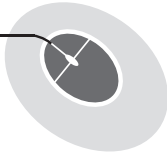


# More About PowerPoint



## LEARNING OUTCOMES

**After this lesson, students will be able to:**

- » Recall how to:
  - Open and close PowerPoint.
  - Select slide design.
  - Apply side layout.
  - Insert slides.
  - Add text and pictures to a slide.
  - View slide show.
  - Save and open files in PowerPoint.
- » Work with animations:
  - Apply different types of animations to placeholders on a slide.
  - Preview an animation.
  - Open the animation pane.
  - Reorder an animation.
  - Apply the duration to an animation.
- » Work with transitions:
  - Apply slide transition.
  - Preview a transition.
  - Add sound to a transition.
  - Apply timings to a transition.
  - Advance slide according to options.



- » Work with audio:
  - Insert an audio.
  - Trim an audio.
  - Use audio as playback.
  - Play an audio continuously.
  - Show/Hide the audio icon.
- » Work with videos:
  - Insert a video.
  - Play a video using different options.
  - Embed an online video.
  - Trim a video.

## WARM UP

**Recall the answers to the following questions:**

1. What is a presentation?

**Ans.** A presentation is a process of explaining a topic in an interesting way by making it visually appealing so that it leaves an impact on the audience.

2. What are the different kinds of data that a slide can contain?

**Ans.** Text, pictures, videos, sound effects, animation.

3. Can a presentation have background music?

**Ans.** Yes.

## CHAPTER NOTES

- » To give life to your presentation, PowerPoint provides various animation and transition tools. With the help of these tools, you can change the way objects appear, move and disappear on the slide.
- » To apply animation to an object, click on the Animations tab.
- » There are four types of animations present under this tab: Entrance, Emphasis, Exit and Motion Paths.

- Entrance: This effect controls how the object enters the slide. For example, with the Bounce animation the object will appear onto the slide and then bounce several times.
- Emphasis: Emphasis animation effects determine how the slide object calls attention towards itself while it is on the slide. These animations are often triggered by a mouse click. For example, you can set an object to spin when you click the mouse.
- Exit: This effect controls how the object takes exit from the slide. For example, with the Fade animation the object will simply fade away.
- Motion Paths: A motion path moves an object within the slide along a predetermined path like a circle or a line.
- » Preview means quickly checking the effect of applied animations before the final slide show is viewed.
- » Slide transitions mean that you can decide how your slide would appear/disappear on the screen while running the slide show.
- » You can also add sound effects with the transitions.
- » You can add background music or a sound effect to your slide. You can even record your own narration or commentary and add it to the slides.
- » Volume: This button enables you to set the volume for your audio clip.
- » Start: Using this button, you can specify how you want your audio to start during the presentation – Automatically or On Click.
- » Play Across Slides: This lets you play your audio across the slides.
- » Loop Until Stopped: This plays your audio repeatedly and continuously when the active slide is shown.
- » Hide During Show: Select this option to hide your audio clip graphic in the Slide Show view.
- » Rewind after Playing: This option is useful if you need to play an audio clip more than once.
- » PowerPoint also allows you to insert a video onto a slide and play it during your presentation. This makes your presentation more engaging

for the audience. You can even edit the video to modify its appearance.

- » Some websites like YouTube allow you to embed videos into your slides. An embedded video won't be physically added to your file but it will play from its original source on the Internet. This reduces the file size of your presentation.

## **DEMONSTRATION**

- » Apply different types of animations to placeholders on a slide
- » Preview an animation
- » Open the animation pane
- » Reorder an animation
- » Apply the duration to an animation
- » Apply a slide transition
- » Preview a transition
- » Add sound to a transition
- » Apply timings to a transition
- » Advance slide according to options
- » Insert audio
- » Use audio as playback
- » Play an audio continuously
- » Show/hide the audio icon
- » Insert a video
- » Play a video using different options
- » Embed an online video

## **LAB ACTIVITIES**

- » Create a PPT on the topic 'India's Space Missions'.
- » Include slides on Chandrayaan 1, Mangalyaan and Chandrayaan 2.
- » Add animation and transition effects.

## ASSESSMENT

**Teacher can assess students by asking them about:**

1. Entrance and Emphasis effects.
2. Apply and Apply to All options.

## SUGGESTED CLASS ACTIVITIES

**A. Fill in the blanks with correct words.**

1. The \_\_\_\_\_ effect controls how the object exits from a slide.
2. \_\_\_\_\_ are special effects which allow us to move objects on a slide.
3. Animation effects are present under the \_\_\_\_\_ group of the Animations tab.
4. Changing the order of animations is called \_\_\_\_\_ the animations.
5. \_\_\_\_\_ helps in applying an animation effect to the whole slide.

**B. Answer the following questions.**

1. What is an animation effect?
2. Write briefly about any three types of animation effects in PowerPoint.
3. How can you add multiple effects to a single object present on a slide? Write the steps.