



**MICROSOFT
POWERPOINT**

**COMPUTER
AWARENESS**

EPIISODE-17



Computer Awareness

Part 17

- Funsta Team

Lets Start





Computer Awareness



- Part 1 Intro/Generation/ Classification of Computers
- Part 2 Computer Architecture & Memory
- Part 3 Computer Hardware
- Part 4 Computer Software and System Utilities
- Part 5 Number System
- Part 6 Computer Codes & Logic Gates
- Part 7 Introduction to Operating System
- Part 8 Operating System

Lets move on to
Next Part





Computer Awareness

- Part 9 Data Communication
- Part 10 Computer Networks & Network Topology
- Part 11 OSI Layers & Network
- Part 12 Database Management System (DBMS)
- Part 13 Relational Database Management System (RDBMS)
- Part 14 Internet And Its Services
- Part 15 Computer Security
- Part 16 Microsoft Word



Lets move on to
Next Part





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Microsoft Power Point



Microsoft PowerPoint is a presentation program, created by **Robert Gaskins and Dennis Austin** at a software company named **Forethought, Inc.**

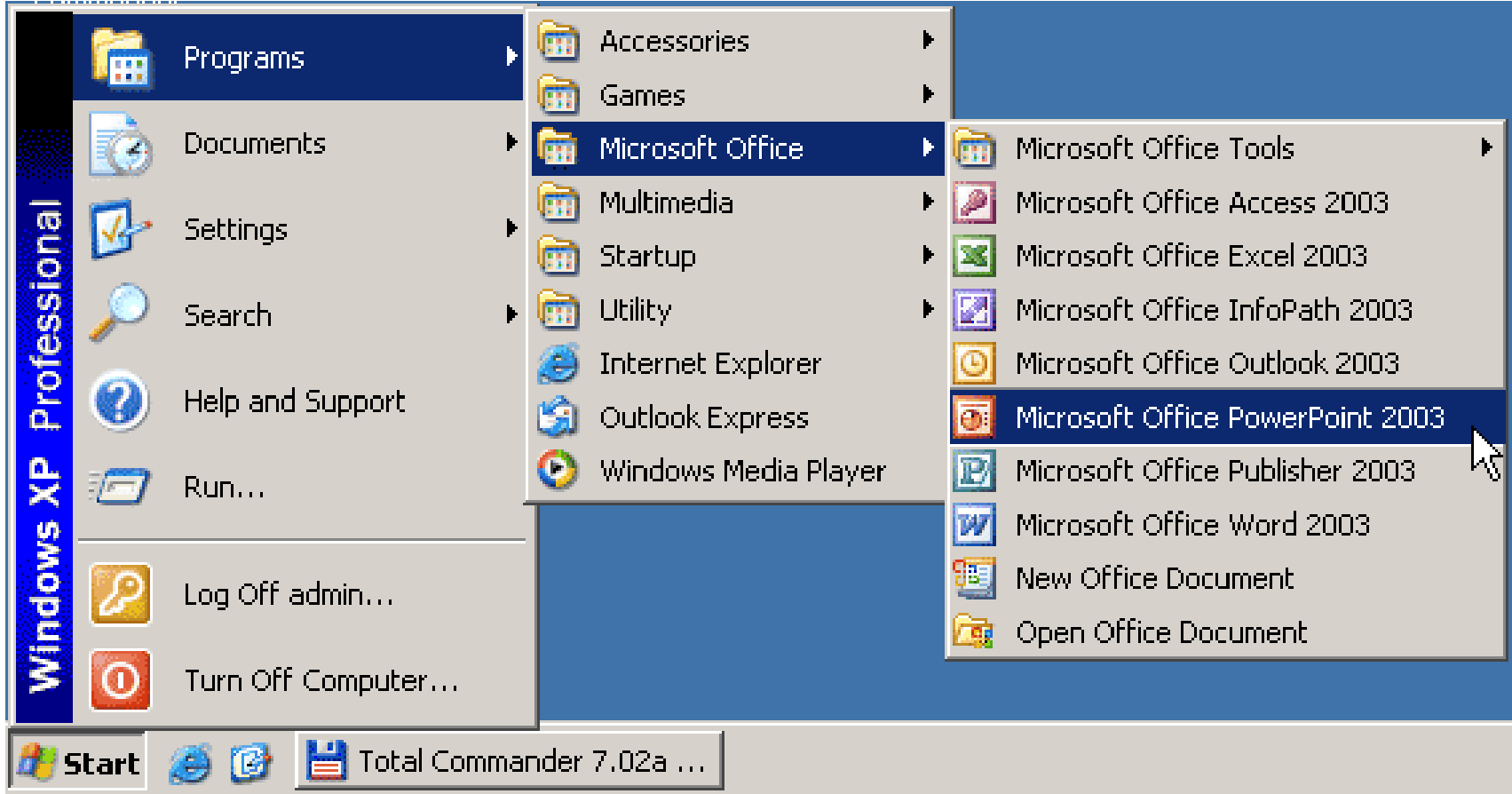


It was released on **April 20, 1987**, initially for Macintosh System Operating system based **computers only.**



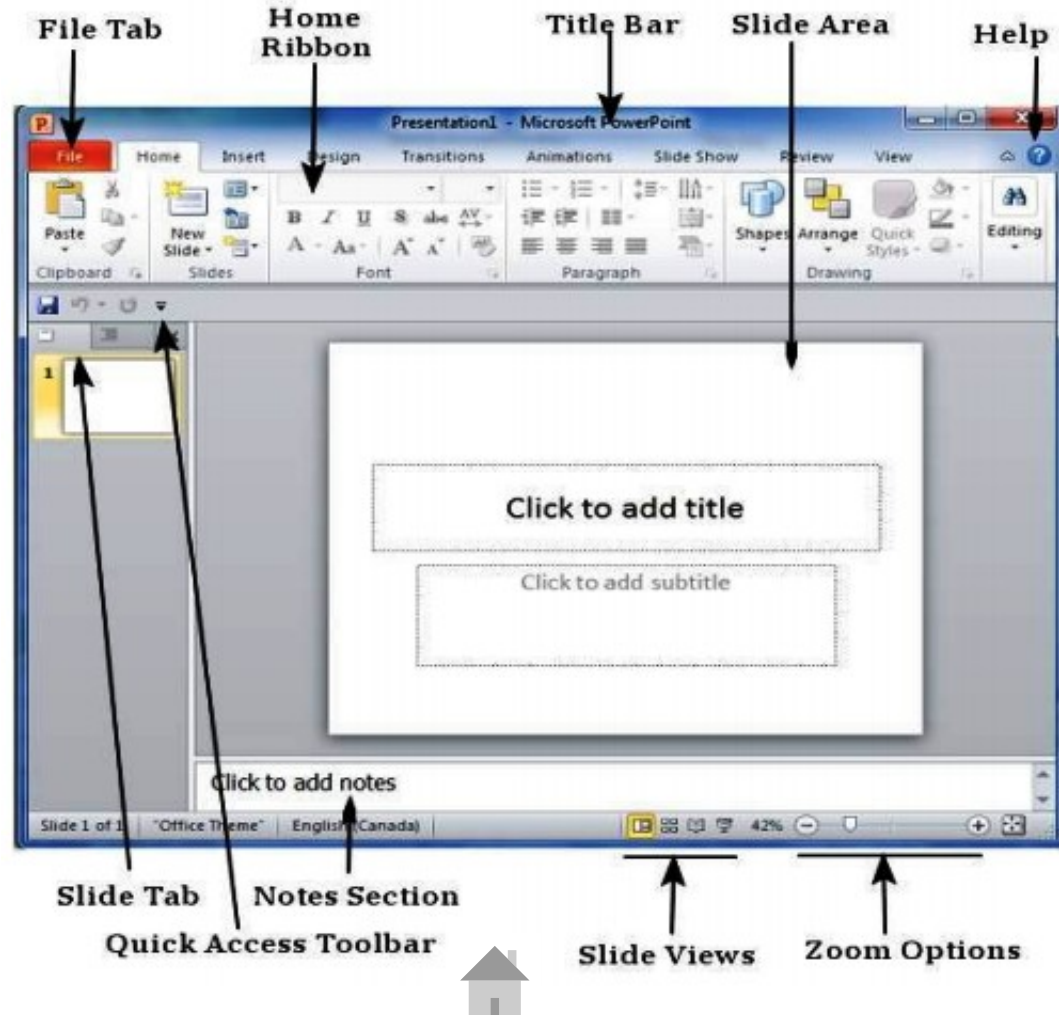


Start MS-Power Point





Components of Power Point



Components of Power Point



Components of Power Point

**Component
s of
PowerPoint**

Master

Template

Transitions

Animations

**Title &
Subtitle**

**Drawing
Objects**

**Clipart and
Pictures**



Master

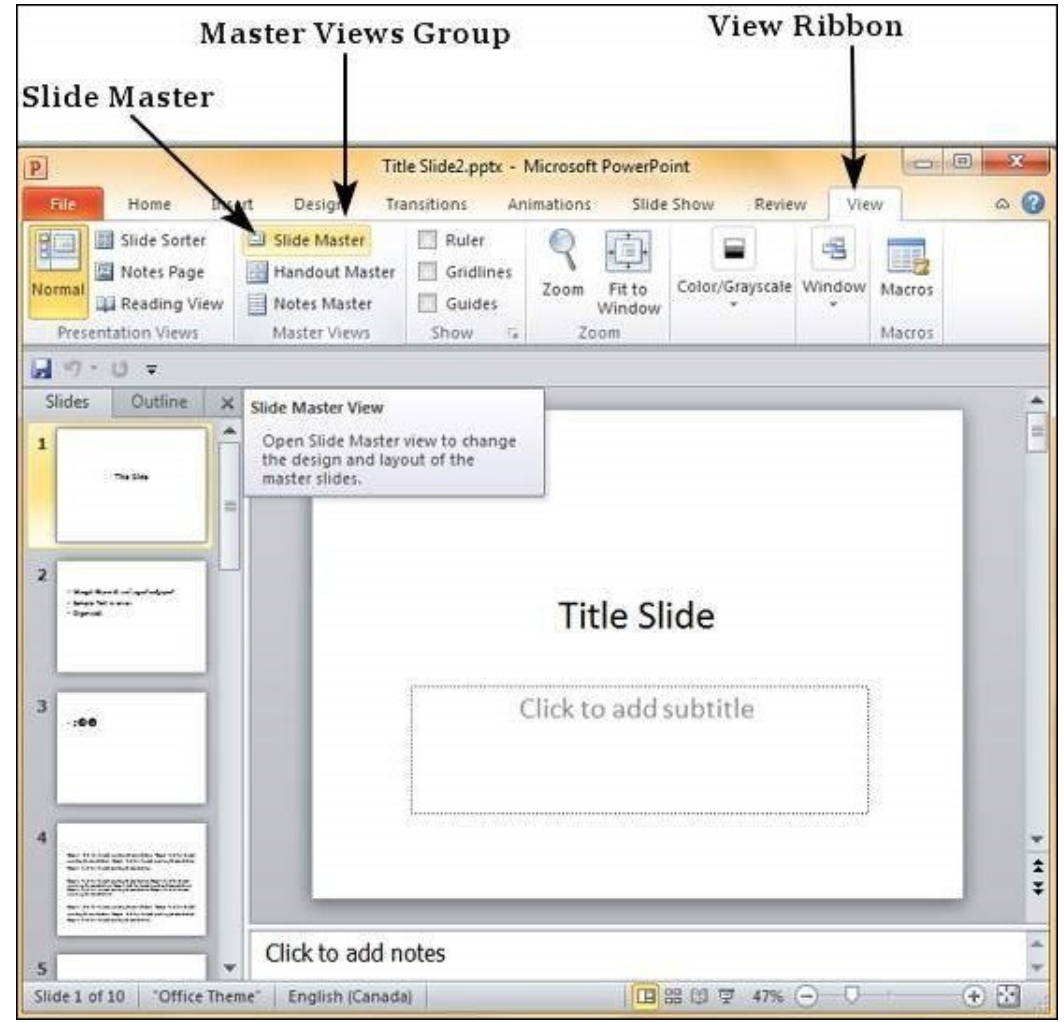


A slide **master** is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the **background, color, fonts, effects, placeholder sizes, and positioning.**

Screenshot of
Master

Back to
Components of PowerPoint

Master



Explanation of Master

Back to Components of PowerPoint

Template



A **PowerPoint template** is a pattern or blueprint of a slide or group of slides that you save as a . potx file.



Templates can contain layouts, colors, fonts, effects, background styles, and even content.

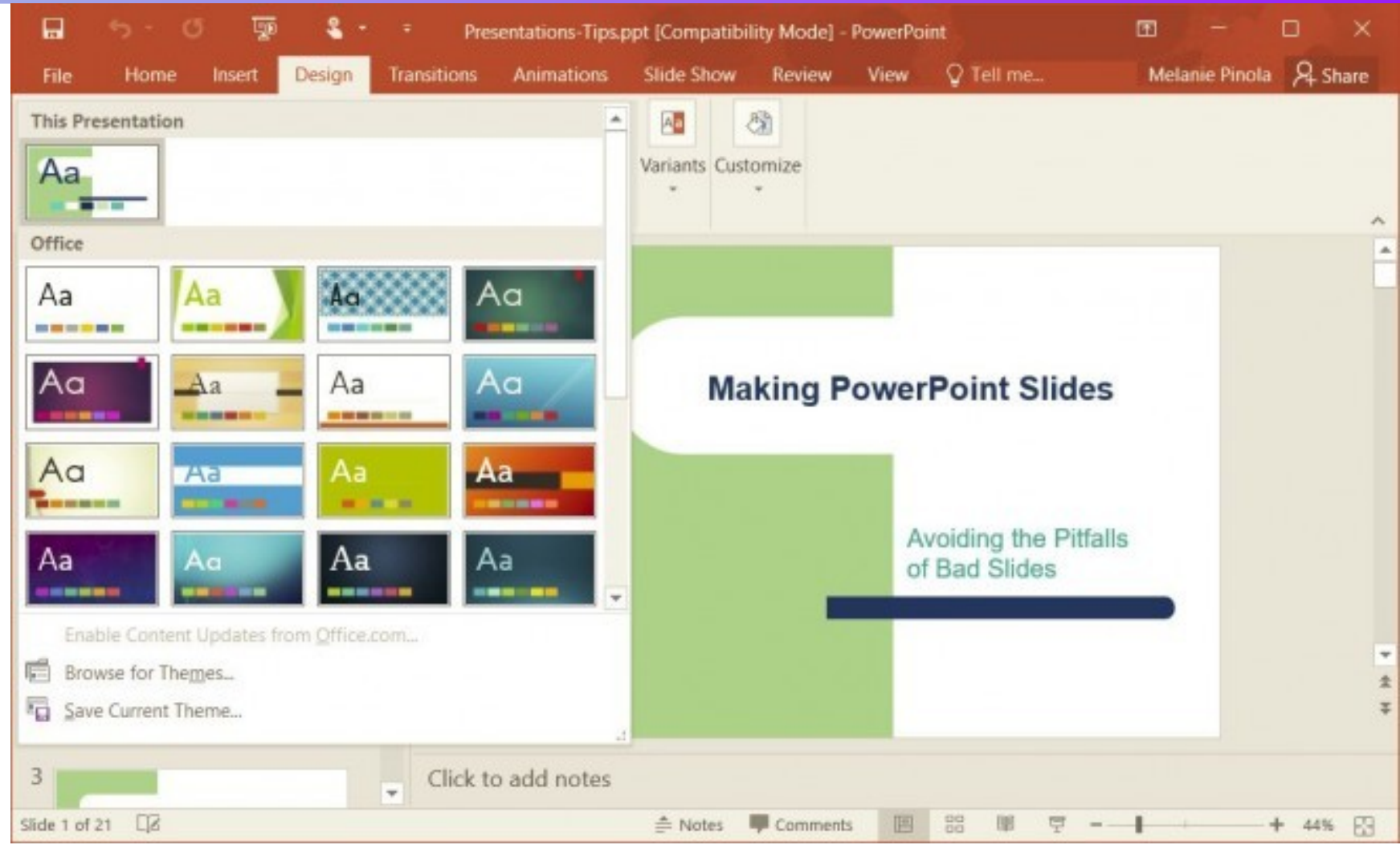


You can create your own custom **templates** and store them, reuse them, and share them with others

Screenshot of
Template

Back to
Components of PowerPoint

Template



Explanation of Template

Back to Components of PowerPoint

Transitions



Transitions are motion effects that when in Slide Show view add movement to your slides as you advance from one slide to another.

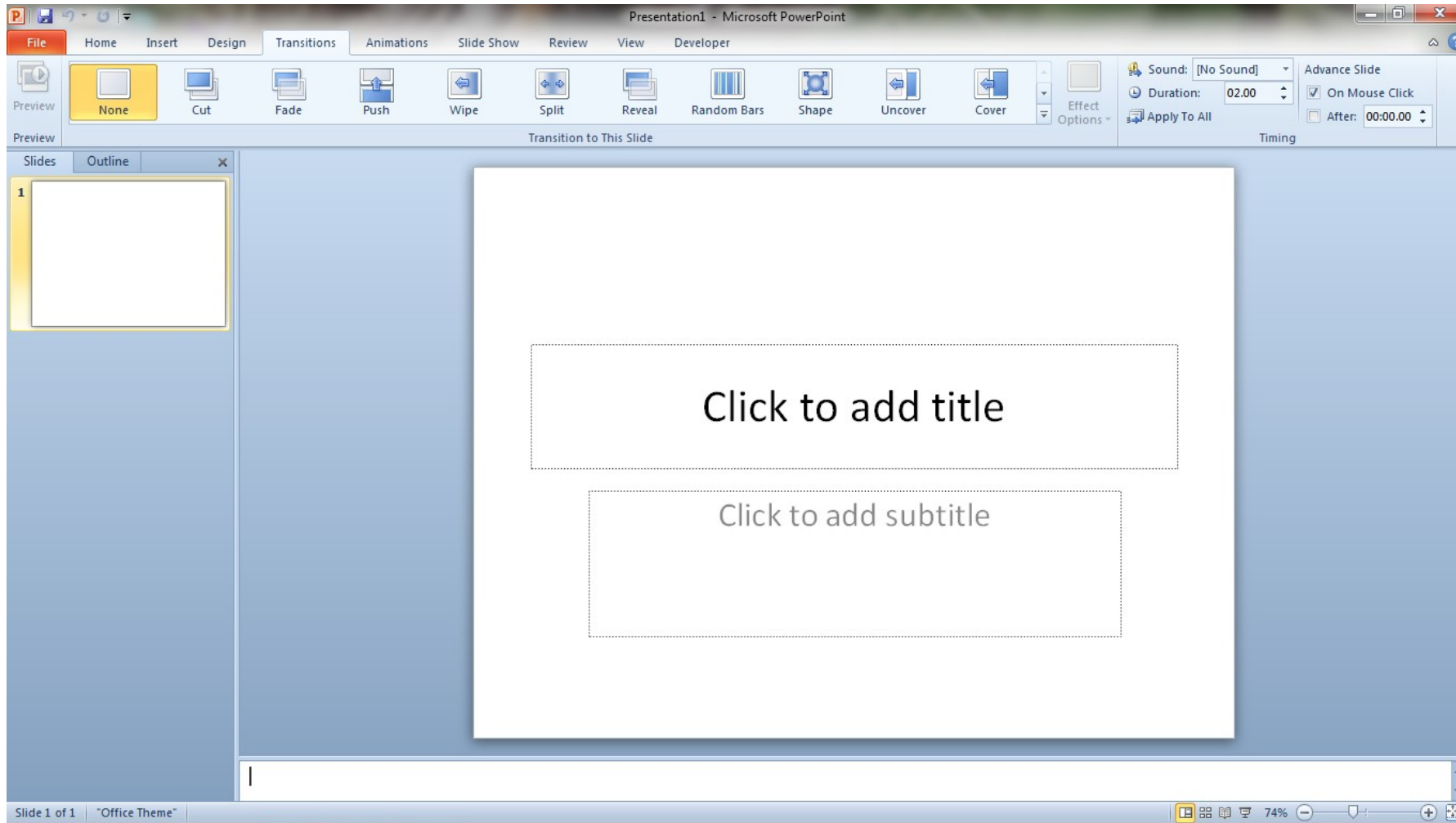


There are many **transitions** to choose from, each one of which allows you to control the speed and even add sound.

Screenshot of
Transitions

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Components of PowerPoint

Transitions



Explanation of Transitions

Back to Components of PowerPoint

Animations



Animations are visual effects for the objects in your **PowerPoint presentation**.



Animations bring objects like text, images, or charts on or off your **slide**.



Microsoft calls these entrances and exits.



An entrance is an **animation** that brings something onto the **slide**.

Screenshot of
Animations

Back to
Components of PowerPoint

Animations



Explanation of Animations

Back to Components of PowerPoint

Title & Subtitle



PowerPoint allows you to have a slide with **Title and Subtitle**.



PowerPoint allows you to have a slide with **Title** and Body Text.



Subtitle text doesn't appear in the outliner.



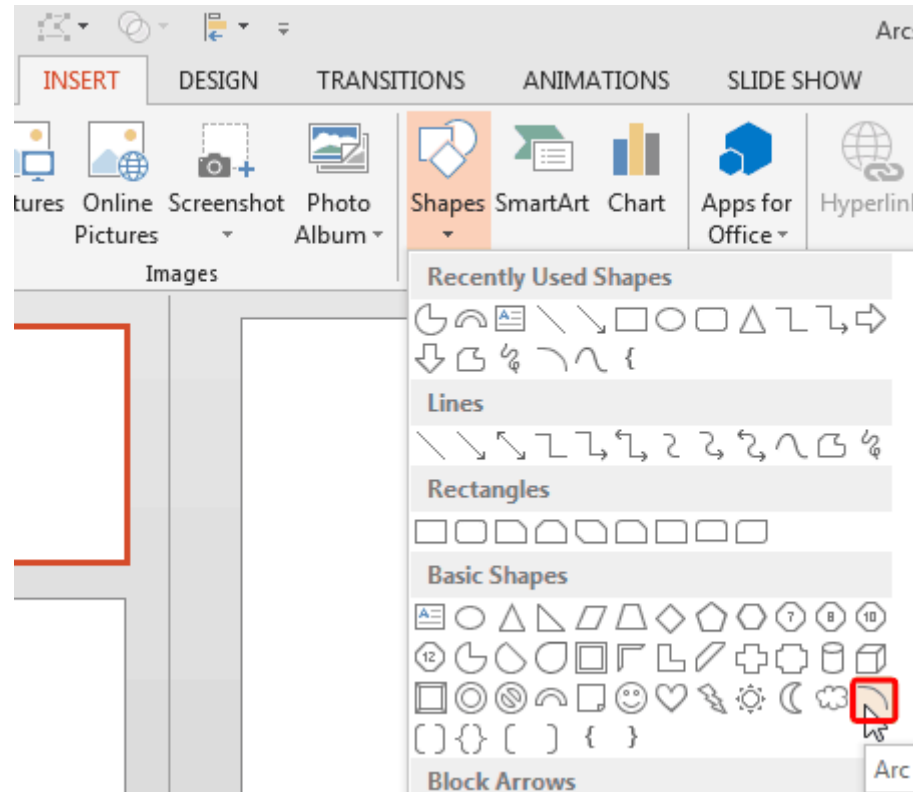
You can't change the formatting of all your **subtitle** text boxes at once by changing the slide master.

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Components of PowerPoint

Drawing Objects



PowerPoint includes a basic set of **tools** for **drawing** shapes and lines onto a slide



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Components of PowerPoint

Clipart and Pictures

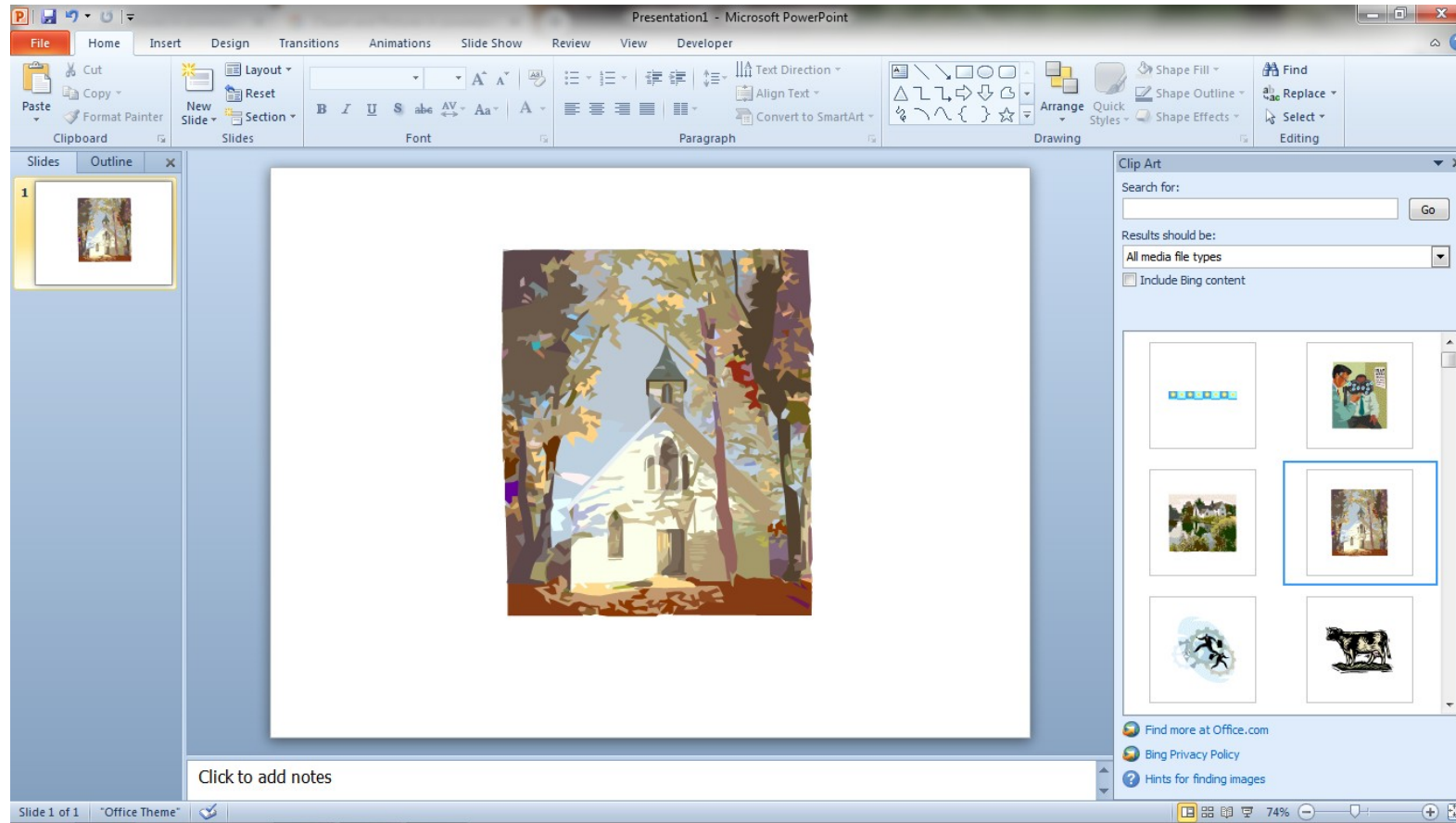


Clipart refers to images, most commonly stock illustrations, that a user can import and insert in a document created in a desktop publishing platform such as **PowerPoint**.

Screenshot of
Clipart and Pictures

Back to
Components of PowerPoint

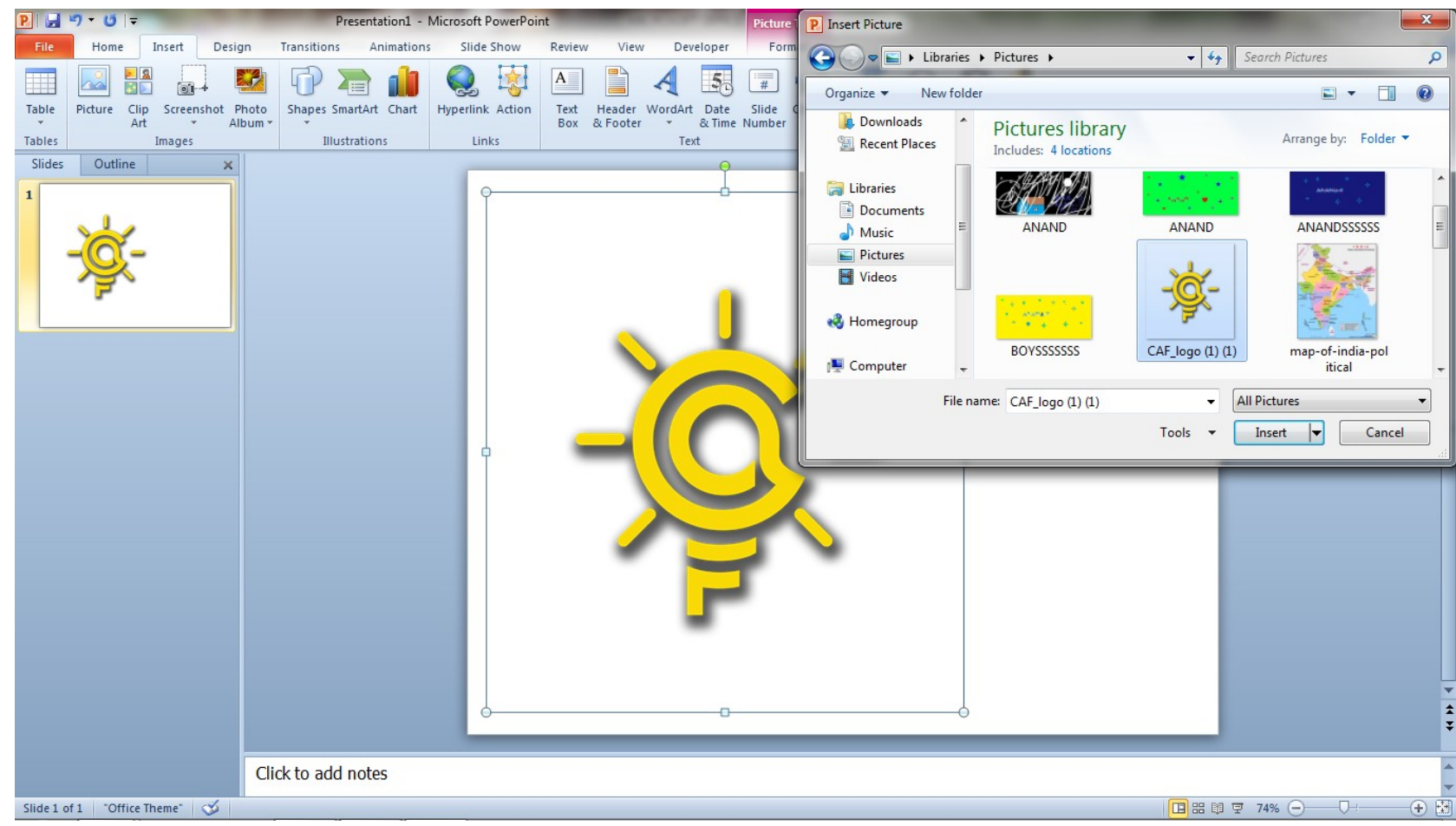
Clipart and Pictures



Explanation of
Clipart and Pictures

Back to
Components of
PowerPoint

Clipart and Pictures

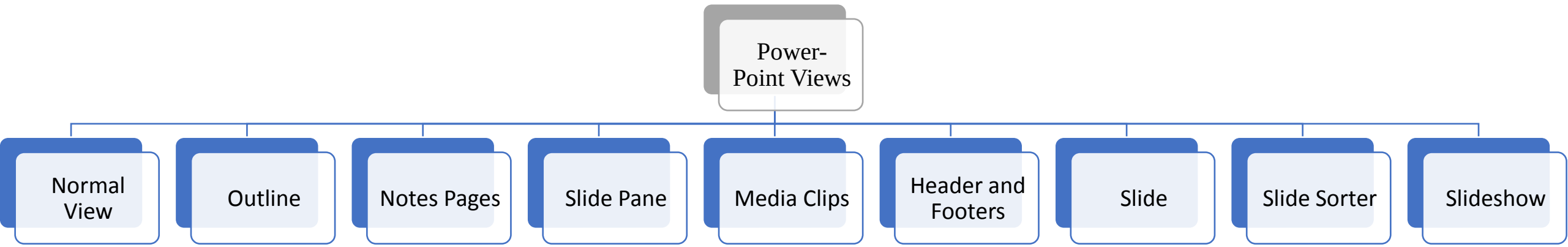


Explanation of
Clipart and Pictures

Back to
Components of
PowerPoint



Power-Point Views



Normal View



Back to Power-Point Views

Outline



Outline view in **PowerPoint** displays your presentation as an **outline** made up of the titles and main text from each slide.



Each title appears on the left side of the pane that contains the **Outline** tab, along with a slide icon and slide number.

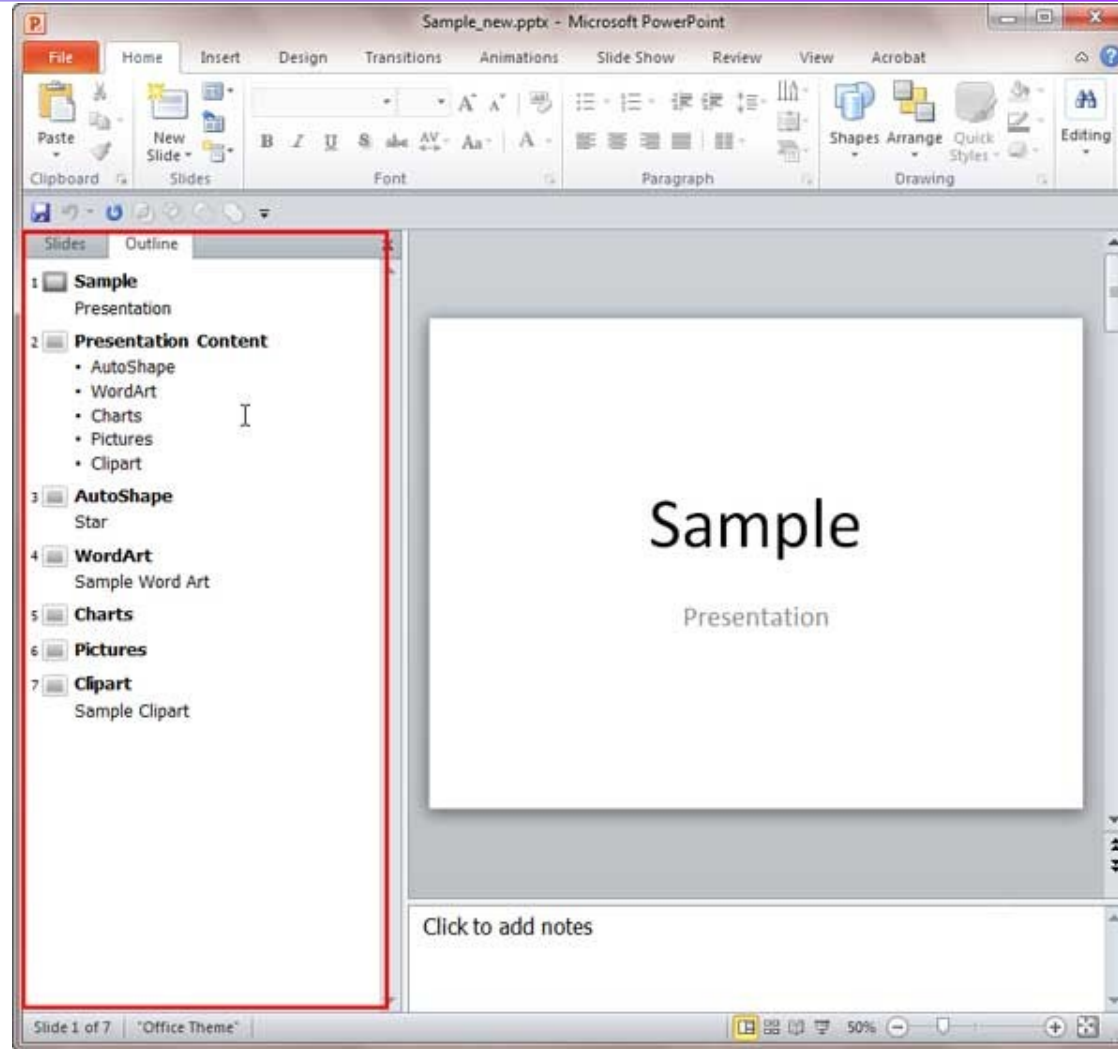


The main text is indented under the slide title.

Screenshot of
Outline

Back to
Power-Point Views

Outline



Explanation of Outline

Back to Power-Point Views

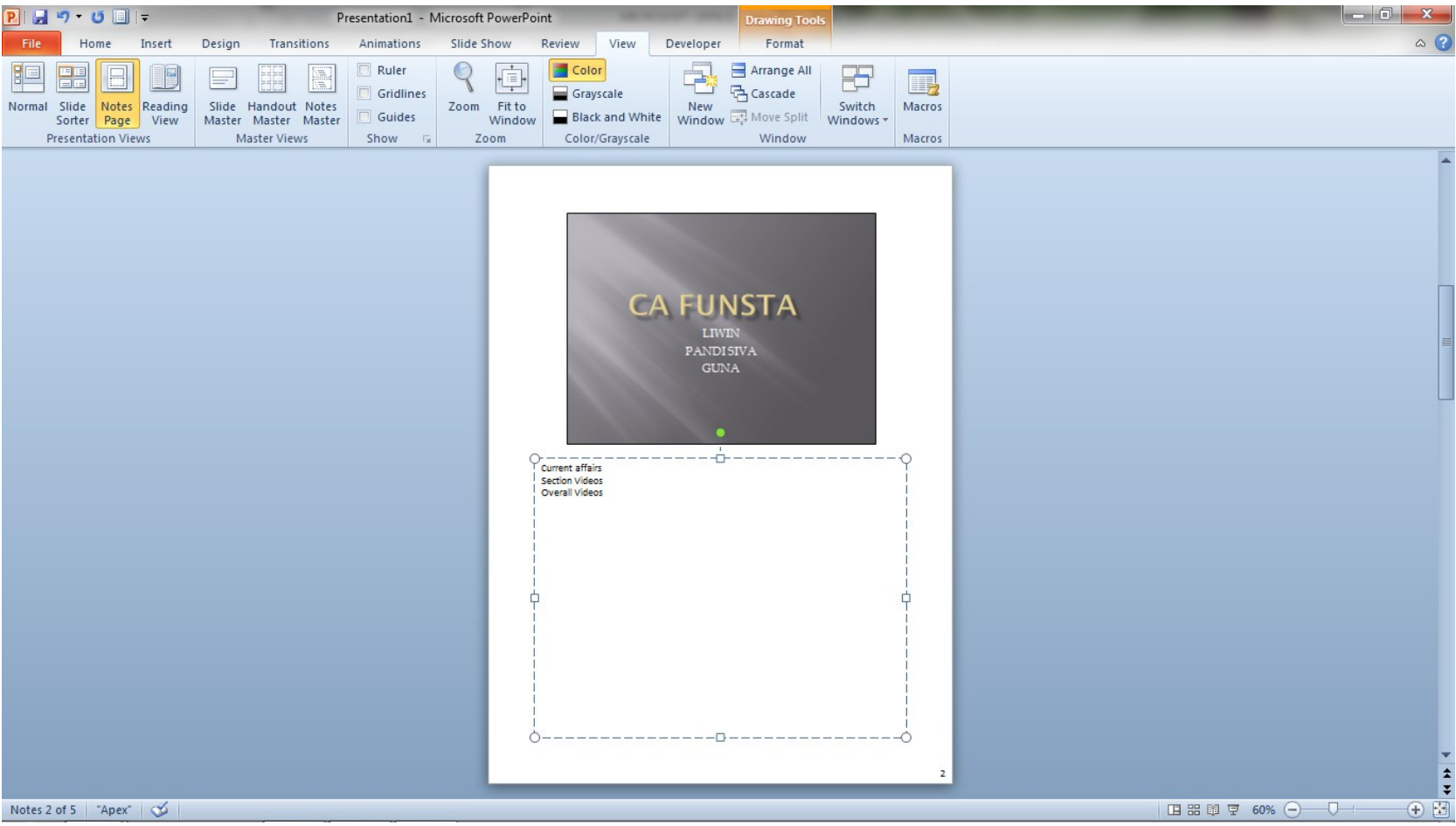
Notes Pages



Notes pages are a configuration of each slide and the **notes** that you put in the **Notes** pane in Normal view.

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Power-Point Views

Notes Pages



Back to Power-Point Views

Slide Pane



PowerPoint presentations can contain as many **slides** as you need.



The **Slide Navigation pane** on the left side of the screen makes it easy to organize your **slides**.



From there, you can **duplicate, rearrange, and delete slides** in your presentation.

[Back to
Power-Point Views](#)

Slide Pane



PowerPoint Online

Test-1 - Saved to OneDrive

Amethyst ... Sign out

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS REVIEW VIEW Tell me what you want to do

Undo Clipboard Delete Slides Font Paragraph Drawing Editing

1

2

3

Click to add title

Click to add subtitle

Click to add notes

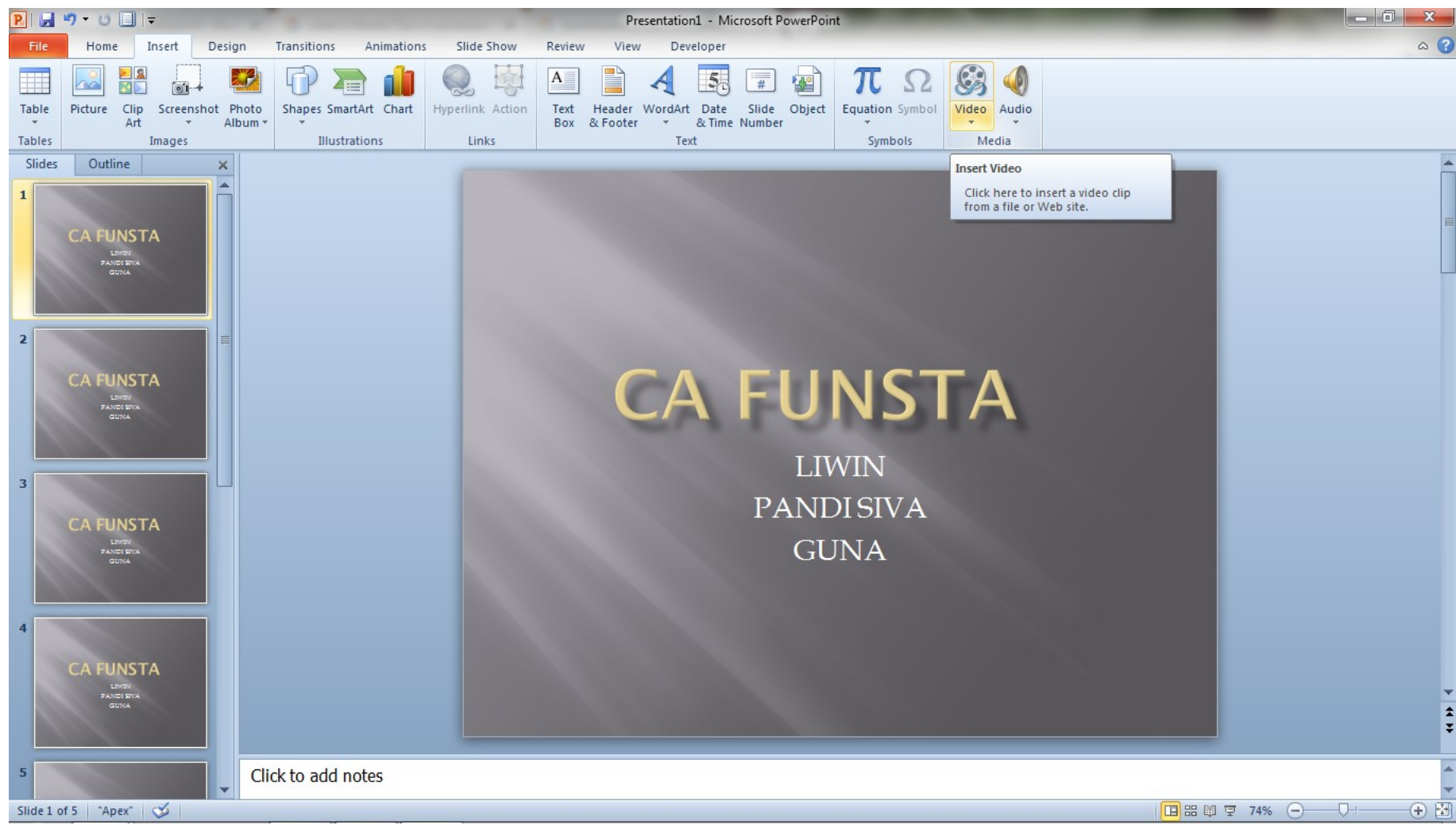
SLIDE 1 OF 4 ENGLISH (U.S.)

HELP IMPROVE OFFICE NOTES 66%

Back to Power-Point Views

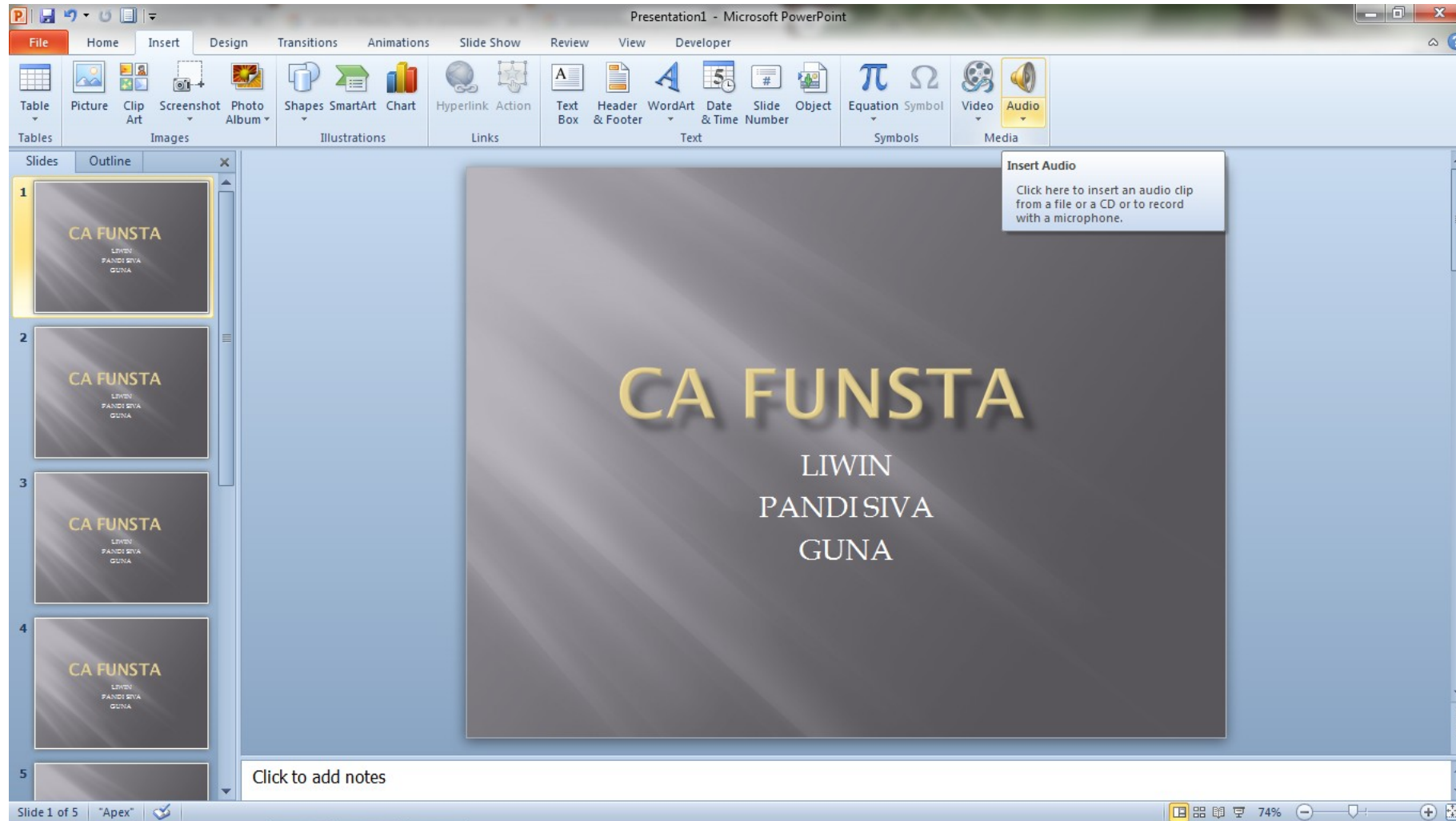


Media Clips



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Media Clips



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Power-Point Views

Header and Footers



PowerPoint allows you to create **headers and footers**, that is, information that appears at the top and bottom of all slides.



This information will typically include the name of the presenters, their affiliation, and the presentation title, slide number, and date, but other information can be added as well

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Power-Point Views](#)

Header and Footers



Header & Footer

Edit the Header or Footer of the document.

The information in the Header or Footer will appear at the top or bottom of each printed page.

Press F1 for more help.

CA FUNSTA

LIWIN
PANDI SIVA
GUNA

29/Sep/2020

Click to add notes

Slide 1 of 5 "Apex" 74%

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Power-Point Views



Header and Footers

Back to Power-Point Views

Slide

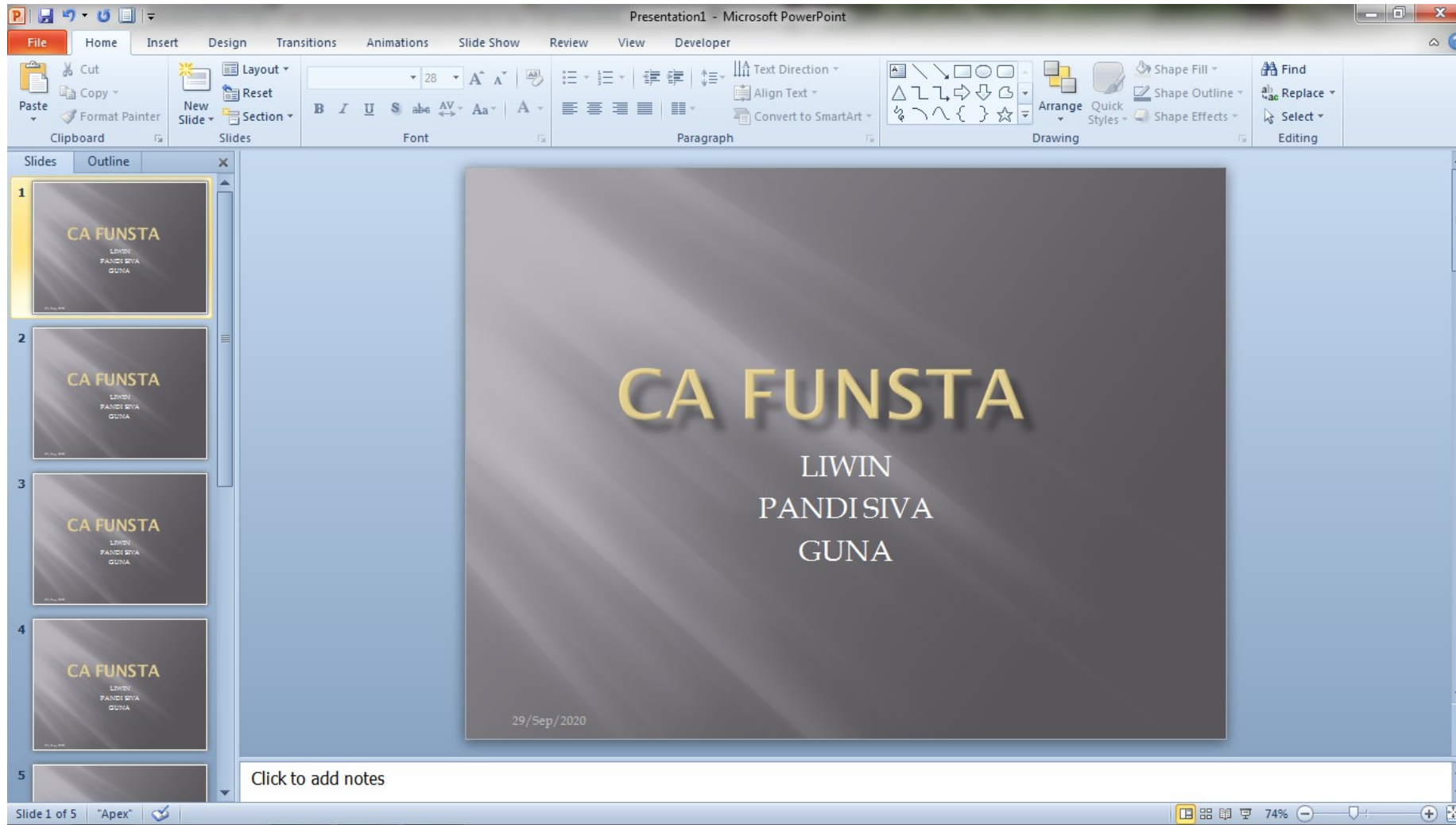


A **slide** is a single page of a presentation. Collectively, a group of **slides** may be known as a **slide** deck.

- Title Slide
- Title & Content
- Section Header
- Two Contents
- Comparison
- Title Only
- Blank
- Content with Caption
- Picture with Caption

Back to
Power-Point Views

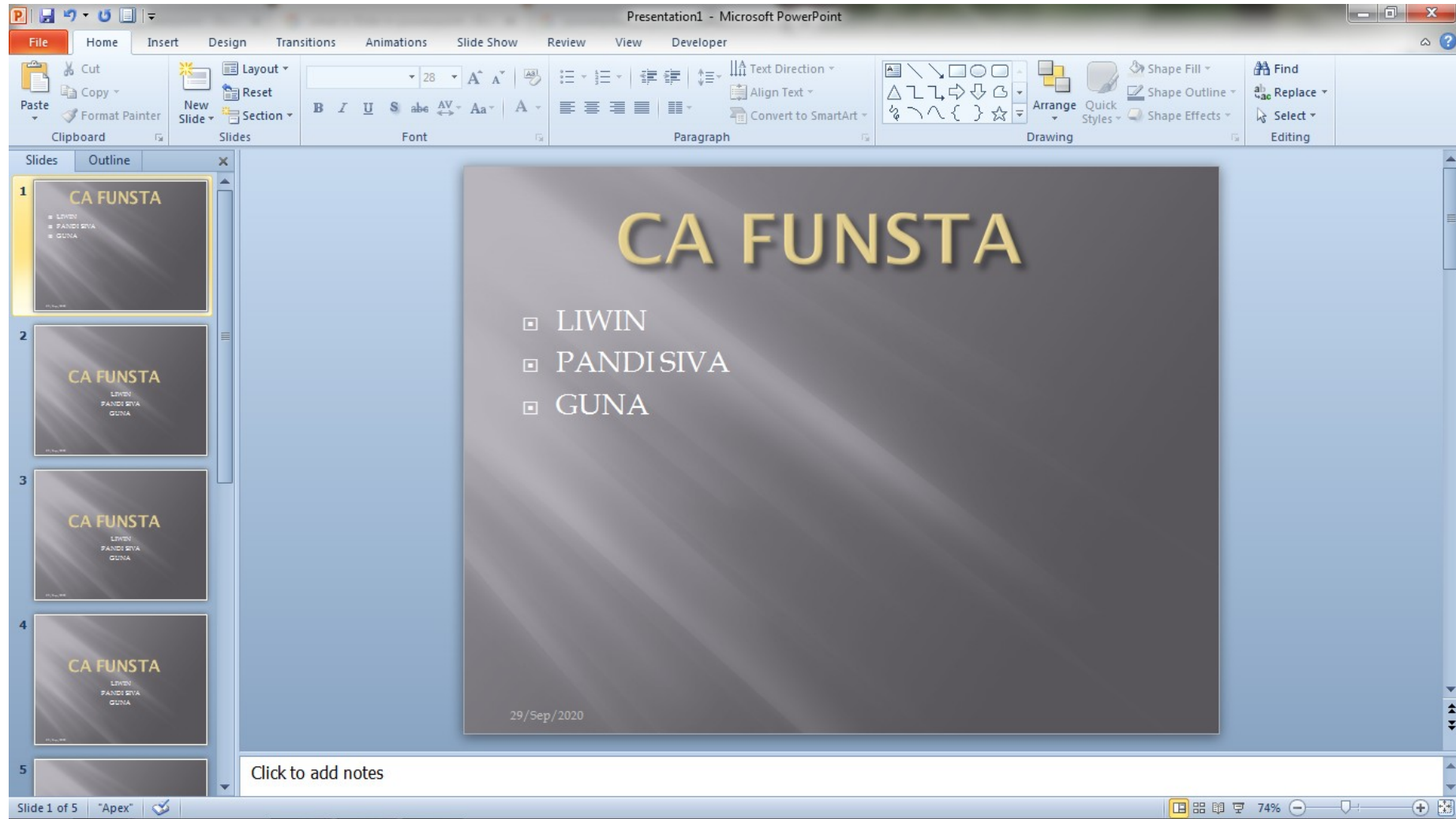
Title Slide



Back to Slides

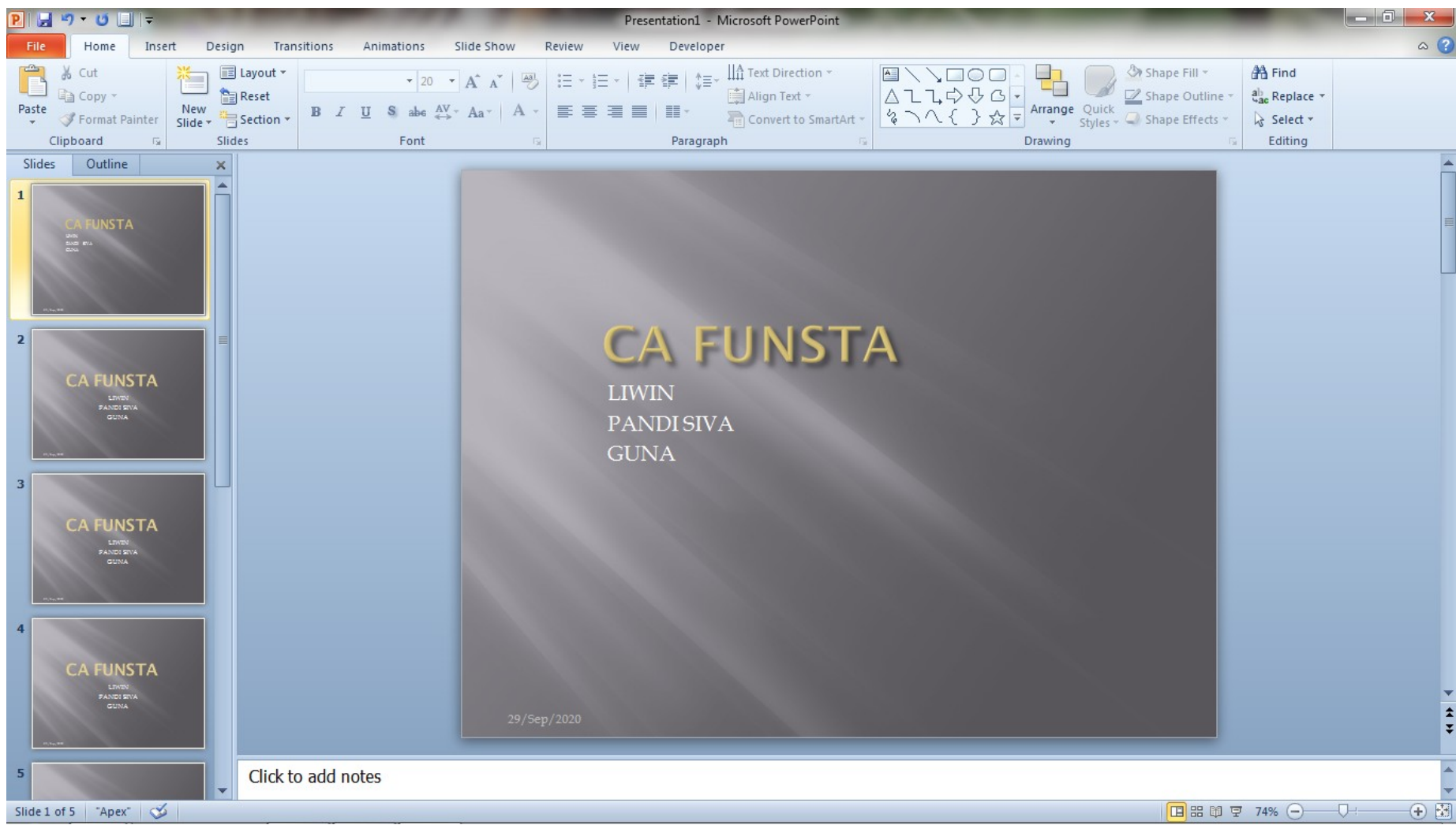
Back to Power-Point Views

Title & Content



Back to Slides

Section Header



Back to Slides

Back to Power-Point Views

Two Contents



Microsoft PowerPoint interface showing a slide in 'Picture Tools' view. The slide content includes the title 'CA FUNSTA', a bulleted list with items 'LIWIN', 'PANDI SIVA', and 'GUNA', and a large yellow lightbulb icon. The ribbon shows 'Drawing Tools' and 'Picture Tools' tabs. The left pane shows a slide thumbnail with a yellow border.

Back to Slides

Back to Power-Point Views

Comparison

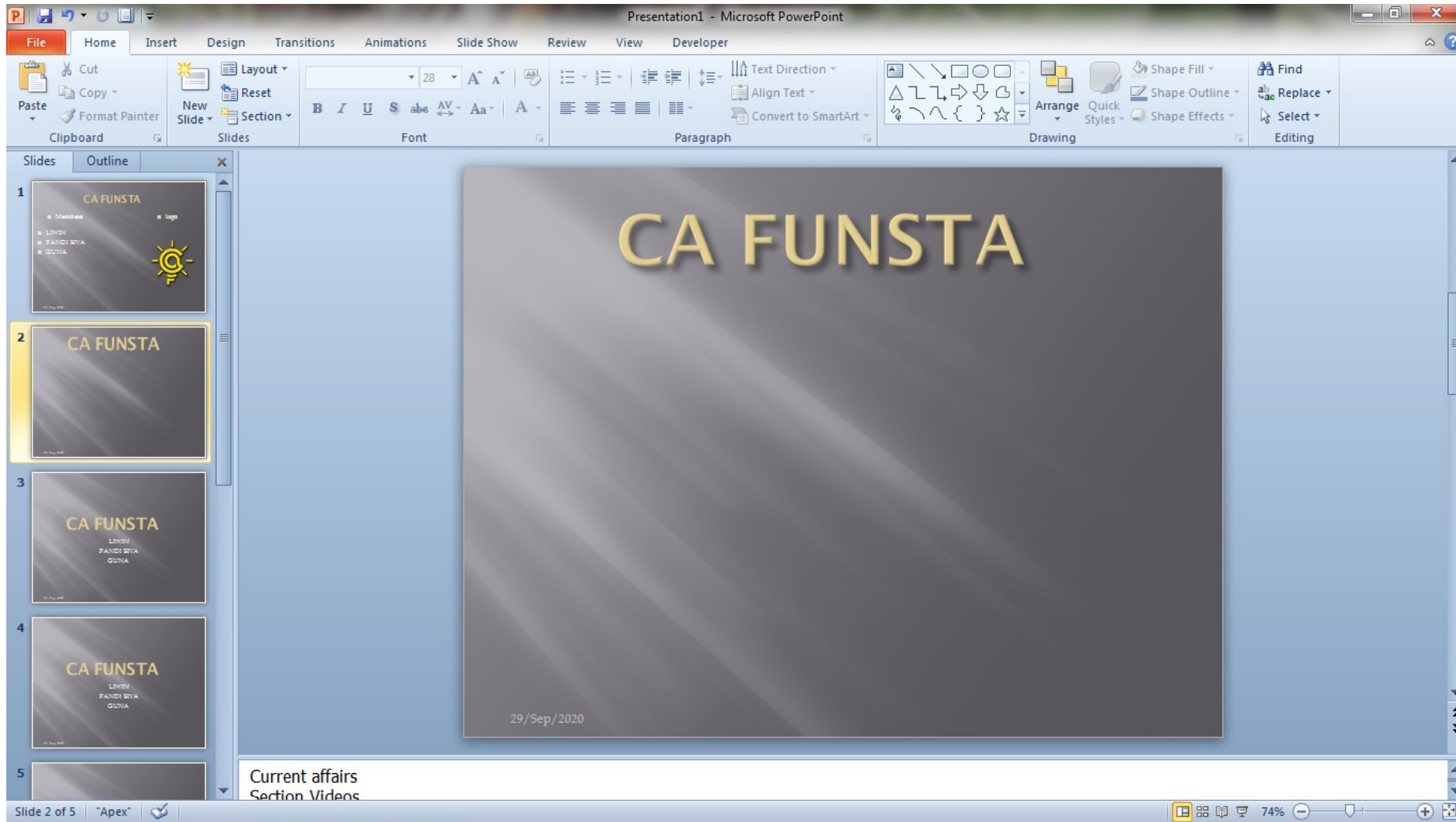


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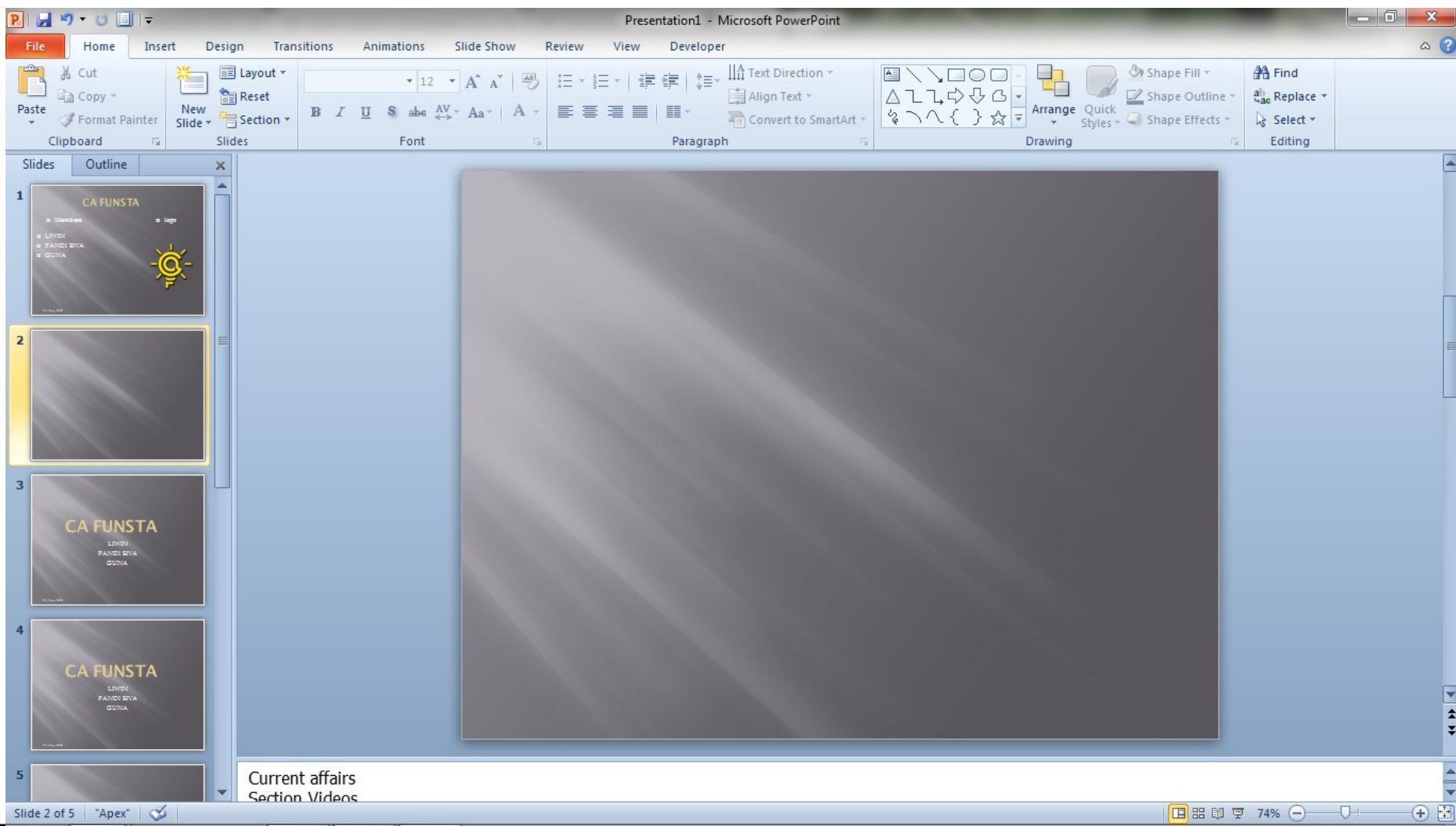
Title Only



Back to Slides

Back to Power-Point Views

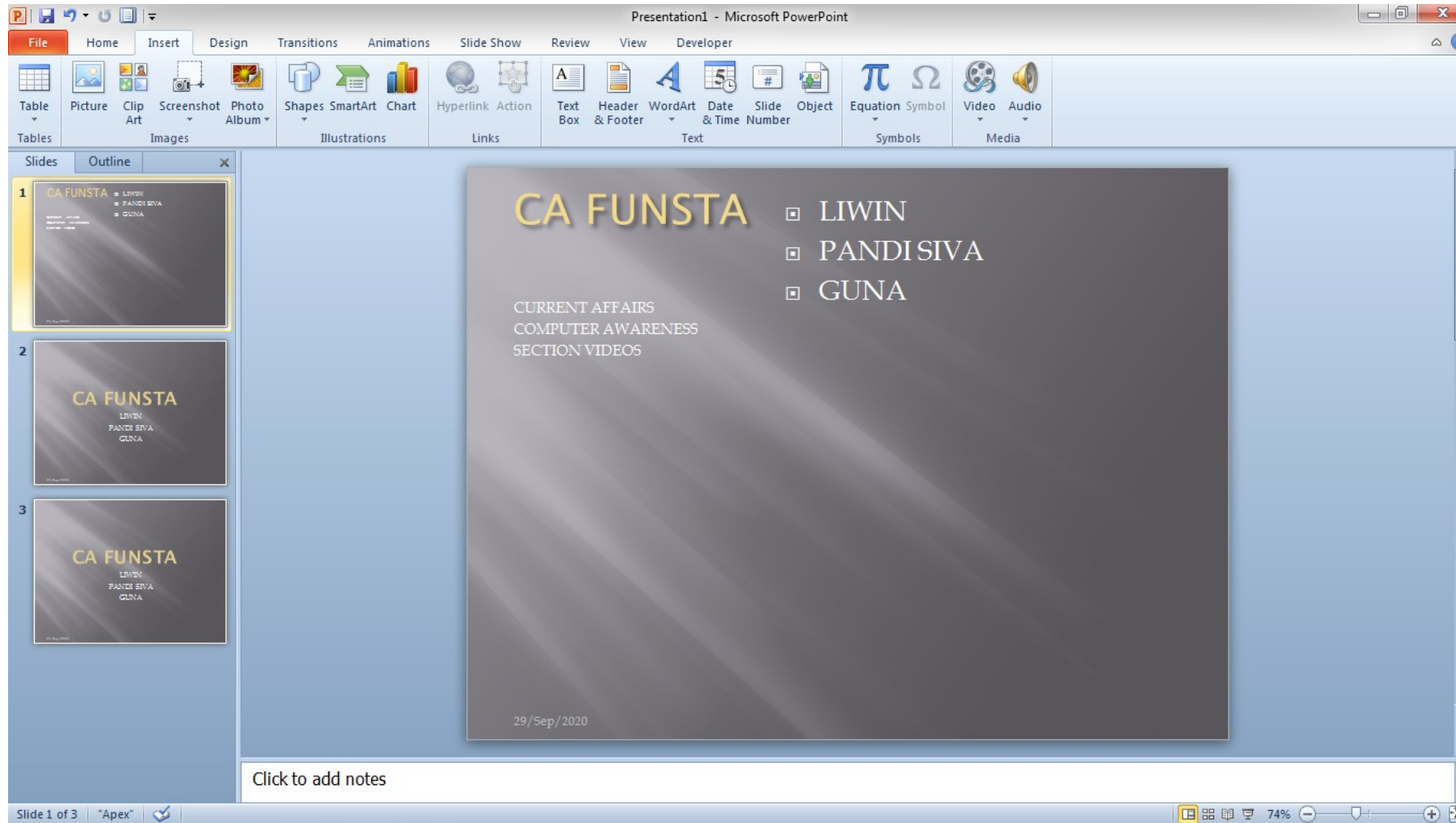
Blank



Back to Slides

Back to Power-Point Views

Content with Caption



Back to Slides

Back to Power-Point Views

Picture with Caption



Back to Slides

Back to Power-Point Views

Slide Sorter



Slide Sorter view **Slide Sorter** view gives you a view of your **slides** in thumbnail form.

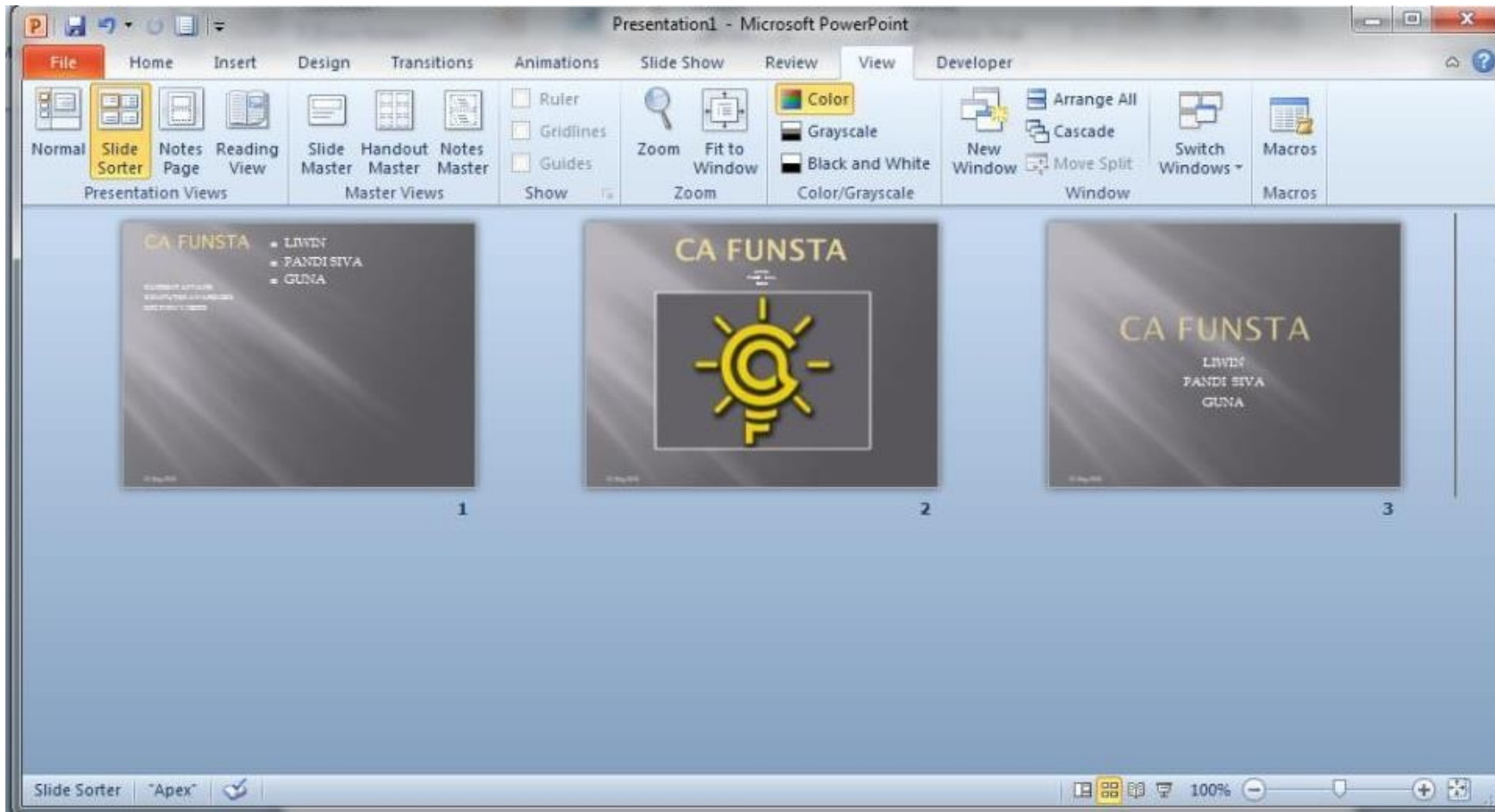


This view makes it easy for you to **sort** and organize the sequence of your **slides** as you create your presentation, and then also as you prepare your presentation for printing

Screenshot of
Slide Sorter

Back to
Power-Point Views

Slide Sorter



Explanation of Slide Sorter

Back to Power-Point Views

Slideshow



A **slide show** is a **presentation** of a series of still images on a projection screen or electronic **display** device, typically in a prearranged sequence.



The changes may be automatic and at regular intervals or they may be manually controlled by a presenter or the viewer.

Screenshot of
Slideshow

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Power-Point Views

Slideshow



CA FUNSTA

- ▣ LIWIN
- ▣ PANDI SIVA
- ▣ GUNA

CURRENT AFFAIRS
COMPUTER AWARENESS
SECTION VIDEOS

29/Sep/2020

Explanation of
Slideshow

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'Hurrah!'

We completed this section



Coming
Soon...

