

Creating a Simple Presentation with PowerPoint



Objectives

At the end of this session, you will be able to:

- Start Microsoft PowerPoint
- Create a new presentation
- Navigate and edit slides
- Apply design templates to slides
- Apply background colours to slides
- Change the colour scheme of the slides
- Save a presentation



Basic PowerPoint

PowerPoint

- Is an application software.
- Is used to create attractive presentations.

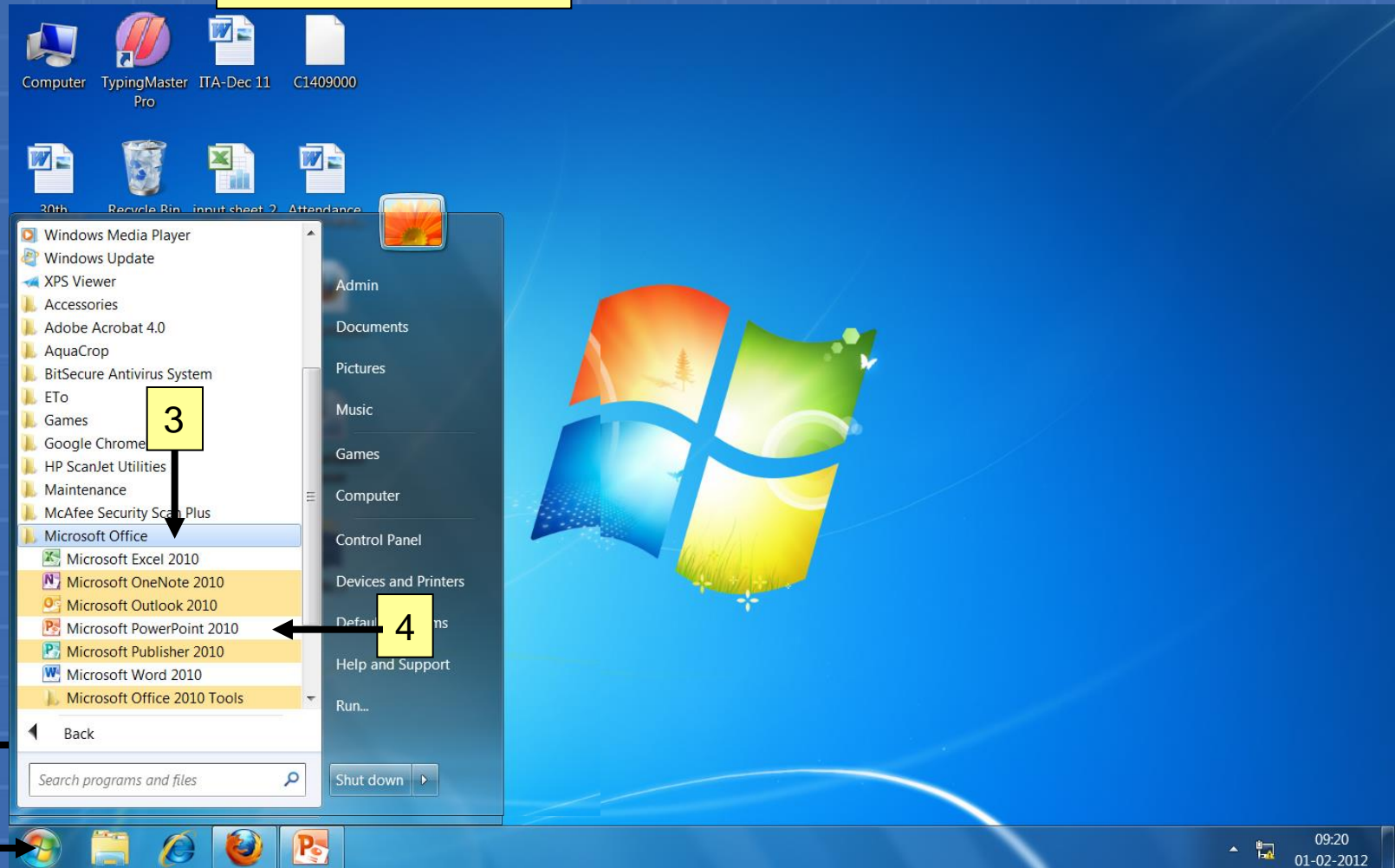
PowerPoint slides can be:

- Presented to a large audience by using a projector.
- Made colourful and attractive by adding pictures, coloured text, movie and sound clips or animated objects.
- Edited or modified at any time.



Starting PowerPoint

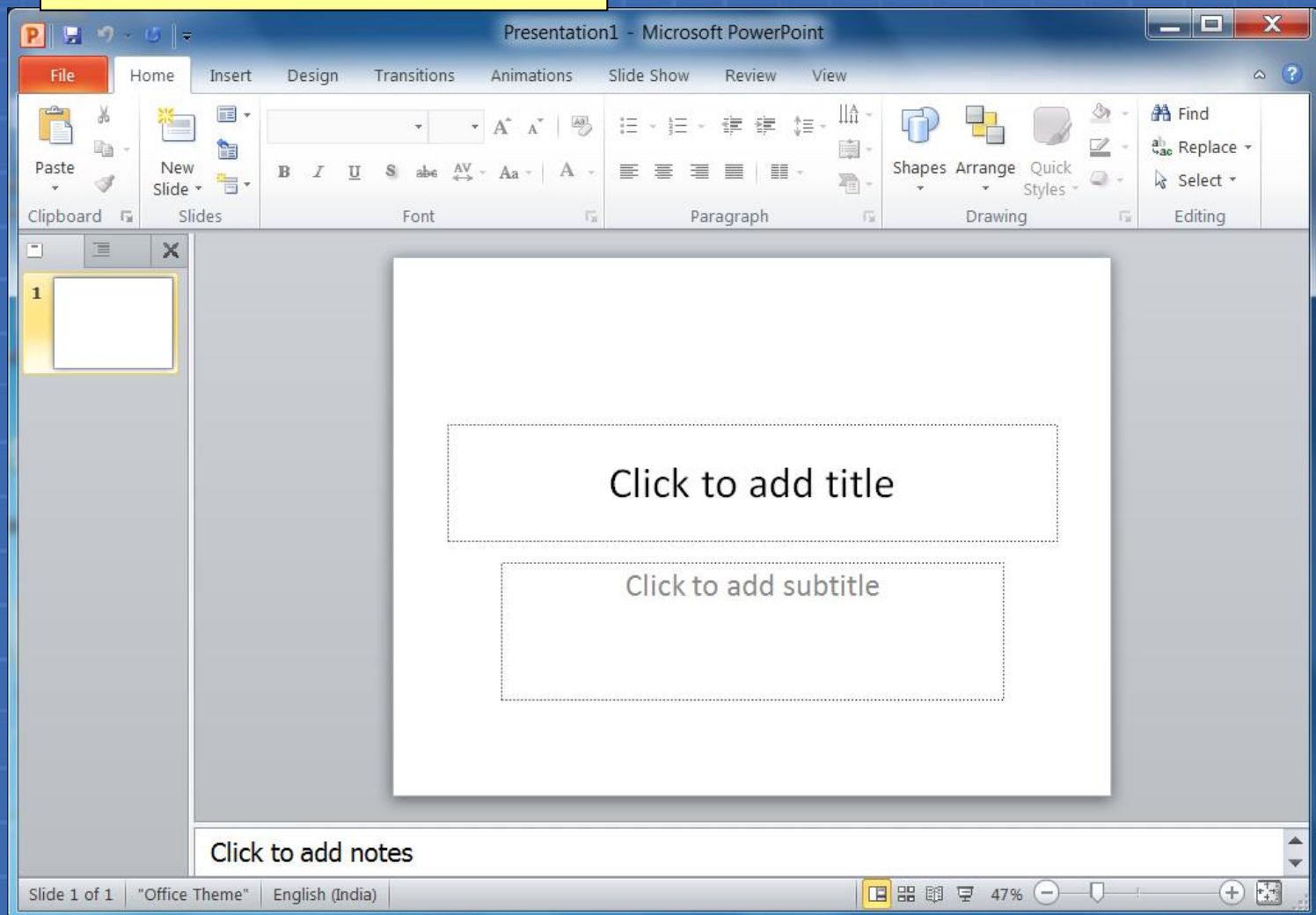
To start PowerPoint





Starting PowerPoint (Contd..)

The PowerPoint opens as shown





The PowerPoint Interface

Main Menu

Tabs

Title bar

Ribbon

File

Is the topmost part of the PowerPoint interface

Each Tab displays a some groups with set of commands
When a command is clicked, PowerPoint performs corresponding actions
Tab options can also be activated by using hot keys or shortcut keys

Contains some groups and Options or commands

Click to add title

Is the white rectangular area on the screen

Status bar

- Displays the details of the current presentation, such as:
- The number of slides in the presentation
- The design template used

Click to add notes

Side 1 of 1 "Office Theme" English (India) 47%

Activity 12.1.1



Match the hot keys with their respective menus on the menu bar.

Menu	Hot keys
File	ALT + F
Home	ALT + H
Insert	ALT + N
Design	ALT + G
Transitions	ALT + K
Animations	ALT + A
Slide Show	ALT + S
Review	ALT + R
View	ALT + W