LEC7

PowerPoint

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1. WHAT IS POWERPOINT?

PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program which allows you to create professional-looking electronic slide shows. PPT is used to present information in an organized manner to an individual or group. Using clip art, sound clips, movie clips, graphs, organization charts, imported Web screens, and many other features, you can easily create a presentation that will impress your audience and convey your message clearly and professionally.

The image given below shows the main page of MS PowerPoint, where a person lands when the program is opened on computer system:
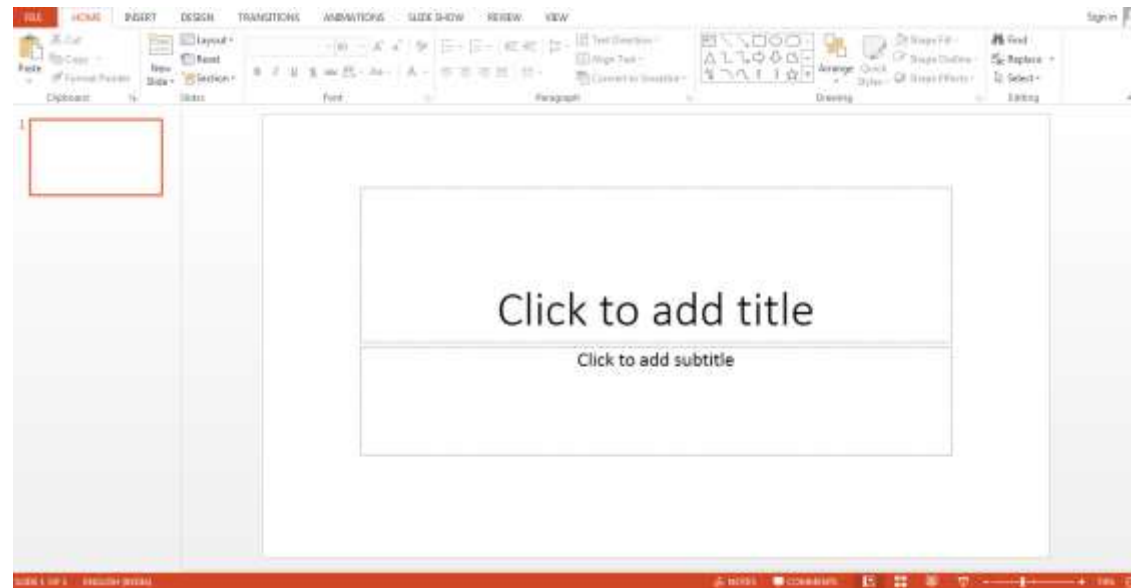

Figure 1: PowerPoint Interface

2. What is a PowerPoint presentation or PPT?

A combination of various slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner is called a PowerPoint presentation or PPT.

3. What is a slide show in a PowerPoint presentation?

When all the slides of a PowerPoint presentation are set in series and then presented to a group of people, where each slide appears one after the other, is a set pattern, this is known as a PowerPoint slide show.

4. What all elements can be added to a slide?

The following elements can be added to a PowerPoint slide:

1. Clip Art
2. Graphs
3. Tables
4. Photographs
5. Charts
6. Media Clips
7. Videos

5. Features of MS PowerPoint

There are multiple features that are available in MS PowerPoint which can customise and optimise a presentation. The same have been
discussed below.

❖ **Slide Layout**

Multiple options and layouts are available based on which a presentation can be created. This option is available under the "Home"
section and one can select from the multiple layout options provided.

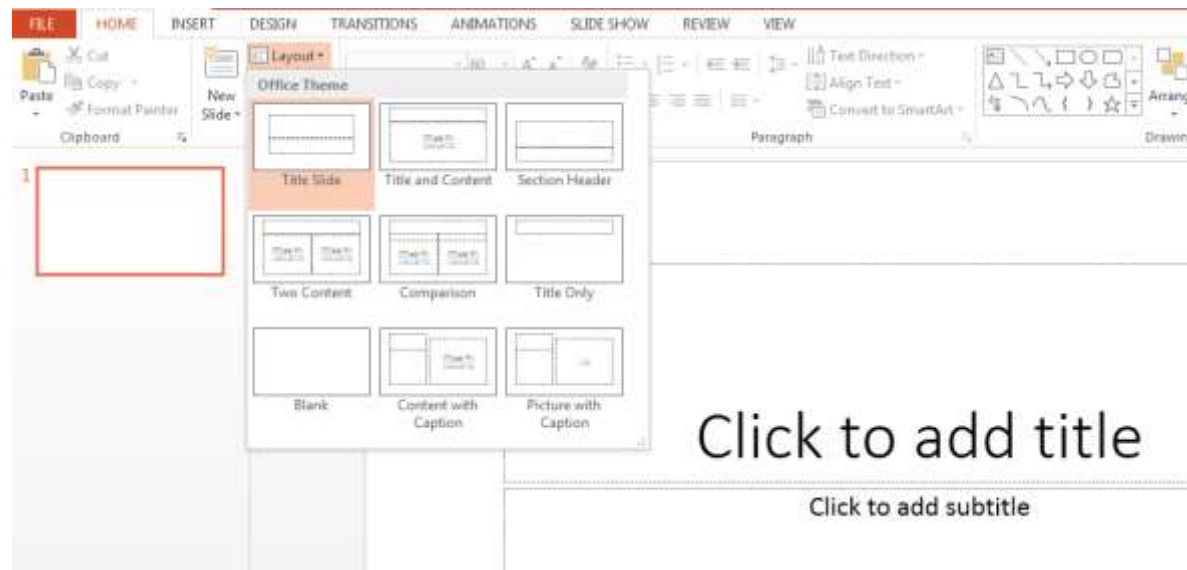The image below shows the different slide layout options which are available for use:

Figure 2: Slide Layout

Under the "Insert" category, multiple options are available where one can choose what feature they want to insert in their presentation. This may include images, audio, video, header, footer, symbols, shapes, etc.

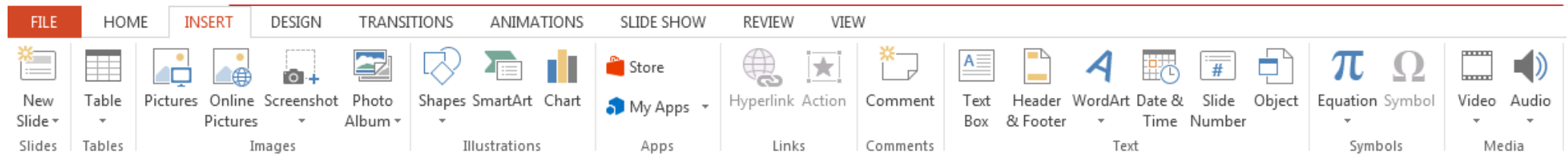The image below shows the features which can be inserted:

Figure 3: Features of Insert Tab

❖ **Slide Design**

MS PowerPoint has various themes using which background color and designs or textures can be added to a slide. This makes the presentation more colorful and attracts the attention of the people looking at it.This feature can be added using the "Design" category mentioned on the homepage of MS PowerPoint. Although there are existing design templates available, in case someone wants to add some new texture or color, the option to customize the design is also available. Apart from this, slide designs can also be downloaded online.
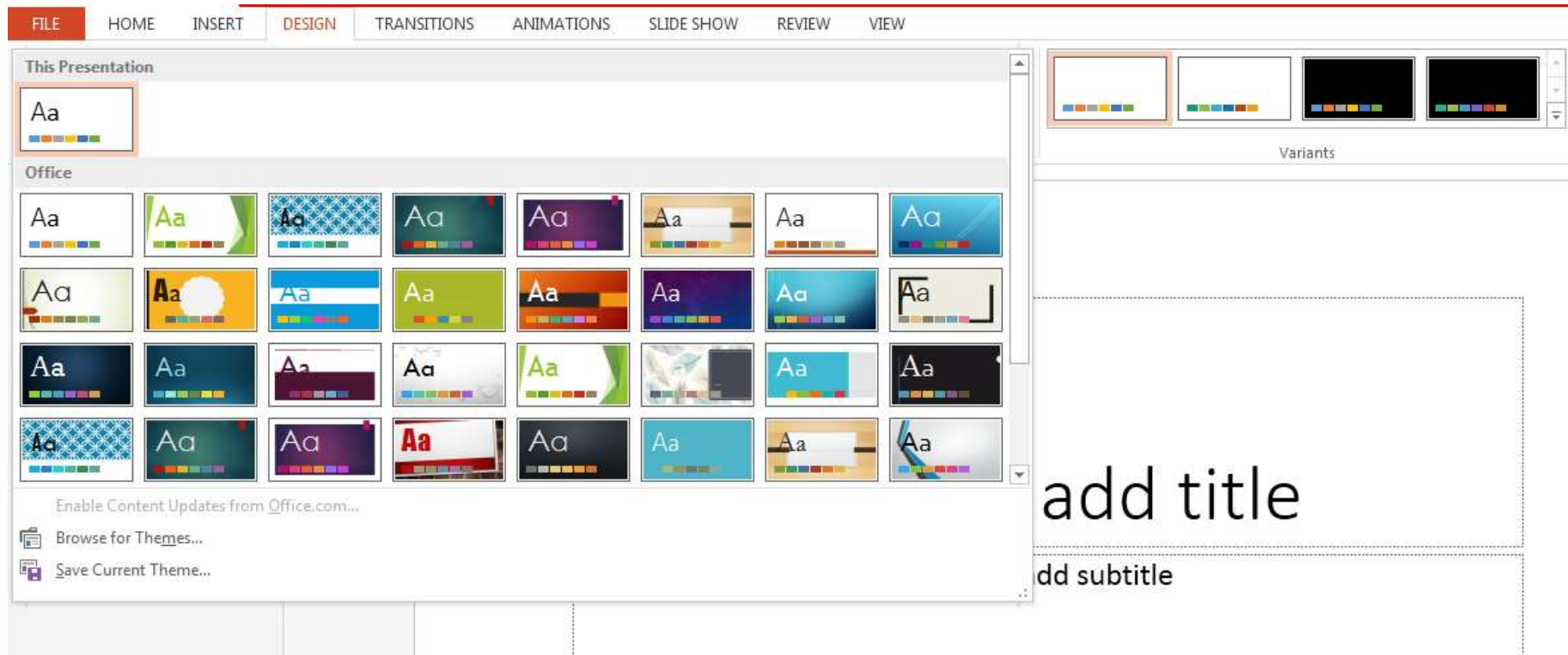
Refer to the below for slide design:

Figure 4: Slide Design

❖ **Animations**

During the slide show, the slides appear on the screen one after the other. In case, one wants to add some animations to the way in which a slide presents itself, they can refer to the "Animations" category.

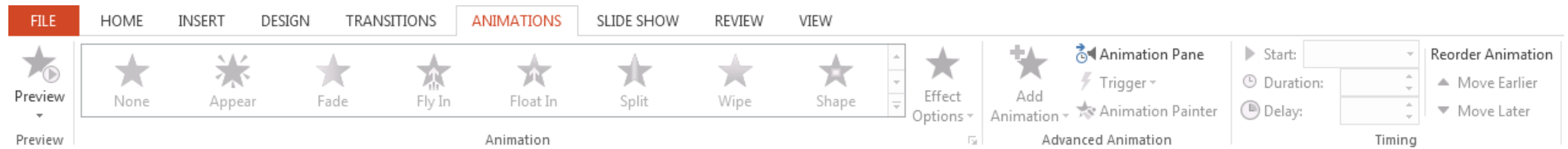The different animation styles available on PowerPoint are:

Figure 5: Animations

6. Uses of PowerPoint Presentation

PowerPoint presentations are useful for both personal and professional usage. Given below are a few of the major fields where PPT is extremely useful:

1. **Education** :With e-learning and smart classes being chosen as a common mode of education today, PowerPoint presentations can help in making education more interactive and attract students towards the modified version of studying

2. **Marketing**: In the field of marketing, PowerPoint presentations can be extremely important. Using graphs and charts, numbers can be shown more evidently and clearly which may be ignored by the viewer if being read

3. **Business** :To invite investors or to show the increase or decrease in profits, MS PowerPoint can be used

4. **Creating Resumes**: Digital resumes can be formed using MS PowerPoint. Different patterns, photograph, etc. can be added to the resume

5. **Depicting Growth**: Since both graphics and text can be added in a presentation, depicting the growth of a company, business, student's marks, etc. is easier using PPT.

Sample questions based on MS PowerPoint

Q 1. How many maximum slides can be added to a PowerPoint presentation?

1. 50

2. 500

3. No fixed number

4. 25

5. 300

Answer: (3) No fixed number

Q 2. Slide Sorter view can be selected under which of the following categories?

1. Home

2. File

3. Edit

4. View

5. Review

Answer: (4) View

Q 3. The combination of which keyboard keys can be used as a shortcut to add a new slide in MS PowerPoint ?

1. ctrl+S

2. ctrl+L

3. ctrl+M

4. ctrl+N

5. ctrl+P

Answer: (3) ctrl+M

Q 4. Header and Footer option is available under which of the following categories?

1. Insert

2. Design

3. Review

4. View

5. Home

Answer: (1) Insert

Q 5. Which of the following is not included in the "Insert" category in MS PowerPoint?

1. Shapes

2. Table

3. Equation

4. Animation

5. Video

Answer: (4) Animation

Question 6. Give shortcuts to create, print, close & save a presentation?

Answer:

1. Ctrl + N – Create a New presentation.

2. Ctrl + S – Save a presentation.

3. Alt + F4 – Close a presentation.

4. Ctrl + P – Print a presentation.