

## Image editing, presentations

**Objectives :** At the end of this lesson you shall be able to

- Introduction to Power Point and its advantages
- Creation of slide shows
- Fine tuning of presentations

### Introduction

PowerPoint is a presentation graphics software program that is part of the Microsoft Office package. It uses a graphical approach for the presentations in the form of slide shows that accompany the oral delivery of the topic. This program is widely used in business and classrooms and is an effective tool when used for training purposes.

PowerPoint is one of the simplest computer programs to learn. It is the easiest program used worldwide for presentations that creates professional looking presentations. It is easy to customize presentations with company logo and has design templates that come with the programs. In addition to an on screen slide show, PowerPoint has printing options that allow the presenter to provide handouts and outlines for the audience as well as notes pages for the speaker to refer to during the presentation.

PowerPoint 2010 allows to create presentations for printing or online viewing using a variety of tools. These include wizards to help with the content and look and feel of the presentations to animation tools to create moving images.

### Presentation

A presentation is a collection of data and information that is to be delivered to a specific audience. A PowerPoint presentation is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.

### Advantage and application of PowerPoint 2010

- Professional looking presentations
- Animated presentations shown on a monitor or overhead screen
- Notes for the speaker
- Handouts for the audience
- Paper printouts of your slide
- Overhead projector transparencies
- Movies

### Working with PowerPoint 2010

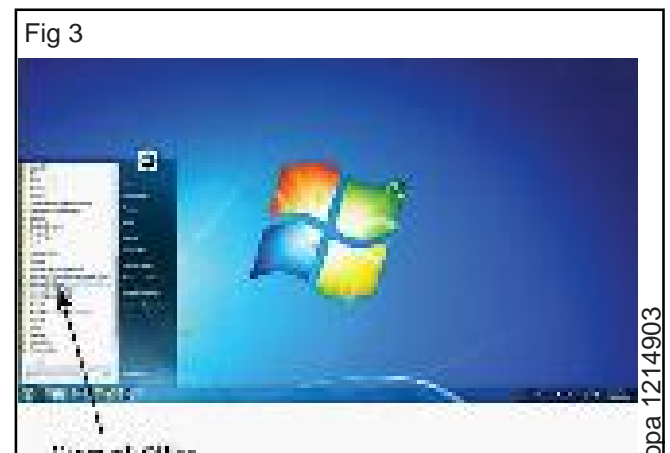
Step 1: Click the Start button.



Step 2: Click All Programs option from the menu.



Step 3: Search for Microsoft Office from the sub menu and click it.



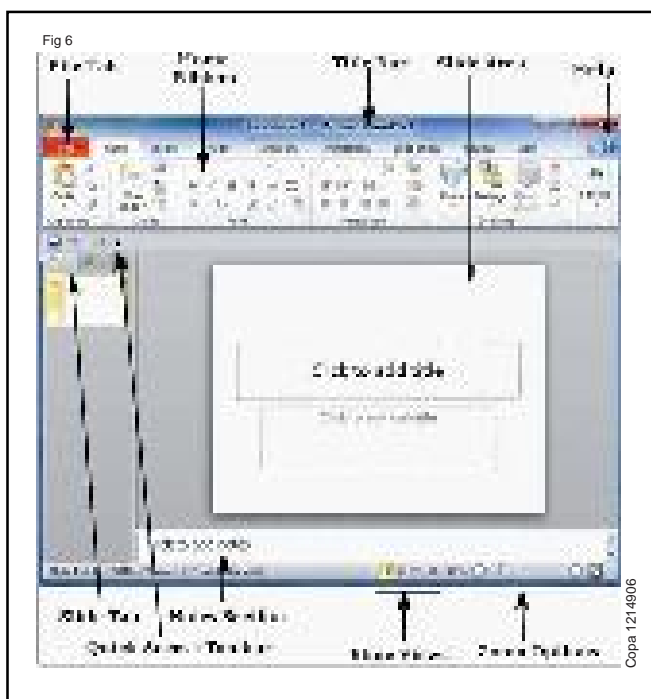
Step 4: Search for Microsoft PowerPoint 2010 from the submenu and click it.



This will launch the Microsoft PowerPoint 2010 application and the following is the presentation window.



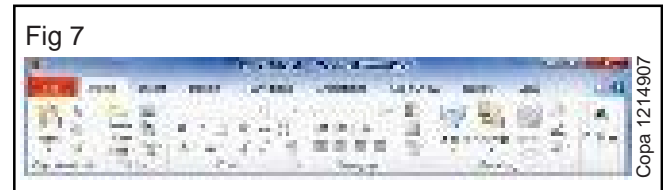
### PowerPoint Screen



### File Tab

This tab opens the Backstage view which basically allows to manage the file and settings in PowerPoint. This can save presentations, open existing ones and create new presentations based on blank or predefined templates. The other file related operations can also be executed from this view.

### Ribbon



### The ribbon contains three components:

- **Tabs:** They appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout are examples of ribbon tabs.
- **Groups:** They organize related commands; each group name appears below the group on the Ribbon. For example, a group of commands related to fonts or a group of commands related to alignment, etc.
- **Commands:** Commands appear within each group as mentioned above.

### Title Bar

This is the top section of the window. It shows the name of the file followed by the name of the program which in this case is Microsoft PowerPoint.

### Slide Area

This is the area where the actual slide is created and edited. Add, edit and delete text, images, shapes and multimedia is supported in this section.

### Help

The Help Icon can be used to get PowerPoint related help anytime. Clicking on the "?" opens the PowerPoint Help window where there is a list of common topics to browse from. Specific topics from the search bar at the top can also be used for searching.

### Zoom Options

The zoom control zooms in for a closer look at the text. The zoom control consists of a slider that can slide left or right to zoom in or out, - and + buttons to can be used to increase or decrease the zoom factor. The maximum zoom supported by PowerPoint is 400% and the 100% is indicated by the mark in the middle.

### Slide Views

The group of four buttons located to the left of the Zoom control, near the bottom of the screen, lets to switch between PowerPoint views.

- Normal Layout view: 1 This displays page in normal view with the slide on the right and a list of thumbnails to the left. This view allows user to edit individual slides and also rearrange them.

- Slide Sorter view: This displays all the slides as a matrix. This view only allows the user to rearrange the slides but not edit the contents of each slide.
- Reading View: This view is like a slideshow with access to the Windows task bar in case the user need to switch windows. However, like the slideshow user cannot edit anything in this view.

**Notes Section**

This sections allows user to add notes for the presentation. These notes will not be displayed on the screen during the presentation; these are just quick reference for the presenter.

**Quick Access Toolbar**

The Quick Access Toolbar is located just under the ribbon. This toolbar offers a convenient place to group the most commonly used commands in PowerPoint. User can customize this toolbar to suit their needs.

**Slide Tab**

This section is available only in the Normal view. It displays all the slides in sequence. User can add, delete and reorder slides from this section.

**Backstage View in Powerpoint 2010**

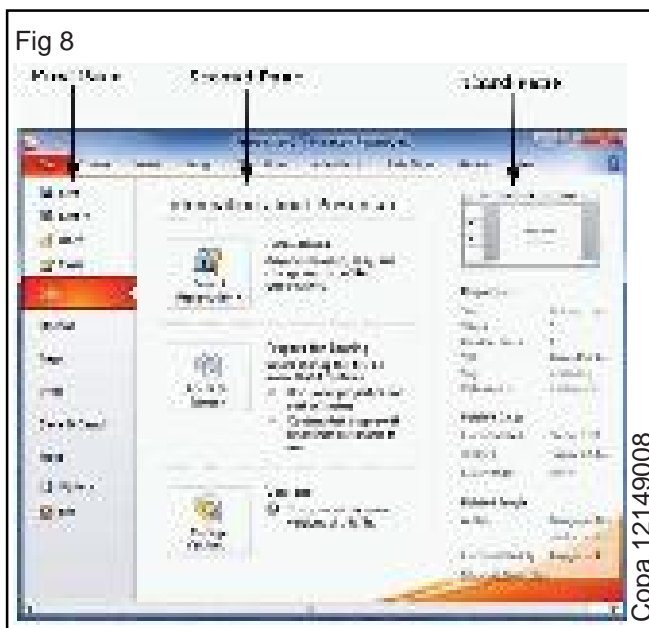
In Office 2010, Microsoft replaced the traditional file menu with the new Backstage view. This view not only offers all the menu items under the file menu, but additional details which makes management of files a lot easier.

**Accessing Backstage View**

User can access the Backstage view simply by clicking on the File tab. They can exit this view by clicking on any tab (including the File tab again). 'Esc' button on the keyboard can also be pressed for the same.

**Organization of Backstage View**

The backstage view has three sections or panes.



- First Pane ? This is the commands pane which consists of all the commands that would typically found in the file menu of older versions. it also has the Options menu which edits the options on the program like customizing the ribbon.

Various commands under the first pane are described in the table below ?

S.No	Command & Description
1	<b>Save</b> This allows user to save a new file or an existing file in standard format. If user is working on a previously saved file this will save the new changes in the same file format. If user is working on a new file, this command would be similar to the Save As command.
2	<b>Save As</b> Allows user to specify the file name and the file type before saving the file.
3	<b>Open</b> Allows user to open new PowerPoint files.
4	<b>Close</b> Allows user to close an existing file.
5	<b>Info</b> Displays the information about the current file.
6	<b>Recent</b> Lists series of recently viewed or edited PowerPoint files.
7	<b>New</b> Allows user to create a new file using blank or pre-defined templates.
8	<b>Print</b> Allows user to select the printer settings and print the presentation.
9	<b>Save &amp; Send</b> Allows user to share your presentation with larger audience via emails, web, cloud services, etc.
10	<b>Help</b> Provides access to PowerPoint Help.
11	<b>Options</b> Allows user to set various options related to PowerPoint program.
12	<b>Exit</b> Closes the presentation and exits the program.

- Second Pane ? This is the subcommands pane. This will list all the commands related to the main command chosen in the first pane. For example, if user selects Print in the first pane, user get to choose the printer and adjust the print settings in the second pane.