

MS PowerPoint

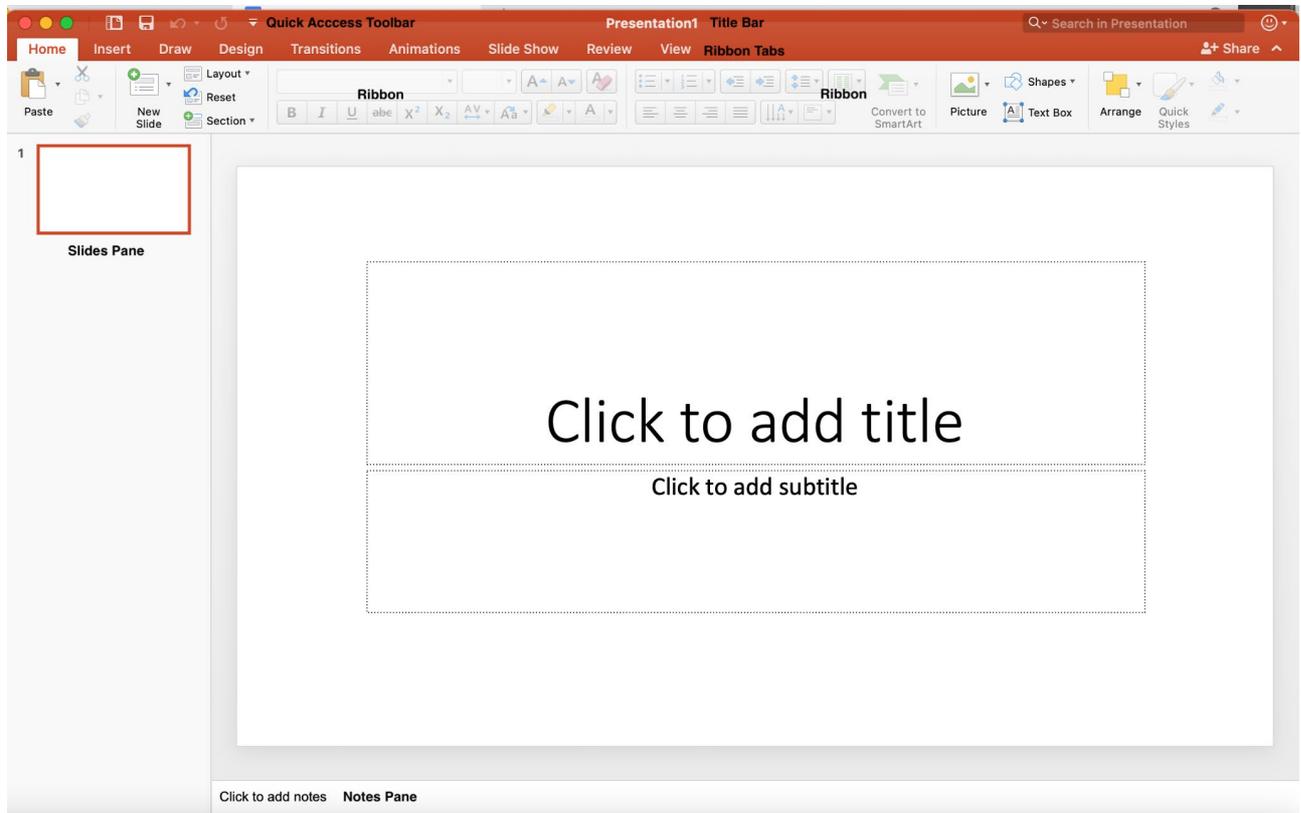
PowerPoint is a Microsoft Office application that helps you to create a professional slideshow presentation.

MS PPT was released in 1987. Since its inception, a total of 17 versions have been released with the first one in 1987 as version 1.0 and the latest being in the year 2018 with version 17.0.

The aim of MS PPT was to bring a platform for business/office presentations but today it is more widely used in various domains.



Now let us understand the PPT Interface:



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Quick Access Toolbar: This is the same as MS Doc, with features of Save, Undo & Redo. Quick Access Toolbar is customisable as per your preferences and needs.

Title Bar: This is available adjacent to the quick access toolbar. This bar displays the name of the document.

Ribbon & Tab: MS PPT has 9 tabs with various features associated on Ribbon along with specific tabs.

Home Tab: Home tab is the default tab present once you open PPT. It has various features on the ribbon like Slide Layout, Font, Uppercase, Lowercase, Picture and more.

Insert Tab: As the name says, Insert tab helps you to insert a particular feature in your files like Shapes, Charts, 3D Models, WordArt, Audio, Video etc.

Draw Tab: Draw tab helps you to draw on the slide. You also get the feature of highlighting your text under this Tab.

Design Tab: Design tab gives you various designs for your slides.

Transition Tab: This is a unique feature of PPT where you can have basic animation to make your slide look more presentable. This is majorly related to animation of slides.

Animation: As the name says, it is also the same with various animation features. This is used to animate the text for a high audience engagement.

SlideShow: Once you are done with making presentations, through slideshow you can see what is the ultimate outcome of your presentation after adding various transitions and animations.

Review: It is the same like MS Doc with a bit less features, to spell check and proofread the content.

View: As the name says it provides you various ways to view your slides either on single page or multiple pages.

MS PPT Shortcuts:

Save a Presentation: Ctrl + S

Print a Presentation: Ctrl + P

Open a Presentation: Ctrl + O

Open a New Presentation: Ctrl + N

New slide: Ctrl + M

Duplicate a Slide: Ctrl + D

Cut: Ctrl + X

Copy: Ctrl + C

Paste: Ctrl + V

Undo: Ctrl + Z

Redo: Ctrl + Y

Close Active Presentation: Ctrl + W

Quit Powerpoint: Ctrl + Q

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Activity- Let us Practice making a Slide

Step 1: Open MS PPT, and choose any design you like under the Design tab.

Step 2: Write a Heading and a Subheading on the first Slide.

Step 3: Click on the new slide under the home tab.

Step 4: Write “Introduction” in the Title Bar.

Step 5: In the box below write your Name, Age, Place of Birth and Educational Background.

Note: Font should be Times New Roman

Text Size in First Slide: Heading-66, Subheading-18

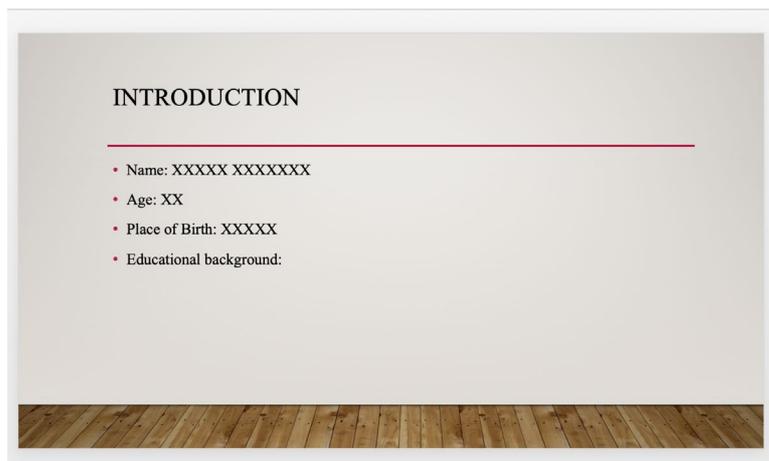
Text Size in Second Slide: Introduction-32 & Text- 20

The slides you have created should look like this:

Slide 1:



Slide 2:



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MS Powerpoint Quiz:

- 1) In the Insert tab under which group will you find the header and footer option?
 - a) Tables Group
 - b) Text Group
 - c) Object Group
 - d) illustration Group

- 2) The slide that introduces the topic is called as?
 - a) Bullet Slide
 - b) Top Slide
 - c) Table Slide
 - d) Title Slide

- 3) Times New Roman, Calibri, Arial are the examples of?
 - a) Font
 - b) Slide
 - c) Animation
 - d) Clip Art

- 4) If you wish to bring your selected text in the center, what is the shortcut key?
 - a) Ctrl + C
 - b) Ctrl + E
 - c) Ctrl + O
 - d) Ctrl + X

- 5) Which of the following features is not available in MS PPT?
 - a) Animation
 - b) Video
 - c) Motion Graphics
 - d) Drawing¹

¹ Answer: 1-b, 2-d, 3-a, 4-b, 5-c