

## 5.21 STARTING A POWERPOINT PROGRAM

You can start your PowerPoint program in different ways. One way is using Start button:

1. Click on the **Start** button.
2. In the menu that appears select **All Programs**→**Microsoft Office**→**Microsoft Office PowerPoint 2007** (Fig. 5.52). In few seconds you will see PowerPoint screen on the monitor (Fig. 5.53).

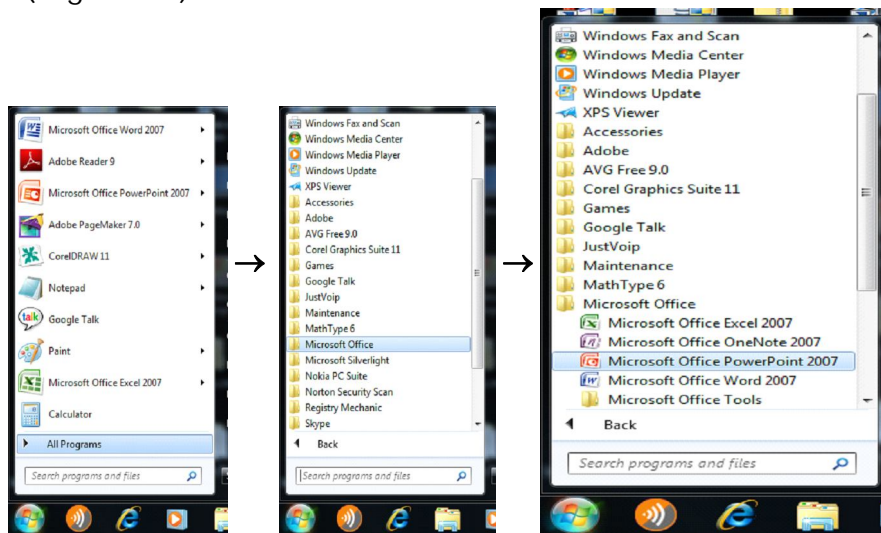


Fig. 5.52

## 5.22 CREATING PRESENTATIONS

When you start your PowerPoint Program, you see a Blank presentation.

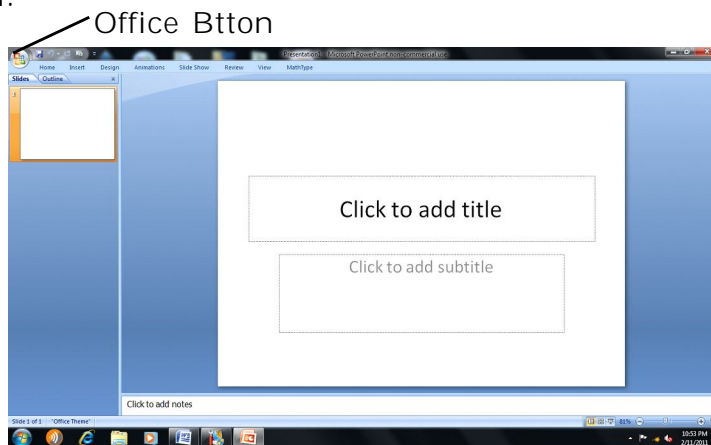


Fig. 5.53

*Note: In PowrePoint 2007 **Office button** replaces the **File menu** of other programs and the bar below the title bar is known as the **Ribbon** ( **Menu** and **Tool** bars of some other programs).*

**Ribbon** consist of a number of **Tabs** (Home, Insert, ....) . Tabs are designed to be task oriented

**Groups** within each Tab break a task into **subtasks**

**Command** button in each group carry out a command or display a menu of **commands**.

You can also go to **Office button** on the top left corner of the page and click on **New**. You can choose a blank presentation from the page displayed (Fig. 5.54).

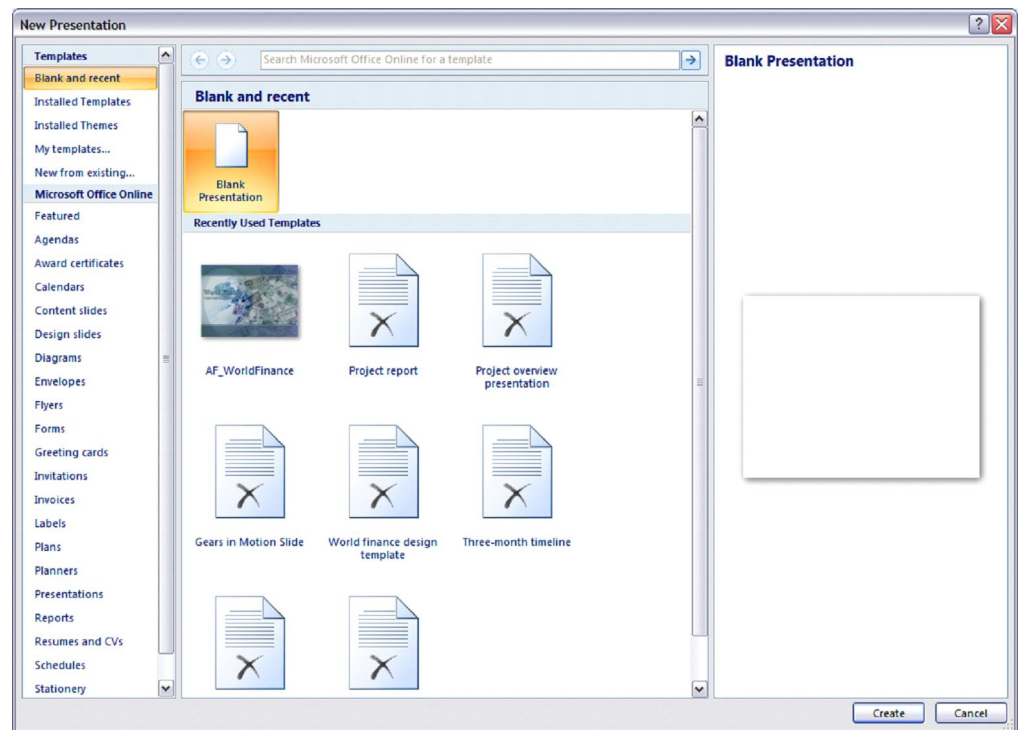


Fig. 5.54

### 5.22.1 Installed templates

Select the **Installed templates** tab and then select the desired template (Fig. 5.55). The Installed template provides templates and ideas for a variety of presentation types. Select the template you want and move through the wizard by clicking ↓ button or the

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scroll-bar after making necessary choices. Choose the type of presentation you would like and click on **Create** when finished.

Your presentation is ready for show.

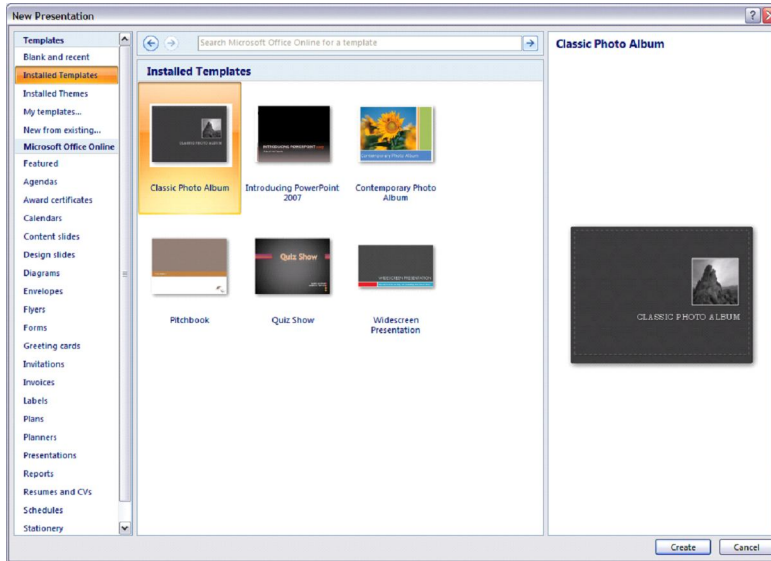


Fig. 5.55

### 5.22.2 Design Template

Click on the Installed Themes box to select the Design Template you want to use. A number of template names will appear in the white box. These **Installed Themes** give you different backgrounds and text formatting to begin your presentation. Preview each design by highlighting the template name on the list. Press **Create** after you have chosen the design (Fig. 5.56).

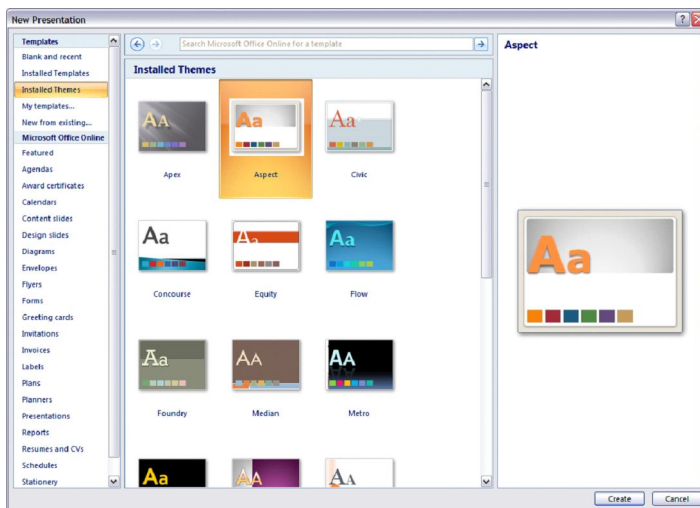


Fig. 5.56

### 5.22.3 Slide Layouts

If you do not choose any template, you can start your presentation by choosing a Blank presentation option from the New Presentation dialog box shown earlier in fig. 5.54.

Once you have chosen a blank form for your new presentation, the first slide of your presentation appears. You can right click on the slide to choose the layout you want. There are nine different slide layouts from which to choose (Fig. 5.57). You simply make your selection and click on it. Each choice described below, dictates how your completed slides will appear.

1. **Title Slide:** This option is useful for beginning a presentation; use this slide if you want to include subtitles or smaller text underneath a title.
2. **Title and Content:** Anytime you need to make a list of things that fall underneath a general subject, choose this layout.

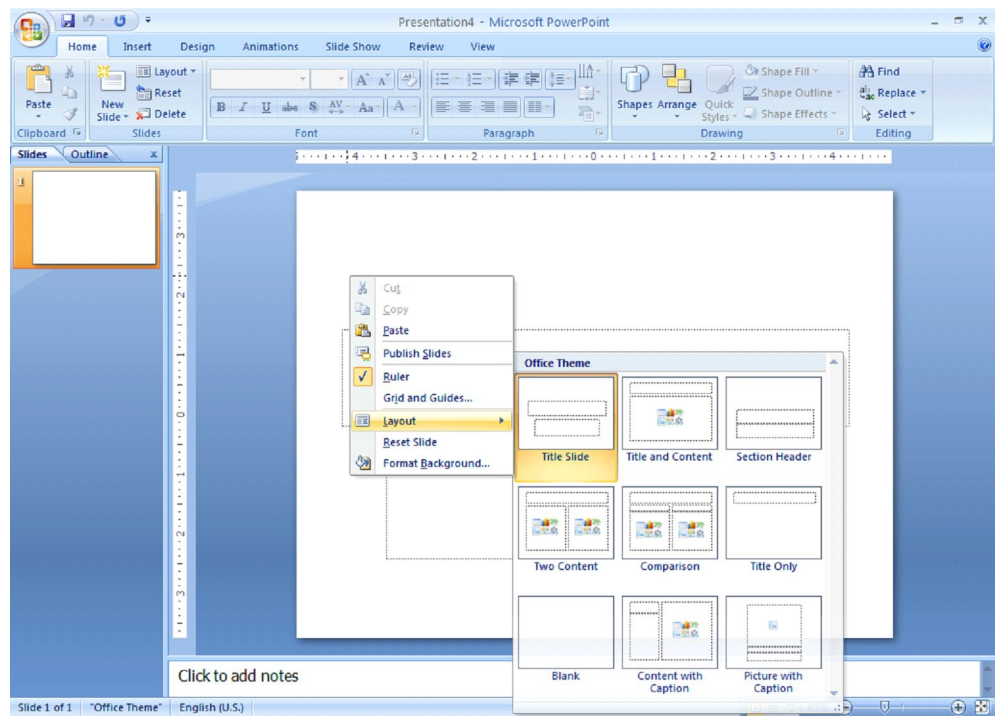


Fig. 5.57

3. **Section Header:** This option is useful for making a major section within the presentation
  4. **Two Content:** This is a useful option for putting different elements or text boxes.
  5. **Comparison:** This is a useful option for doing pro/con lists.
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6. **Title Only:** This option is great for the beginning of a presentation. No subtitles are included in this layout
7. **Blank:** Use this layout if you want a blank slide formatted according to the master Slide.
8. **Content with caption:** Use this option to describe the content (usually a graphic object like a chart or picture) on the right side of the slide and Title with description on the left side.
9. **Picture with caption:** Use this option to place title over one linked object.

#### 5.22.4 Selecting the content

There are six types of elements shown inside the text box which are listed below. You can select from the contents within the slide (Fig. 5.58).

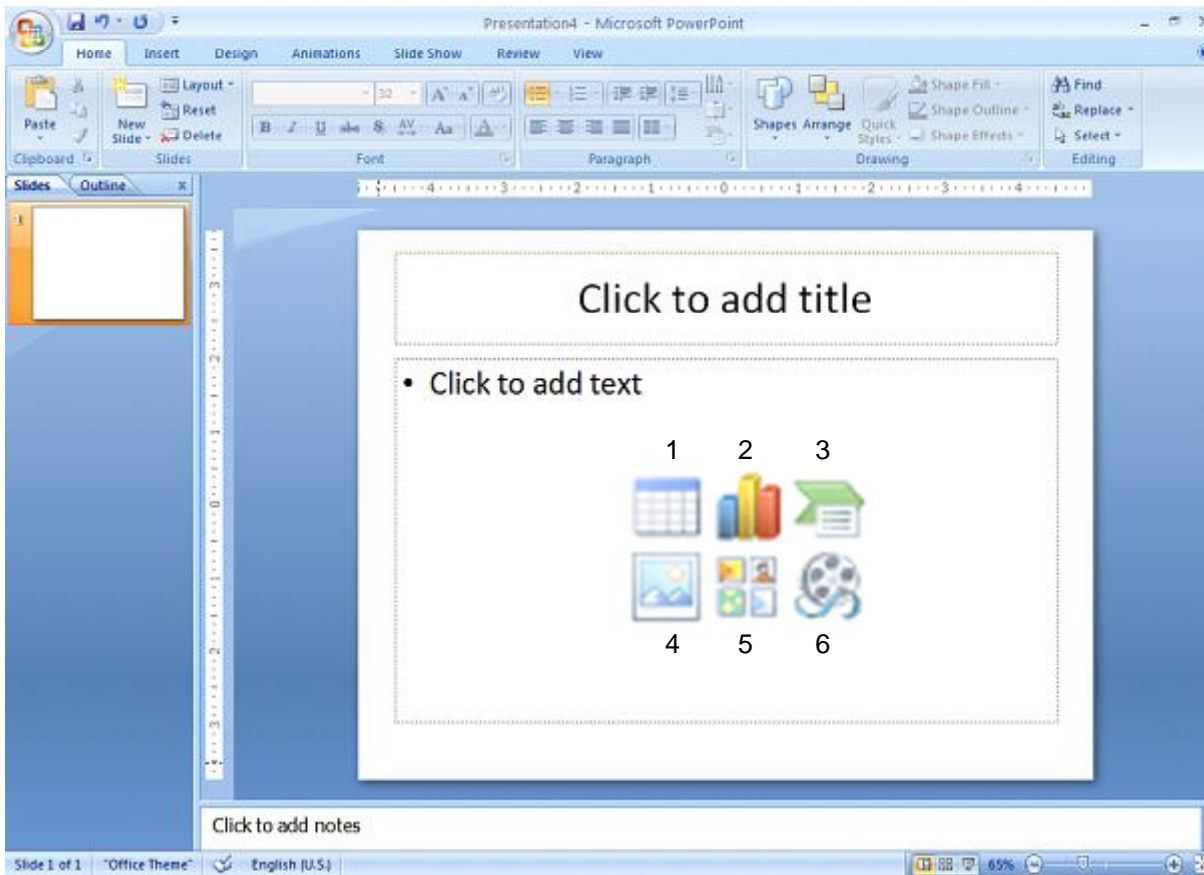


Fig. 5.58

1. Insert table

2. Insert chart
3. Insert SmartArt Graphic
4. Insert picture from file
5. Insert Clip Art
6. Insert Media Clip

### 5.22.5 Open an Existing Presentation

Select the **Open** tab from the **Office** button to open an existing presentation. Select the folder in which the file is located, from the **Look in:** drop-down menu and highlight the file on the list. Click **Open** to open the presentation (Fig. 5.59).

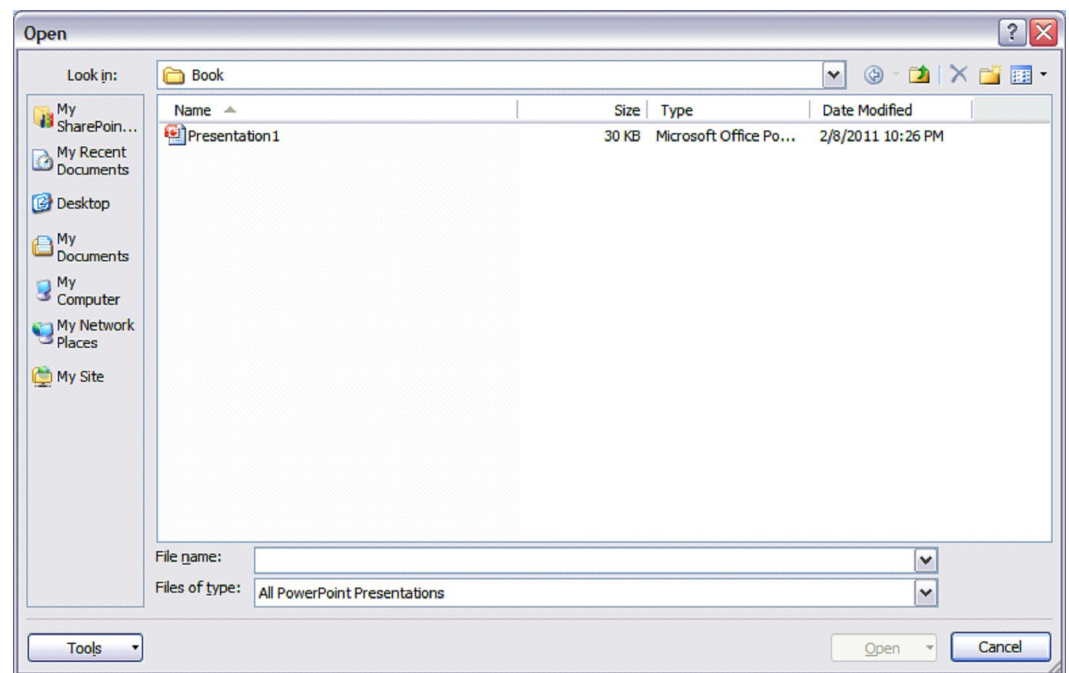
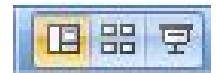


Fig. 5.59

### 5.23 VIEWING SLIDES



PowerPoint consists of multiple views to help you in the creation and presentation of your slides. These views are Normal, Slide Sorter, and Slide Show. The first two views are for creating your presentation and the last one is for presentation of slide show. You can access these views by clicking the respective view buttons at the bottom right of the PowerPoint window (Fig. 5.60).

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Or select the View and then the respective command on the menu bar. For example, if you want to choose Normal view, select **View→ Normal** command on the menu bar.

### 5.23.1 Normal View

The Normal View divides the screen into three sections: the main window, where the current slide is displayed; the outline pane on the left; and the notes pane at the bottom. This is where you will do most of your work. You can resize each pane by clicking its border and dragging it to the size that you want it to be. To access Normal view, click on **Normal** view button at the bottom right of the window or select **View→ Normal** command on the menu bar.

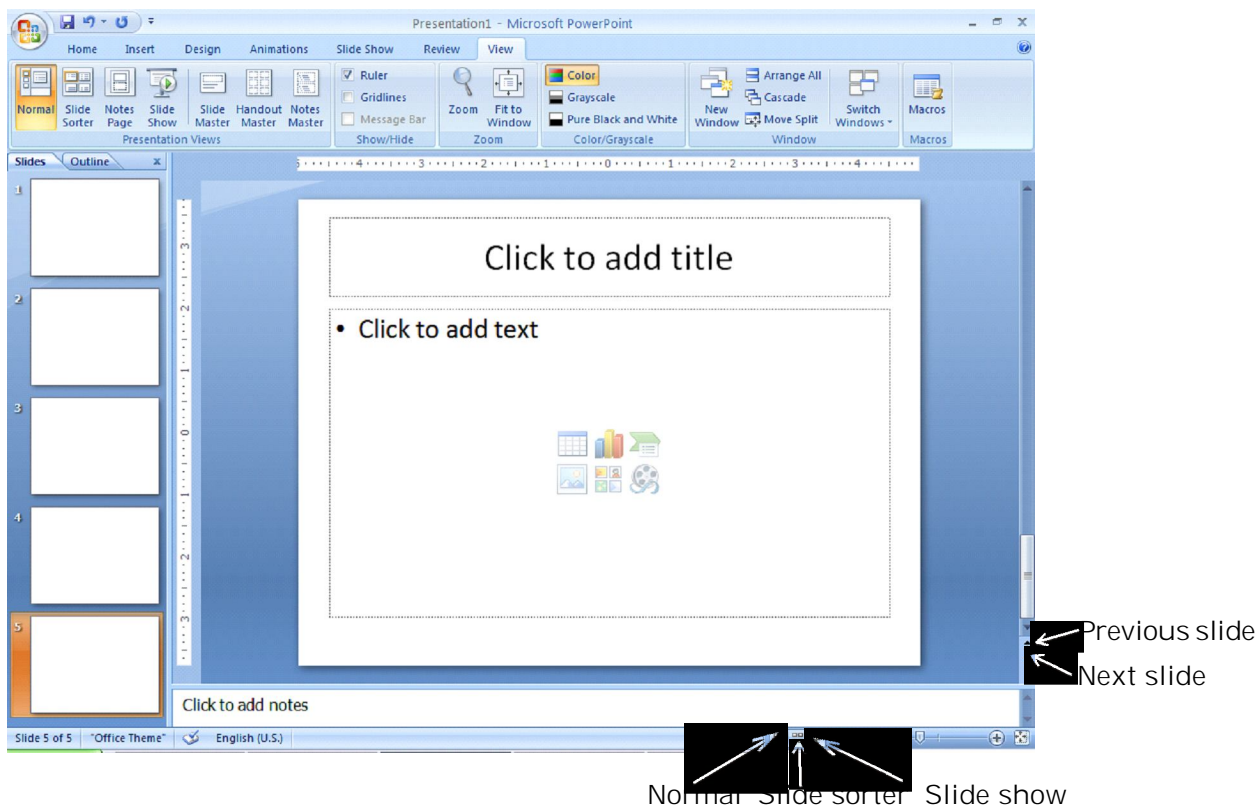


Fig. 5.60

### 5.23.2 Slide Sorter View

A small image of each slide is displayed on Slide Sorter View. Slides can easily be ordered and sorted using this view. You can also use this view to add special effect, such as the transitions

that occur when each new slide appears. To access **Slide Sorter** view, click on **Slide Sorter** view button at the bottom right of the window or select **View→Slide Sorter** command on the menu bar (Fig. 5.61).

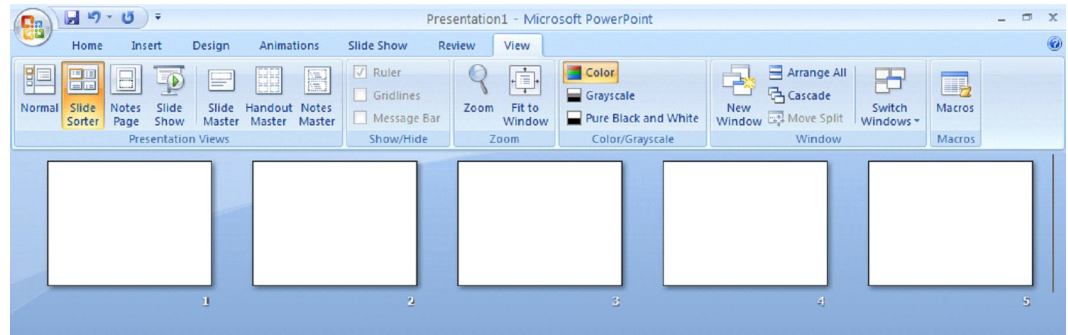


Fig. 5.61

### 5.23.3 Slide Show View

The Slide Show View is the view to use when you preview your presentation to make sure every thing is in place, or when you deliver a presentation to an audience. Because all sounds, animations, hyperlinks, and action settings of your presentation will be working, you can see exactly how your show will turn out. To access Slide Show view, click on **Slide Show** button at the bottom right of the window or select **View→Slide Show** command on the menu bar.

### 5.24 DESIGN TIPS

Although, PowerPoint provides you with some very powerful tools to give excellent presentations, making the wrong design choices can defeat all your efforts. Making the right decisions is not difficult. By following the guidelines below, you can prepare best slides.

1. Use contrasting colors for the text and the background so the text will be easy to read.
  2. Use font size large enough to be seen from the back of the room where the presentation will be held. A font size of 24-point or larger is recommended.
  3. Use short phrases and sentences to convey your message.
  4. Use simple slide transitions. Too many different transitions will distract your audience from the subject of the presentation.
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5. Avoid cluttering the slides with too much text or graphics. Your audience should hear what you have to say and not be distracted by a busy screen.
6. Keep text simple and easy to read by not using many different text effects such as **bold**, *italics*, underlining, larger font size for emphasis within a sentence, or a different font all on the same slide.

## 5.25 WORKING WITH SLIDES

Slides are the building blocks of your presentation. You can also create or use layouts and designs, add notes and create handouts, and customize the look of your slides. You can create new slides by inserting them into your show. When you create a new slide, you can use any of the nine layouts available (Refer to Section 5.22.3) in the **New Slide** dialog box or choose a blank slide. Once you have created a new slide, you can insert various elements such as text, pictures, graphs, tables etc.

### 5.25.1 Applying a Design Template

To add a design template or change the existing one, select **Design** tag on the Ribbon. Select the template by clicking on it (Fig. 5.62).

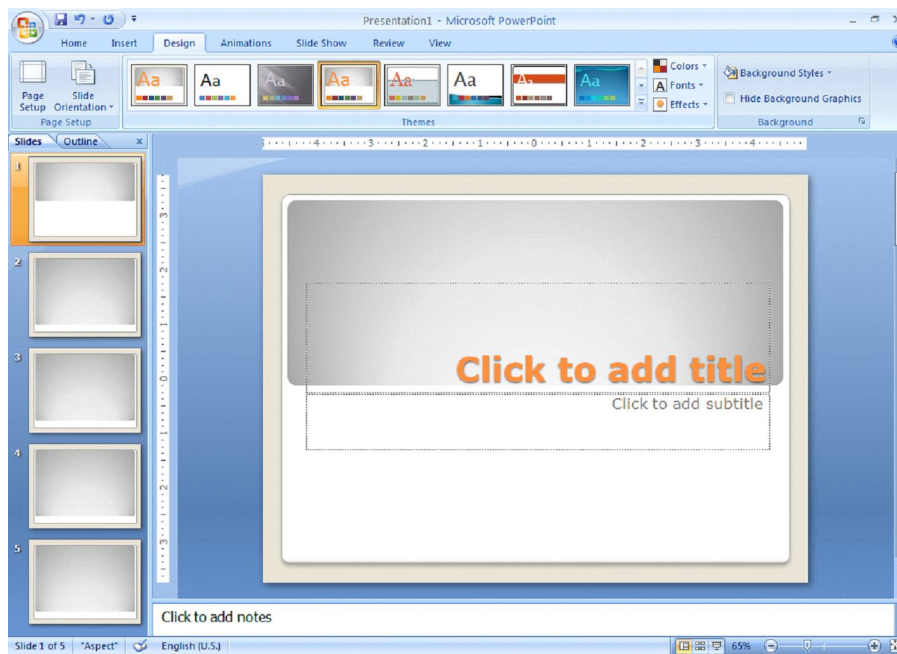


Fig. 5.62

### 5.25.2 Changing Slide Layouts

To change the layout template of the slide select **Home→ Layout** command on the menu bar. The Slide Layout dialog box appears with nine layouts. Click on one of the layout thumbnail images to apply (Fig. 5.63).

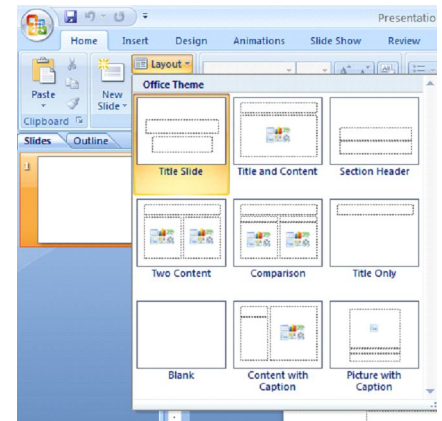


Fig. 5.63

### 5.25.3 Slides from Outline

Slides from outline provides a way to create slides from text file outline.

You can use this feature to create a group of slides that contain a lot of text. You can also create new slides by typing text in the outline pane. To access the **Insert Outline** dialog box, select **Home → New Slide → Slide from Outline** command on the menu bar

### 5.25.4 Duplicate Selected Slides

Duplicate Selected Slides gives you a duplicate of a slide when you need to create similar slides. To insert a copy of the current slide after the current slide, choose the slide you want to duplicate, and then Right click for the **Duplicate Slide** command on the menu bar or press **CTRL+SHIFT+D** keys (Fig. 5.64).

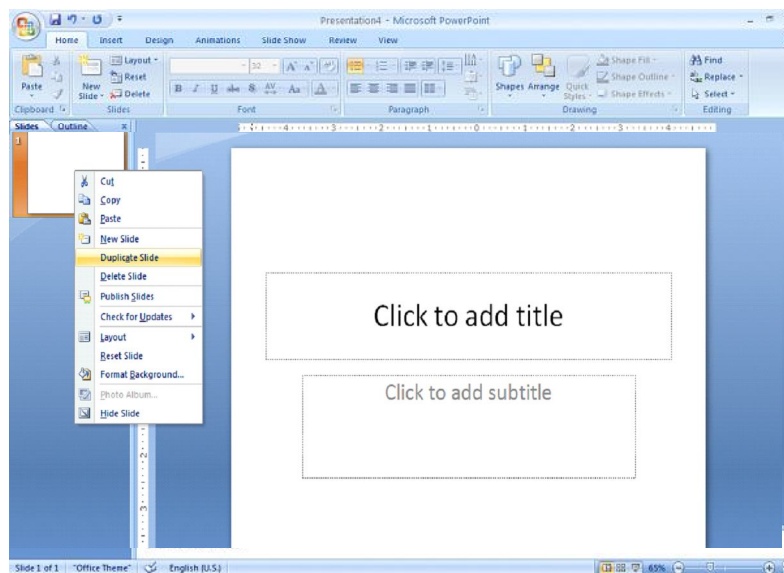


Fig. 5.64

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You can also cut/copy and paste slides by selecting the whole slide.

### 5.25.5 Reordering Slides

To reorder a slide in **Slide Sorter View**, simply click on the slide you wish to move and drag it to the new location (refer to Fig. 5.61). In **Normal** or **Outline View**, click on the slide in the slide pane and move and drag the slide to a new location.

### 5.25.6 Hide Slides

If you do not want a slide to appear during the slide show, but do not want to delete the slide as it may be used later, the slide can be hidden by right clicking on the slide in the slide pane and selecting **Hide** (Fig. 5.65). You can unhide a hidden slide in a similar manner.

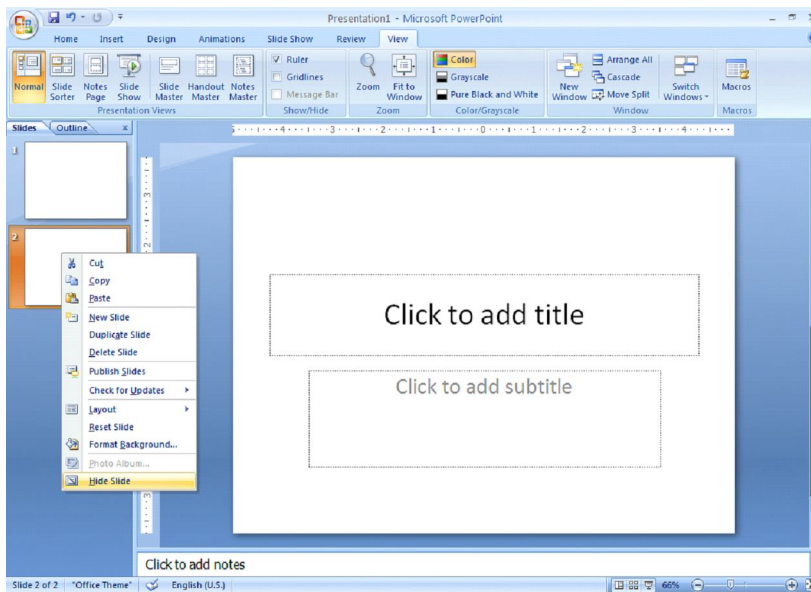


Fig. 5.65

### 5.25.7 Moving Between Slides

You can move from one slide to another slide by using the following tools:

**Scroll Bars:** Use the Scroll Bars to move from one slide to another slide or through the text that is displayed in the notes pane and the outline pane.

**Next Slide and Previous Slide Buttons:** The **Next Slide** and **Previous Slide** buttons move you to the next slide or previous slide in a slide show. These buttons, indicated by a double-arrow, are located at the bottom of the vertical scroll bar (Fig 5.66).

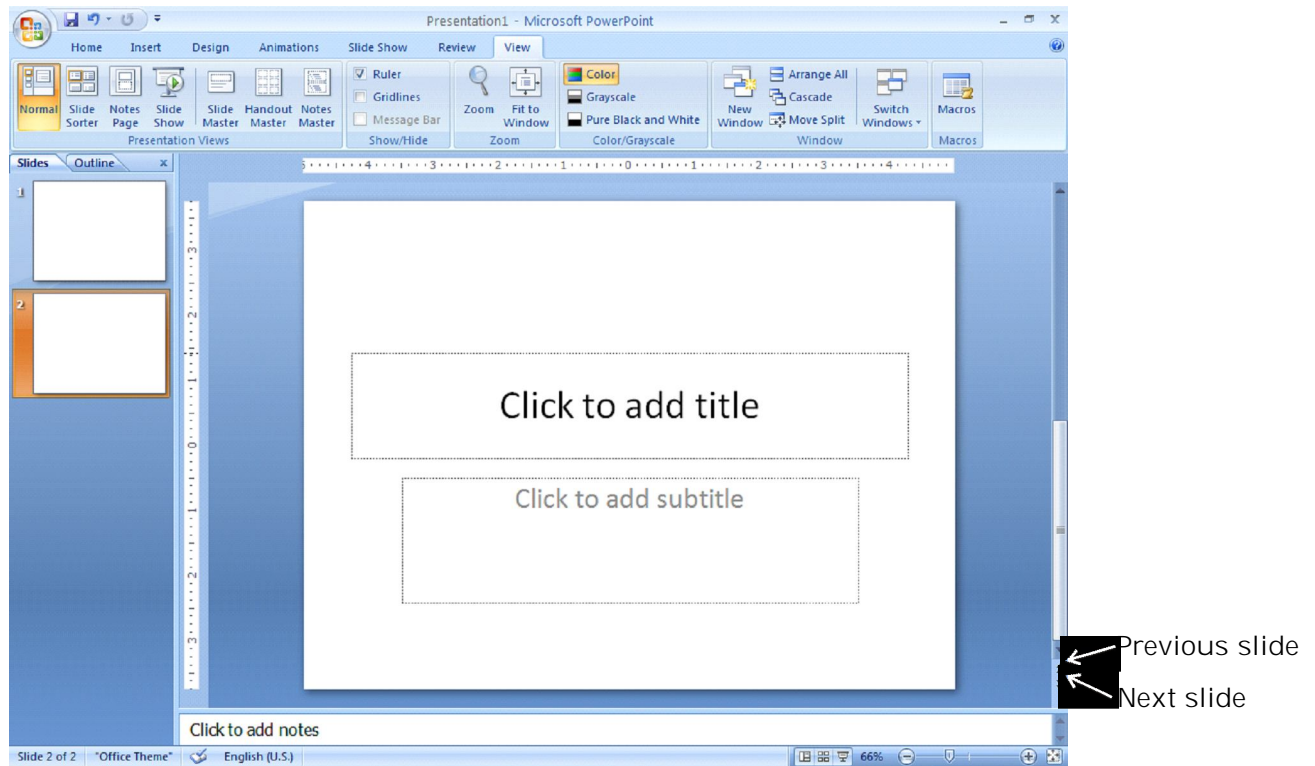


Fig. 5.66

**Using Outline Pane:** Change to Outline view and then click on the slide that you want to view. You can move around in the outline pane by using your mouse, or by using up and down arrow keys.

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## INTEXT QUESTIONS 5.4

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9. State True or False.
    - (a) In both Normal view and Outline view you can see: current slide, slide outline, and notes.
    - (b) Using the contrasting colors for the text and background of the slides, is not a good practice.
    - (c) While preparing slides use long phrases sentences to convey your message.
  10. How many slide layouts are available in New Slide dialog box?
    - (a) 7 (b) 9 (c) 14, (d) 17
  11. The PowerPoint dialog box is useful to create a new presentation using:
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- (a) Installed templates
  - (b) Open
  - (c) Installed Themes and Blank Presentation
  - (d) both (a) and (c) above
12. Which of the following views is shown in the presentation of slides in a conference?
- (a) Slide view
  - (b) Slide Sorter view
  - (c) Outline view
  - (d) Slide Show view
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## 5.26 WORKING WITH TEXT

You can work with text to communicate your ideas to your audience. PowerPoint gives you several ways to insert, edit, and format text for your presentations.

### 5.26.1 Inserting Text

You can insert text by using the outlining toolbar or inserting text boxes.

**Outline Text:** The outline text can be used to create slides of a similar nature. By using the Outlining toolbar, you can create heads, lists, and paragraphs. PowerPoint uses the format of your outline to correctly insert text in a slide. Heading 1 becomes the title of a slide, heading 2 becomes the first line of the text box, and so on. When you select a predefined layout and switch over to Outline view as explained earlier, you can see the Outline text options on the left side window. To choose Outlining toolbar, select the Outline pane next to the slide pane on left side below the menu bar.

**Text Boxes:** The text boxes are the way that PowerPoint puts text on a slide. When you create a slide, and use a specific slide layout, the slide will have one or more text boxes in it. Simply click on the existing text to add new text.

If you want to add a new text box to the slide, select **Insert→Text Box** command on the menu bar and then draw the text box with the mouse at a place where you want to insert the text box.

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If you want to resize a text box, follow the steps given below:

1. Select the text box you wish to resize by clicking on it with the mouse. A border with eight handles will appear around the text box. The four handles on the corners will resize the length and width of the box at once while the handles on the sides will resize only in one direction.
2. Click one of the handles as per your requirement and drag it with the mouse. Release the mouse button when it is the size you want to be. Move the text box by clicking and dragging the thick dotted border with the mouse.

If you want to delete a text box from a template, simply click the border of the text box, and then press the **DELETE** key on the keyboard.

### 5.26.2 Formatting Text

**Format Fonts:** Select the text that will be formatted by highlighting the text either on the outline or on the slide. You can select from **Home→Font** menu bar or right click on the highlighted selection and select the **Font** menu from the popup shortcut menu (Fig. 5.67). Select a font face, size, style, effect, and color from the **Font** dialog box.

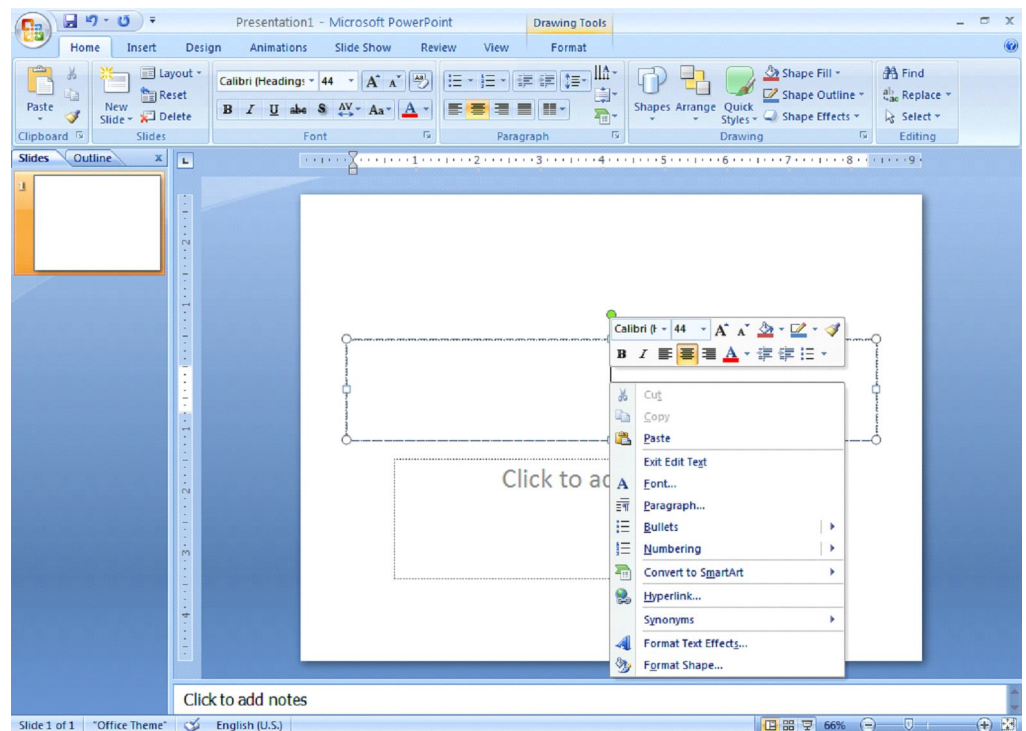


Fig. 5.67

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**Bulleted Lists on Design Templates:** Bulleted lists allow you to clearly display the main points of your presentation on slides. The text boxes on design templates already include bulleted lists. Click the placeholder on the slide to begin adding text and press the **ENTER** key to return to the next line and add a new bulleted item. To go to the next line without adding another bullet, hold down the **SHIFT** key while pressing **ENTER**.

**Bulleted List from a Text Box:** If you are not creating a bulleted list from an existing placeholder on a design template, or if you would like to add an additional bulleted list, follow these steps to create a new list:

1. In slide view, create a text box by selecting **Insert→Text Box** from the menu bar.
2. "Draw" the text box on the slide by holding down the left mouse button while you move the mouse until the box is the size you want it.
3. Choose the **Bullets** or **Numbering** from the Home → Paragraph menu bar.
4. Change the **Size** of the bullet by changing the percentage in relation to the text.
5. Choose a color for the bullet from the **Color** menu. Click **More Colors** for a larger selection.
6. Select one of the bullet types shown and click **OK** (Fig. 5.68). Or click the **Picture** button to view the **Picture Bullet** window (Fig. 5.69). Select one of the bullets and click **OK**.

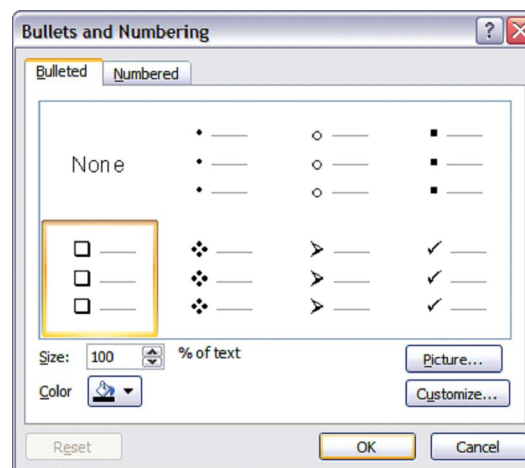


Fig. 5.68

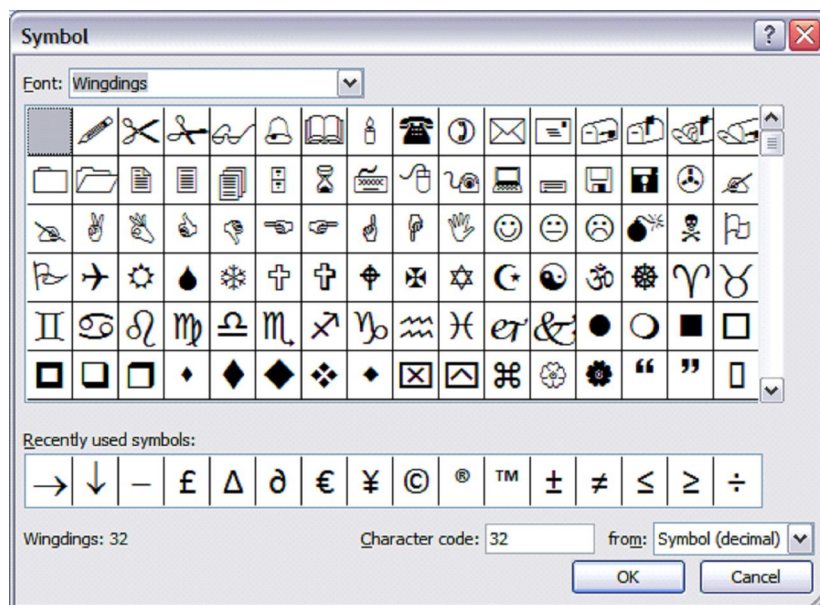


Fig. 5.69

### 5.26.3 Adding Notes

From **Normal View**, notes can be added to the slide. These notes will not be seen on your presentation, but they can be printed out on paper along with the slide the notes refer to by selecting **Print What: Notes Pages** on the Print menu (Fig. 5.70 and 5.71).

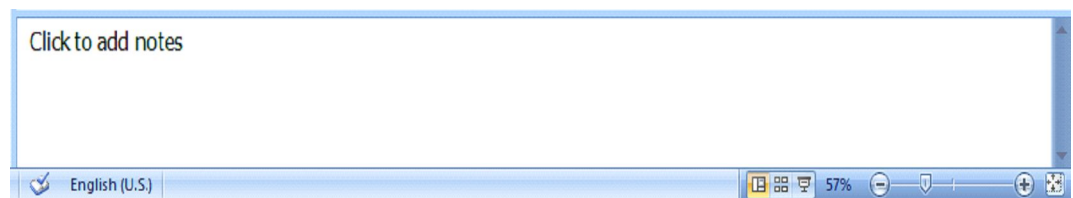


Fig. 5.70

## 5.27 SAVING AND PRINTING

You can save your presentation slides as a file in a folder. You can also save the slides as Web page so that you can post them on Internet. Printing is similar to what you have done in Word and Excel. Remember to set up your page before printing your presentation slides.

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### 5.27.1 Page Setup

Select **Office button**→**Print Preview** from the menu bar to access options for printing the presentation slides. Select the format the printed slides will be used for, from the **Slides** drop-down menu (Fig 5.71).

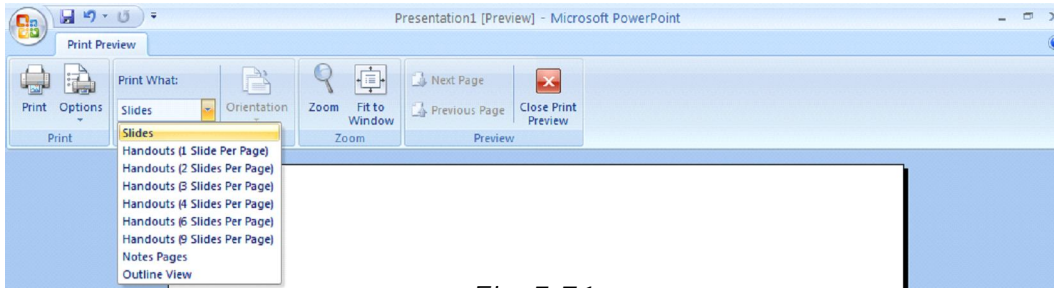


Fig. 5.71

### 5.27.2 Save as File

To save your presentation slides as a file, select **Office button**→**Save As** command on the menu bar or simply click on the **Save** button on the toolbar on top. The **Save As** dialog box appears. Choose the folder and drive that your file will be located, type the name of the file, and then click **Save** in the Save As dialog box (Fig 5.72).

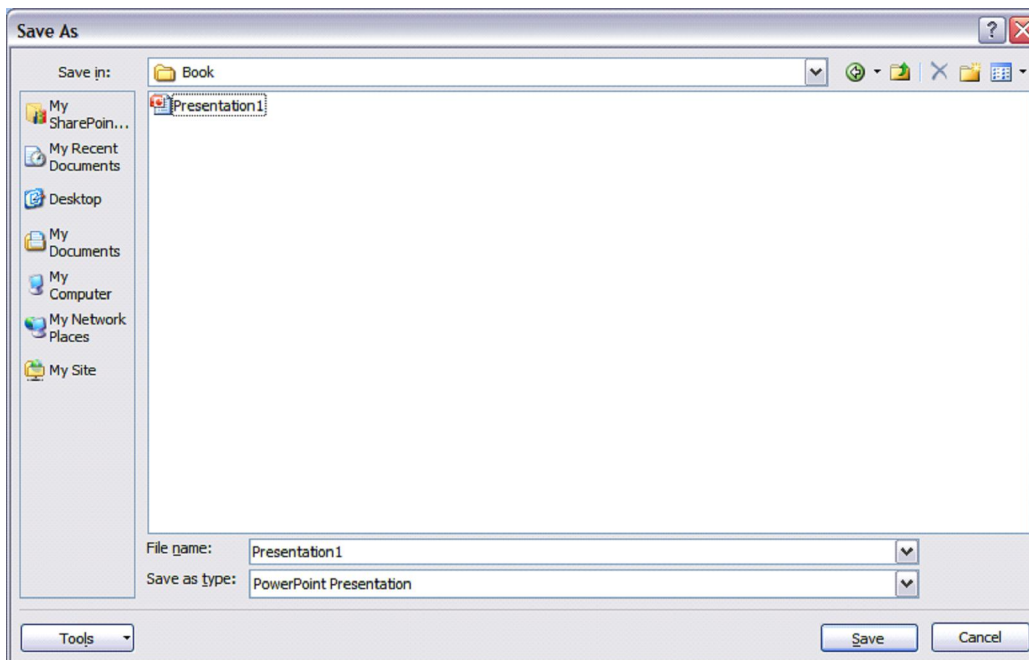


Fig. 5.72

### 5.27.3 Save as Web Page

Presentations can be saved by selecting **Office button→Save As** command on the menu bar as explained earlier. However, if you want to post PowerPoint presentations on the Internet, you may want to save them as Web pages so that the visitors to your web site can view the presentation even if they do not have PowerPoint installed on their computers. Select **Office→Save As** and select **Web Page** command from the drop down. Choose your web page directory on the network from the **Look in:** drop-down menu and name the file in the **File name:** box. Click **Save** to save the presentation in web format (Fig 5.73).

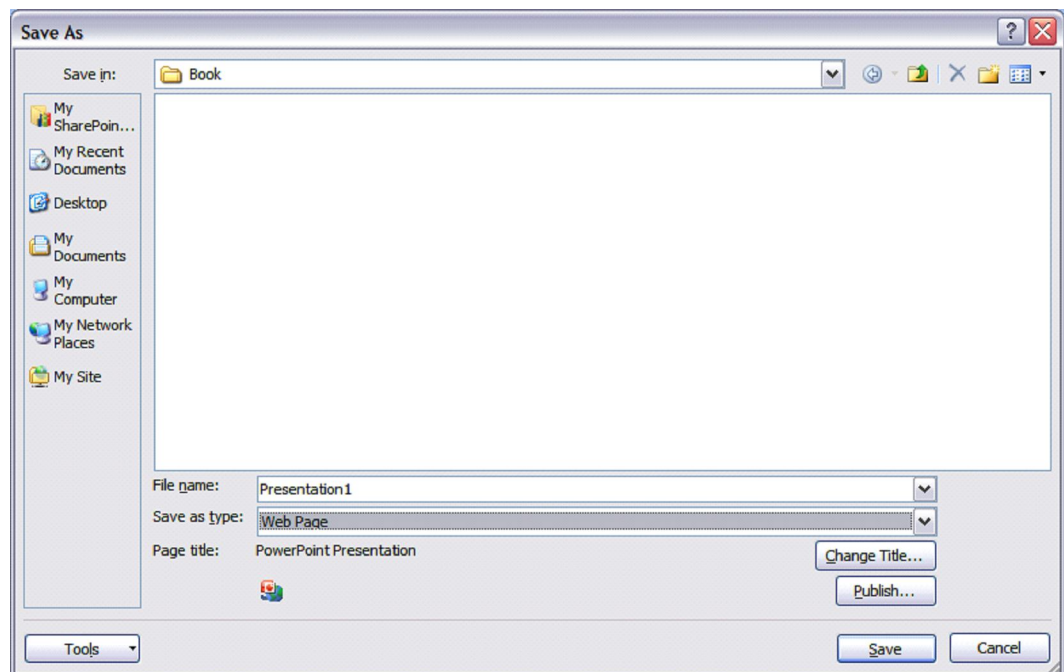


Fig. 5.73

### 5.27.4 Print

Select **Office button→Print** command on the menu bar to print the presentation. The Print dialog box appears. Choose the following options in the Print box.

**Print range** - Select **All** to print all the slides in the presentation, **Current slide** to print only the current slide, or enter slide numbers in the **Slides** field to print only certain slides.

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**Copies** - Enter the number of copies of each slide specified in Print range and check the **Collate** box if necessary (Fig 5.24).

### Print What -

- **Slides** - prints a full-page slide on each page.
- **Handouts** - prints as many slides as you designate on each page.
- **Notes Page** - prints one slide with that slide's notes on each page
- **Outline view** - prints the outline of the presentation

Click **OK** to print.

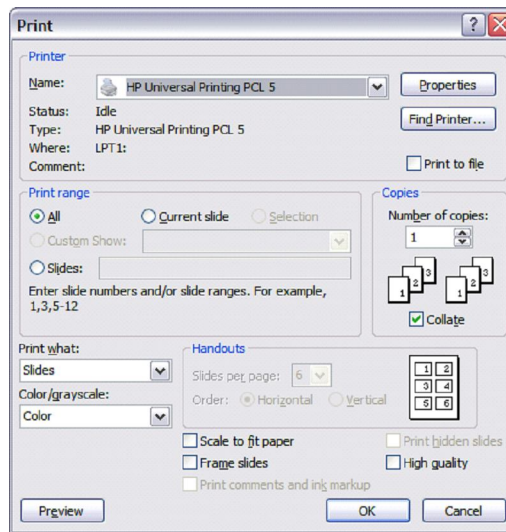


Fig. 5.74

## 5.28 RUN A SLIDE SHOW

After you create your slides, you can run your slide show.

- Choose the **Slide Show** tab. Click the From Beginning button in the **Start Slide Show** group. OR
- Click the Slide Show icon in the bottom right corner of your screen.

Slide show of your presentation will appear on your screen.

Press ESC key to End the slide show and return to the PowerPoint.

## 5.29 CLOSE A PRESENTATION

To close the current presentation slides file, select **Office button→Close** command on the menu bar. If the file contains any unsaved changes, you will be prompted to save the file before closing.

### 5.30 EXIT POWERPOINT PROGRAM

When finished your work in PowerPoint and closed all the files, you can quit the PowerPoint program by selecting **Office button→Exit PowerPoint** command on the menu bar.

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### INTEXT QUESTIONS 5.5

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13. (i) How do you move from one slide to another slide?
- (a) Using Scroll bars
  - (b) Using Next Slide and Previous slide buttons
  - (c) Using outline pane
  - (d) All of the above
- (ii) How do you insert text in a slide?
- (a) Using outline text
  - (b) Inserting text boxes
  - (c) Right clicking
  - (d) (a) and (b) above
- (iii) You can add notes to your slides from:
- (a) Slide Sorter view
  - (b) Normal view
  - (c) Slide Show view
  - (d) (a) and (b)
- (iv) Text can be easily inserted into the slides using:
- (a) Normal view
  - (b) Outline view
  - (c) Slide Sorter view
  - (d) (a) and (b) above
-



### **5.31 WHAT YOU HAVE LEARNT**

In this lesson you have learnt about database and its importance in day-today life. You also learnt how to create a table and modify it. Different ways of creating queries and designing forms and reports have also been discussed. Creation of a powerful presentation using multimedia features for effective communication have also been included at the end.

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### **5.32 TERMINAL QUESTIONS**

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1. What is a database?
  2. Explain with the help of an example the terms table, field and record.
  3. What is a Data type? Explain with the help of examples any four data types.
  4. What is a primary key and how is it assigned in a table?
  5. How can you create a query based on 2 tables? What is the most necessary condition for creating such type of query?
  6. How can you change the positions of the columns in the query design view? Explain with an example.
  7. Write down short note on the following:
    - (i) Form
    - (ii) Report
  8. Write down the various steps for creating a Form using Form Wizard.
  9. Explain any three features of PowerPoint.
  10. Explain any one method of creating a presentation.
  11. Explain steps in inserting a text box in a slide.
  12. How do you change the amount of space between lines in a text box?
  13. How do you insert picture bullets in slides?
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### 5.33 ANSWER TO INTEXT QUESTIONS

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#### Intext Questions 5.1

1. (a) True (b) False (c) True  
(d) False (e) False
2. (a) Field (b) Primary key
3. (c)
4. (a)

#### Intext Questions 5.2

5. (a) False (b) True (c) False (d) True
6. (a) Two (b) Design

#### Intext Questions 5.3

7. (a) New Query (b) Table  
(c) Design (d) Run  
(e) Logical
8. (a) False (b) True (c) True  
(d) False (e) False

#### Intext Questions 5.4

9. (a) True (b) False (c) False
10. (b)
11. (d)
12. (d)

#### Intext Questions 5.5

13. (i) (d) (ii) (d)  
(iii) (b) (iv) (d)
-