







# Mail

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PowerPoint



Session: Manage Presentations

Microsoft	



# Manage Presentations > Open files in MS PowerPoint

# To Open PowerPoint:

- 1. Click Start> Type PowerPoint> Select the PowerPoint application
- <section-header>



#### Manage Presentations > Open files in MS PowerPoint

# ToOpen an Existing PowerPoint file:

• Double Click on the **Existing File** from the file location



#### Manage Presentations > Format PowerPoint Presentations

To add a New Slide:

• Click Home tab > under Slides group, Click New Slide > Select Preferred layout of your Choice



#### Manage Presentations > Format PowerPoint Presentations





# Manage Presentations > Format PowerPoint Presentations

# To change the slide layout :

Select the slide in Thumbnail> Right Click on the slide > Click Layout > Select the desired layout.



# To open PowerPoint with selected Templates:

• Click File tab > Click New option > Select the desired template, under the search box.



# To duplicate the slides:

• Right Click the Slide in Thumbnail> Click Duplicate Slide.



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Manage Presentations > Modify slide masters, handout masters, and note masters

To Change the Slide Master:

- 1. Click View tab > under Master Views, Click Slide Master
- 2. Under Edit Themes, Click Theme >select the preferred theme.
- 3. Click Close Master View



Manage Presentations > Modify slide masters, handout masters, and note masters



# To modify Background Style of slide master:

- 1. Click View tab > under Master Views, Click Slide Master
- 2. under the **Background** group Click **Background Style**
- 3. Select the one of your choice.

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#### Manage Presentations > Modify slide masters, handout masters, and note masters

🕑 Background Styles ~

#### To modify slide layout:

- 1. Click View tab > under Master Views, Click Slide Master
- Under the Master layout group > Click Insert Placeholders > Select any of the placeholders

Right Click on the slide in the **Thumbnail**> Select **Rename Layout** and type any name > Click **Rename** 



# To change Slide Size:

- Click Design tab > under Customize> Click Slide Size > Click CustomSlide Size
- Type the desired size in Width, Height, Number Slides > Click OK.





#### Manage Presentations > Change presentation options and views

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#### To View the Presentation:

Click View tab > under
Presentation Views > Click
Slide Sorter



# Microsoft





#### To Save the Presentation:

 Click File tab > Click Save as > Click desired folder > Select File name box> Type preferred file name> Click Save.



### Manage Presentations > Save and share PowerPoint Presentations

#### To Print the Presentation:

• Click File tab > Click Print > Click Full Page Slides.





Manage Presentations > Save and share PowerPoint Presentations

#### To Share the Presentation:

• Click File tab > Click Share > Click desired way to share.





# Directorate General of Training

# To Hide unwanted Slide:

- 1. Select the slide that you want to hide
- Click Slide Show tab > under Set Up group > Click Hide Slide
- To show the slide, right click on the slide > Click Hide slide

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# Manage Presentations > Configure and present slide shows

#### To Set Up Slide Show:

• Click Slide Show tab > Click Set Up Slide Show, under Set Up group.





# To add notes:

- 1. Click view tab > under Presentation Views group > Click Notes Page
- 2. Add your notes in the Notes area



Manage Presentations > Prepare presentations for collaboration

To Protect the file:

- 1. Click File > Info > Protect Presentation > Encrypt with Password
- 2. Type the password



 Click File tab > Click Export > Click desired file type



#### Key Takeaways

- There are multiple ways to start the PowerPoint and the easiest is to open is by typing in Windows Start
- Slide layout is used to change the layout from one to another
- Once the preferred layout is created, then it can be duplicated using duplicate slide
- The look and feel of all the slides in the presentation can be updated from master slide
- The PowerPoint presentation can be shared to other users using multiple methods such as email, direct file sharing
- · Speaker notes can be added to any slide using Notes
- The presentation can be shared to other users thro' common file format.
- The PowerPoint presentation can be protected using password