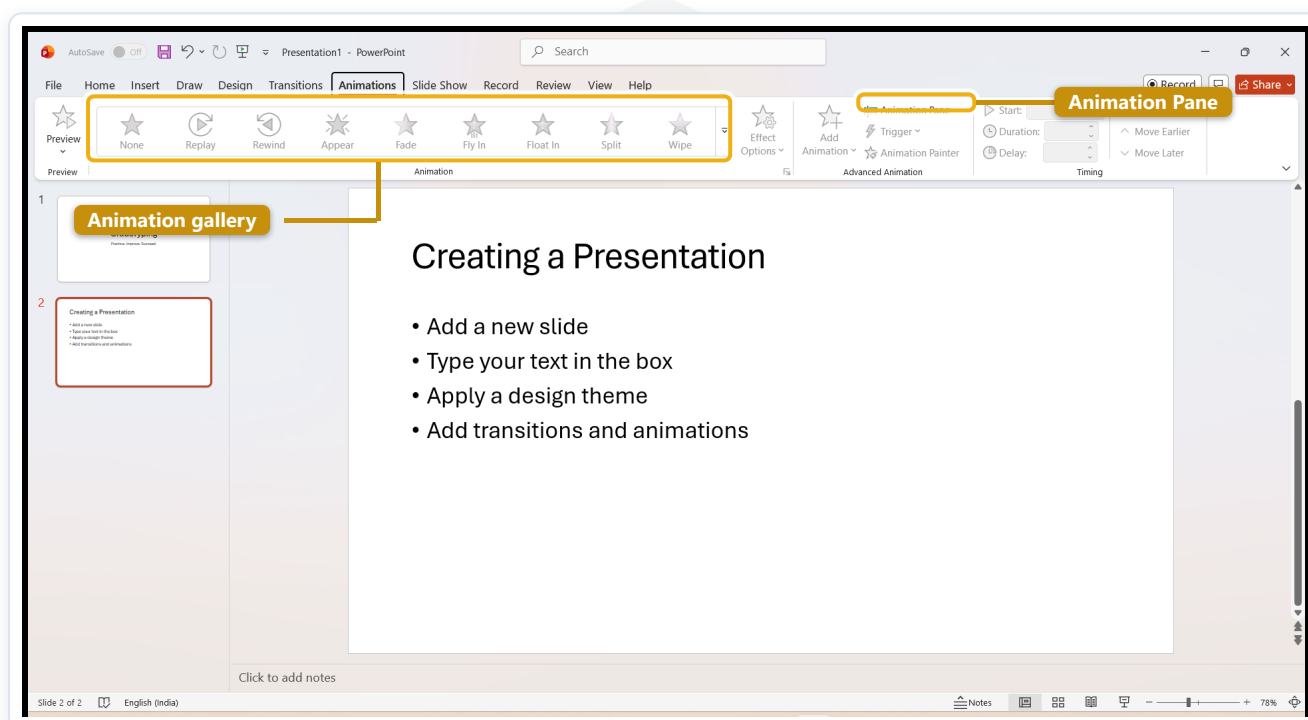
Text & Object Animation

DEFINITION

Text animation (bulleted-text animation) refers to the **progressive display** of bulleted items. By default, bulleted items appear at the same time on a slide. When text animation is applied, the bulleted list items can appear on the slide **one at a time**, or can have **motion** as they display on the screen. Select the **Animations ribbon** to apply animation to slide text.

To apply animation to text, follow these steps:

- 1 Confirm that you are in **Normal View** (View > Normal).
- 2 Go to the slide you want to animate.
- 3 Click inside the **Text Placeholder** and select the text area.
- 4 Click on the **Animations** tab and then click the drop-down arrow located in the **Animation** group to view the animation categories.



Animations tab — the Animation gallery and the Advanced Animation group (including the Animation Pane).

BEYOND THE ORIGINAL

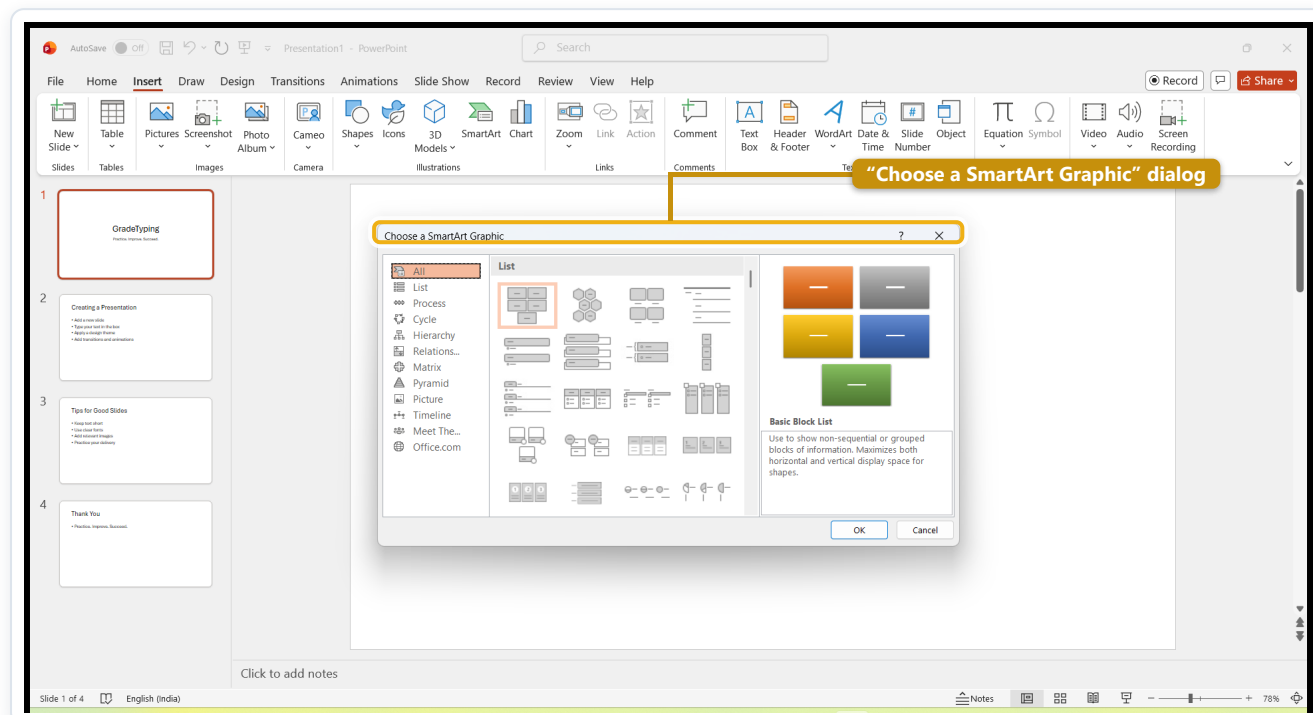
Animation effects fall into four categories — **Entrance** (how an object appears, e.g. *Fly In*; "Fly from left bottom" is an entrance animation), **Emphasis** (it draws attention while on screen), **Exit** (how it leaves), and **Motion Paths** (it travels along a route). The **Animation Pane** — opened from **Animations > Advanced Animation > Animation Pane** — lets you reorder and time every effect on the slide.

BEGINNER ANALOGY

If a slide is a stage, an **animation** is an actor walking on, gesturing, then walking off — whereas a **transition** is the whole curtain changing between scenes.



Illustrations, SmartArt & Shapes



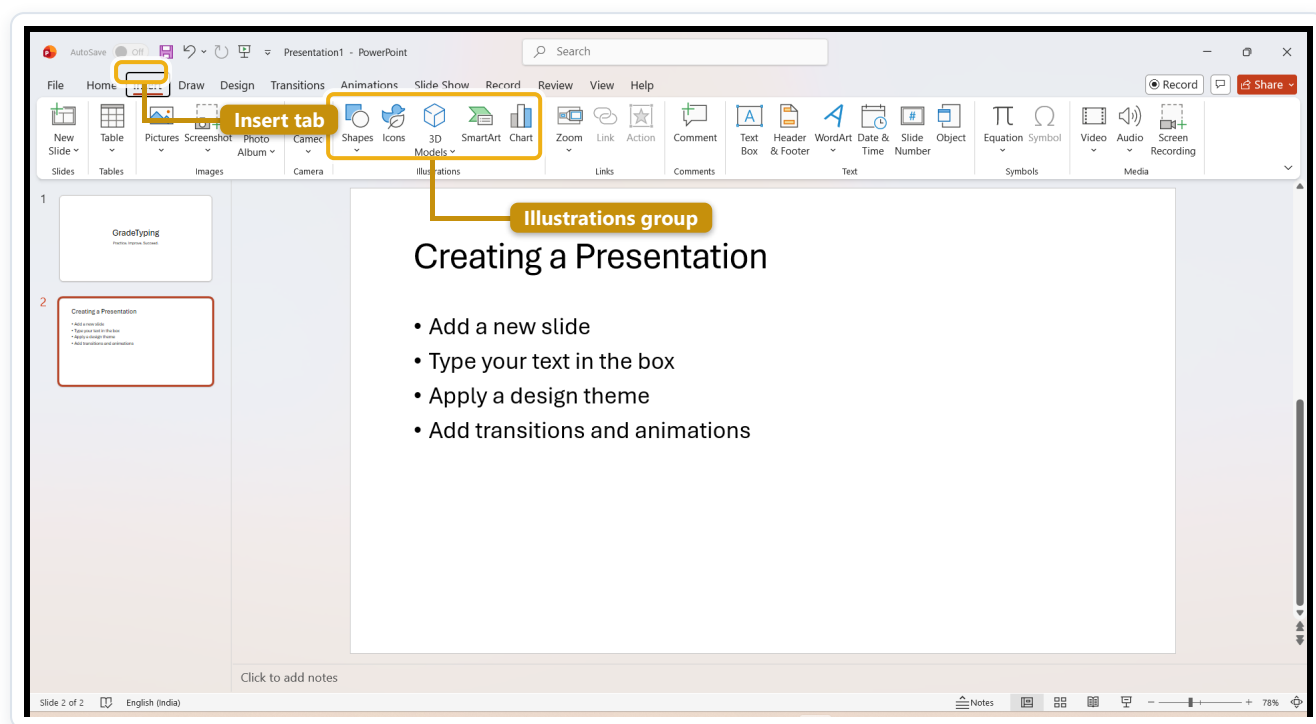
Insert → SmartArt — the "Choose a SmartArt Graphic" dialog.

Illustration Features

Microsoft Office has multiple **Illustration and Image** features that let you enhance your document with numerous graphics, sound and motion. PowerPoint allows you to insert illustration and image features such as **Tables, Charts, SmartArt, Pictures** and **Media Clips** within the text placeholders of a slide.

Inserting SmartArt

- 1 Click an **Illustration and Image** button to locate, format and insert features into your slide. (These features can also be located on the **Insert** ribbon.)
- 2 **SmartArt** is the newest feature in Microsoft Office. When you click on the SmartArt button, the **Choose a SmartArt Graphic** window appears. You can enhance your slide presentation by incorporating text together with a variety of images.



Insert tab — Tables, Images, Illustrations (Shapes, SmartArt, Chart), Links, Text and Media groups.

Inserting Shapes

SmartArt has numerous graphical options to select from, but you can also create your own graphical slide by using **Shapes**. Select the **Insert** ribbon to view the available shapes (lines, rectangles, arrows, callouts, stars and more), then drag on the slide to draw the shape you need.

BEGINNER ANALOGY

SmartArt is like a ready-made diagram kit — you pick a layout (a cycle, a list, a hierarchy) and just type your words in; **Shapes** are the loose building blocks you assemble yourself when no ready-made diagram fits.

Running the Slide Show

Once you have finished adding text, graphics and formatting to a presentation, you can run the **Slide Show**. PowerPoint allows you to **preview**, **rehearse** or **show** your presentation electronically to an audience. Display the presentation on screen by selecting the **Slide Show** ribbon.

A. Launching the Slide Show

Select the **Slide Show** ribbon and then click the **From Beginning** button. The slide show will begin with the **first slide**.

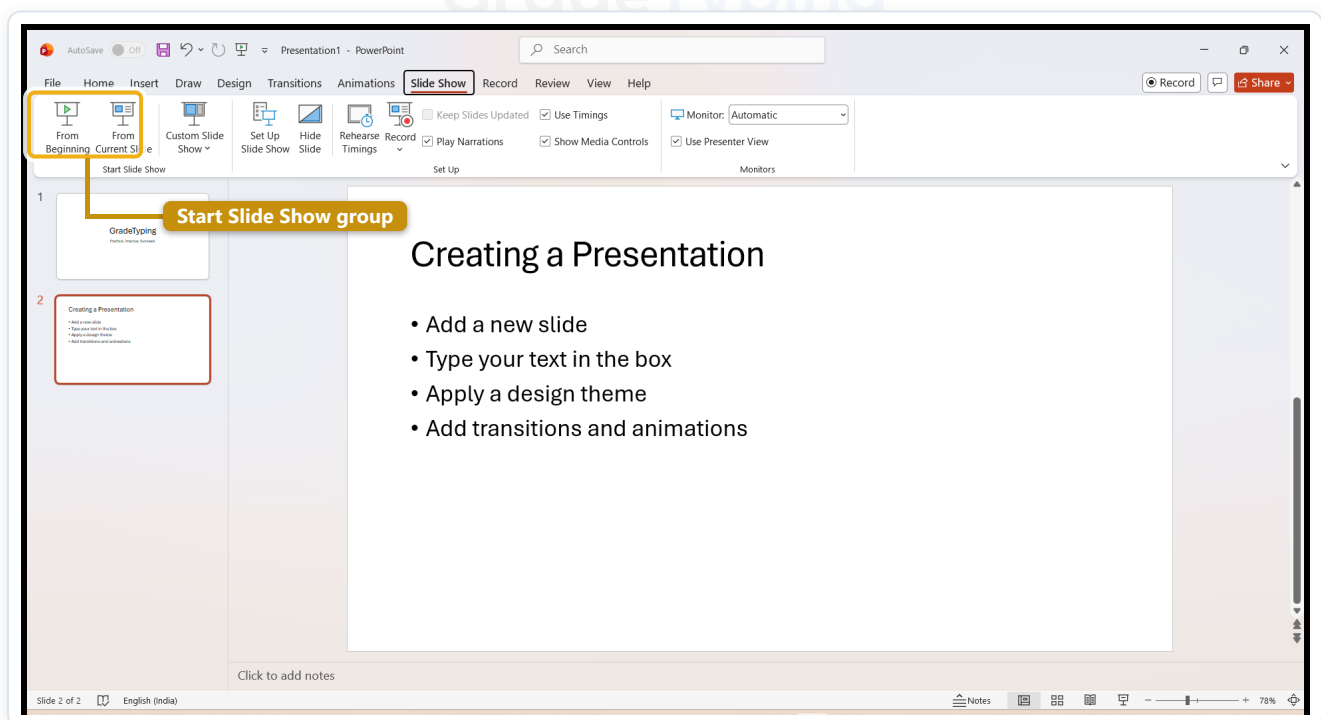
NOTE

The **Slide Show button on the Option Views bar** (the view buttons near the status bar) will start the slide show beginning with the **current** slide instead of the first one.

B. Navigating the Slide Show

While running your slide show, you can move to the **next slide** by clicking with your mouse, pressing the **right arrow** on the keyboard, or pressing the **Enter** key. To return to the **previous slide**, press the **left arrow** on the keyboard (the **Page Up** key also moves to the previous slide). To **end** the presentation, press the **Esc** key on the keyboard.

You can use these keyboard and mouse controls while running a slide show. Press the **F1** key during a presentation to display the **Slide Show Help** dialog box, which lists every available shortcut.



Slide Show tab — From Beginning, From Current Slide, Set Up Slide Show and Rehearse Timings.

BEYOND THE ORIGINAL

The shortcut **F5** runs the show from the beginning. During the show, press **B** for a black screen or **W** for a white screen, and type a slide **number + Enter** to jump straight to that slide. **Rehearse Timings** records how long each slide stays so the show can later run **automatically**, and **Broadcast Slide Show** (also on this tab) shows it live over the internet.



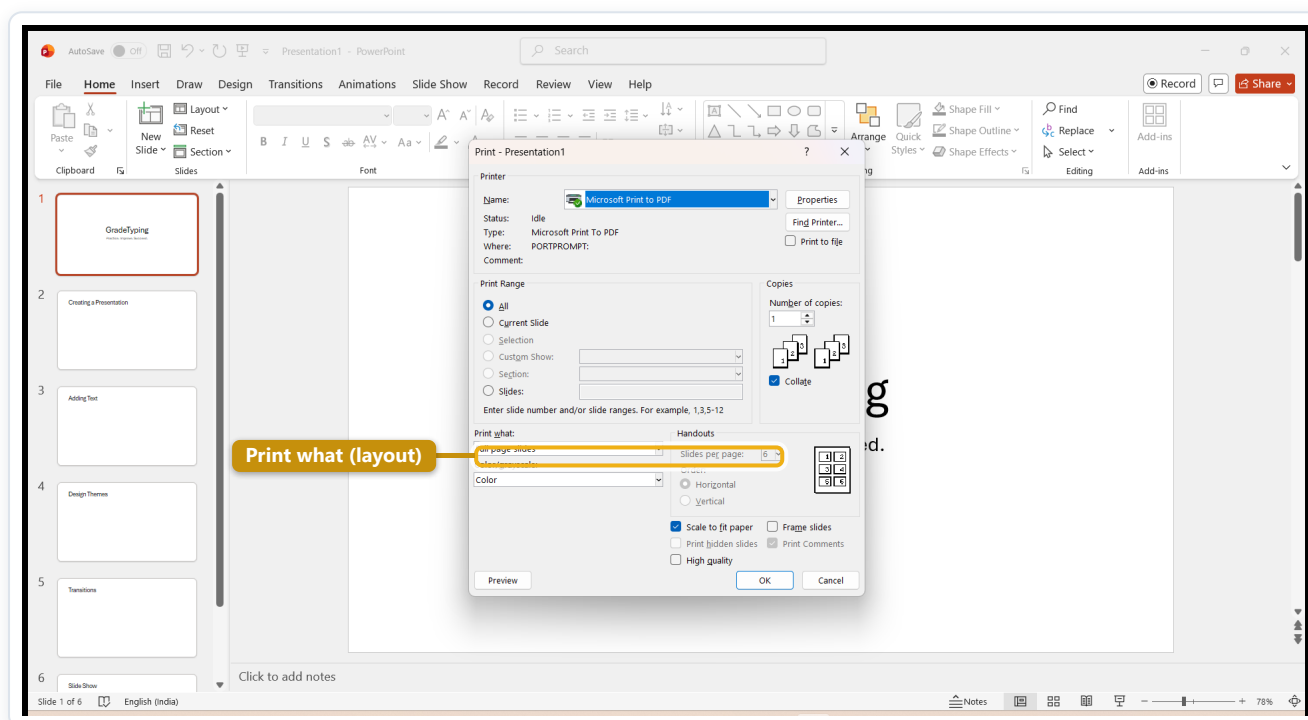
Printing the Presentation

You can print your presentation by following these steps: go to the **File** tab and select the **Print** option. PowerPoint lets you print your presentation as **slides**, **outlines**, **speaker's notes** and **audience handouts**. Slides will be printed in **full colour** (on a colour printer) or in **grayscale** (on a black-and-white printer).

A PowerPoint presentation can also be printed on **transparencies**.

IMPORTANT

Make sure the appropriate transparencies are used for your printer model. The **wrong type of transparencies can melt inside your printer**, damaging it.



File > Print — choose the printer, the layout (Full Page Slides / Notes Pages / Outline / Handouts) and the colour mode, then print.

BEYOND THE ORIGINAL

Under the print layout drop-down, **Handouts** let you fit several slides on one sheet (1, 2, 3, 4, 6 or 9 per page) to save paper, **Notes Pages** print each slide with its speaker notes beneath, and **Outline** prints just the slide text. Besides Colour and Grayscale there is also a **Pure Black and White** mode for the clearest text-only printout.

Review, Zoom & Other Tools

The Review tab

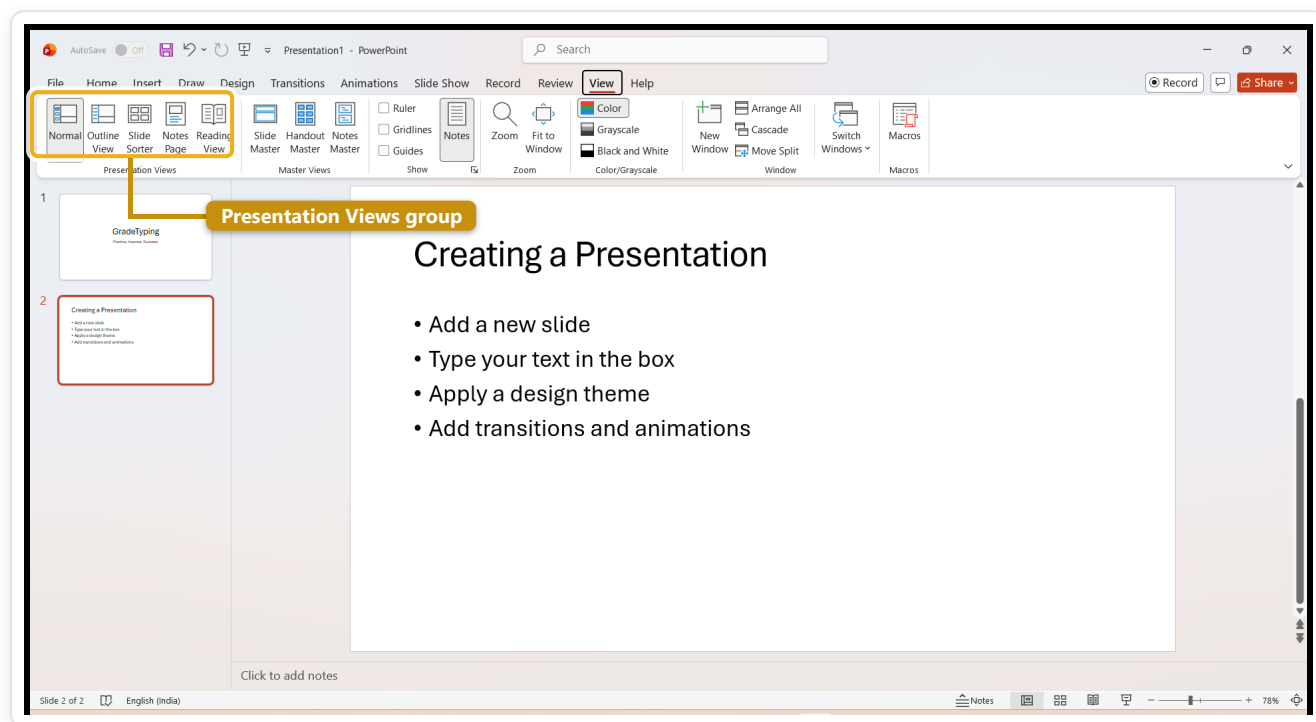
- ✓ **Spelling** — check the spelling and grammar in your slides from **Review > Proofing > Spelling**.
- ✓ **Comments** — the Comment option is on the **Review** ribbon; use it to attach a note to a slide for a reviewer.
- ✓ **Translate** — the Translate tool is also on the **Review** ribbon.

Zoom and the Status Bar

Use **Zoom In** to see an object in a bigger size and **Zoom Out** to see it in a smaller size. In general, when the zoom is set to **125%**, the slide on screen looks similar to the printed page. The **Zoom** controls sit at the right-hand side of the Status Bar, and the **View Buttons** sit at its left, just to the left of the horizontal scroll bar.

Views, Notes and the View tab

PowerPoint provides **4 views** that let you look at your presentation; the **default** view is **Normal**. These are found in the **Presentation Views** group of the **View** tab. The **Notes Page** view is used to prepare the **speaker's notes for the audience**; below the slide pane is the **Notes Pane**, where you type notes about the current slide. The **Ruler**, **Gridlines** and **Guides** commands are chosen on the **View** tab to display those on-screen aids. The **Outline View** in PowerPoint works in a similar way to the Outline View in a Word document.



View tab — Presentation Views (Normal, Outline, Slide Sorter, Notes Page, Reading) and the Show group (Ruler, Gridlines, Guides).

NOTE

A **Hyperlink** can be inserted into a PowerPoint presentation, and a presentation page created for displaying on the screen is itself known as a **slide**.

Key Facts & Shortcuts

Must-remember facts

File extension	.pptx	Old extension	.ppt
Default file name	Presentation1	PPT means	PowerPoint Presentation
Title placeholder font	44 pt	Default body text	32 pt
Number of layouts	9	Number of views	4
Default view	Normal	Default orientation	Landscape
Maximum zoom	400%	"Print-like" zoom	125%
Changes for all slides	Slide Master	WMF means	Windows Meta File

Keyboard shortcuts

Keys	Action	Keys	Action
Ctrl + M	Insert a new slide	F5	Run the slide show
Ctrl + I	Italic text	Esc	Quit the slide show
Page Up	Previous slide	Page Down	Next slide
F1	Slide-show Help dialog	Ctrl + Z	Undo last action

Where common commands live

- ✓ **New Slide, Layout** → Home > Slides · **Text Colour, Shadow** → Home > Font · **Line Spacing, bullets** → Home > Paragraph · **Arrange** → Home > Drawing
- ✓ **Tables, Picture, Video, Slide Number, Text Box, Header & Footer, WordArt, Date & Time, Object** → Insert (Text group) · **Themes, Format Background, Slide Orientation, Page Setup / Slide Size** → Design
- ✓ **Rehearse Timings, Broadcast, From Beginning** → Slide Show · **Spelling, Comments, Translate** → Review · **Ruler, Gridlines, Guides, Presentation Views** → View

Exam Question Bank

These objective questions are frequently asked in GCC-TBC and computer exams. Revise with the answer beside each question. All 103 questions from the source question bank are reproduced here.

#	Question	Answer
1	In PowerPoint, the ___ command is used for closing the PowerPoint application.	Exit
2	Italic effect is given to text using the ___ shortcut key.	Ctrl + I
3	There is no difference between an effect and an animation effect in PowerPoint.	False
4	Design & Layout themes are given to slides according to the template selected.	True
5	Changes made in the ___ are applied to all slides.	Slide Master
6	The Broadcast Slide Show option is available under the ___ ribbon.	Slide Show
7	To add a copy of the current slide, the ___ command is used.	Duplicate Slide
8	To change a slide layout, the ___ option is selected on the Home tab Slides group.	Layout
9	Presentation files are made with which type of software?	Presentation Graphics Programs
10	A video file is inserted in a slide through ___	Insert Tab > Media Group > Video
11	Slide Views are available in which group of the View tab?	Presentation (Views)
12	The dotted-border boxes for inserting text / picture / object are called ___	Placeholder
13	By default, the font size of the Title text box of a Title Slide is ___	44
14	If a slide gets full while typing, a new slide ___ be inserted.	will not
15	By default, the orientation of a slide is ___	Landscape
16	Click the ___ option in the Slides group of the Home tab to create a new slide.	New Slide
17	On a Title Slide, the default font size of the Title placeholder is ___	44
18	To open an existing presentation, click the File menu ___ option.	Open
19	How many views are there that let you look at your presentation?	4
20	To change the layout of an inserted slide, click ___	Home Tab > Slides Group > Layout
21	When you press Enter, bullets are provided automatically to each line, in the ___ type slide.	Title
22	In general, when the zoom is ___ it is similar to the print.	125 percent
23	The Exit command will close all open presentations.	True
24	In PowerPoint, the Page Setup command is available in ___	Design
25	Use the ___ function key to run the slide show.	F5
26	Spelling and grammar in slides are corrected using ___	Review > Proofing > Spelling

Exam Question Bank (cont.)

#	Question	Answer
27	Which are entrance animation effects in PowerPoint?	All of the above
28	To select a placeholder box, bring the mouse pointer on it and ___ on it.	Click
29	At the right-hand side of the Status bar, we can see the ___	None of the above
30	The Rehearse Timing option is available under the ___ ribbon.	Slide Show
31	The file name is displayed at the ___ in PowerPoint.	Title Bar
32	.pptx is the extension of PowerPoint.	True
33	WMF means ___	Windows Meta File
34	To insert a slide, the shortcut key ___ can be pressed.	Ctrl + M
35	Frequently used commands like New, Save, Undo, Redo are present on the Quick Access Toolbar.	True
36	The Outline View in Word and the Outline View in PowerPoint work similarly.	True
37	We can change the slide background of only one slide.	False
38	To move from one view to another, use the ___ at the left of the Horizontal Scroll Bar.	View Buttons
39	The Guides command is chosen on the ___ tab to display guides.	View
40	To go to the previous slide, press the ___ key.	Pg Up
41	To insert pictures on a slide, use the Picture command on the ___ tab.	Insert
42	Changes made in the ___ are applied to all slides.	Slide Master
43	The Line Spacing command is available in the ___ group.	Paragraph
44	The file in which slides made from PowerPoint are stored is known as a ___ file.	Presentation
45	The Arrange command is available in the ___ group.	Drawing
46	We can quit a slide show after clicking the ___ key on the keyboard.	Esc
47	You can press ___ keys to navigate in a slide show.	Both A and B (Page Up & Page Down)
48	In ___ we can see all the slides in the presentation in thumbnail view.	Slides Pane & Slide Sorter
49	The components of a slide are ___	All of the above
50	The Animation Pane is displayed when we click ___	Animations > Advanced Animation > Animation Pane
51	We can see an object in a big size using the ___ command.	Zoom In
52	We can see an object in a big size using the ___ command.	Zoom In
53	In PowerPoint, there are a total of ___ layouts in the New Slides button.	9
54	You can save the timing to run the show automatically by using ___	Rehearse Timing

Exam Question Bank (cont.)

#	Question	Answer
55	To see the prepared slides one by one on screen (video presentation) is called ____	Slide Show
56	____ is the PowerPoint file extension.	.pptx
57	You can create a presentation in MS PowerPoint.	True
58	In MS Office applications, a presentation can only be created in PowerPoint.	True
59	We can apply Design Themes to one slide out of all the slides.	False
60	We can see an object in a small size using the ____ command.	Zoom Out
61	In a slide show, which menu/command is not available?	Background
62	Hyperlinks can be inserted in a PowerPoint presentation.	True
63	In ____ view, all slides are displayed in small size like thumbnails.	Slide Sorter
64	____ are ready-to-use slides with readymade designs.	Template
65	To start a slide show, which option is used?	All of the Above
66	A slide show can be prepared from the ____ application.	PowerPoint
67	You can insert a graph in an MS PowerPoint file.	True
68	What is PPT?	PowerPoint Presentation
69	PPT files are made in which type of software?	Presentation Graphics Programs
70	To give a number to each slide, use the ____ command in Insert menu > Text group.	Slide Number
71	The Translate tool is available under the ____ ribbon.	Review
72	The Comment option is available under the ____ ribbon.	Review
73	The default font size of text in MS PowerPoint is ____	32 pt
74	The Notes Page view is used to ____	prepare speaker notes for the audience
75	The Ruler command is chosen on the ____ tab to display the ruler line.	View
76	Text Box / Header & Footer / WordArt / Date & Time / Slide Number / Object are in the ____ group of the Insert tab.	Text
77	The default name of a presentation is ____	Presentation 1
78	Selected text can be coloured with the ____ command in the Font group of the Home tab.	Text Colour
79	The Slide Orientation command is available on the ____ tab.	Design
80	A strip having Tabs, Groups and their commands is called the ____	Ribbon

Exam Question Bank (cont.)

#	Question	Answer
81	To move from one view to another, use the ___ placed at the left of the Horizontal Scroll Bar.	View Buttons
82	By pressing the ___ key, we can stop a running slide show.	Escape
83	Select the heading and click the ___ button in the Font group of the Home tab to give a shadow to text.	Shadow
84	In ___ we can do a rehearsal of the time required for each slide.	Rehearse Timing
85	Below the Slide Pane there is the ___ where we can type some notes about the current slide.	Notes Pane
86	___ are transitions available in MS-PowerPoint.	All of the Above
87	The shortcut key for the Copy command in PowerPoint is ___	None of the above
88	The default file name of PowerPoint is ___	Presentation 1
89	We can see an object in a small size using the ___ command.	Zoom Out
90	The default dotted boxes on a blank slide for inserting text, picture and objects are called ___	Place Holder
91	When you click into the Title Text box, only commands in the Font and Paragraph groups are highlighted.	True
92	"Fly from left bottom" is a/an ___ effect.	Animation
93	Blank-slide dotted boxes for inserting text, picture and objects are called ___	Place Holder
94	We can apply colours and colour effects to the slide background using a ___	Design Theme
95	Various transition effects are given in the group ___	Transition to This Slide
96	When you press Enter, bullets are provided automatically to each line, in the ___ type slide.	Bulleted List
97	The Background command group is on the ___ tab.	Design
98	If you make changes in the ___, the changes apply to the whole presentation.	Slide Master
99	To create a new presentation, click the File menu ___ option.	New
100	The ___ option is used to see the slide show at a particular time interval.	Rehearse Time
101	Which is the default view in PowerPoint?	Normal
102	A presentation page created for displaying on the screen is known as a 'Slide'.	True
103	The Tables command is available on the ___ tab in PowerPoint.	Insert

Chapter Mind Map

One-glance revision of the whole chapter — follow each branch to recall the key points.



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Figure	Shows	Source
ppt_home.png	PowerPoint window & Home tab	PowerPoint — captured by GradeTyping
ppt_insert.png	Insert tab (Tables, Images, Illustrations, Text, Media)	PowerPoint — captured by GradeTyping
ppt_design.png	Design tab (Themes, Variants, Customize)	PowerPoint — captured by GradeTyping
ppt_transitions.png	Transitions tab & Timing group	PowerPoint — captured by GradeTyping
ppt_animations.png	Animations tab & Animation Pane	PowerPoint — captured by GradeTyping
ppt_view.png	View tab (Presentation Views, Show)	PowerPoint — captured by GradeTyping
ppt_slideshow.png	Slide Show tab & Rehearse Timings	PowerPoint — captured by GradeTyping
ppt_slidesorter.png	Slide Sorter view (thumbnails)	PowerPoint — captured by GradeTyping
ppt_print.png	File > Print Backstage view	PowerPoint — captured by GradeTyping

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