

Learn PowerPoint in 01 Hour

Part - I

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Numerous Uses of PowerPoint

- PowerPoint is a very good & powerful tool
- In fact, you can make use of PowerPoint to prepare numerous “Presentations” for various purposes, including
 - Exhibitions
 - School Projects,
 - Seminars, etc. etc.
- You will find a few examples on the subsequent slides

Note: For advancing the slides, either press the “right arrow” or click the mouse.

Very Easy to Learn

- PowerPoint is very easy to learn, rest assured.
- You can master the nuances in no time if you have already worked in MS Word.
- Just follow the guidelines provided in the following Slides, and very soon you'll be able to prepare "Presentations".
- Wish you all the best!

Microsoft PowerPoint

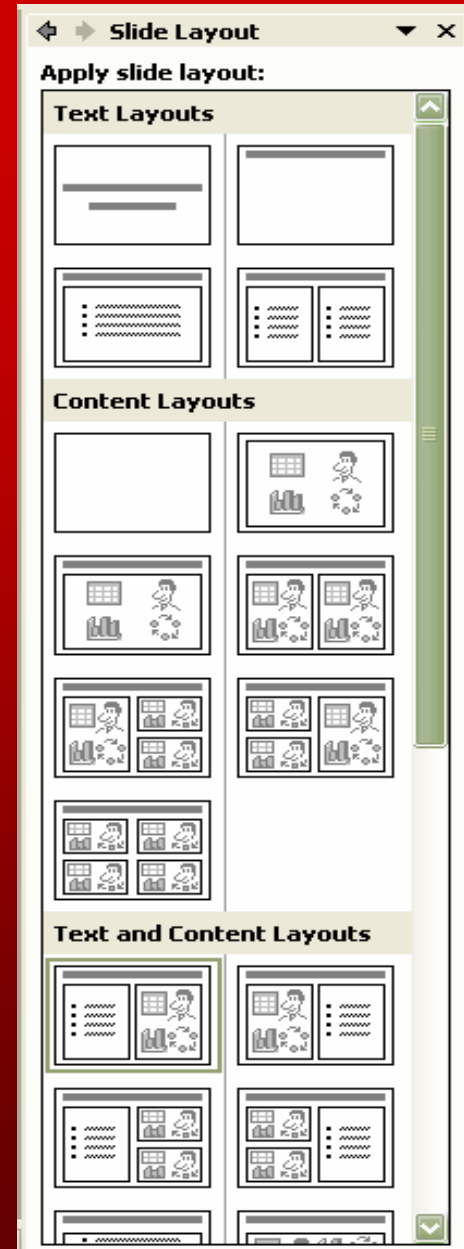
- Microsoft PowerPoint comes as a component of Microsoft Office.
- You can find it by clicking on “Start” button on your Screen
- Then Click on “All Programs”
- Locate the Microsoft Office Program and then Microsoft PowerPoint
- For easy access in future, you may “Right Click” on the “Icon” and select the option: “Pin to Start menu”.

Main Elements in PowerPoint

- Slide Layout
- Slide Design
- Background
- Slide Transition
- Text Animation
- Contents like Picture, Chart etc.
- Sound clips
- Automatic advancing

Selecting a Layout

- PowerPoint has provided a large number of Layouts:
- See the Panel alongside.
- Select the best suited Layout for your Slides.



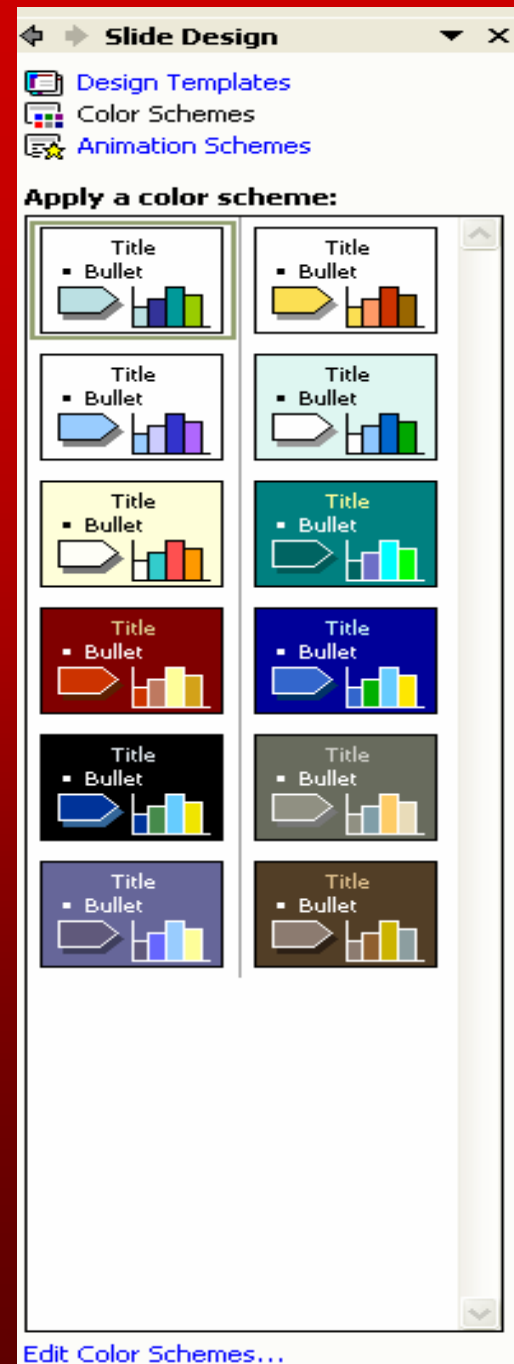
Design Template

- The Design of a Slide is very important
- You can, if you want, select a Design from the Templates (See *Panel alongside*)
- Or else, prepare your own (*to be discussed in subsequent Slides*)



Changing Colors

- Color scheme of the selected Slide Layout can be easily changed:
- See the Panel alongside;
- Select a color scheme from it, most suited for your Slides.



Sample

- Pasted alongside is a Sample Slide.
- Maple Template has been used
- Layout is Title, Text and content (*in this case a picture*).
- Looks impressive (*find the mistake*).

JOBS IN CALL CENTRES

- There are several openings these days for young Girls knowing Computer and having communication skills, in Call Centers.



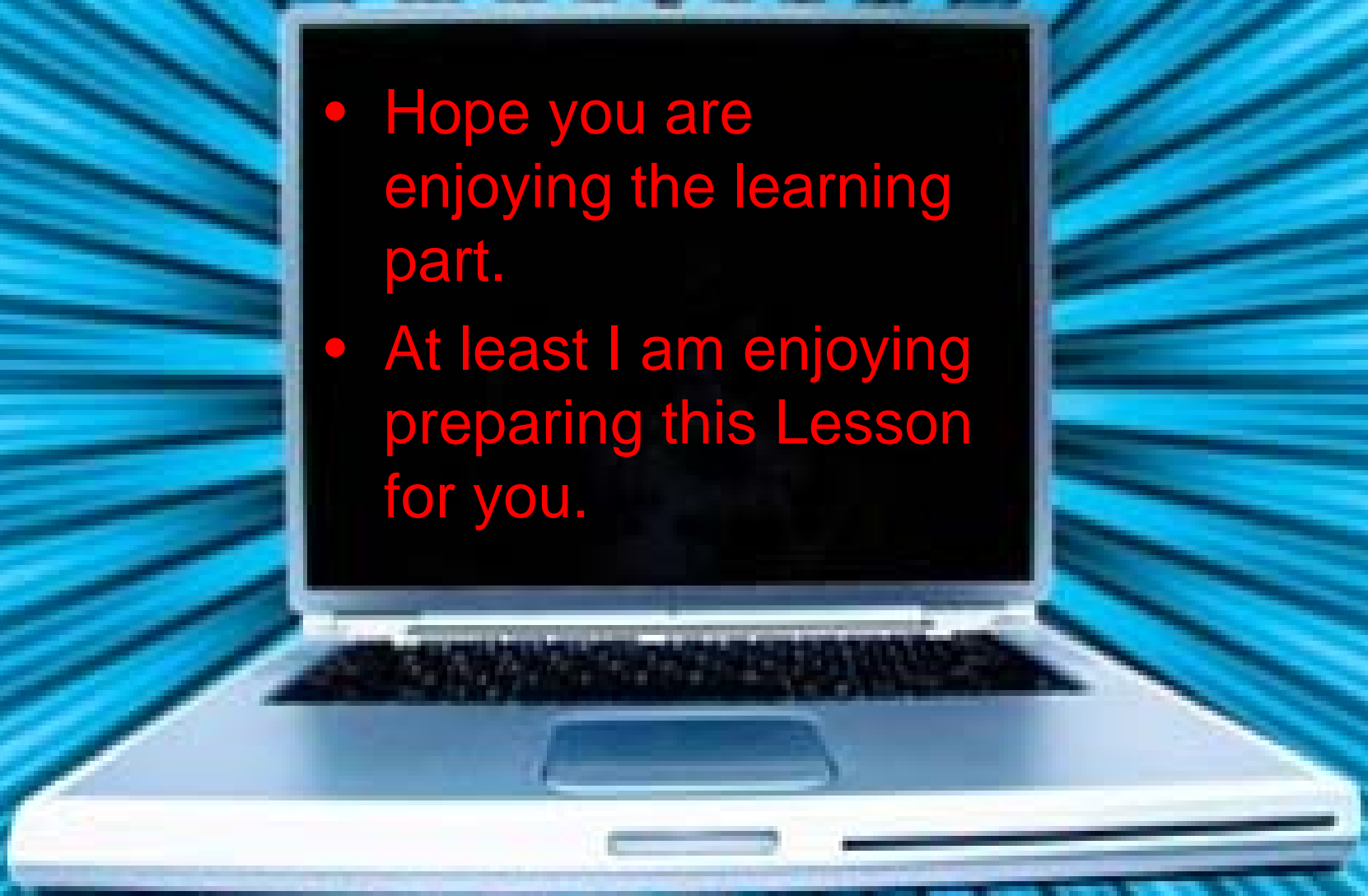
Design

- You may, if you wish, have a design of your choice by selecting a background
- This can be easily done.
- See the next slide as a sample.
- The method will be discussed soon.



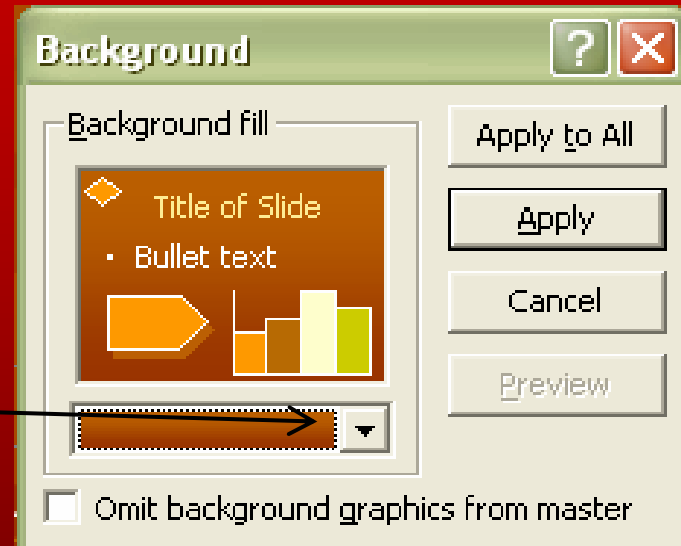
Learning PowerPoint

- Hope you are enjoying the learning part.
- At least I am enjoying preparing this Lesson for you.



Background - I

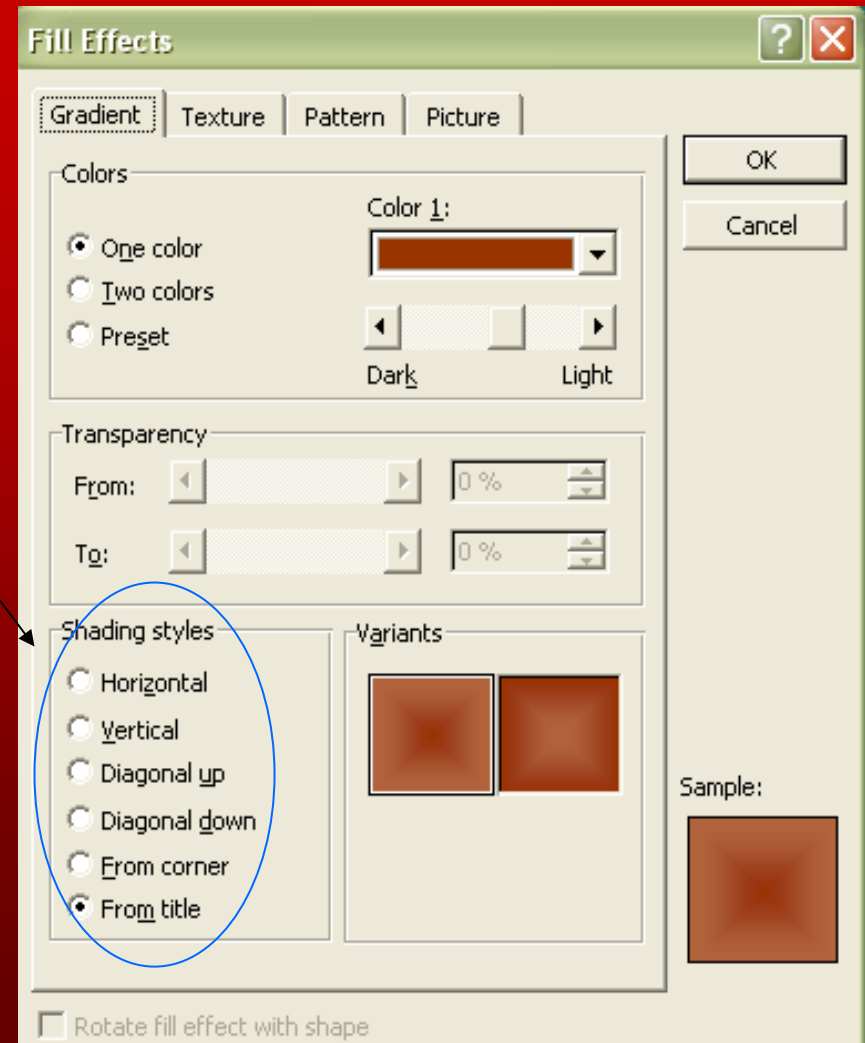
- For selecting a Background Open Menu Format; Sub-Menu Background;
- Down-arrow will lead to a dialogue Box.



(see next Slides)

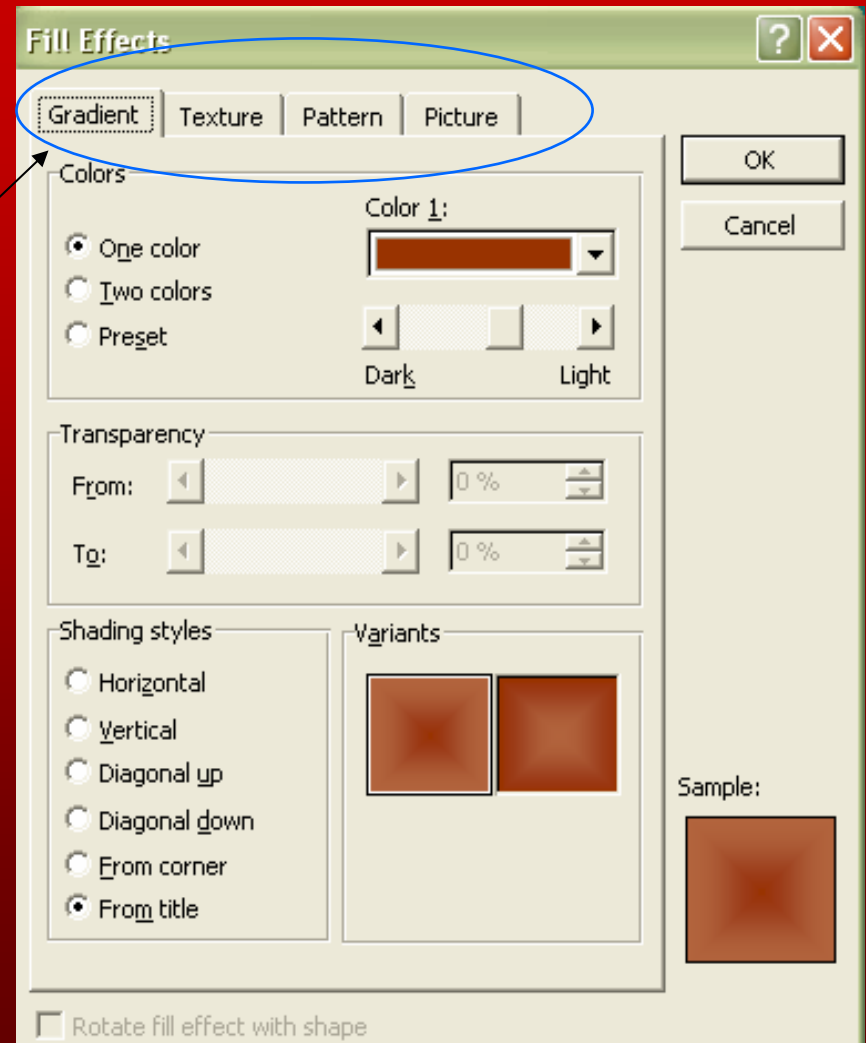
Background - II

- The background can be selected after trying a number of Permutations and combinations.
- Select the best one which suits your Presentation.
- It can be changed later on.



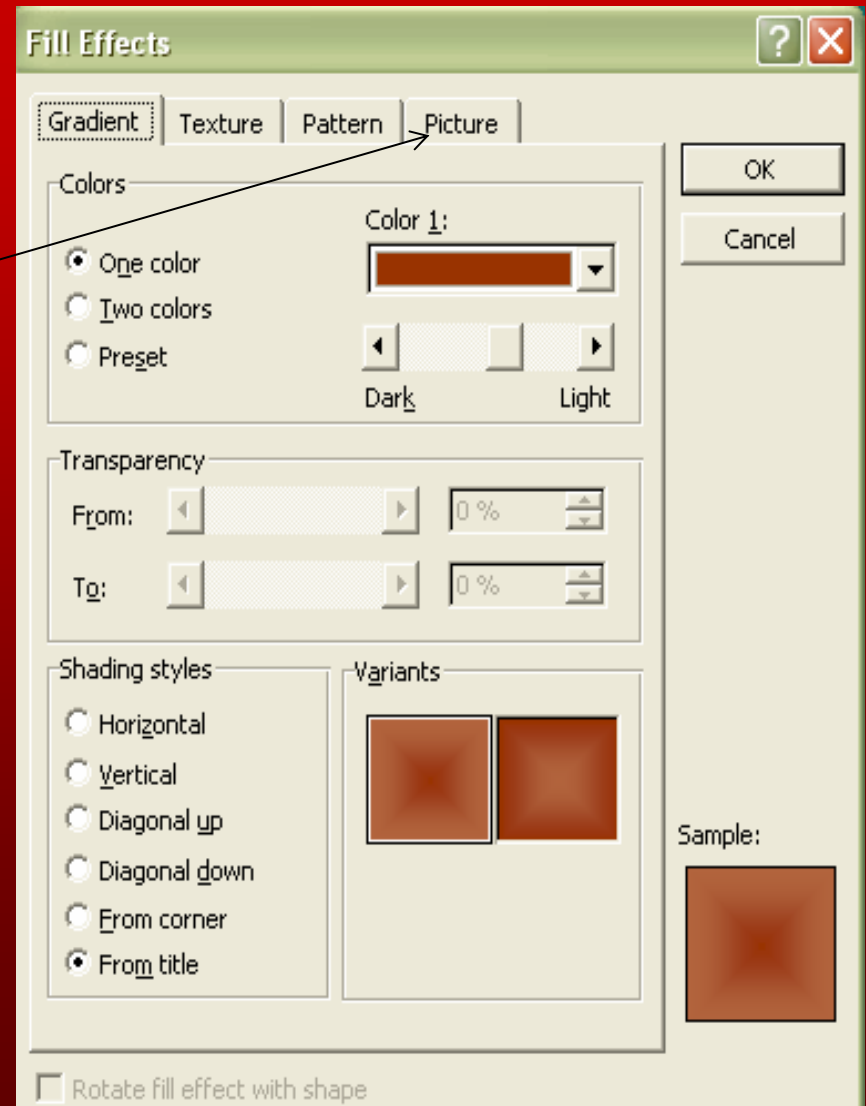
Background - III

- There are various choices like:
 - Gradient
 - Texture
 - Pattern and
 - Picture
- You shall have to experiment with the choices and find most suitable one.



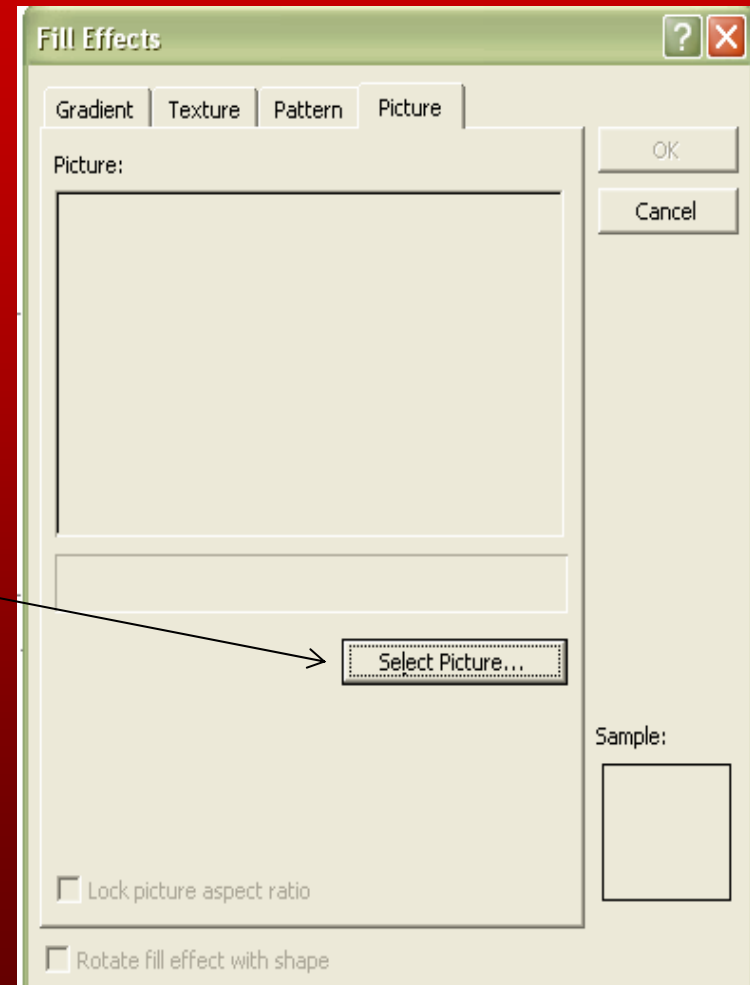
Picture as Background - I

- It can be easily achieved.
- In the previous Slide, the Dialogue Box showed a “Picture” Menu.
- Click on it, (in PowerPoint, if you please); then click on “Select Picture”.
- Apply the Picture selected from your “My Pictures” folder.
- See the next Slide also.



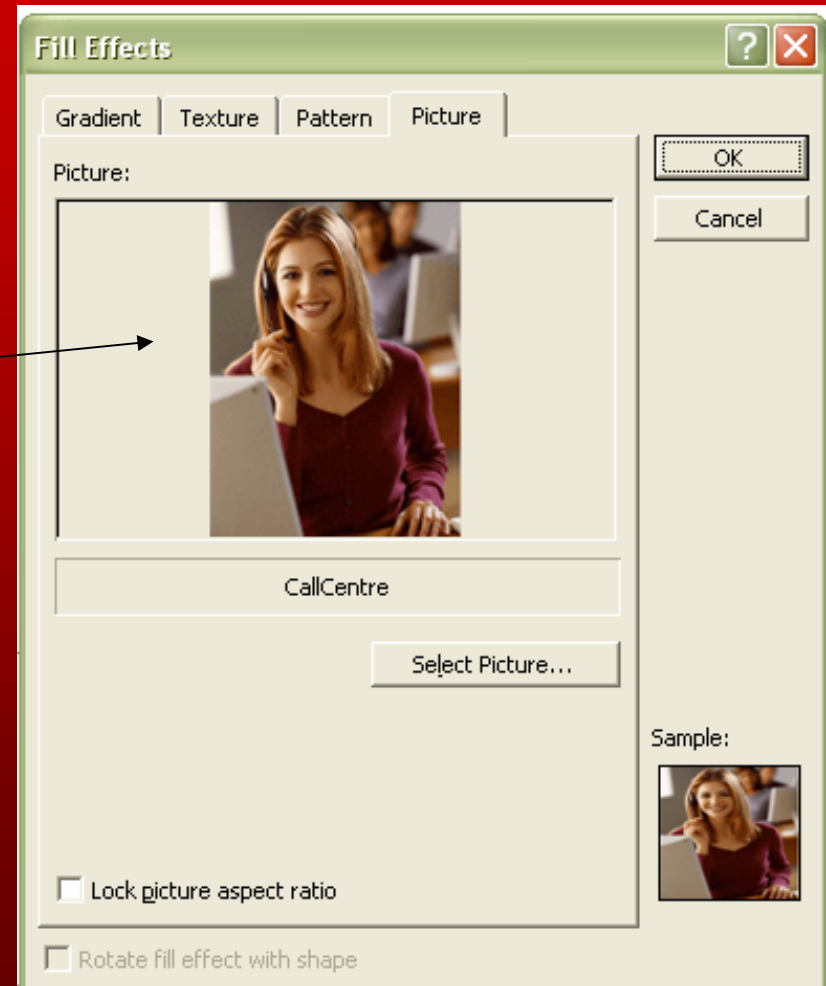
Picture as Background - II

- After you click on “Select Picture” button, you are led to “My Pictures” folder.
- See the next Slide for further guidance.



Picture as Background - III

- From the “My Pictures” Folder Click on the picture you wish to have as background.
- When click on “Insert” button, a “Preview” will appear as in the “Fill Effects” Box alongside.
- Click on “OK” if you find it suitable; and
- Decide about having it on that particular Slide or the entire Presentation
- Easy! See the next Slide as a sample.



FAMOUS QUOTES

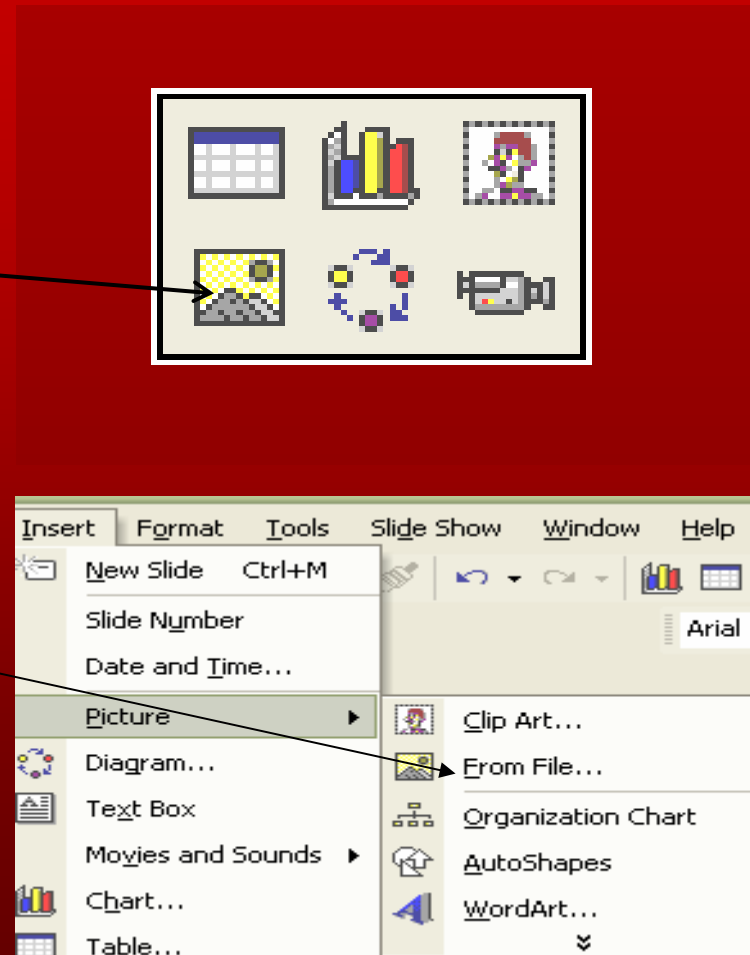


**People are just about as happy as
they make up their minds to be.**

- Abraham Lincoln

Inserting a Picture/Object - I

- It is quite easy
- In fact you just click on the Picture “Icon” and insert a picture from your “My Pictures” Folder
- Else go to “Insert”* Menu Press “Picture” and you will reach “From File”...



* *In PowerPoint itself*

Inserting a Picture/Object - II

- There you are, a picture has been inserted
- In the same manner, you can insert a Table, Chart, Graphic, Diagram, or Media Clip
- It will all be quite easy once you start working in PowerPoint
- See next two Slides



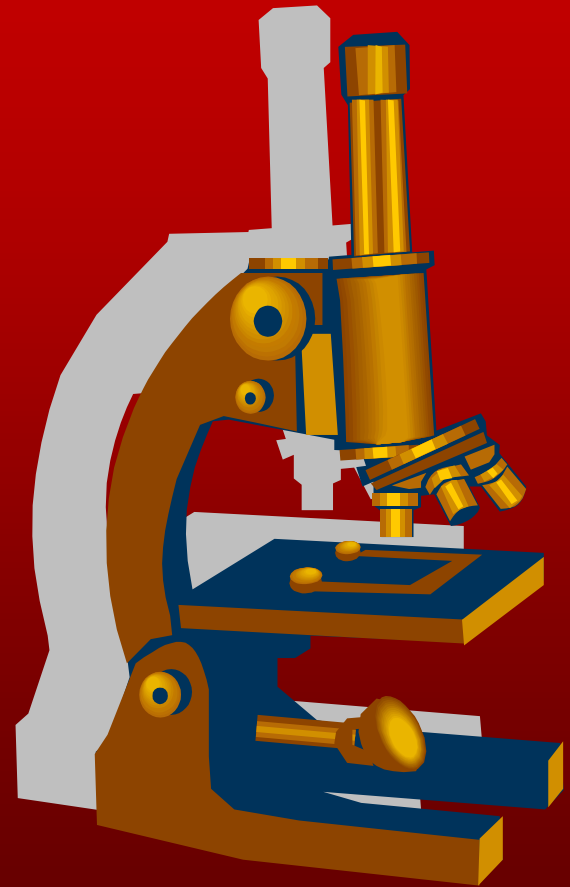
Inserting a Clip Art

- In the instant case, a Clip Art has been inserted;
- You can give a little description in the placeholder we are using, explaining the Clipart
- See the next Slide as an example



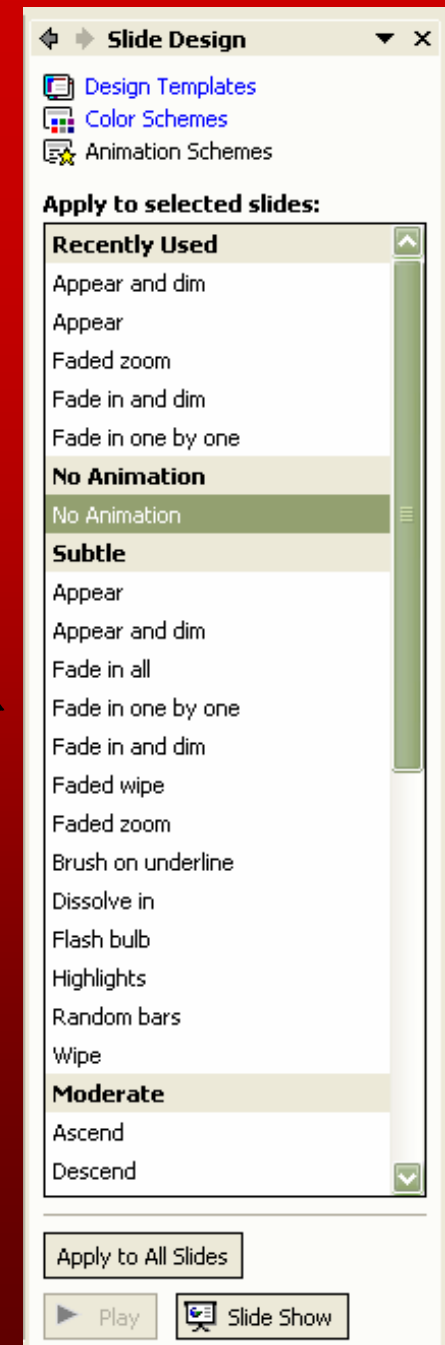
A Microscope

- A microscope is an instrument for viewing objects that are too small to be seen by the naked or unaided eye.
- The science of investigating small objects using such an instrument is called microscopy.
- The term microscopic means minute or very small, not visible with the eye unless aided by a microscope.
- The microscopes used in schools and homes trace their history back almost 400 years.



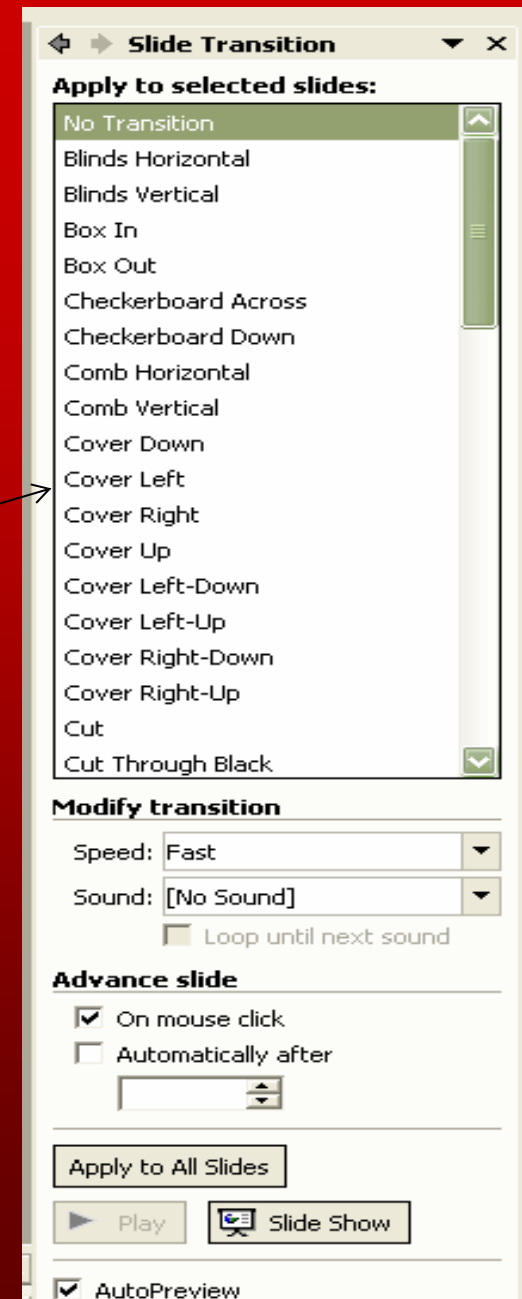
Text Animation

- Giving Animation effect to Text in a Slide is easy
- See the Panel alongside.
- Animation for the Title and/or Text can be changed by clicking on the vast variety available.
- Choose the best suited.
- *Piece of advice:* Don't make it too fast or jarring to the eyes.



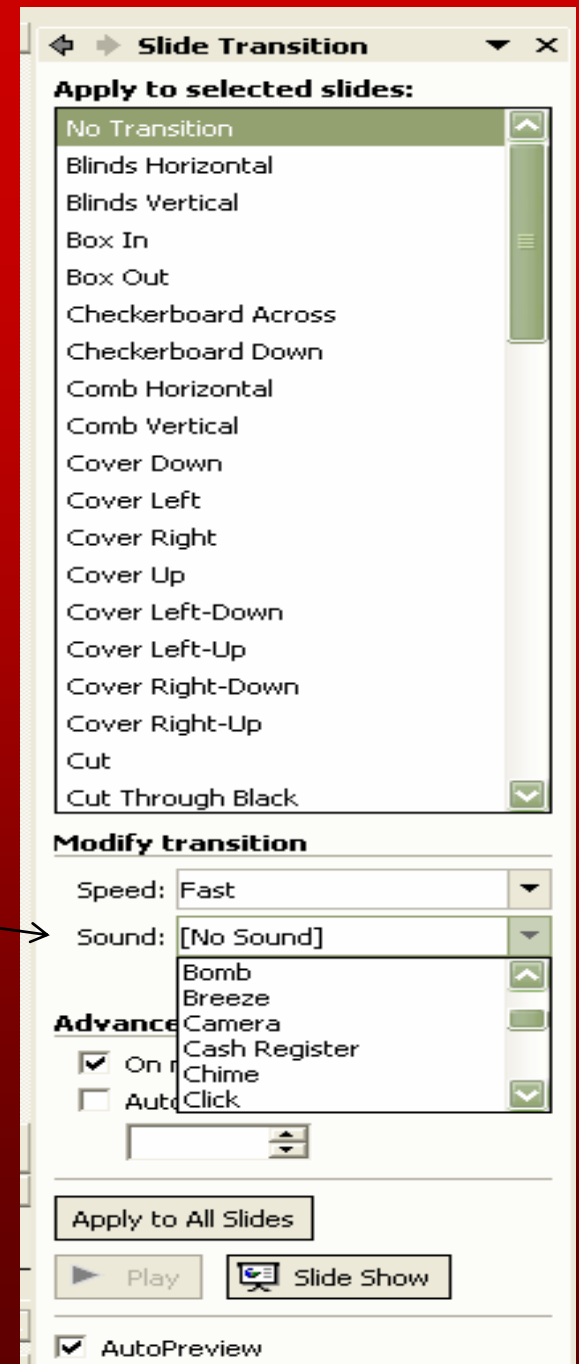
Slide Transition

- Transition effect is easy to have.
- The Panel alongside shows a lot many options.
- You may choose the best one suited for a particular slide or the entire Presentation.



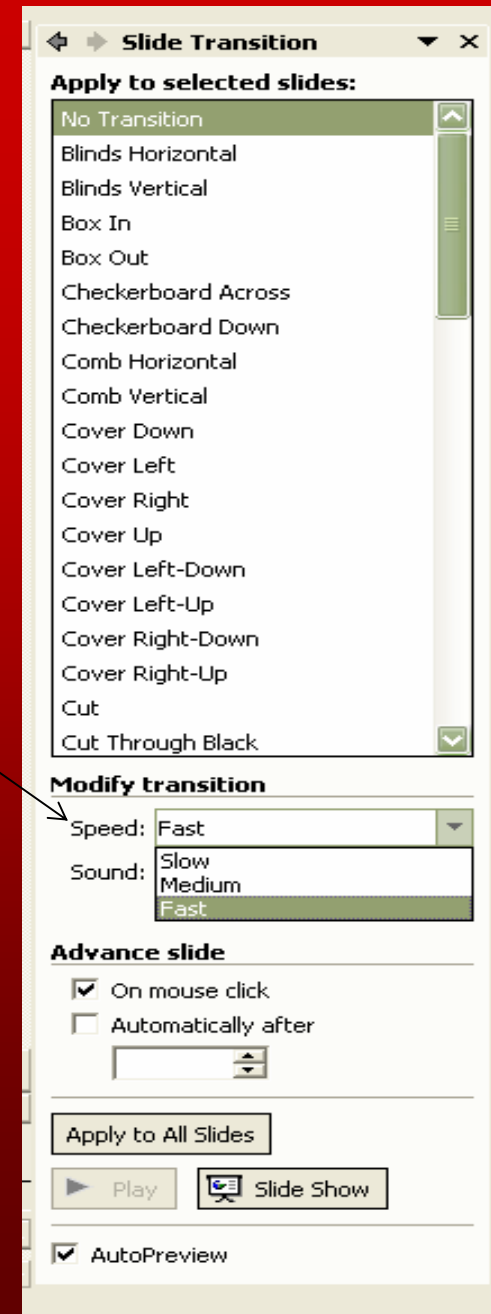
Sound

- You may have seen PowerPoint Slideshows which play music
- It can be done with some practice
- Some sound clips come loaded with the program
- See Panel alongside



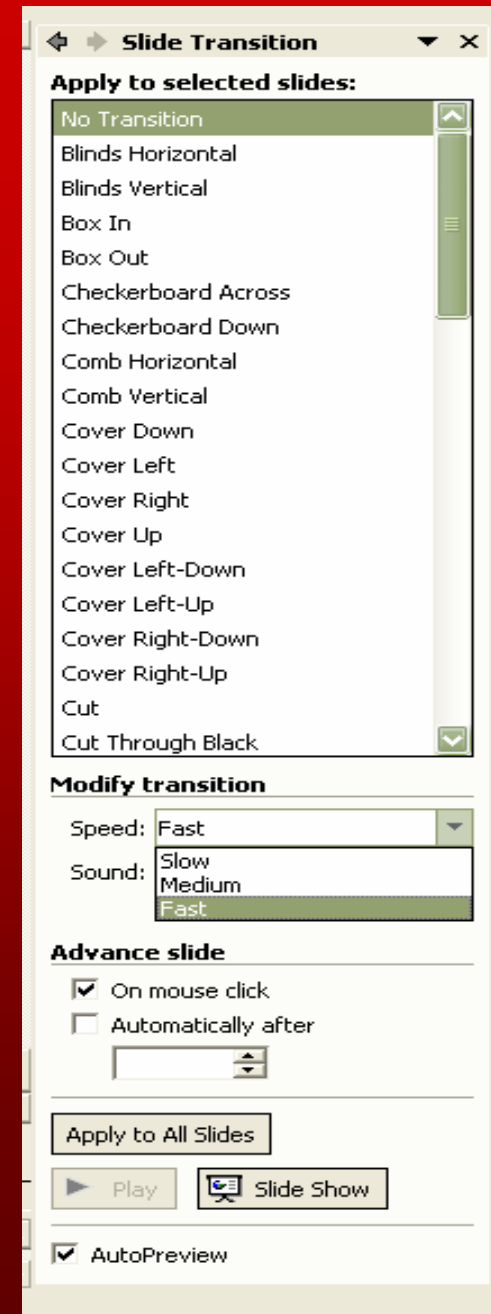
Speed -I

- You shall require to determine the speed with which the Slides advance
- See the Panel alongside
- Three speeds are provided:
 - Slow
 - Medium
 - Fast
- It will depend upon the matter on a Slide to fix the time for it to remain on screen
- You can rehearse it



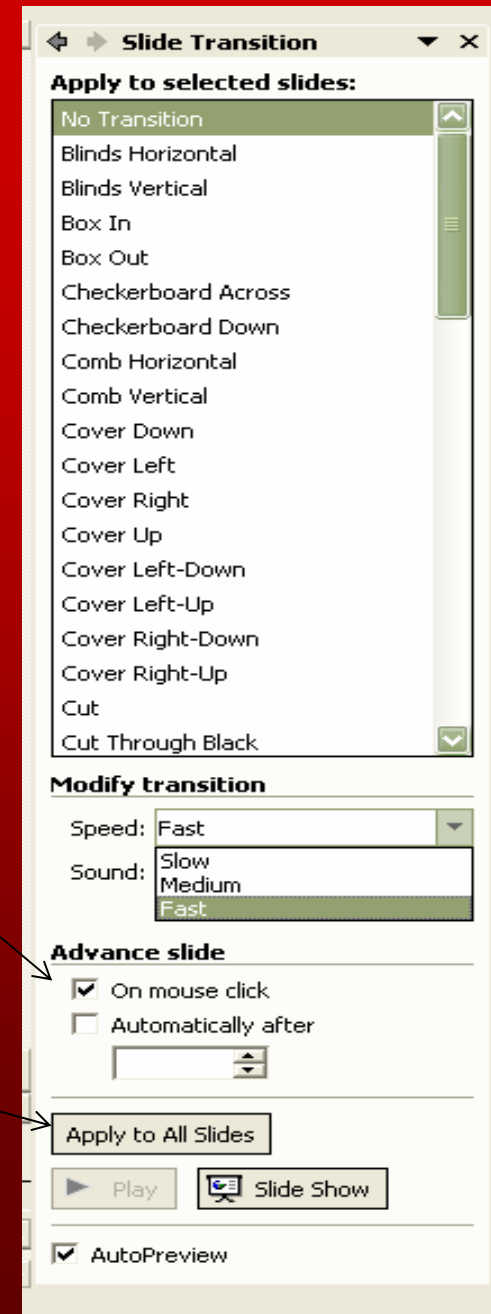
Speed - II

- As we learnt in the previous Slide, you can rehearse “Timing”
- In “Slide Show” Menu, Click on “Rehearse Timings”
- A Clock appears on the top left of the screen
- For each Slide, you will be prompted whether to keep the Time lapsed.



Speed - III

- You will notice that “On mouse click” has been enabled by default
- You can change it
- Instead you can have “Automatically after Seconds
- This can be done in case of All Slides by Clicking on the Button “Apply to All Slides”



Test your Presentation

- It is very essential that before posting the Presentation on a Website, Blog or showing it before an audience, you check it thoroughly.
- In case there are any “bugs”, remove them.
- If the problem persists, take someone’s guidance.
- We are sure, soon you will be able to master the entire thing.



Last words

In case you have benefited from the Lesson in PowerPoint, take time to say a few words about it to us by clicking on the following Link:

navtejpv@gmail.com

*See you soon with Part II.
Bye for the nonce!*