MS Office PowerPoint 2013

Print Presentation

- ✓ Goto File Tab and then Click Print Button
- ✓ Printing can also be done by clicking the drop down arrow in the top left corner.
- ✓ You can either quick print which will print without preview, or print preview and print which will show your slides in print mode and print it

Add Slides

- ✓ Goto Home Tab
- ✓ Click on the new slide button
- ✓ A drop down list will appear to display types of slides and select as yours

Create Table

- ✓ Click table command under insert tab options are displayed
  - o You can easily **select number of rows and columns** for the table from the squares displayed
  - o **Insert Table:** By clicking this displays a dialog box that specifies number of rows, number of columns and auto fit options etc…
  - o **Draw Table:** displays a pencil like cursor, using that you can draw table as needed

Insert Picture

- ✓ Click Picture command under insert tab
- ✓ Open the Insert Picture Dialog box
- ✓ Picture can be located and click on insert button

Insert Chart

- ✓ Click Chart command under insert tab
- ✓ Open the Insert chart Dialog box
- ✓ Select the type of chart you want and Click OK
- ✓ A sample chart of the selected type will be inserted in the current slide
- ✓ An associated Microsoft Excel worksheet containing the data plotted in the sample chart will be displayed in a separate window.
- ✓ This worksheet can be used to enter the data you would like to plot
- ✓ Close the excel window then chart will be display as we enter the data

Add Audio

- ✓ Click sound command under insert tab and then click in sound from file
- ✓ Open the Insert Sound Dialog box select sound you want
- ✓ Drag the object to place it in anywhere on the slide
- ✓ Drag its sizing handles for making it larger or smaller.

Add Video

- ✓ Click Video command under insert tab and then click in Video from file
- ✓ Open the Insert Video Dialog box select Video you want
- ✓ Drag the object to place it in anywhere on the slide
- ✓ Drag its sizing handles for making it larger or smaller.

Adding Transition to slide

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab:

Subtle: include fades, wipes, and shutter like effect

Exciting: Includes more dramatic effects like checkerboards, ripples, Turning, and zooming

Dynamic Content: Holds the background of the slides still and applies a dynamic effect to title and other content like rotating or flying onto the slides

To apply a transition:

- Select the desired slide from the Slide Navigation pane. This is the slide that will appear after the transition.
- Click the Transitions tab, then locate the Transition to This Slide group. By default, None is applied to each slide.
- Click the More drop-down arrow to display all transitions.
- Click a transition to apply it to the selected slide. This will automatically preview the transition.

Add Animation

The four types of animations

There are several animation effects you can choose from, and they are organized into four types:

Entrance: These control how the object enters the slide. For example, with the Bounce animation the object will "fall" onto the slide and then bounce several times.

Emphasis: These animations occur while the object is on the slide, often triggered by a mouse click. For example, you can set an object to spin when you click the mouse.

Exit: These control how the object exits the slide. For example, with the Fade animation the object will simply fade away.

Motion Paths: These are similar to Emphasis effects, except the object moves within the slide along a predetermined path, like a circle.

<u>**To apply an animation to an object:**</u>

- ✓ Select the object you want to animate.
- ✓ On the Animations tab, click the More drop-down arrow in the Animation group.
- ✓ A drop-down menu of animation effects will appear. Select the desired effect.
- ✓ The effect will apply to the object. The object will have a small number next to it to show that it has an animation. In the Slide pane, a star symbol also will appear next to the slide.

<u>**Rehearse Timing**</u>

Starts a full screen show in which you can rehearse the presentation. The amount of time spent on each slide is recorded and allows you to save those timing to run the show automatically in future

<u>**Presentation views**</u>

Normal View

This is the view that you see when you first start PowerPoint and it has thumbnails on the left, the main slide in the middle and a notes area at the bottom.

Outline View

Here you get to see an outline of the slide structure in the left hand navigation pane, instead of the thumbnails.

Slide Sorter

Slide Sorter View sets all the slides out on the screen so that you can see how they look as a whole and apply transition effects and design changes to the whole presentation at once.

Notes Page

Here you can see just the speaker's notes with a thumbnail of the slide they belong to.

Reading View

Reading View allows you to view the presentation as if it were being presented.

Slide Master Views

Slide Master view is a special feature in PowerPoint that allows you to quickly modify the slides and slide layouts in your presentation. From there, you can edit the **slide master**, which will affect **every slide** in the presentation. You can also modify individual **slide layouts**, which will change any slides using those layouts.