



More About MS PowerPoint 2013

LESSON OUTCOMES

After this lesson, students will be able to:

- » Recall how to open, create and save a PowerPoint file.
- » Recall how to:
 - Create a slide.
 - Insert a new slide.
 - Apply slide design.
 - Apply slide layout.
 - Work with placeholders.
 - Add text and pictures to a slide.
- » Work with slides:
 - Duplicate a slide.
 - Move a slide.
 - Delete a slide.
- » Customise slides.
 - Change the slide size.
 - Format the slide background.
 - Apply a theme.
 - Insert WordArt.
- » Work with files:
 - Print a presentation.

WARM UP

- » Using WordArt in Word 2013, draw and colour your name using calligraphy effects.

Ans. Do it yourself.

CHAPTER NOTES

- » PowerPoint presentations are made up of a series of slides. Slides contain the information you will present to your audience. This may include text, pictures, animations, etc.
- » PowerPoint presentations can contain as many slides as you need. The Slide Navigation Pane makes it easier to organise your slides. Using Slide Navigation Pane, you can duplicate, rearrange and delete slides in your presentation.
- » If you want to make another copy of a slide quickly, you can duplicate it.
- » It's easy to change the order of your slides. Just click and drag the desired slide in the Slide Navigation Pane and drop it to the desired position.
- » If you want to remove a slide from your presentation, you can delete it.
- » You can customise slides and make modifications to make them appear more attractive and meaningful.
- » By default, PowerPoint 2013 supports the default widescreen display.
- » By default, all slides in a presentation use a white background. However, you can change the background style for some or all of your slides. Backgrounds can have a solid, gradient, pattern, or picture fill pattern.

- » A theme is a predefined combination of colours, fonts and effects that can quickly change the look and feel of your entire slide show. Different themes use different slide layouts, which can change the arrangement of your existing placeholders.
- » You have already learnt about the WordArt tool in MS Word 2013. In PowerPoint, a WordArt style will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.
- » Even though PowerPoint presentations are designed to be viewed on a computer, there may be times when you want to print them.
- » The Print pane makes it easy to preview and print your presentation.

DEMONSTRATION

- » Duplicate a slide.
- » Move a slide.
- » Delete a slide.
- » Change the slide size.
- » Format the slide background.
- » Apply a theme.
- » Insert WordArt.
- » Print a presentation.

LAB ACTIVITIES

1. Create a slide show on the topic “OUR AMAZING FLORA AND FAUNA” as shown on the next page. (You can use Tux Paint photos for the task.)



2. Now, do the following:
 - (a) Try creating duplicate slides.
 - (b) Change the order of slides.
 - (c) Apply themes and backgrounds.

ASSESSMENT

Teacher can assess students on the basis of the following questions.

1. What is meant by duplicating a slide?
2. Write the steps to delete a slide from a presentation.
3. What are themes? Where are they found?
4. What are the different options to play a PowerPoint presentation? Name them.
5. What are the different Print Layout options available while printing a presentation? Write briefly about each.