

Image editing, presentations

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

- Introduction to PowerPoint 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

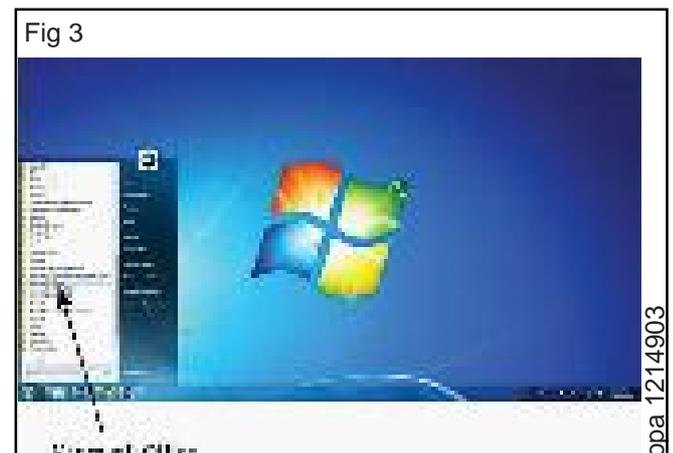
Step 1: Click the Start button.



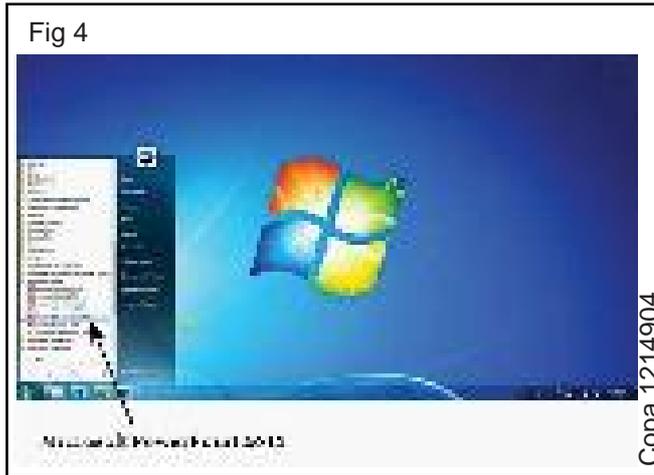
Step 2: Click All Programs option from the menu.



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



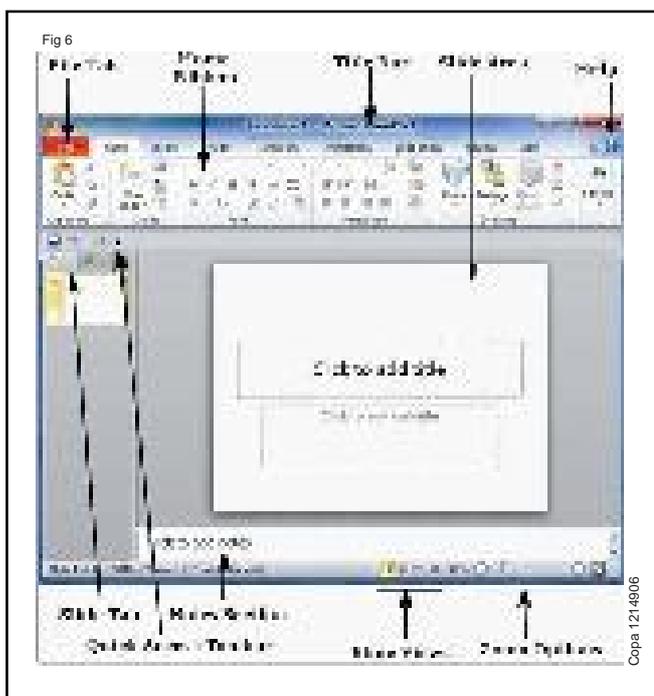
Step 4: Search for Microsoft PowerPoint 2010 from the submenu and click it.



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

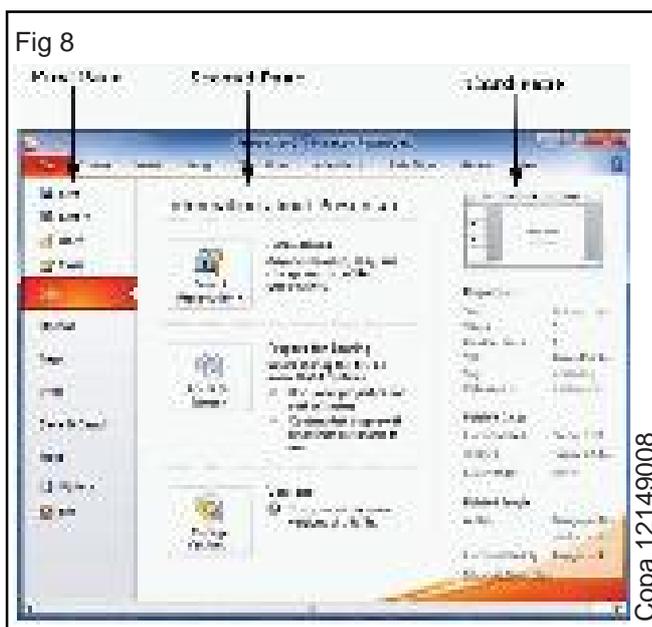
In Office 2010, Microsoft replaced the traditional file menu with the new Backstage view. This view not only offers all the menu items under the file menu, but additional details which makes management of files a lot easier.

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.



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- 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	Save 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	Save As Allows user to specify the file name and the file type before saving the file.
3	Open Allows user to open new PowerPoint files.
4	Close Allows user to close an existing file.
5	Info Displays the information about the current file.
6	Recent Lists series of recently viewed or edited PowerPoint files.
7	New Allows user to create a new file using blank or pre-defined templates.
8	Print Allows user to select the printer settings and print the presentation.
9	Save & Send Allows user to share your presentation with larger audience via emails, web, cloud services, etc.
10	Help Provides access to PowerPoint Help.
11	Options Allows user to set various options related to PowerPoint program.
12	Exit 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.

- Third Pane ? This is the preview or file information page. Depending on the command and the subcommand user select, this pane will either display the properties of the file or give a preview of the file.

Creating Presentation using Powerpoint 2010

PowerPoint offers a host of tools that will aid the user in creating a presentation. These tools are organized logically into various ribbons in PowerPoint. The table below describes the various commands that can be accessed from the different menus.

Menu Category	Ribbon Commands
Home	Clipboard functions, manipulating slides, fonts, paragraph settings, drawing objects and editing functions.
Insert	Insert tables, pictures, images, shapes, charts, special texts, multimedia and symbols.
Design	Slide setup, slide orientation, presentation themes and background.
Transitions	Commands related to slide transitions.
Animations	Commands related to animation within the individual slides.
Slide Show	Commands related to slideshow set up and previews.
Review	Proofing content, language selection, comments and comparing presentations.
View	Commands related to presentation views, Master slides, color settings and window arrangements.

Besides these depending on the objects selected in the slide, there are other menu tabs that get enabled.

Add New Slides in Powerpoint 2010

The following are the steps that allows the user to insert a new slide .

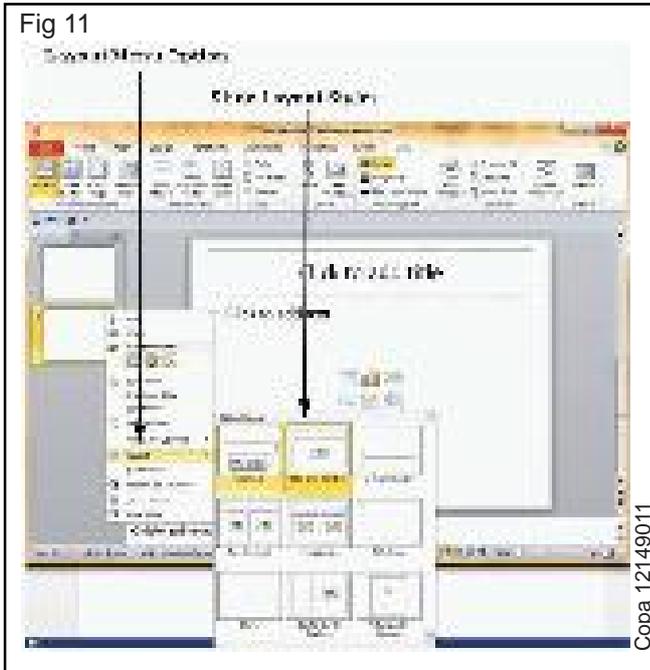
Step 1: Right-click in the Navigation Pane under any existing slide and click on the New Slide option.



Step 2: The new slide is inserted. The layout of this slide can be changed to suit the design requirements.



Step 3: To change the slide layout, right-click on the newly inserted slide and go to the Layout option where user can choose from the existing layout styles available .



Same steps can be followed to insert a new slide in between existing slides or at the end on the slide list.

When we insert a new slide, it inherits the layout of its previous slide with one exception. If inserting a new slide after the first slide (Title slide), the subsequent slide will have the Title and Content layout.



Adding Text in Boxes in Powerpoint 2010

PowerPoint allows users to add text to the slide in a well-defined manner to ensure the content is well distributed and easy to read. The procedure to add the text in a PowerPoint slide is always the same - just click in the text box and start typing. The text will follow the default formatting set for the text box, although this formatting can be changed later as required.

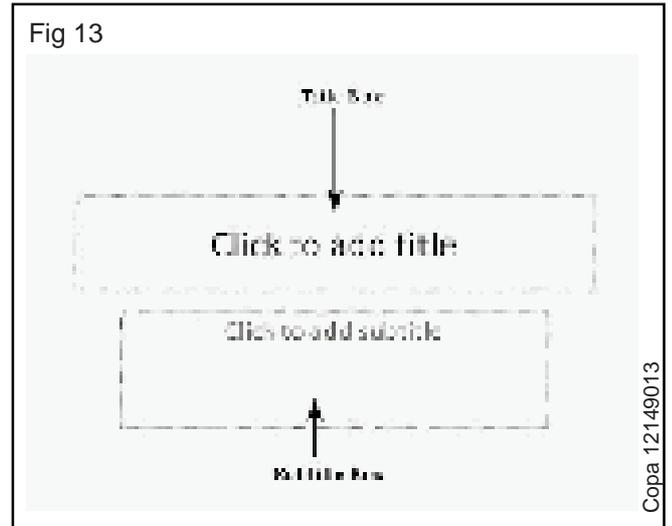
The most common content blocks in PowerPoint are:

Title Box

This is typically found on slides with the title layout and in all the slides that have a title box in them. This box is indicated by "Click to add title".

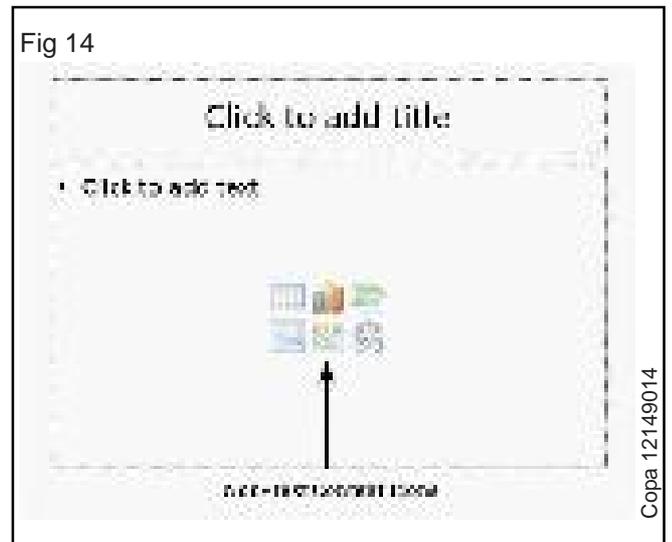
Subtitle Box

This is found only in slides with the Title layout. This is indicated by "Click to add subtitle"



Content Box

This is found in most of the slides that have a placeholder for adding content. This is indicated by "Click to add text". This box allows user to add text as well as non-text content. To add text to such a box, click anywhere on the box, except on one of the content icons in the center and start typing.



Text Only Box

This is not a default content box available in PowerPoint, but user can create it using Slide Master, if required. This is also indicated by "Click to add text". The only difference between the Text Only Box and the Content Box is that the former only supports text in the content area.



Fig 16

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Adding New Text Boxes in Powerpoint 2010

Most of the standard layouts come with the text box option. As mentioned, text boxes will have "Click to add text" as the default text. Here are the steps to add new text boxes in slide.

Step 1: Click on the Text Box icon in the Home ribbon under the Drawing section.



Fig 16

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Step 2 : User will get the insert text box cursor that looks like an inverted cross.



Fig 17

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Step 3: Click to insert a text box. User can now start typing directly into the text box.



Fig 18

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Step 4: Alternately, user can click and drag the cursor without releasing the click to create a text box.

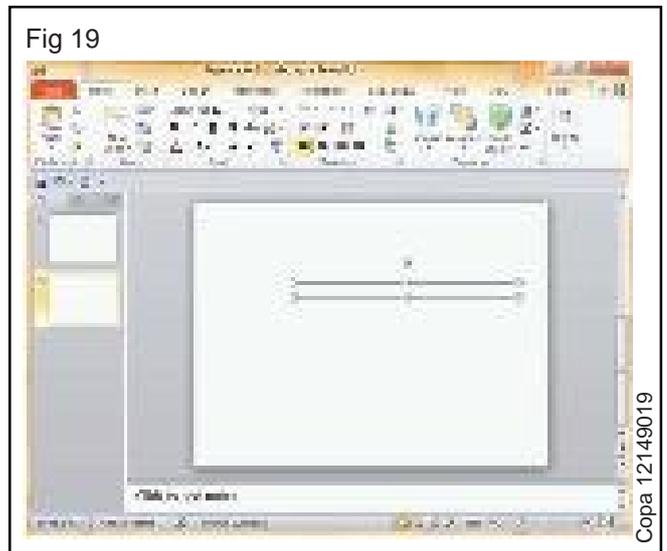


Fig 19

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The size of the text box can be adjusted by selecting one of the edges marked by squares or corners marked by circles.

Slide Show in Powerpoint 2010

Most PowerPoint presentations are created to be run as a slideshow. Most of these features of Powerpoint 2010 are really to help user create a good slideshow without having to go through the entire presentation over and over again after every minor change. Features related to running the slideshow are grouped under the Slideshow ribbon.



Fig 20

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Section	Menu Item	Description
Start Slideshow	From Beginning From Current Slide Broadcast Slideshow Custom Slideshow	Starts slideshow from beginning Starts slideshow from the current slide Allows users to broadcast the slideshows using Microsoft's PowerPoint Broadcast Service Builds a custom slideshow by picking the slides you want to run
Set Up	Set Up Slideshow Hide Slide Rehearse Timing Record Slideshow Slideshow Checkboxes	Helps set up the slideshow including browser/ full screen display, show options with or without narration/ animation, pen and laser color during the slideshow and the slides to be presented during the show Helps mark/ unmark the slide as hidden, so it is skipped or shown during the slideshow respectively Allows users to rehearse the timing on each slide and the entire slideshow Records the slideshow including narration and animation Helps set or avoid the use of narrative audio and rehearsed timings during the show. Display media controls in the slideshow view
Monitors	Resolution Show Presentation on Use Presenter View	Defines resolution in slideshow view Picks the monitor to display the presentation one - in case of multiple monitors Run presentation in Presenter view rather than just slideshow view