Creating a Simple Presentation with PowerPoint

Objectives

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

- What is PowerPoint?
- Why to use PowerPoint?
- Start Microsoft PowerPoint
- Create a new presentation
- Navigate and edit slides
- Apply design templates to slides
- Apply background colors to slides
- Save a presentation

What is PowerPoint?

- *Microsoft PowerPoint* is a presentation graphics package.

- Features - text handling, outlining, drawing, graphing, clipart and so on.

- PowerPoint can produce Presentations, Slides, Handouts, Speaker's Notes and Outlines.

- Slides are made up of *objects* e.g. text and image objects

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.

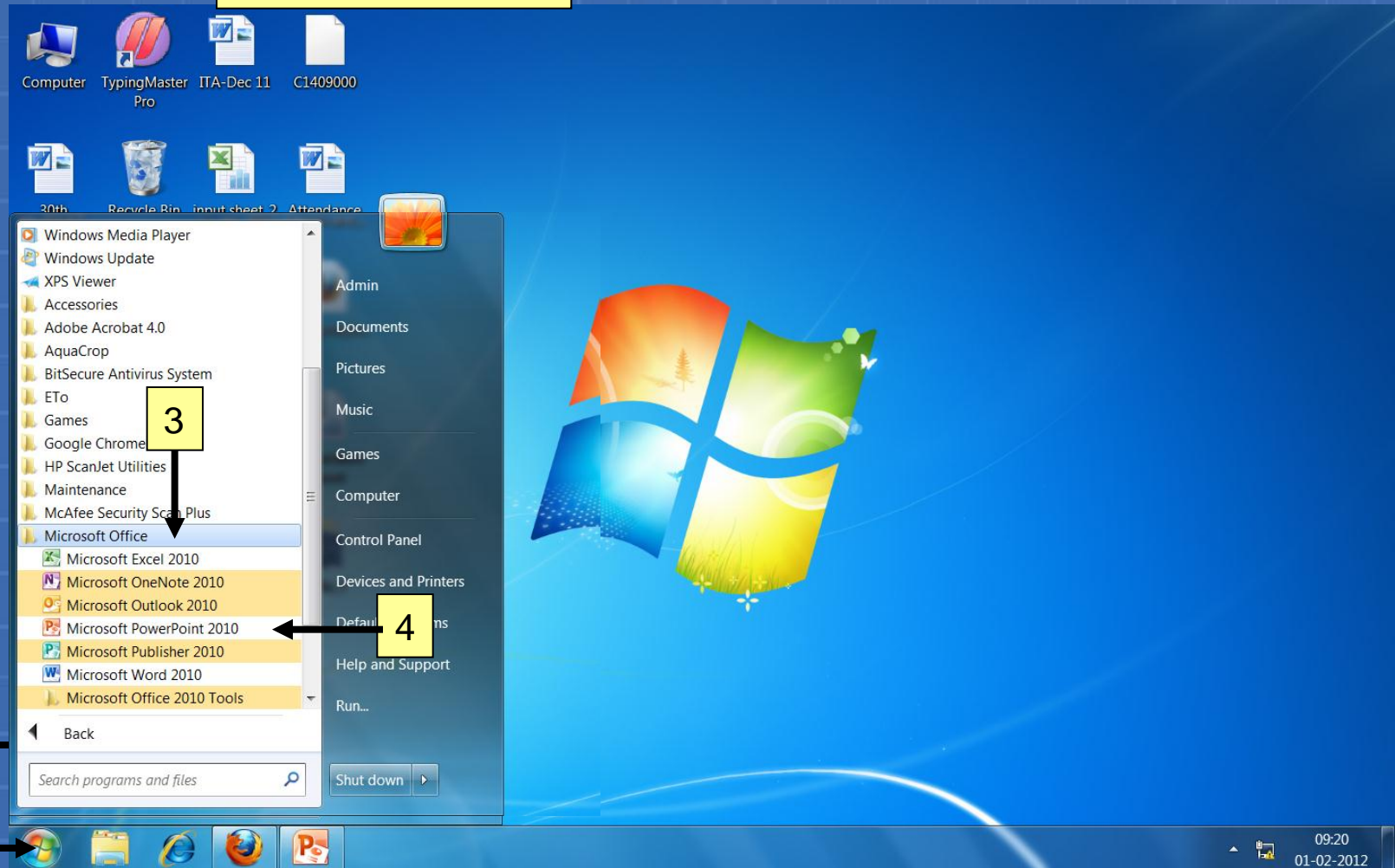– Edited or modified at any time.

Why to use PowerPoint?

- To hold interest

- To focus attention

- To guide discussions/overviews

- To support the message being delivered

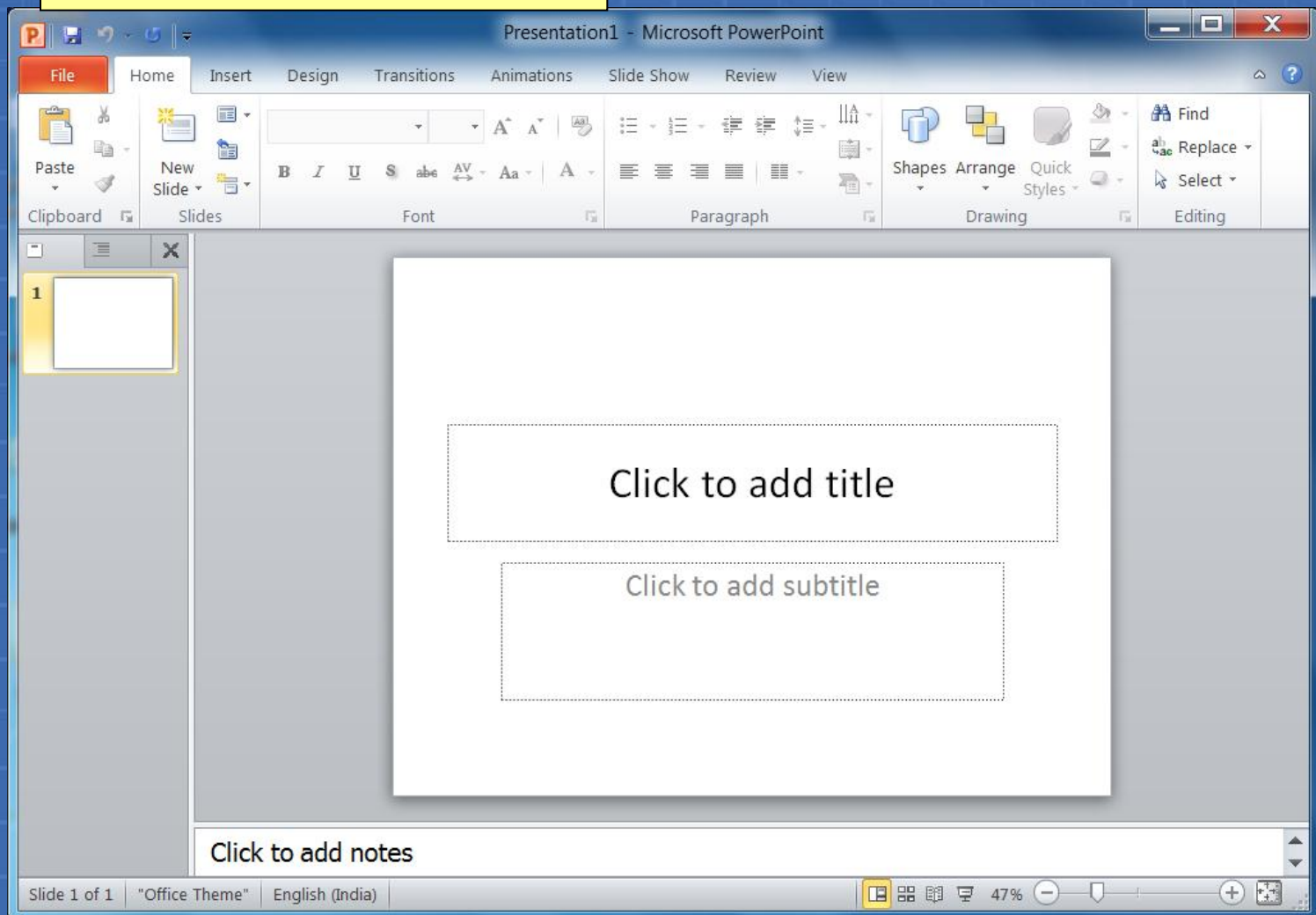- To create a poster for a conference

Starting PowerPoint

To start PowerPoint

Starting PowerPoint (Contd..)

The PowerPoint opens as shown

The PowerPoint Interface

Main Menu

Tabs

Title bar

Ribbon

•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

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

Status bar

Click to add notes

Slide 1 of 1 | "Office Theme" | English (India)   47%