Creating a Simple Presentation with PowerPoint

Objectives

At the end of this session, you will be able to:

- Start Microsoft PowerPoint

- Create a new presentation

- Navigate and edit slides

- Apply design templates to slides

- Apply background colours to slides

- Change the colour scheme of the slides

- Save a presentation

Basic PowerPoint

PowerPoint
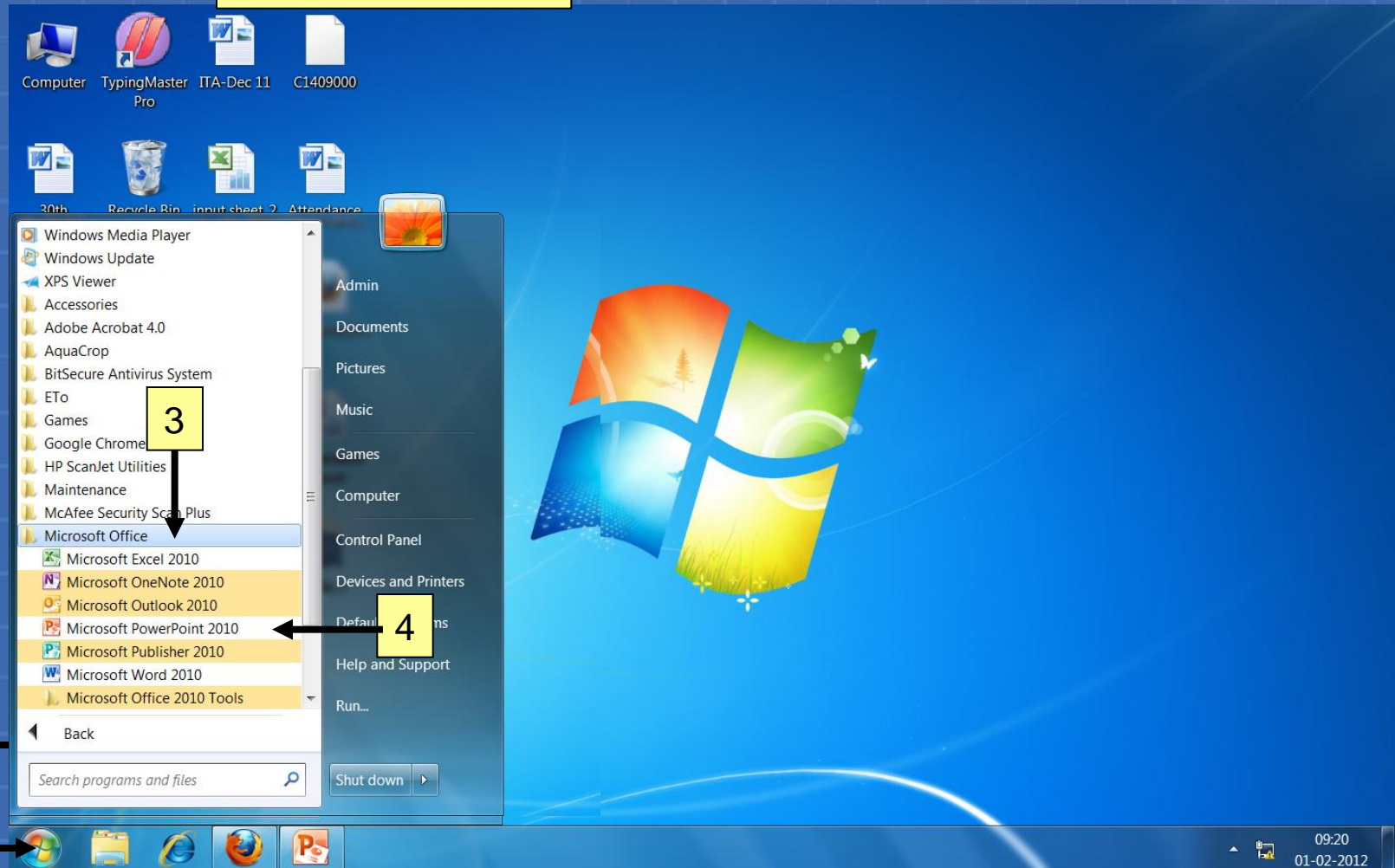- Is an application software.
- Is used to create attractive presentations.

PowerPoint slides can be:
- Presented to a large audience by using a projector.
- Made colourful and attractive by adding pictures, coloured text, movie and sound clips or animated objects.
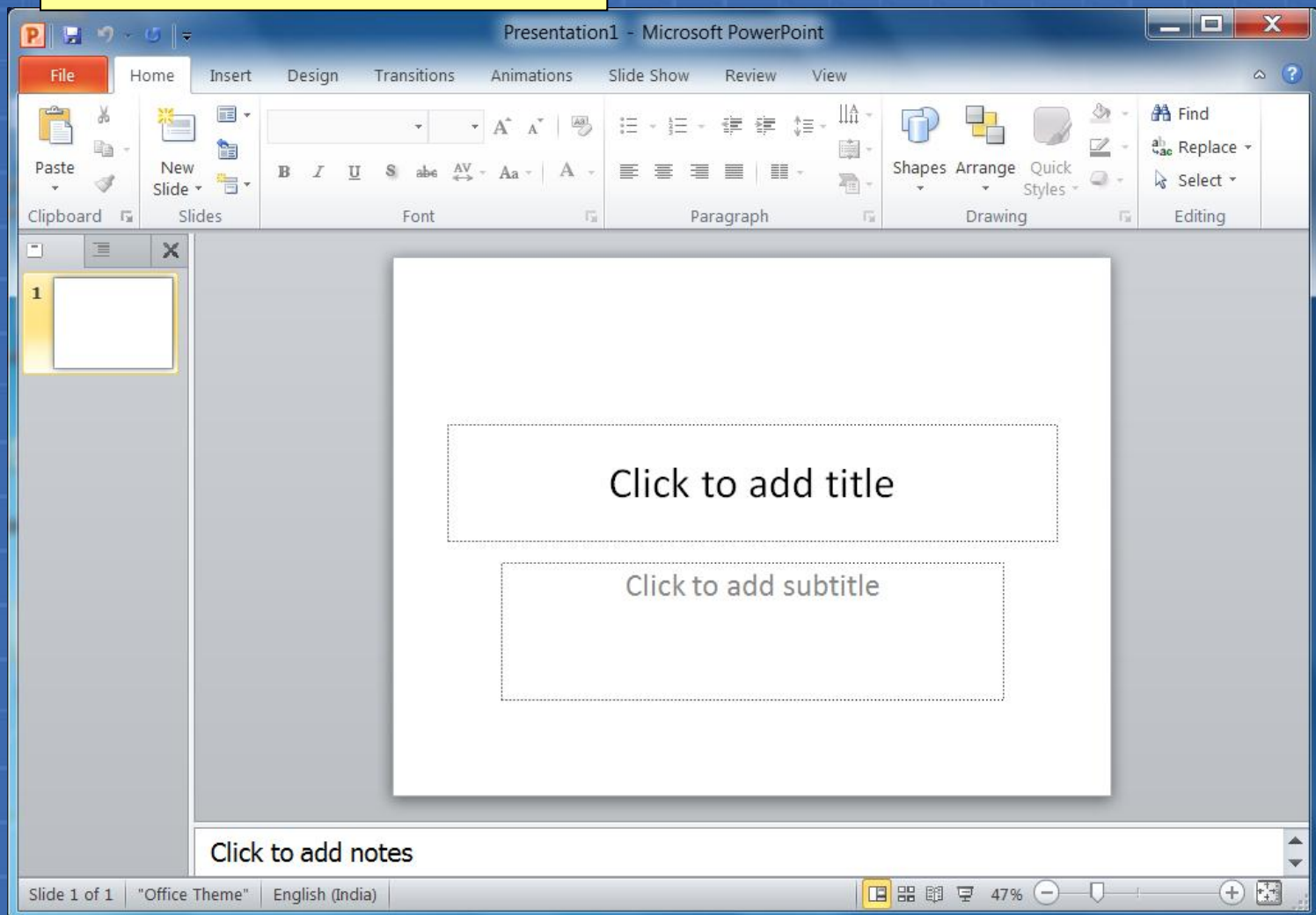- Edited or modified at any time.

Starting PowerPoint

To start PowerPoint

Starting PowerPoint (Contd..)

The PowerPoint opens as shown

The PowerPoint Interface

Main Menu

Tabs

Title bar

Ribbon

Presentation1 - Microsoft PowerPoint

Is the topmost part of the PowerPoint interface

Each Tab displays a some groups with set of commands
When a command is clicked, PowerPoint performs corresponding actions
Tab options can also be activated by using hot keys or shortcut keys

e application
d Print

Contains some groups and Options or commands

Click to add title

Is the white rectangular area on the screen

•Displays the details of the current presentation, such as:
•The number of slides in the presentation
•The design template used

Status bar

Click to add notes

Slide 1 of 1   "Office Theme"   English (India)   47%

Activity 12.1.1

Match the hot keys with their respective menus on the menu bar.

Menu	Hot keys
File	ALT + F
Home	ALT + H
Insert	ALT + N
Design	ALT + G
Transitions	ALT + K
Animations	ALT + A
Slide Show	ALT + S
Review	ALT + R
View	ALT + W