Contents   Page No

# Software Orientation

Before you begin working in Microsoft PowerPoint, you should be familiar with user interface. When you first start PowerPoint, you will see a below.

Slides Pane | Slide pane (main work area) | Title placeholder | Subtitle placeholder | Ribbon

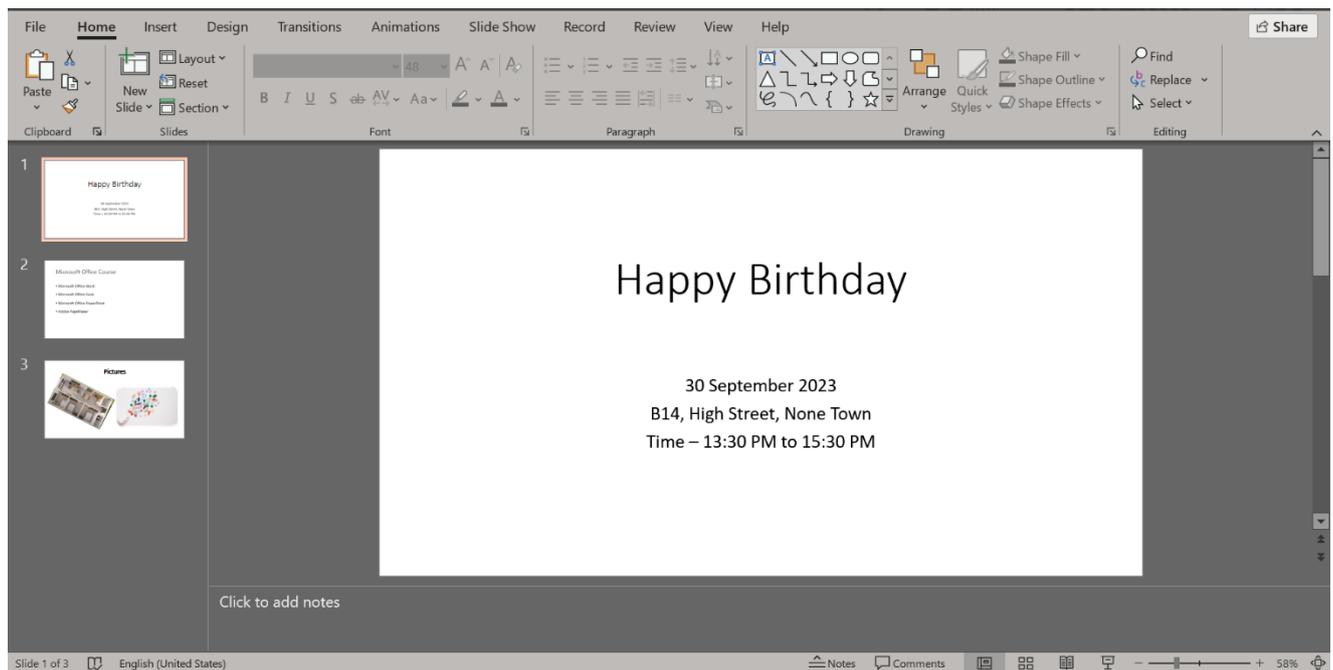Status bar

Note Pane
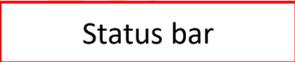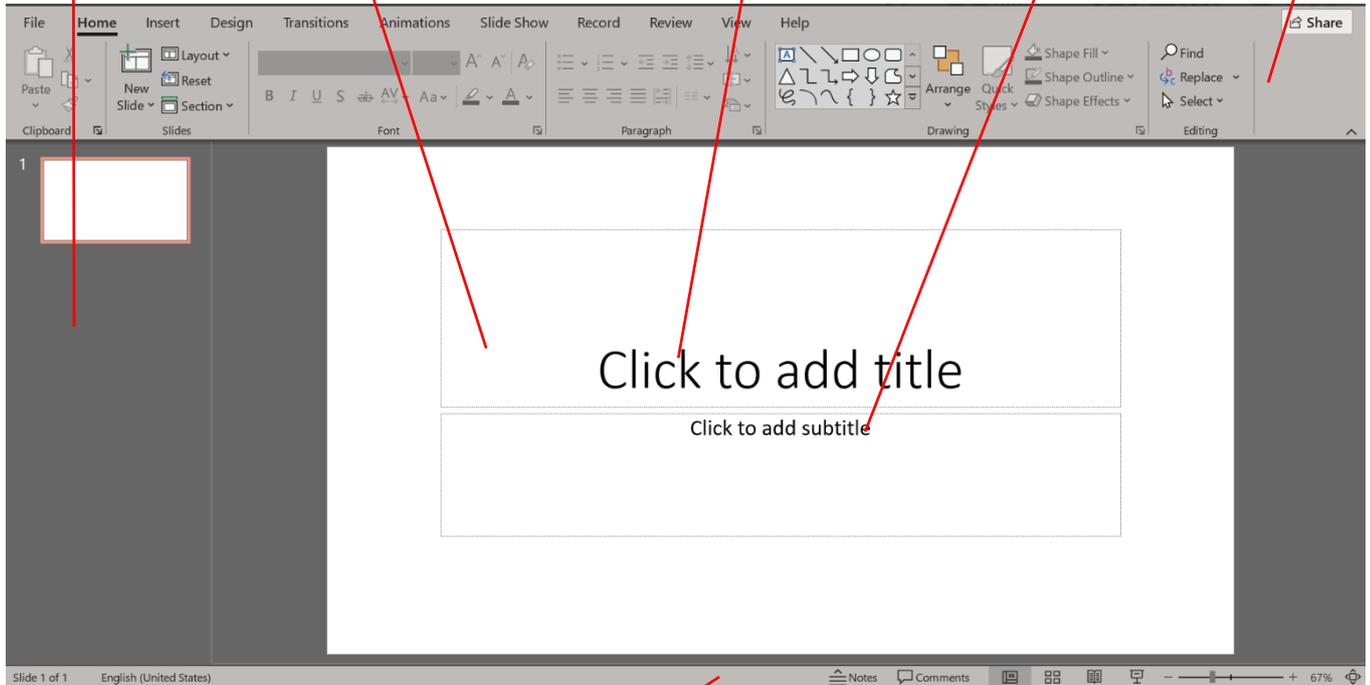
Views in Power Point

PowerPoint has four main views. On the View tab, in the Presentation Views groups.

- Normal View
- Slide Sorter View
- Notes Page View
- Reading View
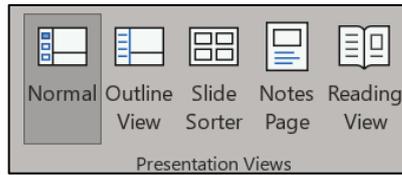
Normal View

Norma View is the main editing view, where you write and design your presentation.


Slide Sorter View

Slide Sorter view is a view of your slides in thumbnail form.

Notes Page View

You can type your notes in the Notes pane, which is located just below the Slide pane, which is located just below the Slide pane in Normal view. However, if you want to view and work with your notes in full page format, on the View tab, in the Presentation Views group, click Notes Page.
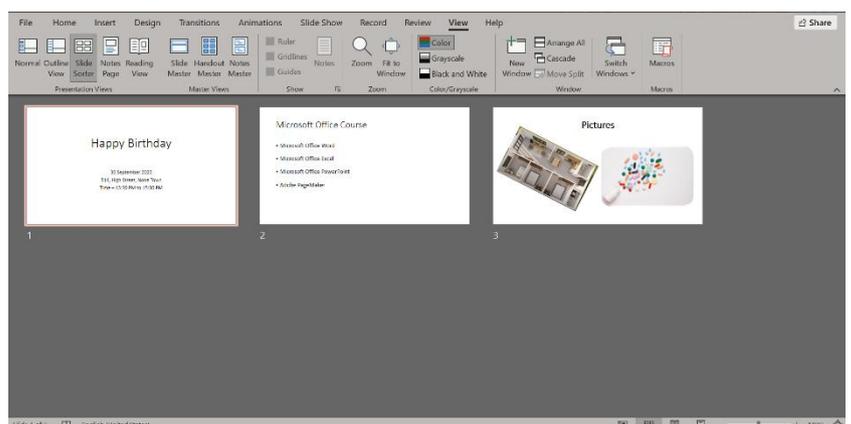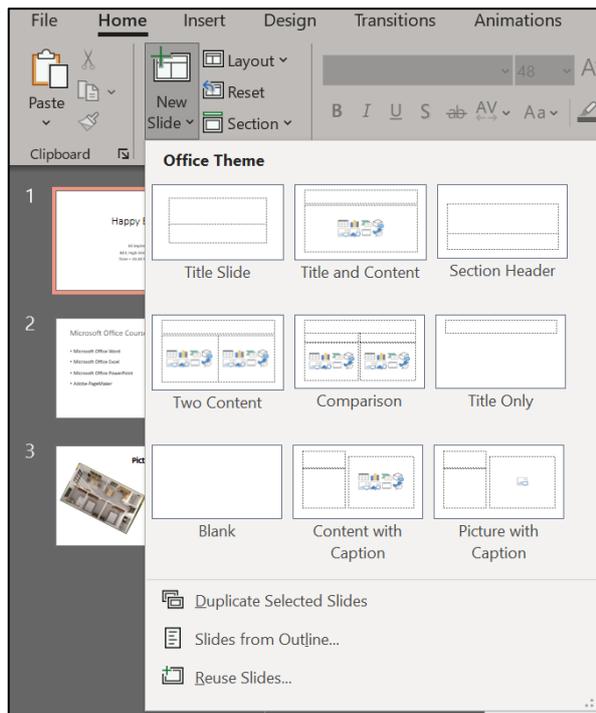
Reading View

Reading view takes up the full computer screen, like an actual presentation. In this view, you see your presentation the way your audience will. You can see how your graphics, timings, movies effects, and transition effects will look during the actual presentation. To view your slide show.

Add a new slide

Click Home Tab > New Slide in the Slides group.

Review Tab

Spelling: Spell checking. But we must know that it is working from the beginning.
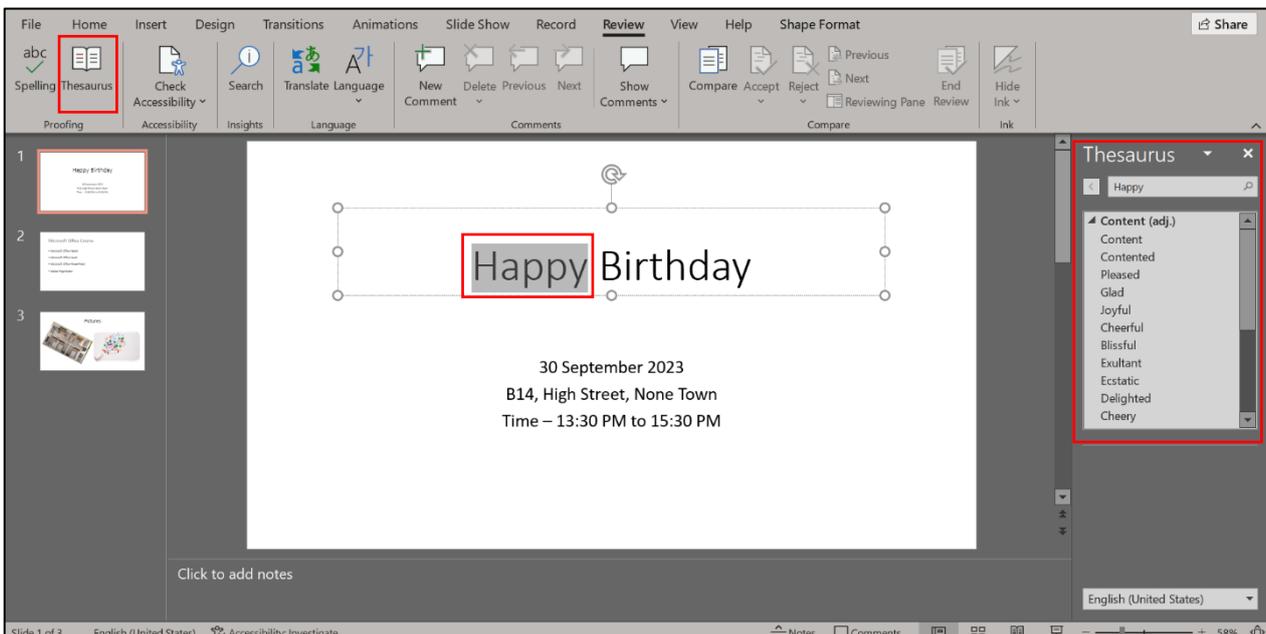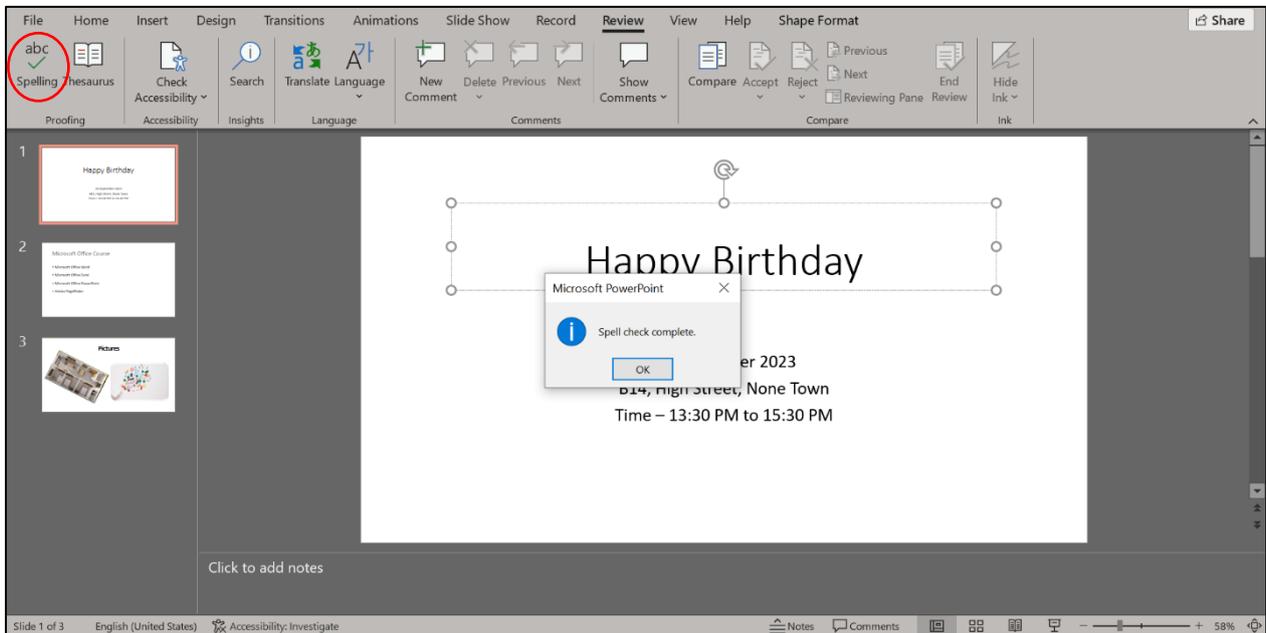
Thesaurus: That is a kind of library.

Check Accessibility: To make sure more about using slide.

Translate: You can translate any text that you don't know in slide.
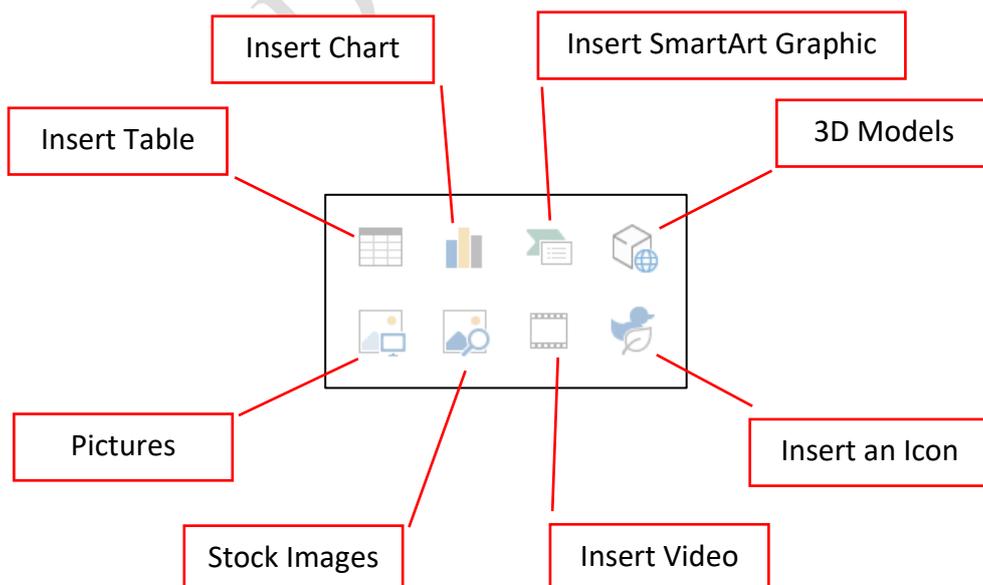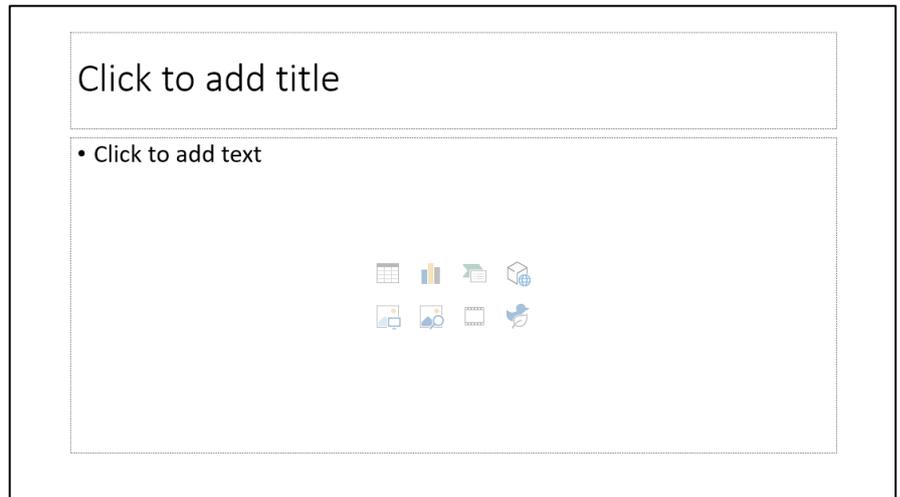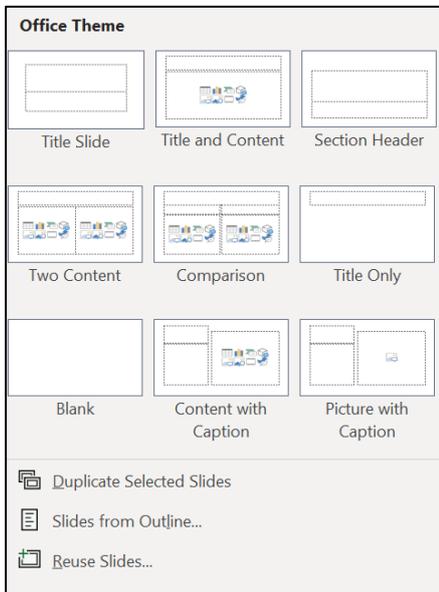
New Comment: You need to use this if you want to write a comment for some sentence or word.

Example;

Choosing a layout

When you create your presentation, first you must dois choosing layout. Microsoft PowerPoint provides possible layouts. You can quickly and easily switch layouts, try different layouts until you find the one that best illustrates your message. When you switch layouts, most of your text and other content, colors, styles, effects, and text formatting are automatically carried over to the new layout.

Office Theme

Title Slide	Title and Content	Section Header
Two Content	Comparison	Title Only
Blank	Content with Caption	Picture with Caption

- Duplicate Selected Slides
- Slides from Outline...
- Reuse Slides...

Click to add title

- Click to add text

Insert Chart

Insert SmartArt Graphic

Insert Table

3D Models

Pictures

Insert an Icon

Stock Images

Insert Video

Insert Bullet

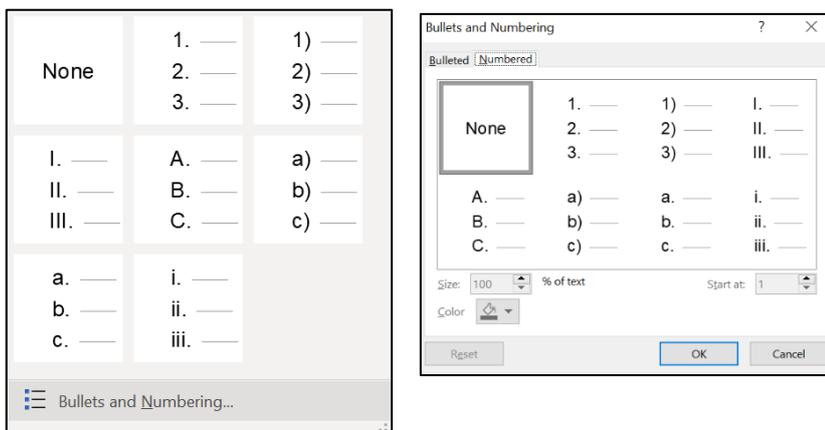Select text that you want to insert bullet. Click Home tab and click Bullet icon in Paragraph Group.
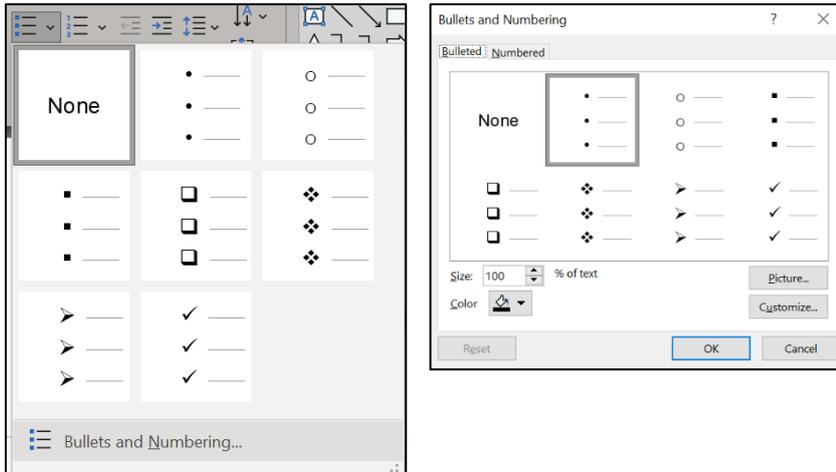
If you click "Customize…", you can find more Bullets.

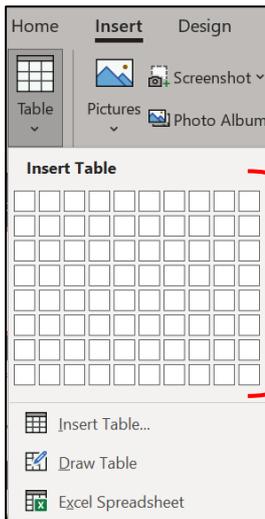Write down here and find new bullets.
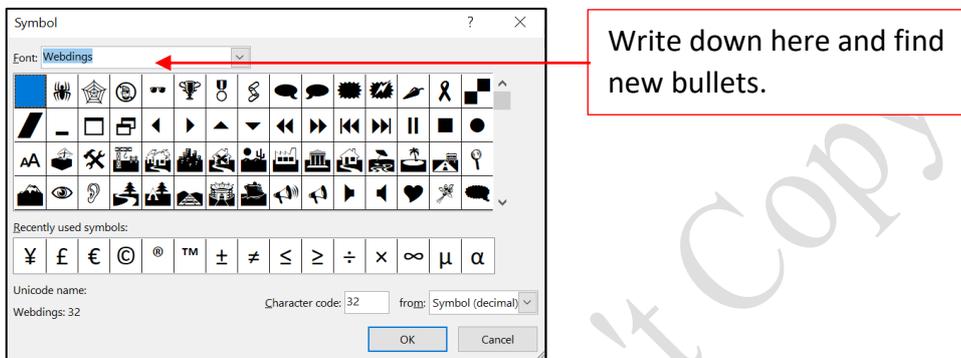
Insert Numbering

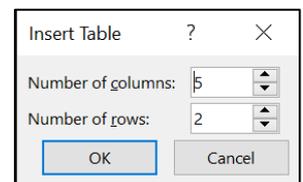Select text that you want to insert numbering. Click Home tab and click Numbering icon in Paragraph Group.

Insert Table

You can create your own table layout using the insert table. These include rows and columns. So you can choose how many rows and columns you want.

You can do it here. But it only contains 10 columns and 8 rows. If you need more, you can't do it here.

Here, how many columns and rows do you need? You can take as much as you want.

Design your own table by drawing the cell, row and column borders yourself. You can even draw diagonal lines and cells within cells.

After drawing table, you can change design in Table Design Tab.

Change the color behind the selected text, paragraph or table cell.
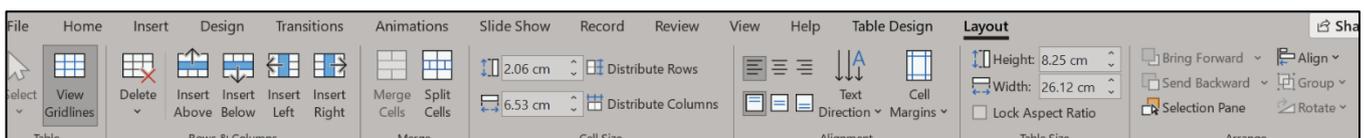
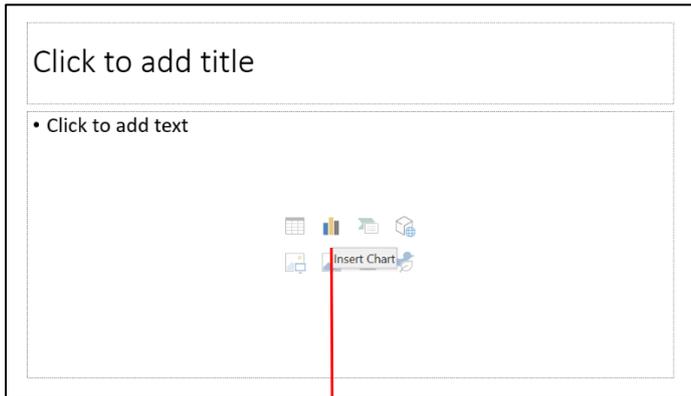Fill the text with a solid color, gradient, picture or texture.

Add visual effects to the table, such as a shadow or reflection.

Turn your work into a work of art.

When you want to split, insert or delete, you have to use Layout Tab.
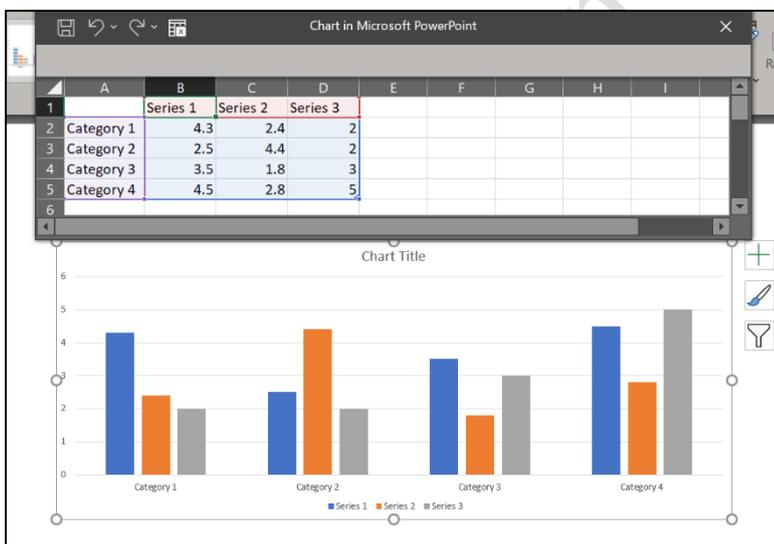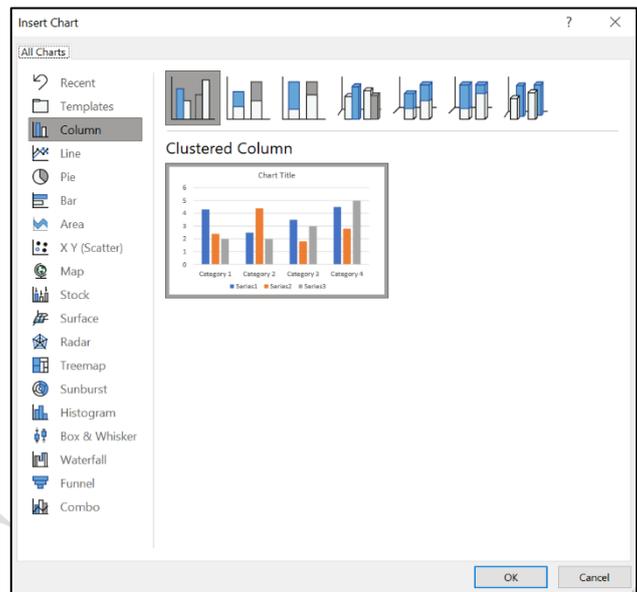
Insert Chart

If you want to use Insert Chart, you have to click this.

Then the Insert Chart log box appears. Among them, you can choose the one you like or the most suitable for you. After selecting, it will appear along with Excel as shown below. Enter what you want to describe in Excel.

Chart designs, Shape Style and WordArt Styles can be changed to your liking.
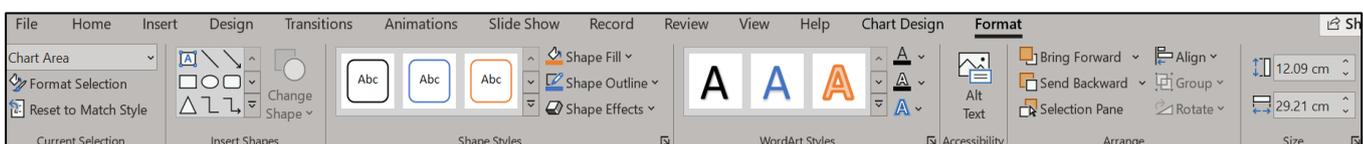
Insert SmartArt Graphic

A SmartArt graphic is a visual representation of your information and ideas. You can create SmartArt graphics by choosing from among many different layouts to quickly, easily, and effectively communicate your message.
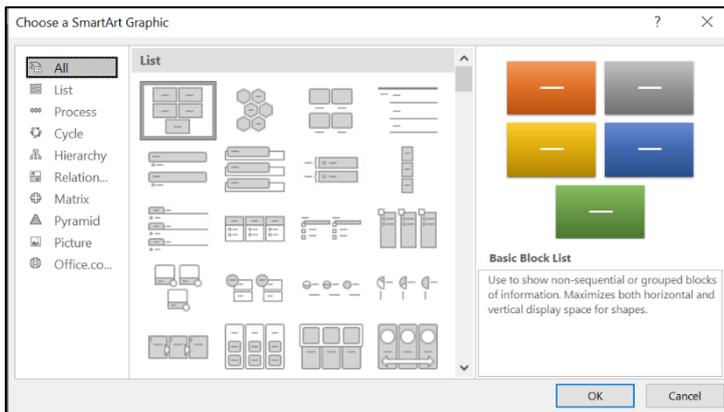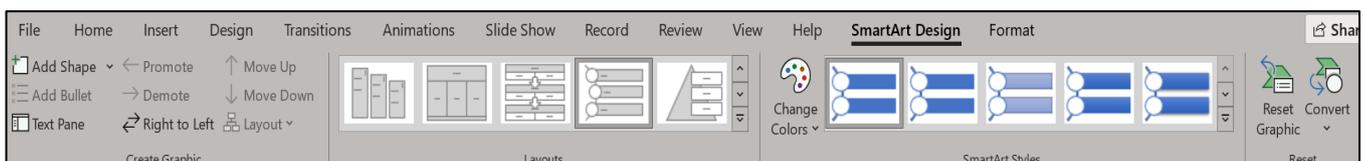

Underlying about Text Pane

The text pane is the pane that you can use to enter and edit the text that appears in your SmartArt graphic. The Text pane appears to the left of your SmartArt graphic.
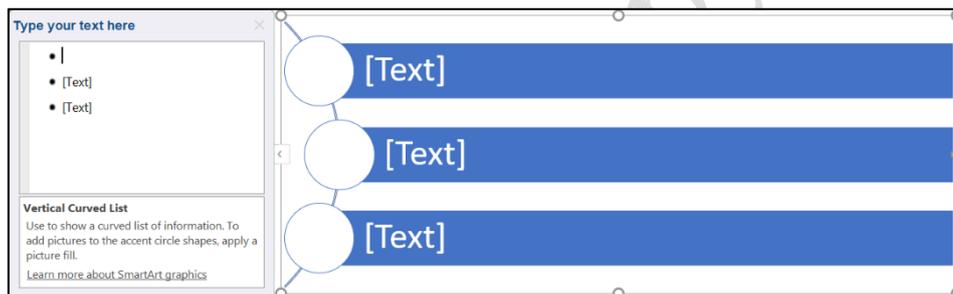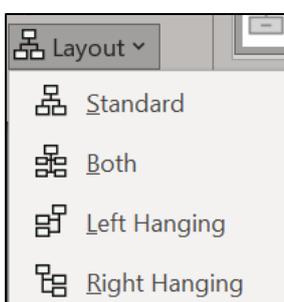

Add Shape

When you select the SmartArt graphic on slide, two tabs will appear.


Add Shape will help you to get more shape in your Graphic group. In Add shape, the ones that can be used will be light, and the ones that cannot be used will be dark. Because it depends on the SmartArt Design that you are using.


Edit Layout of Shape

Select Shape that you want to edit. After that how you want to change. We have 4 Layout design like Standard, Both, Left Hanging and Right Hanging.
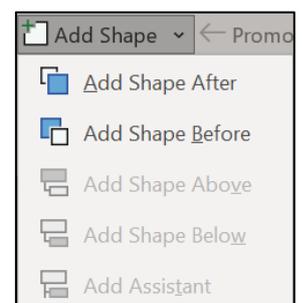
Add a background style to your presentation

Click the slide or slides that you want to add background style. In this Design Tab, you need to be careful. **Right-click** the background style that you want, and then do one of the following:

- To apply the background style to the selected slides, click **Apply to Selected Slides**.
- To apply the background style to allow the slides in your presentation, click **Apply to All Slides**.
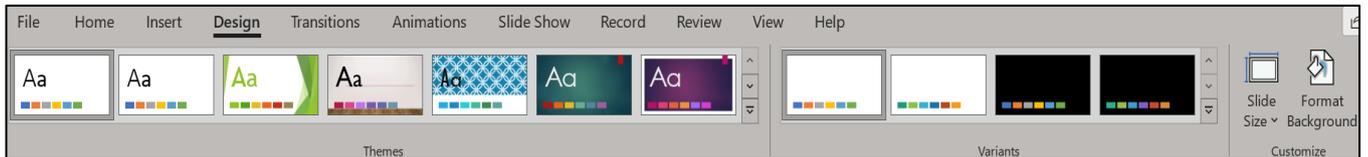

You can also choose background styles in Format Background, too. If you use Solid Fill, you can choose one color. In Gradient Fill, you can mix colors. Picture or texture Fill, you already know that you can fill with any picture or texture you like. And we also have Pattern Fill.
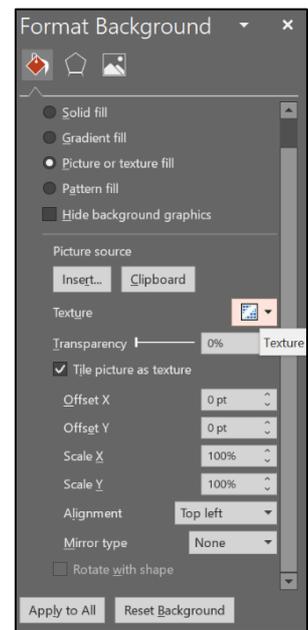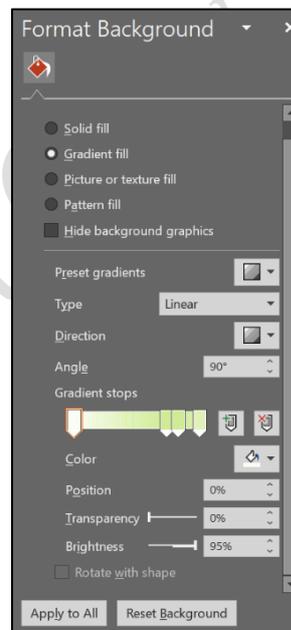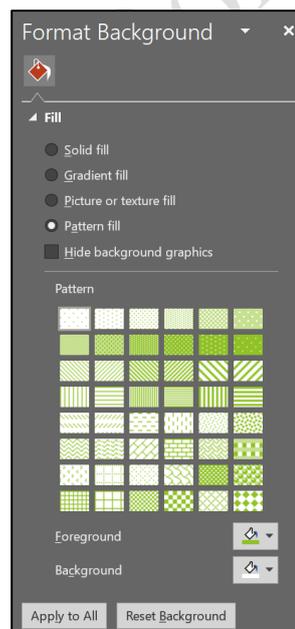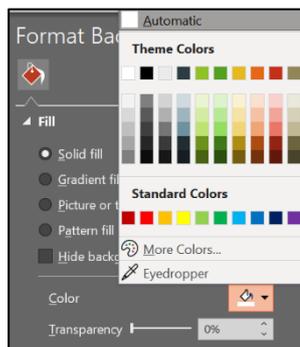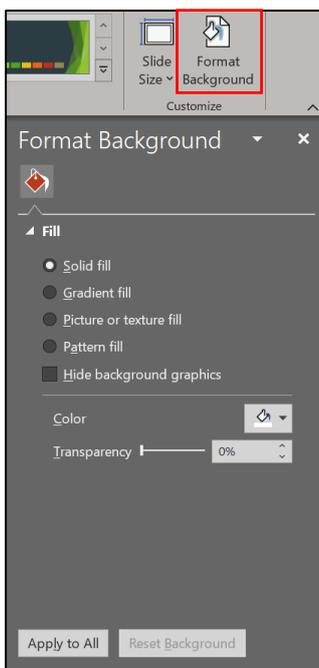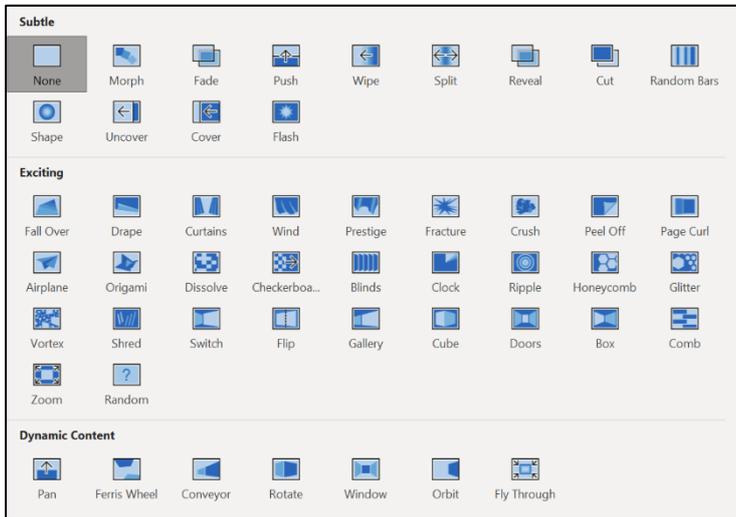
Transitions and Animations

Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next. You can control the speed of each slide transition effect, and you can also add sound.
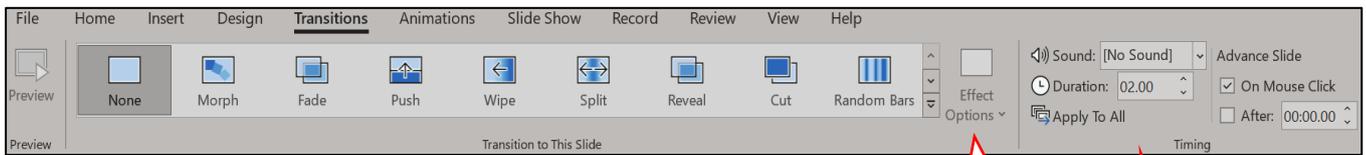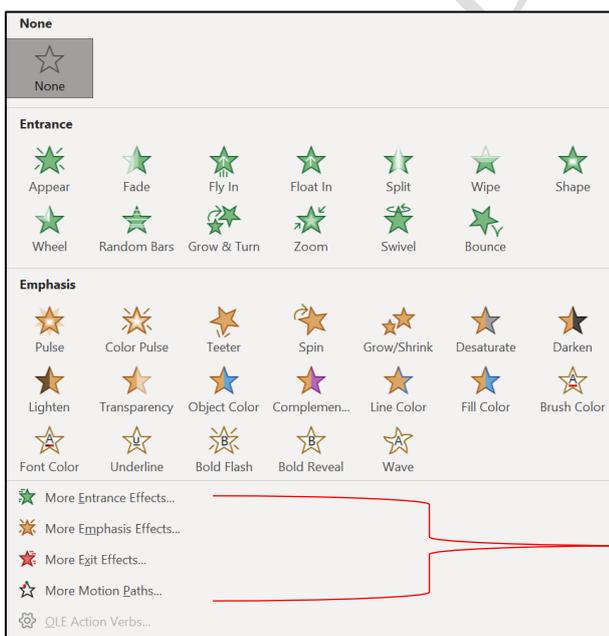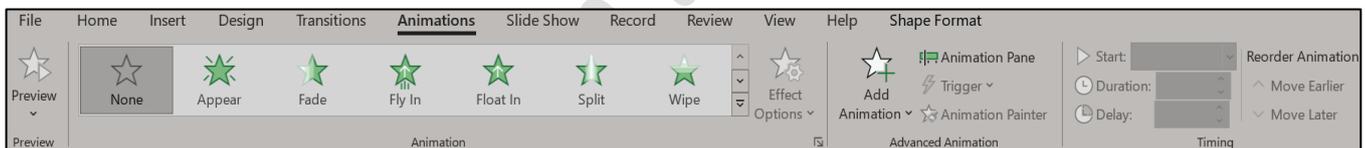

Every Transition can change effect here.

Here! You will see about Timing. If you want to input time or sound, you can do it. It's depended
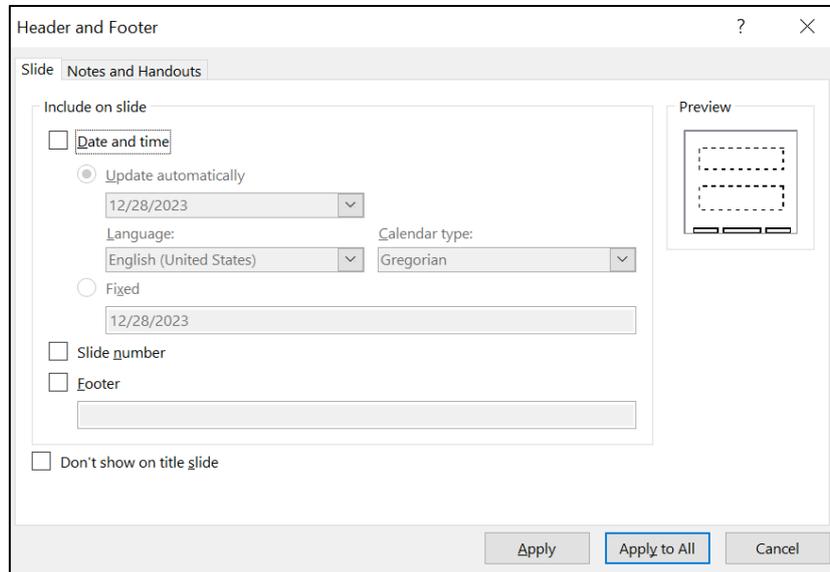
Using Custom Animation

You need to select the text that you want to add custom animation.

We have four different Effects. They are Entrance Effects, Emphasis Effects, Exit Effects, and Motion Paths Effects.

Insert Slide Header and Footer

After preparing the slide, if you want to input the Header and Footer, you can use it. The content of the header and footer repeats at the top and bottom of each printed page. This is useful for showcasing info, such as file name, date and time. **Apply** for one page or **Apply to All** for all pages.
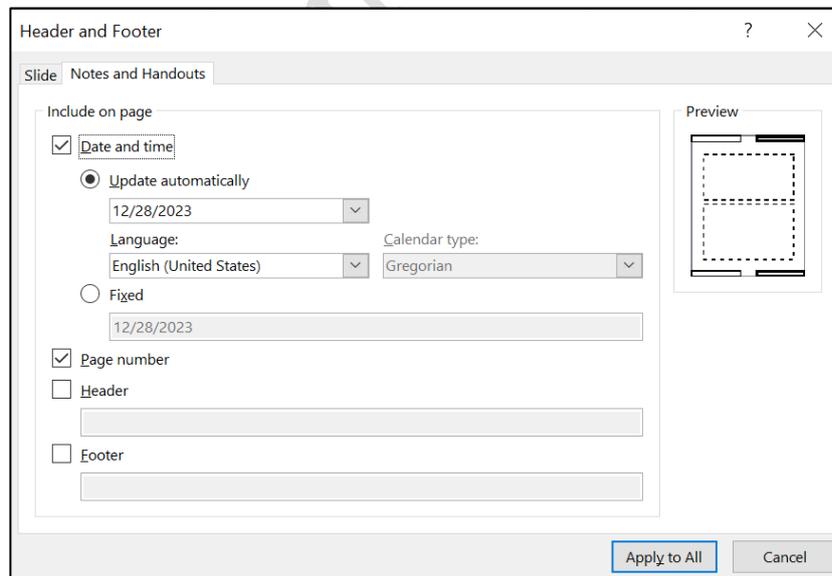

Notes and Handouts will help you when printing your all slides. It's included Date and time, Page number, Header and Footer.

View Tab

| File | Home | Insert | Design | Transitions | Animations | Slide Show | Record | Review | **View** | Help |

Normal View | Outline View | Slide Sorter | Notes Page | Reading View | Slide Master | Handout Master | Notes Master | ☐ Ruler ☐ Gridlines ☐ Guides | Notes | Zoom | Fit to Window | Color / Grayscale / Black and White | New Window | Arrange All / Cascade / Move Split | Switch Windows | Macros

Presentation Views | Master Views | Show | Zoom | Color/Grayscale | Window | Macros

Normal

Outline View
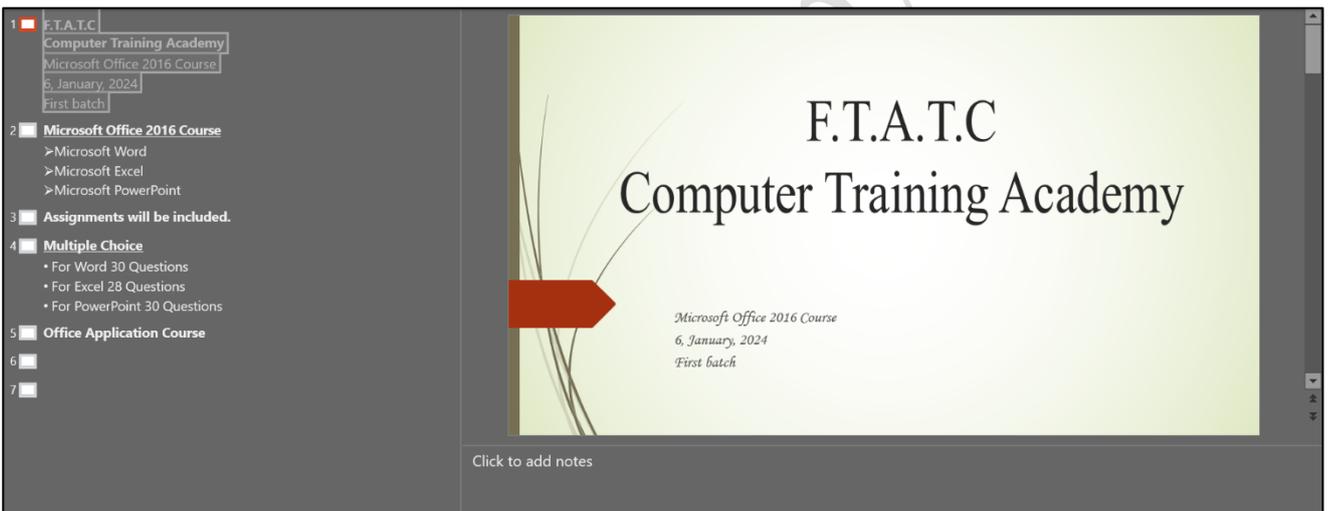
Slide Sorter
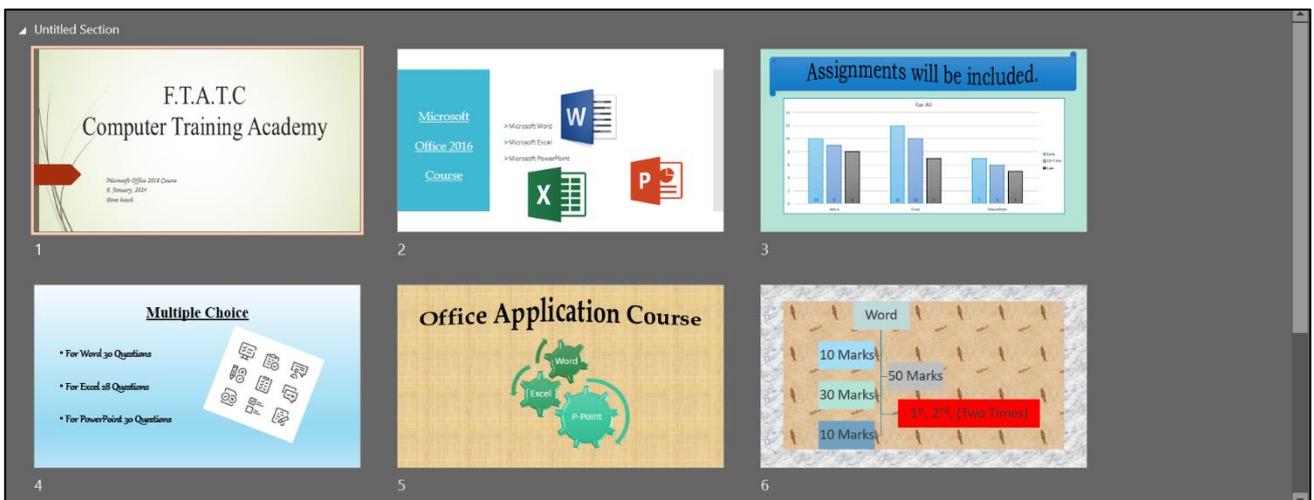
Notes Page
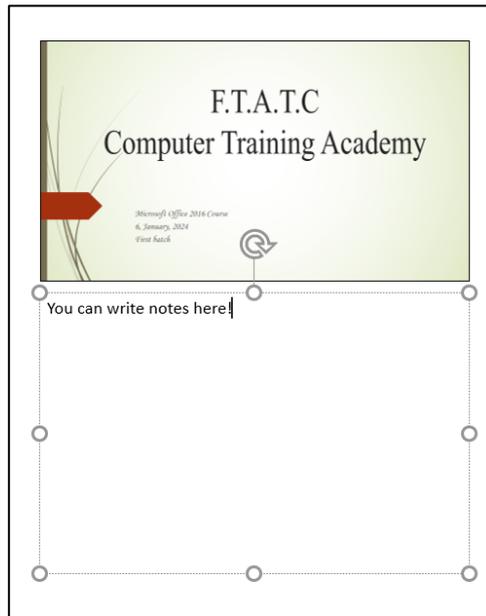
Reading View

Simple Exercises