

POWER POINT NOTES

Question:

Explain any five different types of views available in Microsoft PowerPoint and their uses.

Microsoft PowerPoint provides several types of views to help users create, organize, and present slides effectively. Five important views are:

1. **Normal View:**
 - It is the default view used for creating and editing individual slides.
 - It includes slide thumbnails, the main slide editing area, and a notes section.
2. **Slide Sorter View:**
 - Displays all slides in thumbnail form in a grid.
 - Helps users easily rearrange, delete, or apply transitions between slides.
3. **Slide Show View:**
 - Shows slides in full-screen mode for actual presentation.
 - It allows the presenter to navigate through the slides smoothly.
4. **Reading View:**
 - Presents slides in a windowed full-screen format.
 - It allows reviewing the presentation without switching to full screen.
5. **Outline View:**
 - Displays only the text content of the slides in an outline format.
 - Useful for focusing on the structure and flow of the content.

Question:

List and explain the steps to create a graph in PowerPoint using data from an Excel spreadsheet.

To create a graph (chart) in PowerPoint using an Excel database, follow these steps:

1. **Open PowerPoint and Insert a New Slide:**
 - Go to the **Home** tab.
 - Click on **New Slide** and choose a layout like "Title and Content."
2. **Insert Chart:**
 - Click on the **Insert** tab.
 - Select **Chart** from the Illustrations group.
 - Choose a chart type (e.g., Column, Line, Pie) and click **OK**.
3. **Edit Chart Data in Excel:**
 - A sample Excel sheet opens with default data.
 - Replace the sample data with your actual Excel database values.
 - You can copy and paste data directly from your Excel file.
4. **Close the Excel Sheet:**
 - After entering your data, close the Excel window.

- The chart in PowerPoint updates automatically with the new data.
- 5. **Customize the Chart:**
 - Use the **Chart Tools** (Design and Format tabs) to edit colors, titles, labels, and styles.

Question:

How can you create a presentation using a template in PowerPoint?

To create a presentation using a template in PowerPoint:

1. Open PowerPoint and select a template from the available options or search for one.
2. Click **Create**, and PowerPoint will generate a new presentation based on the selected template.

Question:

How can you add a video clip to a slide in PowerPoint?

To add a video clip to a slide in PowerPoint:

1. Go to the **Insert** tab on the ribbon.
2. Click **Video > Video on My PC**, then select the video file and click **Insert**.

The video will be added to the slide and can be resized or moved as needed.

Question:

How can you add a transition effect to a slide in PowerPoint?

To add a transition to a slide:

1. Select the slide you want to apply the transition to.
2. Go to the **Transitions** tab, choose a transition effect, and click on it.

You can also adjust the **duration** and add **sound effects** from the same tab.

Question:

Write the steps to insert a picture into a slide in PowerPoint.

To insert a picture into a slide:

1. Go to the **Insert** tab on the ribbon.
2. Click on **Pictures → This Device**, select the desired image, and click **Insert**.

Question:

How can you apply a theme to a presentation in PowerPoint?

To apply a theme in PowerPoint:

1. Go to the **Design** tab on the ribbon.
2. Choose a theme from the available options and click on it to apply it to your slides.

Question:

How do you set a template for a presentation in PowerPoint?

To set a template in PowerPoint:

1. Open PowerPoint and click on **File** → **New**.
2. Choose a template from the gallery or search for one, then click **Create**.

Question:

How can you apply animation to text in a PowerPoint slide?

To animate text in PowerPoint:

1. Select the text you want to animate.
2. Go to the **Animations** tab and choose an animation effect from the gallery.

Question:

What are the steps to print a presentation in PowerPoint?

To print a PowerPoint presentation:

1. Click on **File** → **Print**.
2. Choose the printer, select the number of copies, and pick the layout (e.g., full page slides or handouts), then click **Print**.

Question:

What is a Master in PowerPoint? Name different types of Masters.

A **Master** in PowerPoint is a slide template that controls the overall layout, design, fonts, and placeholders of a presentation.

Types of Masters:

1. **Slide Master** – Controls the layout and design of all slides.
2. **Handout Master** – Controls the layout of printed handouts.
3. **Notes Master** – Controls the layout of speaker notes pages.

Question:

How do you create a new slide in PowerPoint?

To create a new slide in PowerPoint:

1. Go to the **Home** tab on the ribbon.
2. Click on **New Slide**, then choose a slide layout from the dropdown menu.

Question:

How can you add and set timing for transitions in PowerPoint?

To add and time transitions in PowerPoint:

1. Select the slide, go to the **Transitions** tab, and choose a transition effect.
2. In the **Timing** group, set the **Duration** and choose **Advance Slide** settings (on click or after a set time).

Question:

How do you create speaker notes in PowerPoint?

To create speaker notes in PowerPoint:

1. Click on the slide where you want to add notes.
2. At the bottom of the window, click in the **Notes pane** and type your notes.