Introduction to PowerPoint 2013

8

Learning Outcomes

After this lesson, students will be able to:

- » Define PowerPoint as a presentation software.
- » Start PowerPoint.
- » Label the components of the PowerPoint window.
- » Describe each component of the PowerPoint window.
- » Open a new file.
- » Apply a design.
- » Add text and pictures on a slide
- » Work with placeholders – insert, delete, move, resize.
- » Apply a slide layout.
- » Add a slide.
- » Run a slide show.
- » Save a presentation.
- » Open a saved presentation.

WARM UP

Your teacher wants to show you a presentation on INDIA. Number these slides in proper order.
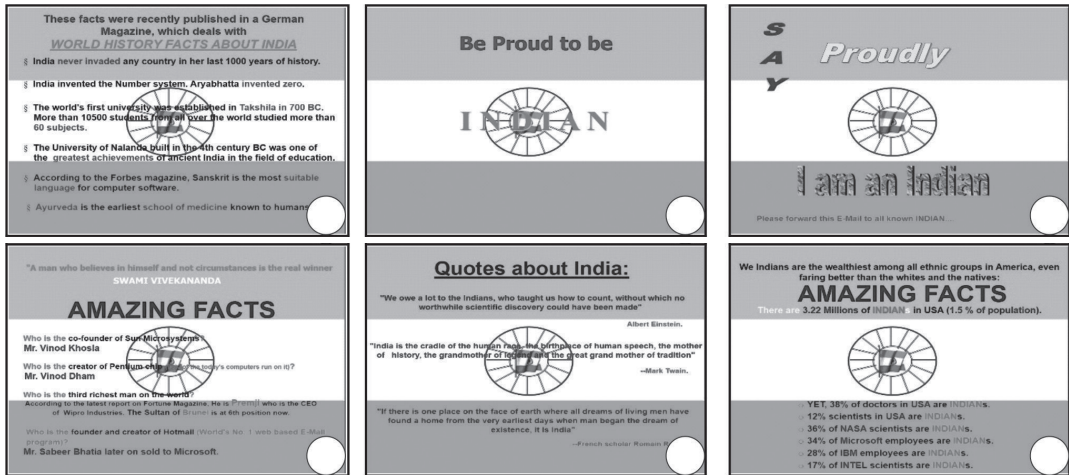
Ans. Do it yourself.

CHAPTER NOTES

» MS PowerPoint is a part of a software package called MS Office 2013 by Microsoft Corporation.

» PowerPoint 2013 is a software application used for making slideshows or presentations.

» A presentation is the process of presenting a topic to an audience in an interesting way so that it leaves an impact on it.

» A presentation software is a special software that helps the presenter create presentations.

» A computer presentation or slide show is an electronic presentation of a series of slides showing content which may appear on different slides in the form of text, pictures, videos, sound effects and animation.

» MS PowerPoint 2013 is a presentation graphics software. It helps us to create attractive presentations using various elements like text, pictures, smart charts, graphics, animations and sound.

» A slideshow or slide presentation is a series of pictures or pages of information (slides), generally shown on a large screen using a video projector.

» MS PowerPoint has the File tab that allows you to save, open, close or print your file. You can also create a new file from here. The File tab view is called the Backstage View.

» MS PowerPoint has a Ribbon with various tabs and buttons to create attractive and effective presentations. The Ribbon has different tabs where each tab consists of commands divided into categories called groups.

» You may minimise the Ribbon if you feel it is taking too much screen space. Just click the Ribbon Display Options arrow in the upper right corner of the Ribbon.

» The Quick Access Toolbar lets you access common commands no matter which tab is selected on the Ribbon.

» The slide navigation pane allows you to view and work with the slides in your presentation. The selected slide will appear in the slide pane to the right. You can add, delete, duplicate and rearrange slides in the slide navigation pane.

» Slide Pane is the main area where you can view and edit the selected slide.

» Click Notes to add notes to your current slide. They are also called speaker notes. These notes can help you while giving or preparing your presentation.

» Normal View is selected by default. This view shows the slide navigation pane and the selected slide.

» Slide Sorter displays all the slides in miniature or thumbnail form. We can reorder, copy and delete multiple slides in this view.

» Reading View hides all editing tools to make your slides easier to review.

» Play Slide Show will play your slides as an actual presentation so that you can test it before giving the final presentation to the audience.

» The Slide Layout option lets you choose how objects like text, pictures, charts, etc., will be placed on a slide. When you insert a new slide, it will usually have placeholders. Placeholders can contain different types of content, including text and images. Some placeholders have placeholder text, which you can replace with your own text. Others have thumbnail icons that allow you to insert pictures, charts, and videos.

» If you are not interested in using the readymade slide layout, you may choose the Blank Layout option and insert objects as per your requirement. In MS PowerPoint, text, pictures, tables, SmartArt graphics, WordArt etc., are all treated as objects. The Insert tab gives us the choice to insert different objects in our presentations.

» Adding pictures can make your presentations more interesting. You can insert a picture from a file on your computer onto any slide. PowerPoint even includes tools for finding online pictures and adding screenshots to your presentation.

» To play the slideshow, press the F5 key from the keyboard.

DEMONSTRATION

Show how to do the following:
» Open PowerPoint.
» Open a new file.
» Apply a design.
» Add text and pictures on a slide.
» Work with placeholders – insert, delete, move, resize.
» Apply a slide layout.
» Add a slide.
» Run the slideshow.

» Save a presentation.

» Open a saved presentation.

LAB ACTIVITIES

» Make a new PowerPoint file with the name "My School".

» Apply a design template with your school colour.

» Make the cover slide.

» On a new slide, give the title "About My School". Add text and pictures on it.

» On a new slide, give the title "Principal". Add text and pictures on it.

» On a new slide, give the title "Teachers". Add text and pictures on it.

» On a new slide, give the title "I Love My School". Add text and pictures on it.

» Run the slideshow.

» Save the presentation.

ASSESSMENT

The teacher can give a quiz to test the students on the following.

(a) Labelling the components of the PowerPoint window.

(b) Steps to:

(i) Open a new file

(ii) Apply a design

(iii) Work with placeholders