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### *MICROSOFT POWER POINT version 2016*

## **1. WHAT IS MS POWER POINT?**

**Microsoft PowerPoint** is a tool used to create and show slideshows to explain ideas or information.

2. **ABOUT EXTENSION:** An extension is the ending of a file name that tells the computer what type of file it is.

Common PowerPoint Extensions:

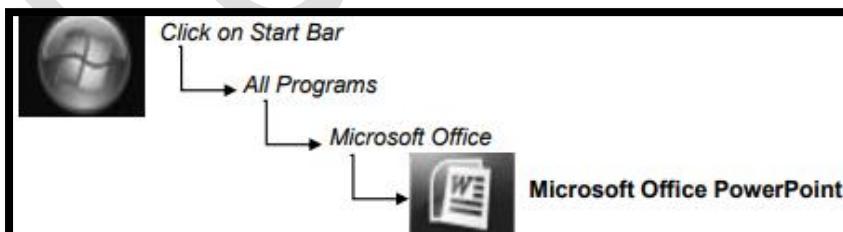
- .pptx → Default format (used in newer versions)
- .ppt → Older format (PowerPoint 97–2003)
- .ppsx → Opens directly as a slideshow
- .pdf → Exported version (not editable in PowerPoint)

## **3. MS POWER POINT IS A PART OF**

The Microsoft power point is a part of Microsoft office family software there are following a part of Microsoft office family

- 1 Microsoft word
2. Microsoft Excel
3. Microsoft Access
4. Microsoft power point

## **4. How to start Ms power point? We can use these steps to start MS power point.**

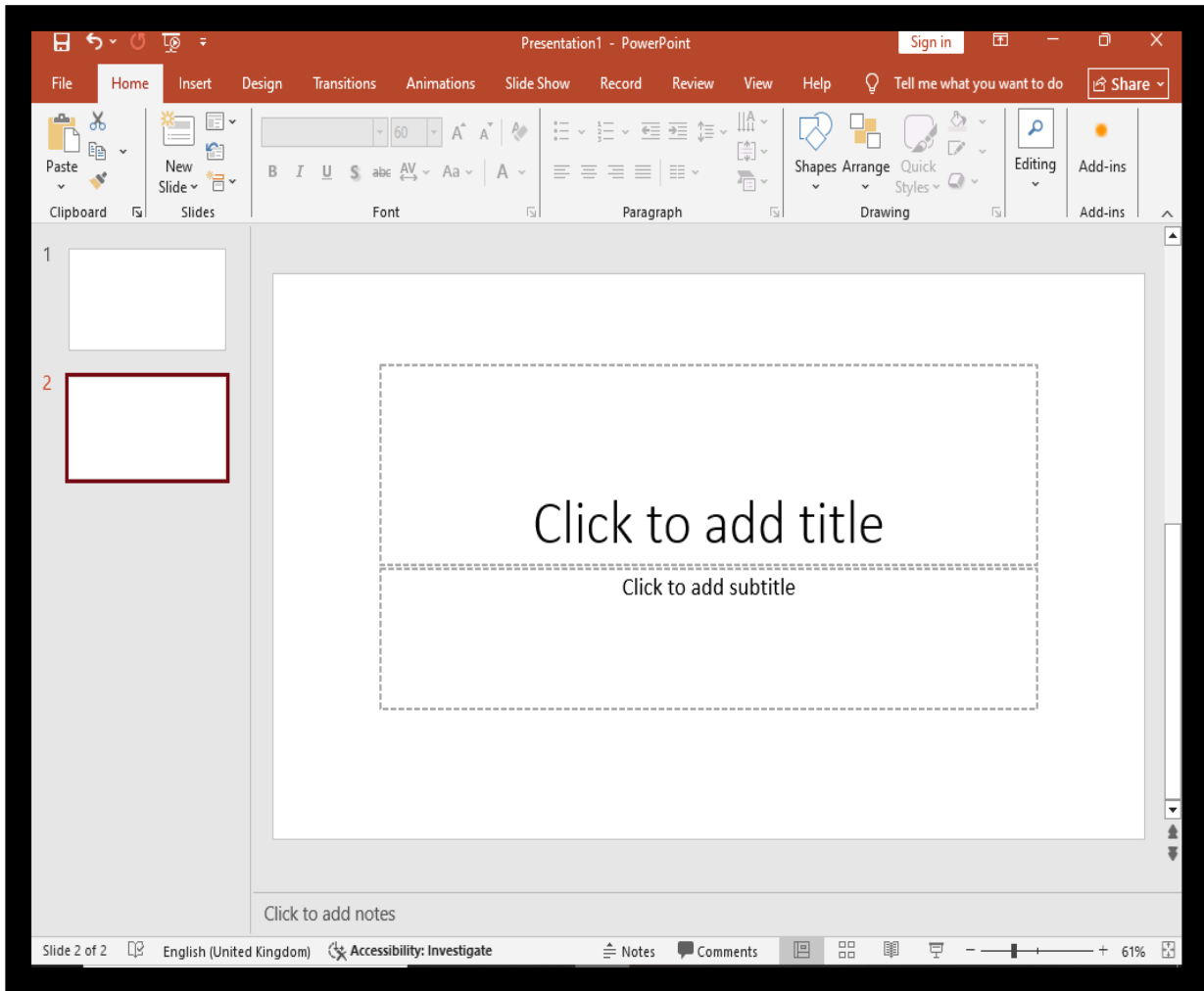


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## **Power point window**



**STATUS BAR**-Appears at the bottom of the window. The status bar displays the slide number that is currently displayed and also the total number of slides

**OUTLINE/SLIDES TABS** Displays the text contained in your presentation. The slides tab displays a thumbnail of all your slides.

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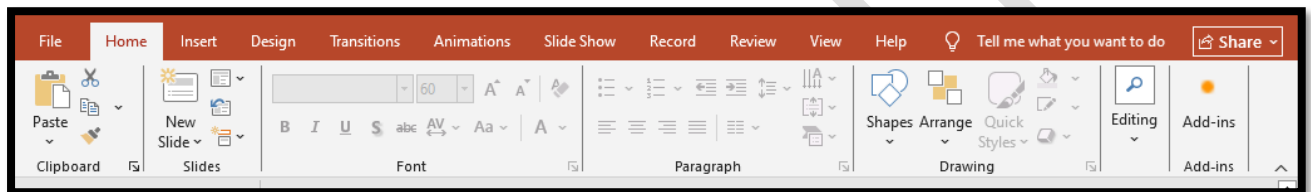
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**NORMAL VIEW:** Splits your screen into three major sections: slides/outline tabs, the slide pane, and the note area. The outline and slides tab are on your left side of your window. They allow you to shift between different ways of viewing your slides.

**SLIDE SORTER VIEW** This view shows you the thumbnails of all your slides and allows you to easily add, delete, or change the order of your slides.

**SLIDE SHOW** Use the slide show view when you want to view your slides as they will look in your final presentation.

### Creating Presentations with Home Toolbars



## 1. Slides

The slides options are very useful in MS PowerPoint. We can create new slides and modify slides layouts like as:

**New Slides** (Ctrl+ M): Add a new slide to the presentation.

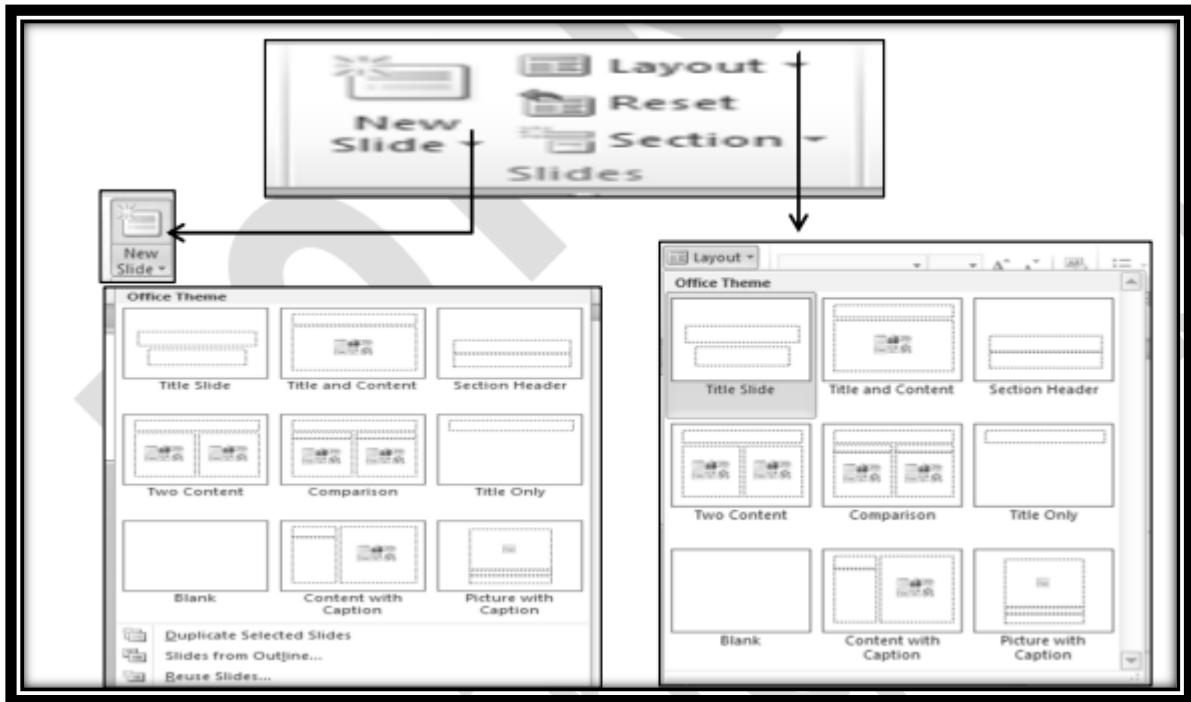
**Layout:** Change the layout of the selected slide.

**Reset:** Reset the position, size and formatting of the slide.

**Section:** Organize your slide into section.

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## 2. Font, Paragraph & Drawing

The Font, Paragraph and drawing toolbar same as MS Word. Please see the MS word notes for it.

### Create Presentation from Design Templates

## 1. Page Setup

Page setup similar as MS Word so if you are not know the page setup then check the MS Word Notes.

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## 2. Themes

Themes are designed that can be applied to an entire presentation that allows for consistency throughout the presentation. You can also apply new colours to a theme



### How to apply Themes

- Click the Design tab.
- Choose one of the displayed Themes.

### Apply Colours Themes

- Click the Colours drop down arrow
- - Choose a colour set or click Create New Theme Colour.

### Background Theme

- Click the Background Styles button on the Design tab.

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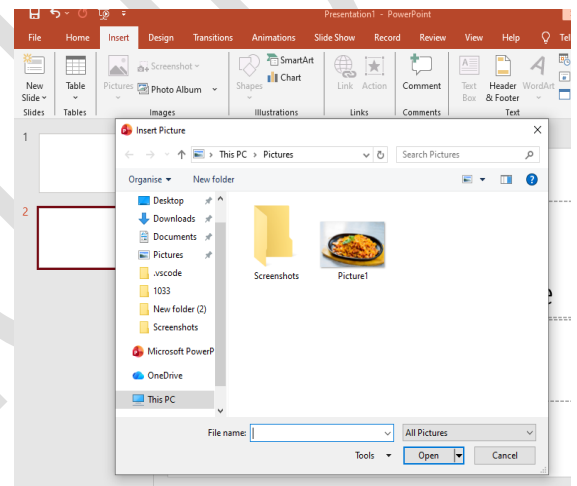
## Insert Toolbars



### 1. Adding Picture

To add a picture:

- Click on the Insert tab.
- Click on the Picture button.
- Browse to the picture from your files
- Select the picture you want to insert in PowerPoint
- Click Insert



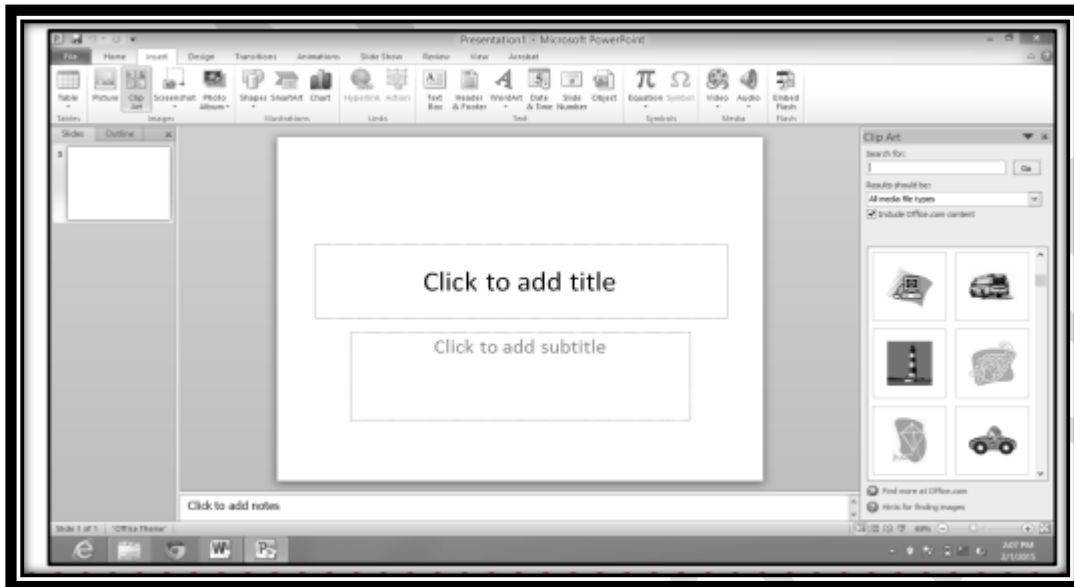
### 2. Adding Clip Art

To add clip art- Click the Insert Tab- Click the Clip Art button- Click on Go button- now show all Clip Art-Select the graphic you would like to add- To move the graphic, click it and drag it to where you want it.

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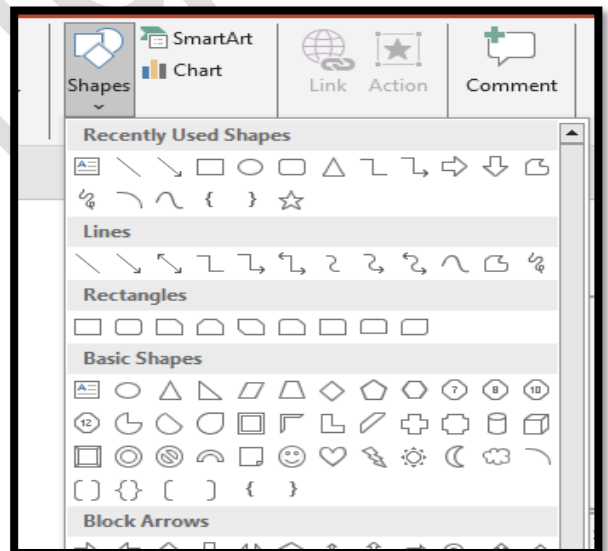


### 3. Add Shapes To add Shapes

- Click the Insert tab.
- Click the Shapes button
- Click the shape you choose.

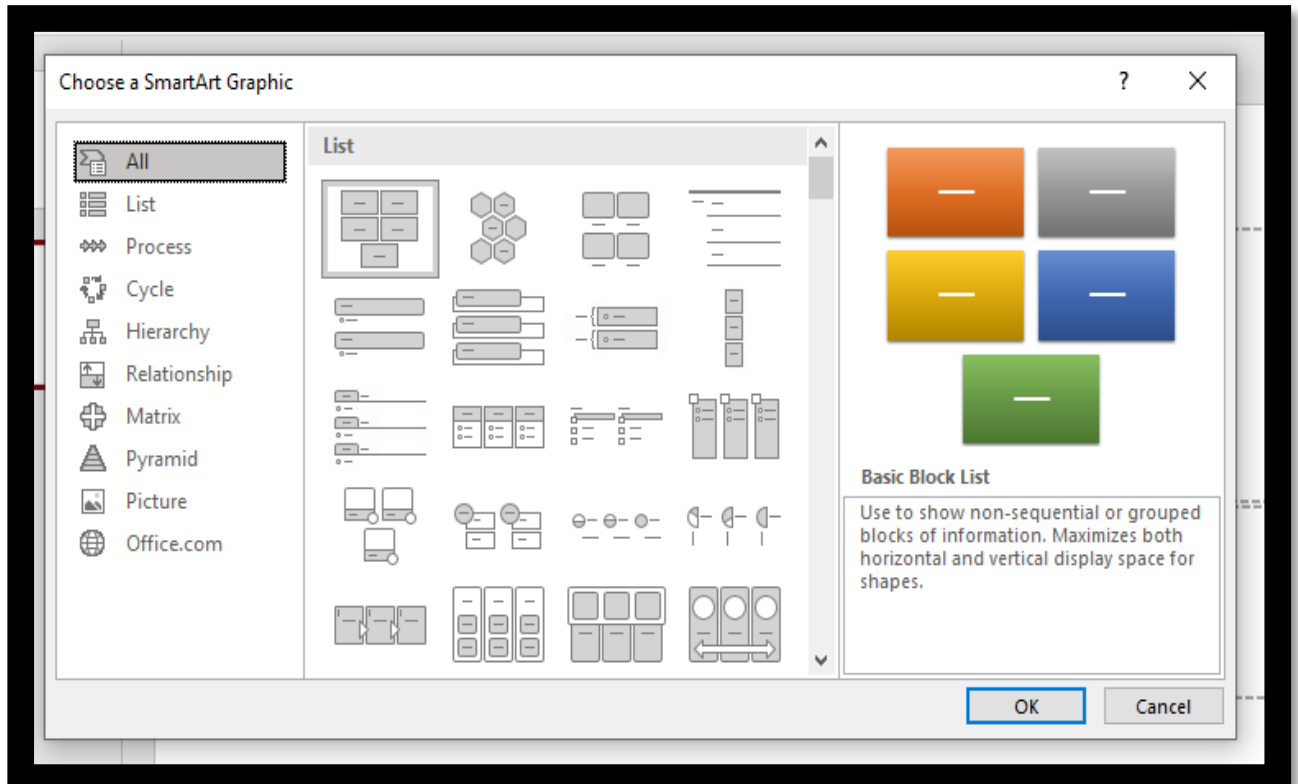
How to Format the Shapes:

- Click on your shape (object).
- Click the Format tab



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#### 4. Add Smart Art-



#### To add SmartArt:

- Click The Insert tab.
- Click the SmartArt button.
- Click the Start Art you choose.
- Drag it to the desired location in the slide

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## 5. Adding Video and Audio

The image shows a screenshot of the Microsoft Word ribbon with two callout boxes. The left box, titled 'Adding video clips', points to the 'Video' button in the 'Media' group. The right box, titled 'Adding Audio', points to the 'Audio' button in the 'Media' group. The ribbon includes groups for Tables, Images, Illustrations, Links, Text, Text, Symbols, and Media.

**Adding video clips**

- Click the **Video** button on the **Insert** tab.
- Choose **Video from File** or **Video from Clip Organizer**.

**Adding Audio**

- Click the **Audio** button on the **Insert** tab.
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Tract**, or **Record Sound**.

## 6. Creating Tables-

To create a table:

- Place the cursor on the page where you want the new table.
  - Click on the **Insert** tab of the ribbon.
  - Click on **Tables**, and enter the number of rows and columns.
  - Place the cursor in the cell where you wish to enter information and begin typing.
- Click on your table and then the **Design** tab to customize your tables.

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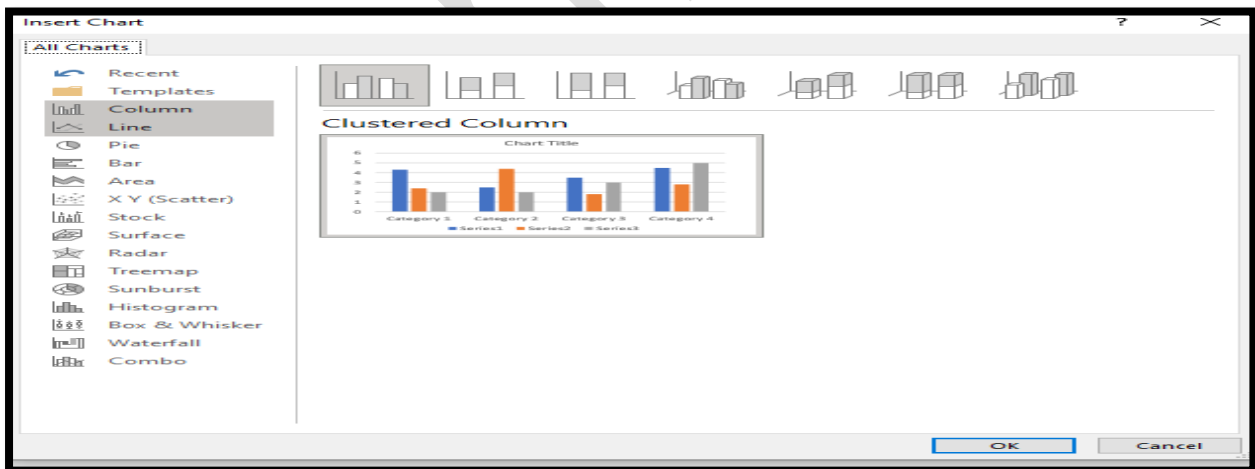
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## 7. Creating Charts To insert a chart:

- Click the Insert tab.
  - Click the type of Chart you want to create.
  - Insert the Data and Labels.
- **Edit Chart Data:**
- Click on the chart
  - Click Edit Data on the Design tab.

EXPENSES	BUDGET	ACTUAL	STATUS	AMOUNT OVER
AIRFARE	\$800	\$921	OVER BUDGET	\$121
HOTEL	\$375	\$324	WITHIN BUDGET	\$453
CAR	\$155	\$128	WITHIN BUDGET	\$443
FOOD	\$165	\$174	OVER BUDGET	\$174
OTHER EXP	\$150	\$786	OVER BUDGET	\$150



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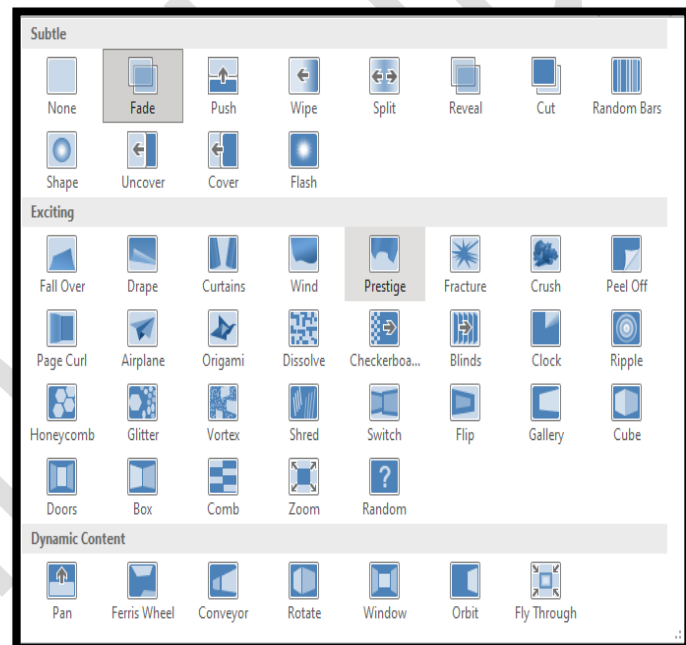
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## Transition and Animations

**1. Transition of Slides- Slide transitions are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation. You can control the speed, add sound, and even customize the properties of transition effects.**

**Add a transition to a slide-**

- In the pane that contains the Outline and Slides tabs, click the Slides tab
- Select the slide thumbnail of the slide that you want to apply a transition to.
- On the Transitions tab, in the Transition to This Slide group, click the slide transition effect that you want for that slide



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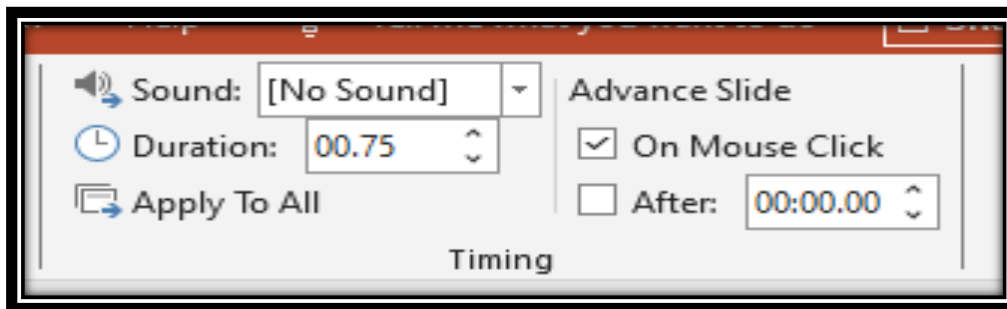
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## **2. Timing for a transition**

To set the duration of the transition between the previous slide and the current slide, do the following:

- On the **Transitions tab**, in the **Timing group**, in the **Duration box**, type or select the speed that



To specify how long before the current slide advances to the next, use one of the following procedures:

- To advance the slide when you click the mouse, on the Transitions tab, in the Timing group, select the On Mouse Click check box.
- To advance the slide after a specified time, on the Transitions tab, in the Timing group, in the After box, enter the number of seconds that you want

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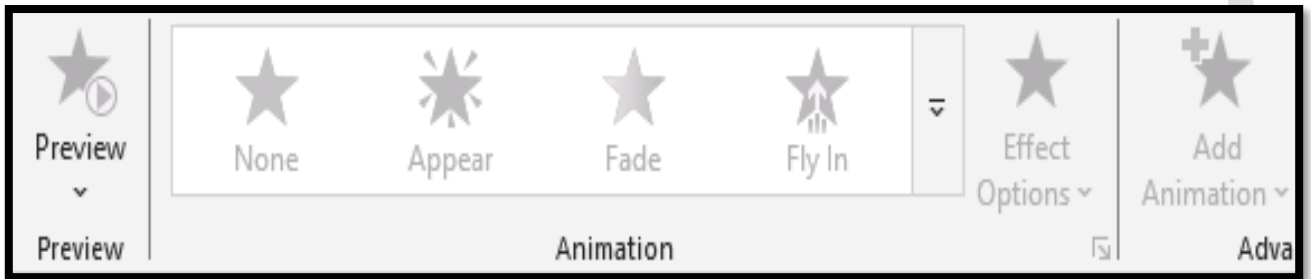
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## 3. Animations

You can create moving, animated SmartArt graphics to provide additional emphasis or show your information in phases. You can animate your entire SmartArt graphic or only an individual shape in your SmartArt graphic. For example, you can make each circle of a Venn diagram fly in one at a time or create an organization chart that fades in by level.



Set the animation effect options

### To set the animation effect options, do the following:

- Select the SmartArt graphic that has the animation that you want to modify.
- On the Animations tab, in the Advanced Animations group, click Animation Pane. • In the Animation Pane list, click the arrow to the right of the animation that you want to modify, and then select Effect Options.
- In the dialog box, on the SmartArt Animation tab, in the Group graphic list, select one of the following options:

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## 4. Timing

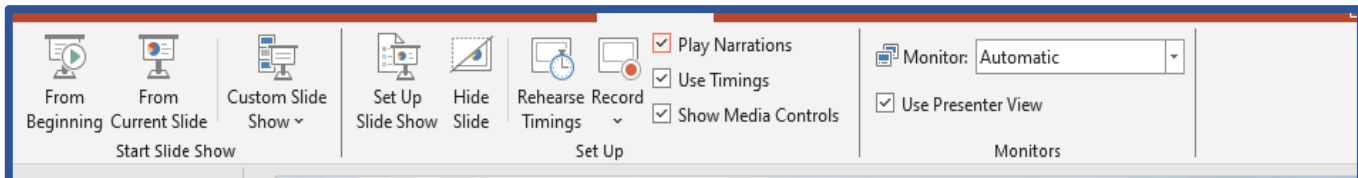
• Start (On Click): Choose when an animation starts to play Animation can start after the mouse click, at the same time as the previous animation, or after the previous animation finishes

• Duration: specify the length of an animation.

• Delay: Play the animation after a certain number of seconds.



## 5. Slide Show



**From Beginning (F5):** Start the slide show from the first slide.

**From Current Slide (Shift+F5):** Start the slide show from current slide.

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**Broadcast Slide Show:** Broadcast the slide show to remote viewers who can watch in a web browser.

**Custom Slide Show:** A custom slide show display only the slide you select

**Set Up Slide Show:** Set up advance options for slide show.

**Hide Slide:** Hide the current slide from the presentations. **Rehearse Timing:** Start a full-screen slide show in which you can rehearse your presentation.

**Record Slide Show:** Click here to choose where to start recording.

## **RECORD TAB-**

**Record** → Used to record slideshow with narration and timings.

**Screenshot** → Captures and inserts a screenshot into the slide.

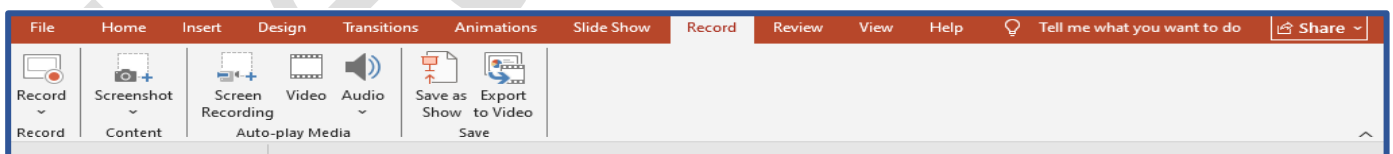
**Screen Recording** → Records your screen activity and adds it to the slide.

**Video** → Inserts a video file into the presentation.

**Audio** → Adds audio/music or voice recording to the slide.

**Save as Show** → Saves presentation as a slideshow file that opens directly in show mode.

**Export to Video** → Converts the presentation into a video file.



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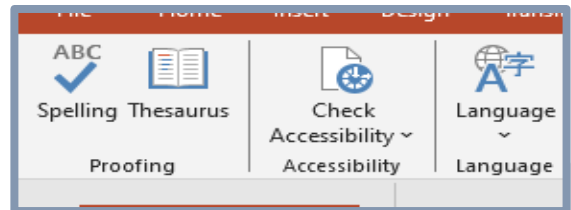
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## REVIEW TAB

### Proofing Tools

- Spelling & Grammar – Checks for errors in text.
- Thesaurus – Suggests synonyms for better wording.
- Translate – Converts text into another language.
- Language – Set proofing language for your slides.



### Comments

- New Comment – Add feedback on specific slides or elements.
- Edit/Delete Comment – Modify or remove comments.
- Previous/Next – Navigate through comments.
- Useful for teamwork and peer review.



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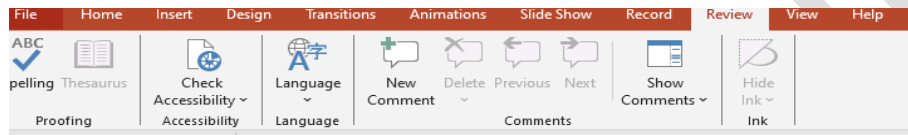
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## Compare

- Compare Presentations – Compare two versions of a presentation.
- Highlights changes made by others.



## Ink Tools

- **Start Inking** – Draw or annotate directly on slides (useful with touchscreen or stylus).
- Good for live presentations or marking feedback.

## Accessibility

**Check Accessibility** – Finds issues that might make your presentation hard to use for people with disabilities (e.g., missing alt text, poor contrast).

## Protect

- **Mark as Final** – Makes the presentation read-only to prevent edits.
- Helps maintain the final version.

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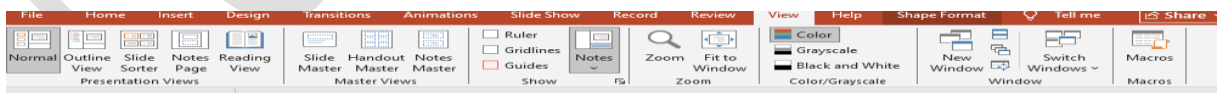
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### VIEW TAB

- **Normal View** – Default editing view to create and modify slide
- **Outline View** – Shows slide text in an outline format for easy editing.
- **Slide Sorter** – Displays all slides as thumbnails to reorder them quickly.
- **Notes Page** – Shows slides with speaker notes for editing and printing.
- **Reading View** – Plays the presentation in a window for preview.
- **Master Views** – Edit slide layouts and design using Slide Master.
- **Ruler** – Displays rulers to align objects precisely.
- **Gridlines** – Shows gridlines to help position objects evenly.
- **Guides** – Adds adjustable lines for better alignment.
- **Zoom** – Zoom in or out of slides.
- **Fit to Window** – Adjusts slide size to fit the screen.
- **Colour/Grayscale** – View presentation in colour, grayscale, or black & white.
- **New Window** – Opens another window of the same presentation.
- **Arrange All** – Tiles all open presentation windows.
- **Switch Windows** – Switch between open presentations.
- **Macros** – Create or run automated tasks.
- **Colour** – Used to view slides in full colour as designed.
- **Grayscale** – Used to preview slides in shades of grey for better contrast in printing.
- **Black & White** – Used to see how slides will look when printed in pure black and white.



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### PowerPoint Shortcuts (A to Z)

Key	Shortcut Function
A	Select all text (Ctrl + A)
B	Bold text (Ctrl + B)
C	Copy (Ctrl + C)
D	Duplicate slide/object (Ctrl + D)
E	Center align (Ctrl + E)
F	Find (Ctrl + F)
G	Group objects (Ctrl + G)
H	Replace (Ctrl + H)
I	Italic (Ctrl + I)
J	Justify text (Ctrl + J)
K	Insert hyperlink (Ctrl + K)
L	Left align (Ctrl + L)
M	New slide (Ctrl + M)
N	New presentation (Ctrl + N)
O	Open file (Ctrl + O)
P	Print (Ctrl + P)
Q	Close PowerPoint (Alt + F4)
R	Right align (Ctrl + R)

S	Save (Ctrl + S)
T	Font dialog box (Ctrl + T)
U	Underline (Ctrl + U)
V	Paste (Ctrl + V)
W	Close presentation (Ctrl + W)
X	Cut (Ctrl + X)
Y	Redo (Ctrl + Y)

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## Objects & Shapes

- Ctrl + G → Group
- Ctrl + Shift + G → Ungroup
- Ctrl + ] / [ → Bring forward / Send backward

## Slide Show Controls

- N / → → Next slide
- P / ← → Previous slide
- B → Black screen
- W → White screen

## Pro Tips

- Ctrl + Drag → Copy object
- Shift + Drag → Move straight line
- Alt + Drag → Precise movement