



LUMS

Information Systems and Technology



MICROSOFT OFFICE

POWERPOINT



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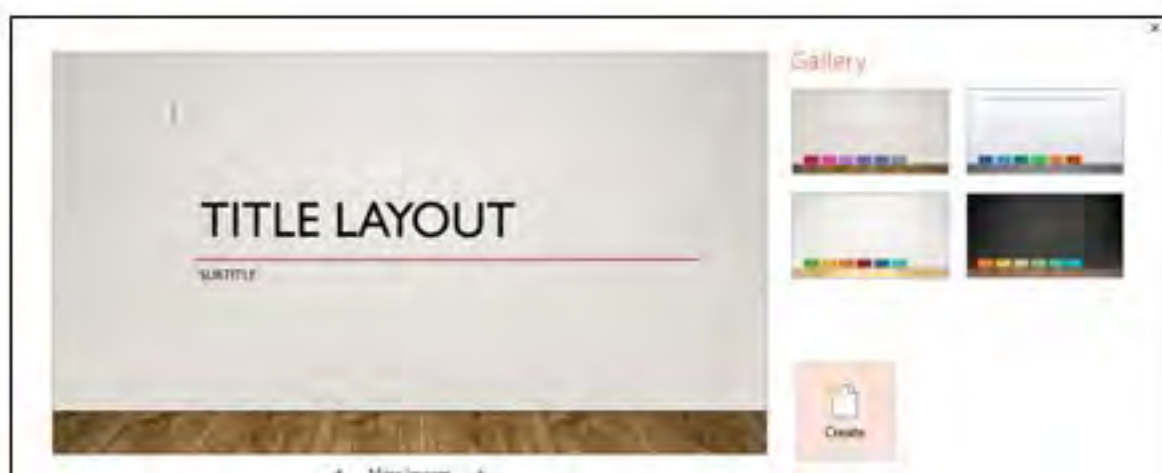
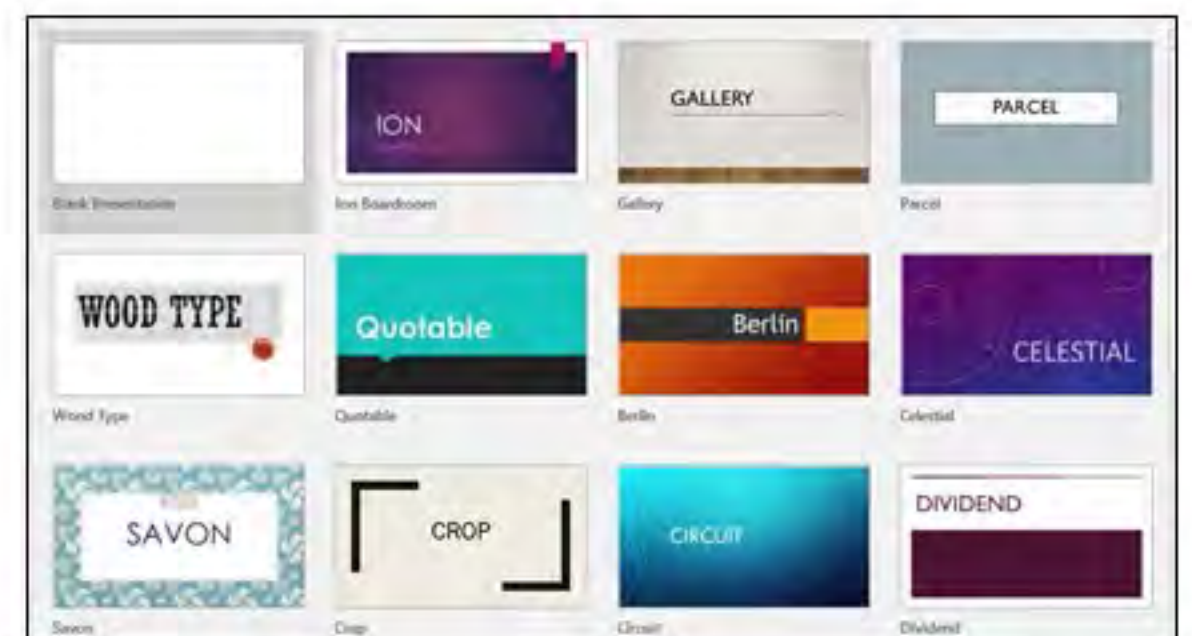
MICROSOFT OFFICE POWERPOINT

Microsoft Office PowerPoint provides users with an interface to design presentations. This is a powerful presentation software developed by Microsoft and is standard component of the Microsoft Office suite bundled together with Word, Excel and other office productivity tools. The software incorporates images, sounds, videos, text, and charts to create an interactive presentation and uses slides to convey information rich in multimedia. The term slide refers to the old slide projector, which this software effectively replaces.

1: Selecting a Theme

Themes are ready-made presentation designs with pre-built colors, fonts, and layouts. You can either select a pre designed theme or use a blank presentation to design it according to your own will.

- Open PowerPoint and select **File > New**
- Select one of the Themes
- Select a color variant
- Select Create
- Select a placeholder to start typing



2: Adding a New Slide

- Select **Home > New Slide**, or select a layout from the New Slide drop-down
- To add a new slide, you can also right-click a slide in the thumbnail area, and select New Slide, or press **Ctrl + M**.

3: Deleting a Slide

- Select the slide you want to delete and press Backspace or Delete on your keyboard
- You can also right-click the slide and select Delete Slide

4: Adding a Text Box

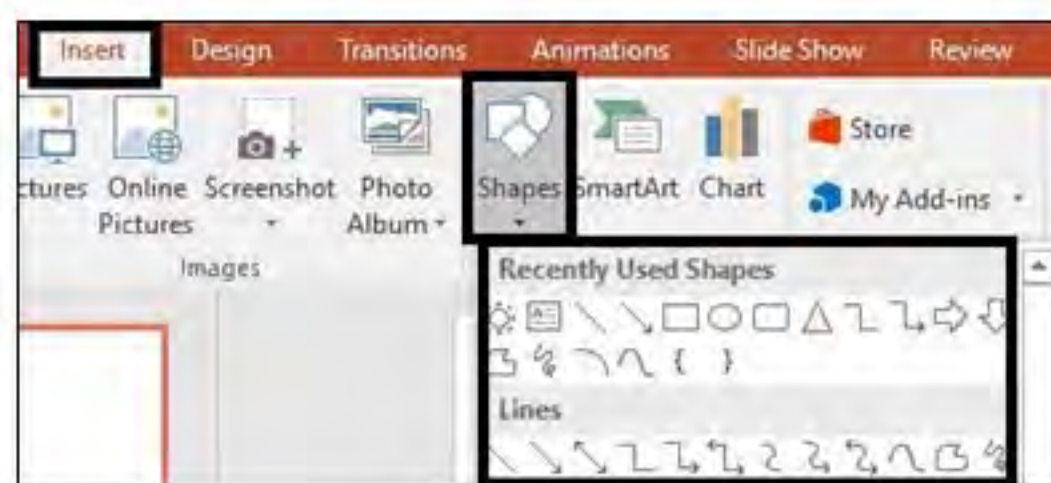
You can add a text box to your slides. The text box will shrink to fit the size of the text which you are using. Just go to Insert>Text Box to add a text box. Once you have added, select and drag wherever you like to put your text box on slide and start typing into it





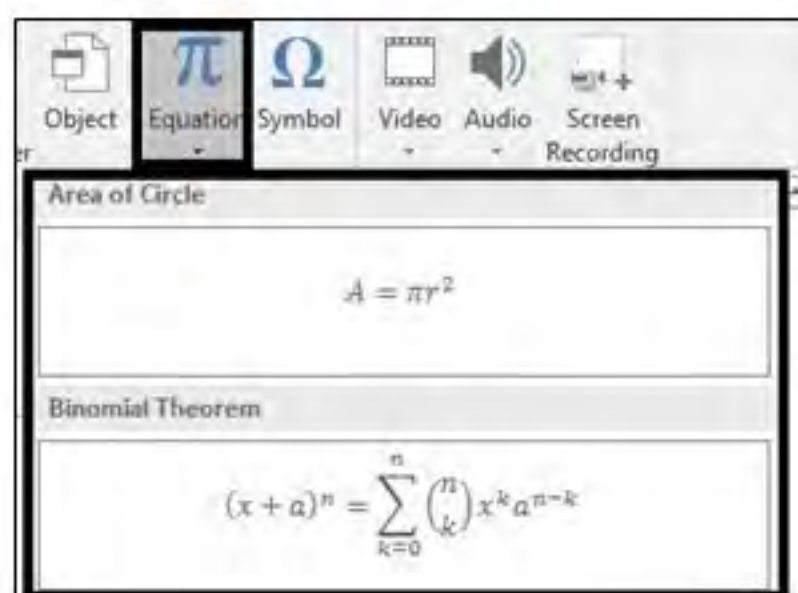
5: Adding Shapes

Shapes allows you to explain more elaborately. To add shapes, go to **Insert > Shapes** and select your required shape.



6: Adding Mathematical Equations

PowerPoint allows you to add mathematical equations very easily. Some equations can be found built-in but user desired equations can also be made. To insert a built-in equation, select Insert and drag down the **Equation tab** and then choose the desired equation.

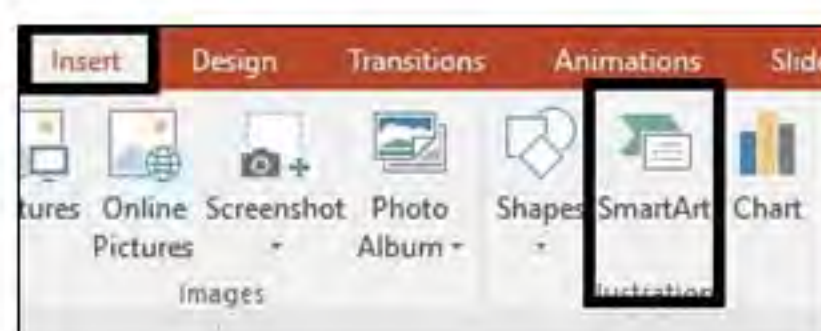


To make a custom equation select Insert and click on Equation tab. Under the Equation Tools Design tab, select Fraction, Script, Radical, Integral, Operator, Function or Symbols to insert your elements into your equation.



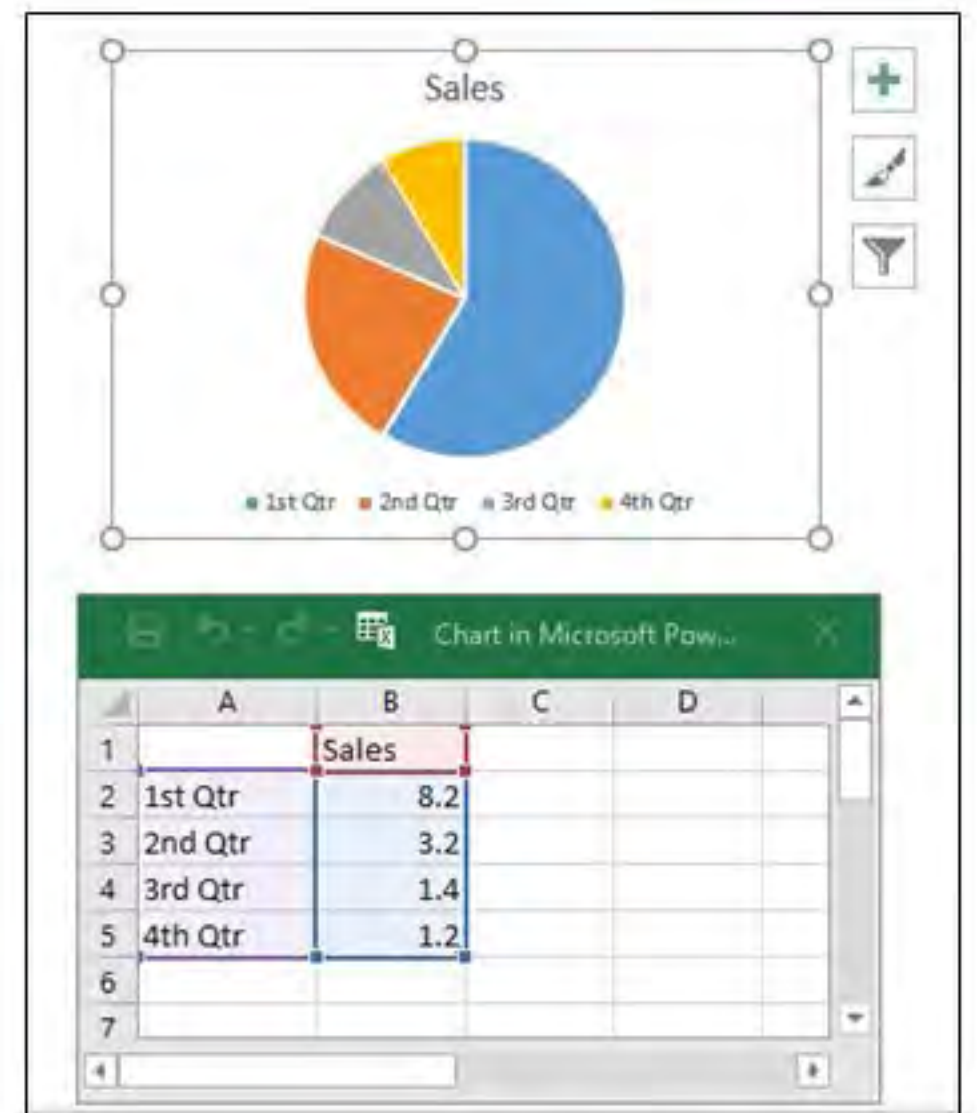
7: Using SmartArt

SmartArt allows you to visually communicate information. Your simple written text can be converted into different styles and will allow you to explain your points in a more presentable way. Select the text that you like to edit using SmartArt and then select **Home > Convert** to SmartArt, and then select your desired SmartArt graphic.





As soon as you select a chart type, a small excel spreadsheet pops up having some default values that creates an initial chart. In the spreadsheet that appears, replace the default data with your own data.



When you are done, just close that spreadsheet and your chart will be automatically saved to PowerPoint.

11: Adding Section Headers

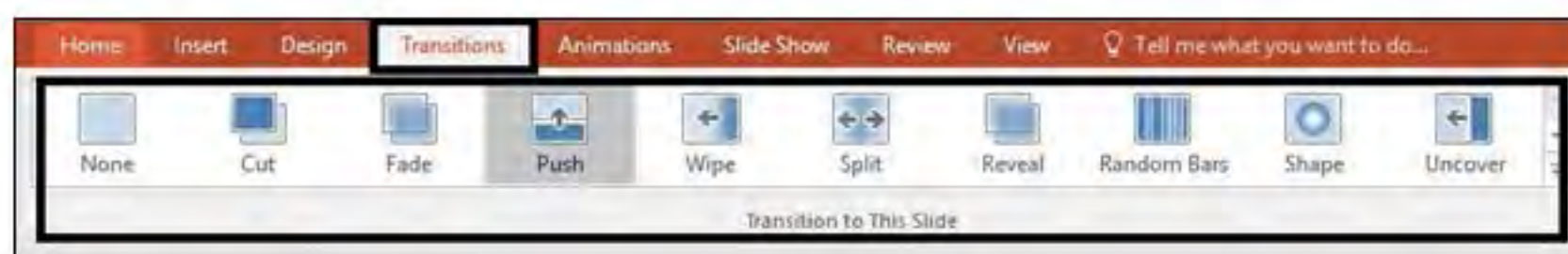
Section headers can be used to organize your slides into meaningful groups. It's just like you use folders to organize files. To add a section header, select an in-between point in your slides where you want to add a section header. Select **New Slide > Section Header**.

12: Adding Slide Footer

Add the date and time, slide number, and other information to the bottom of your slides by adding a footer. Select **Insert > Header & Footer**. In the Header & Footer box, on the Slide tab, choose the options you want. Select Apply to add header and footer to the current slide, or select Apply to All to add the header and footer to all slides.

13: Adding Slide Transitions

Slide transitions are the animation-like effects that happen when you switch from one slide to the another during a presentation. To add a slide transition, select a slide and then select the **Transitions** tab and then choose desired transition in the Transition gallery. After you choose a transition, you'll see a preview of how it will look. To speed up or slow down the transition, change the number in the Duration box.





14: Adding Animations

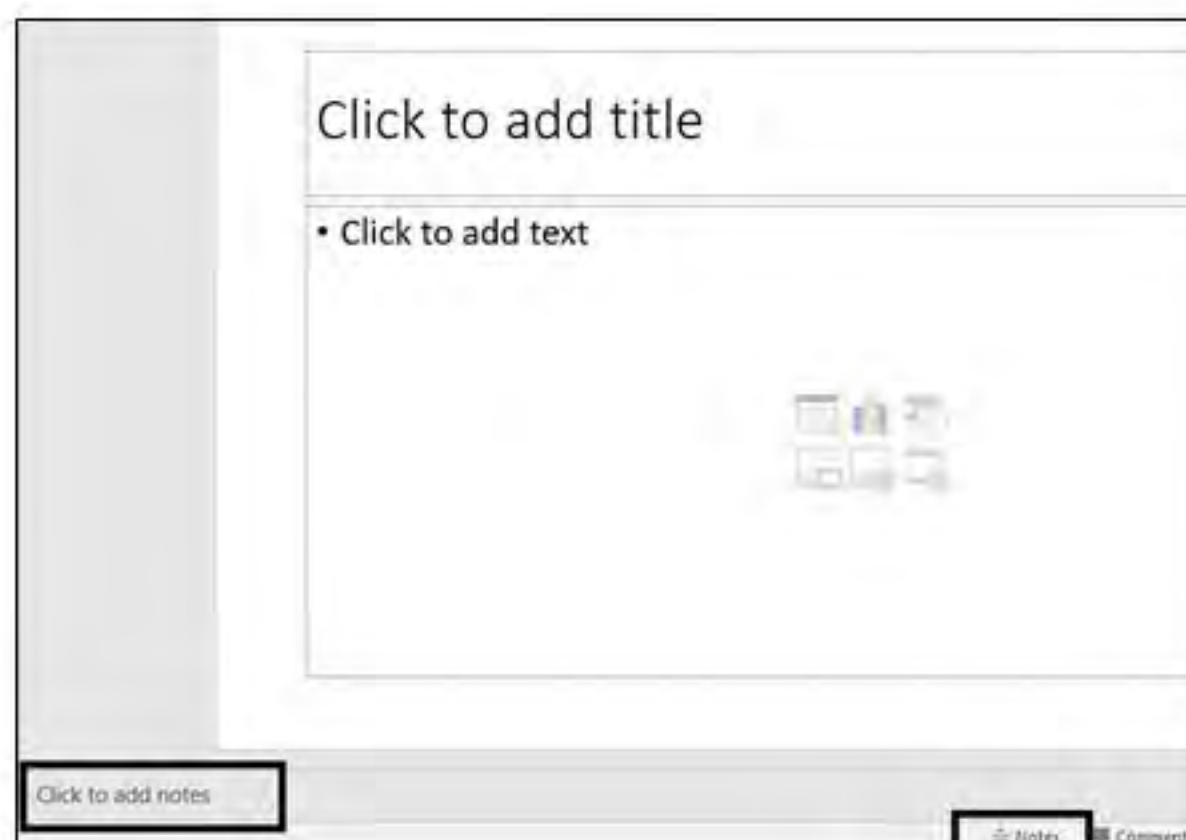
Add animation to pictures, shapes, text boxes to give a more appealing look to your slides. To Choose an animation select an object to which you want to add animation and then select Animation tab to choose desired animation. To determine when and how each animation will happen, select an object, and then select its drop-down arrow.



15: Adding Speaker Notes

When you are creating a presentation, you can add notes below each of your slide. These notes could be referred while delivering the slide show to an audience. Basically these notes pane is the place to store information that doesn't need to be on the slide, but that you may want to talk about when you present.

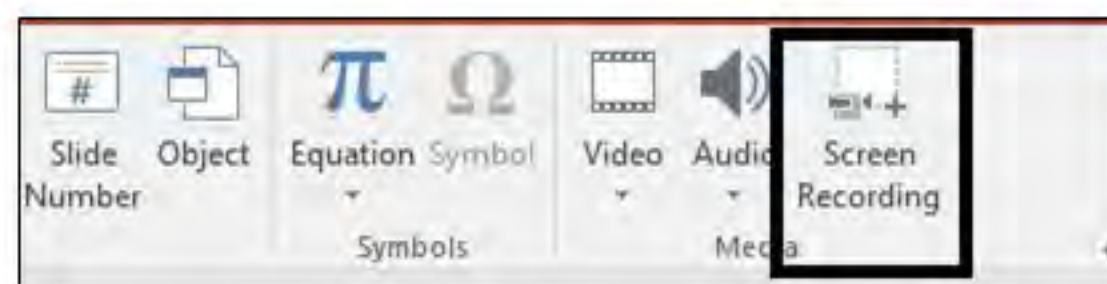
The Notes pane is a box that appears below each slide. An empty Notes pane will prompt you with text **Click to add notes**. If Notes pane is not shown below slide, then click Notes on the task bar across the bottom of the PowerPoint window as highlighted in the below image.





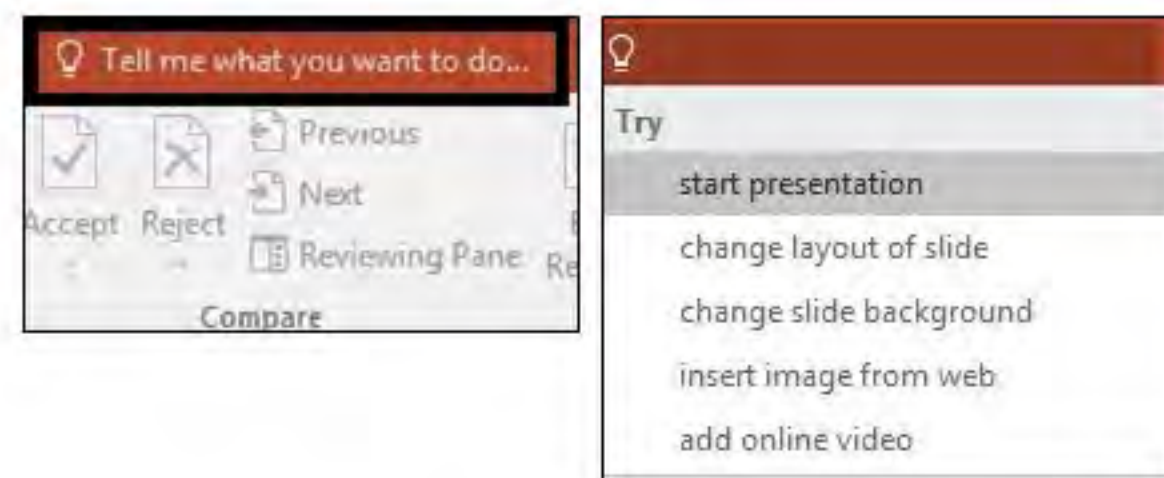
16: Screen Recording

PowerPoint 16 allows you to record your screen. Once you start recording, you can stop it any time by pressing **Windows+Shift+Q**. Once recording is finished, the video is automatically added to your current slide. To use screen recording feature, go to Insert and select **Screen Recording**.



17: Doing Things Quickly with 'Tell me what you want to do' Tab

PowerPoint 16 has a **Tell me what you want to do** tab on the ribbon. It is a text field where you can enter words and phrases about what you want to do next and quickly get to features you want to use or actions you want to perform. You can also use Tell Me to find help about what you're looking for. This tab saves your time as you don't have to search the complete PowerPoint settings in order to find your desired ones.



18: Inspecting your Document

Before finalizing a presentation, you can use Inspect Document feature to find and remove sensitive information or markups. To do so go to **File > Info > Check for Issues > Inspect Document** and select the items you want inspect from given options.

