BBA – SEMESTER IV
BBA SEC402
IT TOOLS FOR BUSINESS
UNIT – 3
MS POWERPOINT

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Introduction

- MS PowerPoint is a highly innovative and versatile presentation program which originally called 'Presenter' was created by Robert Gaskin and Dennis Austin released in 1987 under a company called 'Forethought'.

- Even though the program was in demand along with other established programs it initially struggled to set apart from its competitors.

- Microsoft sensed PowerPoint's potential and Bill Gates bought this application, further developed the software and released it with a new name 'PowerPoint 97'.

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- PowerPoint 97 eliminated the need for programming knowledge or specialist skills and granted users to access to transitions and animation which took PowerPoint to new heights in the 'presentation' software market.

- PowerPoint upgrades are released on average every two years.

Features of PowerPoint

- MS PowerPoint is undoubtedly the most popular app used for presentation.

  Some of its the dynamic features are as follows:-

1. Adding Smart Art

Smart Art is a comprehensive and flexible business diagram tool that greatly improve upon the 'Diagram Gallery' feature found in previous versions of office. Smart Art can be used to create professional diagrams that include picture text or combinations of two.

2. Inserting Shapes

In order to use some sort of diagram independently without Smart Art in presentation, then probably the quickest and easiest way is probably to use insert shapes .

3. Insert an Image

Insert feature allows user to insert pictures from files and browse an image file saved somewhere on your system.

PowerPoint 2010 has a new 'Screenshot' option that allows you to capture an entire window or part of a window for inclusion on a slide. You can also copy any image and just paste it directly to a slides.

4. <u>Slide Transition</u>

Slide transitions can make your presentation clearer and more interesting and where appropriate more fun.

5. <u>Adding Animations</u>

Transition effects are limited to a single events per slides, whereas animations can be applied to every object on a slides – including titles and other text boxes.

Lab Exercise

Choose a theme

When you start a new presentation PowerPoint, you'll have the opportunity to choose a theme or template. A theme is a slide design that contains matching colors, fonts, and special effects like shadows, reflections, and more.

1. On the **File** tab, select **New**, and then, under **Available Templates and Themes**, choose **Themes**.
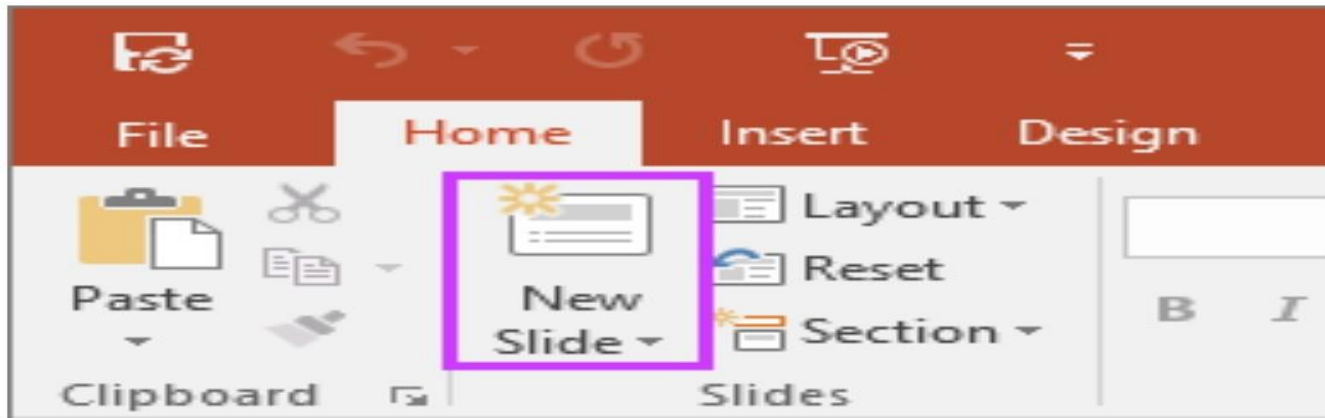
   As you click each theme, PowerPoint shows you a preview on the right side.

2. When you find the one you want, click **Create**.
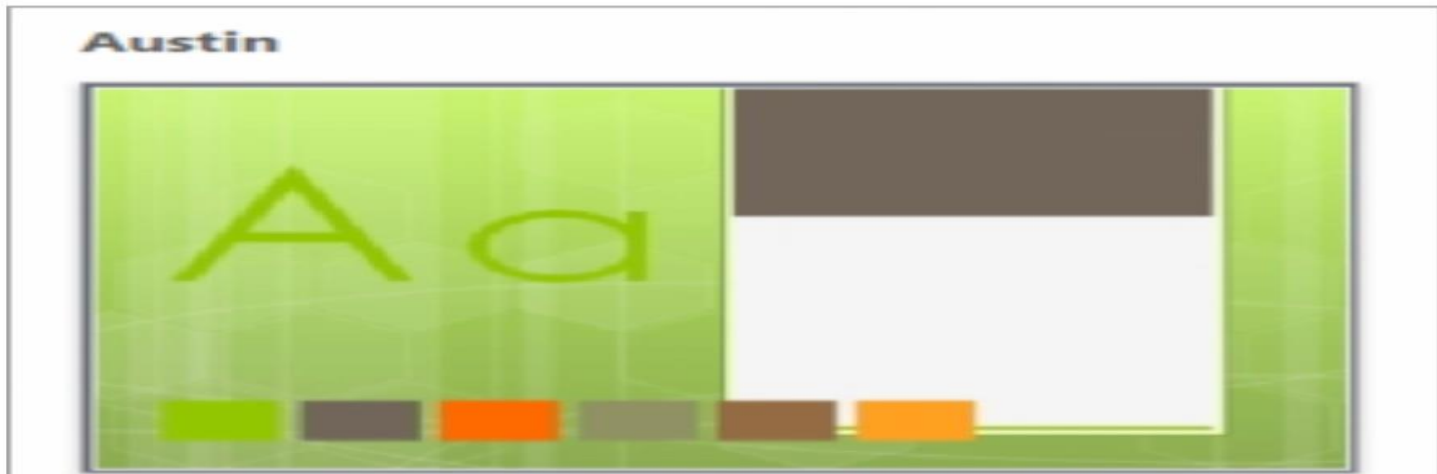
Insert a new slide

- On the **Home** tab, click the bottom half of **New Slide**, and pick a slide layout.

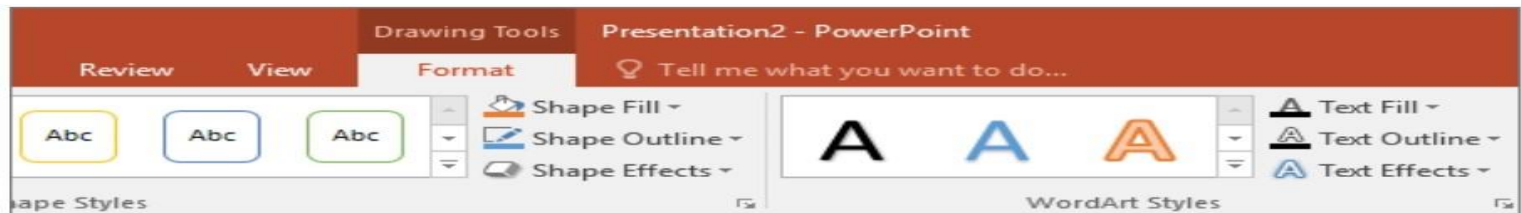# Save your presentation

1. On the **File** tab, choose **Save**.

2. In the **File name** box, type a name for your presentation, and then choose **Save**.

Format your text

1. Select the text.

2. Under **Drawing Tools**, choose **Format**.

3. Do one of the following:

    - To change the color of your text, choose **Text Fill**, and then choose a color.

    - To change the outline color of your text, choose **Text Outline**, and then choose a color.

    - To apply a shadow, reflection, glow, bevel, 3-D rotation, a transform, choose **Text Effects**, and then choose the effect you want.
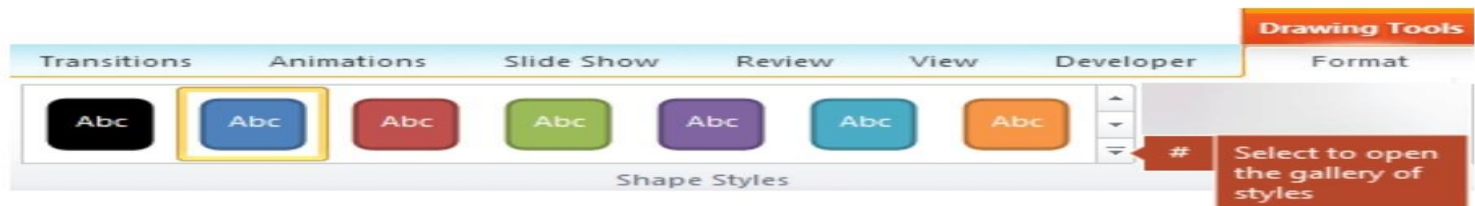
Add pictures

1. On the **Insert** tab, choose **Picture**.

2. Browse for the picture you want, and then choose **Insert**.

Add shapes
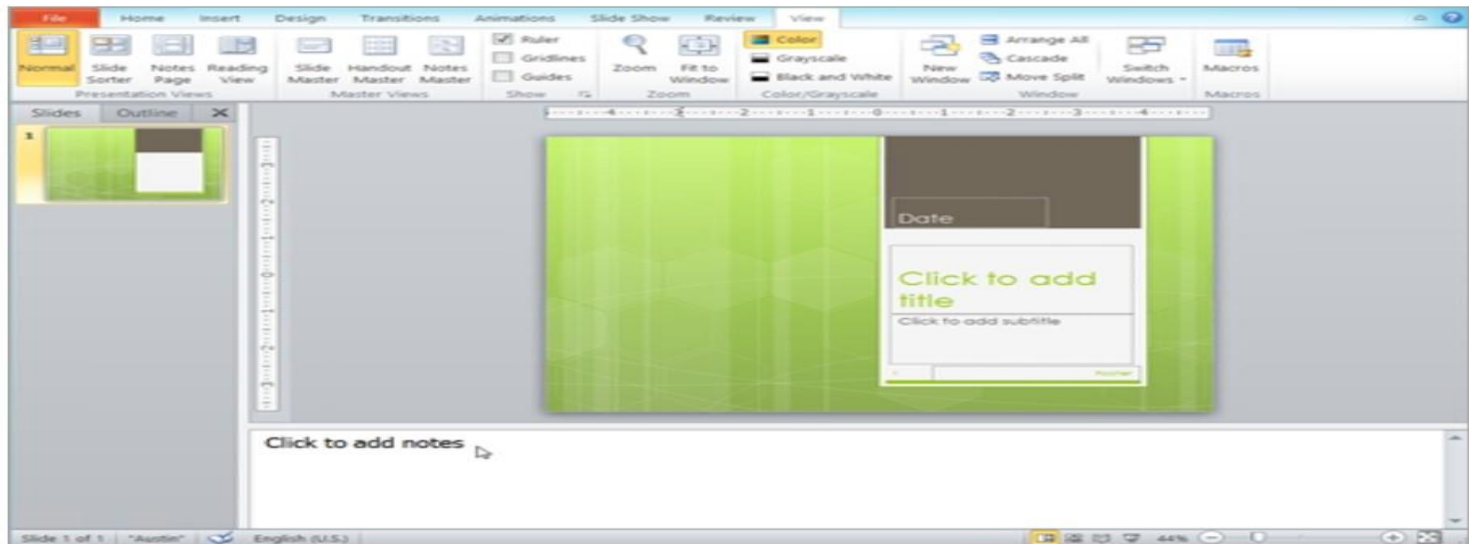
You can add shapes to illustrate your slide.

1. On the **Insert** tab, select **Shapes**, and then select a shape from the menu that appears.

2. In the slide area, click and drag to draw the shape.

3. Select the **Drawing Tools Format** tab on the ribbon. Open the **Shape Styles** gallery to quickly add a color and style (including shading) to the selected shape.

Add speaker notes

Slides are best when you don't cram in too much information. You can put helpful facts and notes in the speaker notes, and refer to them as you present. In Normal view, the **Notes** pane is located just below the slide view window.

1. On the **View** tab, in the **Presentation Views** group, click **Normal**.

2. Click inside the **Notes** pane below the slide, and begin typing your notes.
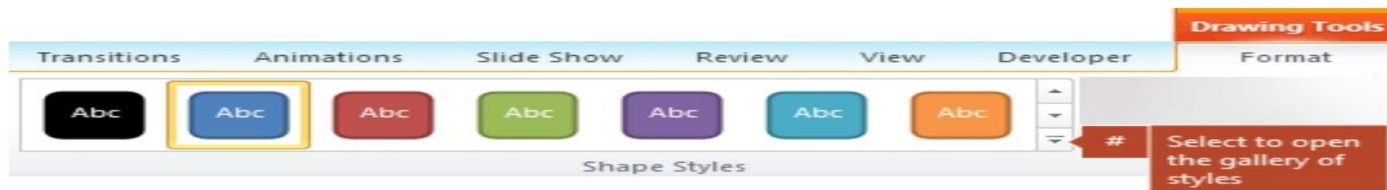
Add pictures

1. On the **Insert** tab, choose **Picture**.

2. Browse for the picture you want, and then choose **Insert**.

Add shapes

You can add shapes to illustrate your slide.

1. On the **Insert** tab, select **Shapes**, and then select a shape from the menu that appears.

2. In the slide area, click and drag to draw the shape.

3. Select the **Drawing Tools Format** tab on the ribbon. Open the **Shape Styles** gallery to quickly add a color and style (including shading) to the selected shape.

Transitions	Animations	Slide Show	Review	View	Developer	**Drawing Tools** Format

Abc	Abc	Abc	Abc	Abc	Abc	Abc

Shape Styles

Select to open the gallery of styles

Add more effects to an animation

1. Select an object or text with an animation.

2. Select **Add Animation** and choose one.

Change the order of animations

1. Select an animation marker.

2. Choose the option you want:

   - **Move Earlier**: Make an animation appear earlier in the sequence.

   - **Move Later**: Make an animation occur later in the sequence.

Add animation to grouped objects

You can add an animation to grouped objects, text, and more.

1. Press Ctrl and select the objects you want.

2. Select **Format** > **Group** > **Group** to group the objects together.

3. Select **Animations** and choose an animation.

HYPERLINK

1. Select the text, shape, or picture that you want to use as a hyperlink.

2. Select **Insert** > **Hyperlink**.

3. Select **Existing File or Web Page**, and add the:

   - **Text to display**: Type the text that you want to appear as hyperlink.

   - **ScreenTip**: Type the text that you want to appear when the user hovers over the hyperlink (optional).

   - **Current Folder, Browsed Pages**, or **Recent Files**: Select where you want to link to.

   - **Address**: If you haven't already selected a location above, insert the URL for the web site you want to link to.

     If you link to a file on your computer, and move your PowerPoint presentation to another computer, you'll also need to move any linked files.

   - 4. Select **OK**.

# Link to a place in a document, new document, or email address

1. Select the text, shape, or picture that you want to use as a hyperlink.

2. Select **Insert** > **Hyperlink** and select an option:

   - **Place in This Document**: Link to a specific slide in your presentation.

   - **Create New Document**: Link from your presentation to another presentation.

   - **E-mail Address**: Link a displayed email address to open up a user's email program.

3. Fill in the **Text to display, ScreenTip**, and where you want to link to.

4. Select **OK**.

Change the color of a hyperlink

You can change the color of a hyperlink if you like. If you want to change the display *text* of a link, right-click it and select **Edit Link**.

1. Select the hyperlink you want to re-color.

2. On the **Home** tab of the ribbon, select down arrow next to the **Font Color** button to open the menu of colors.
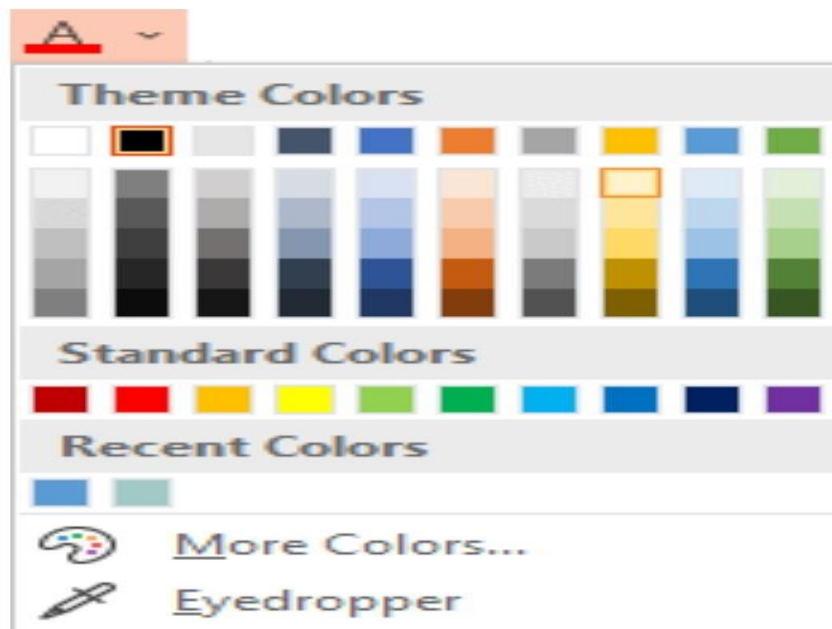
3. Select the color you want for the hyperlink.

Test the hyperlink

Once you've inserted the link, you can test it (in Normal view) by right-clicking the hyperlink and selecting **Open Hyperlink**.

Views in PowerPoint

Normal view

Normal View is the main editing view, which is used to write and design a presentation. The view has three working areas: on the left, tabs that alternate between an outline of slide text (Outline Tab) and slides displayed as thumbnails (Slides Tab); on the right, the slide pane, which displays a large view of the current slide; and on the bottom, the notes pane.
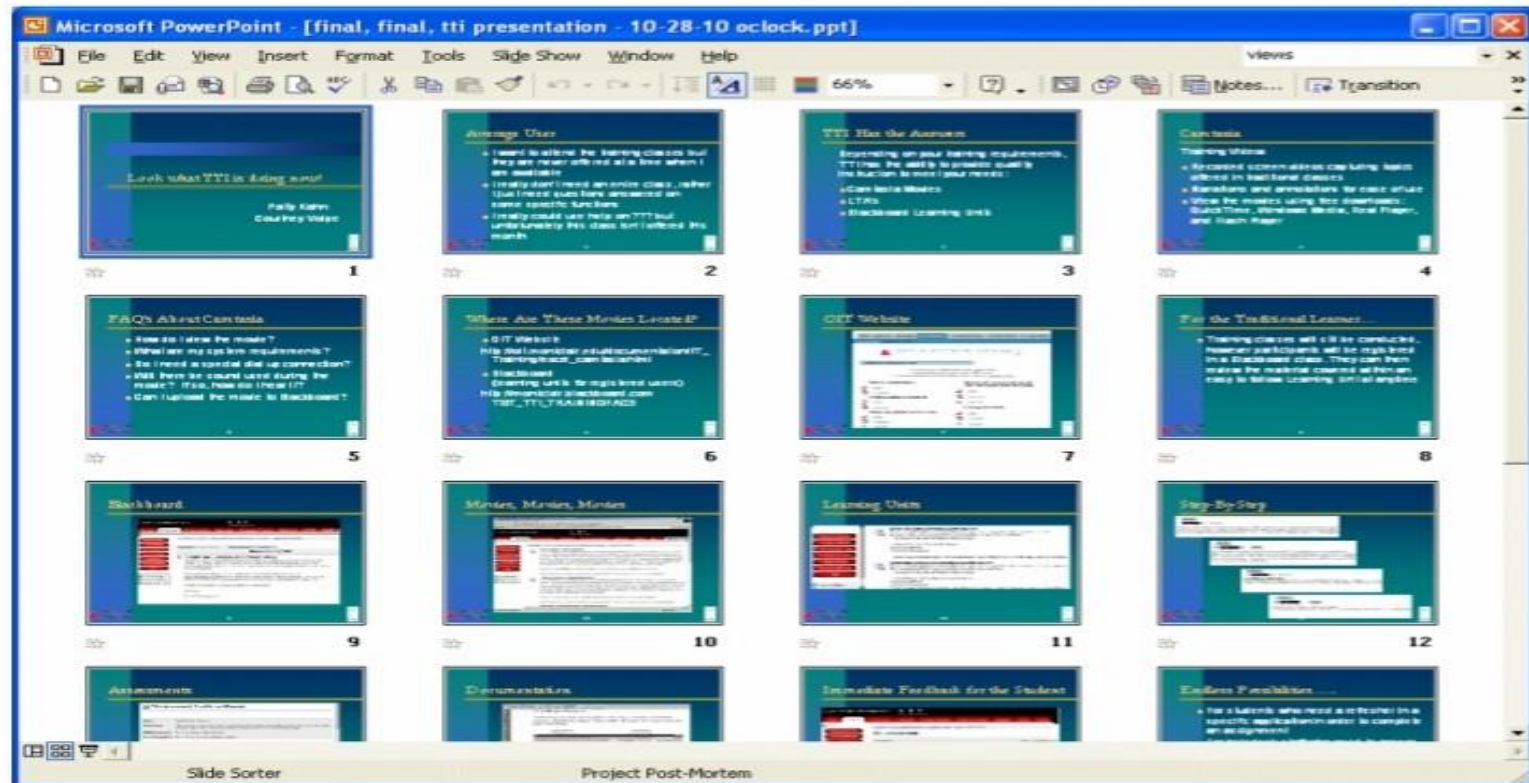
To Navigate to Normal View:
Click the **Normal View** button
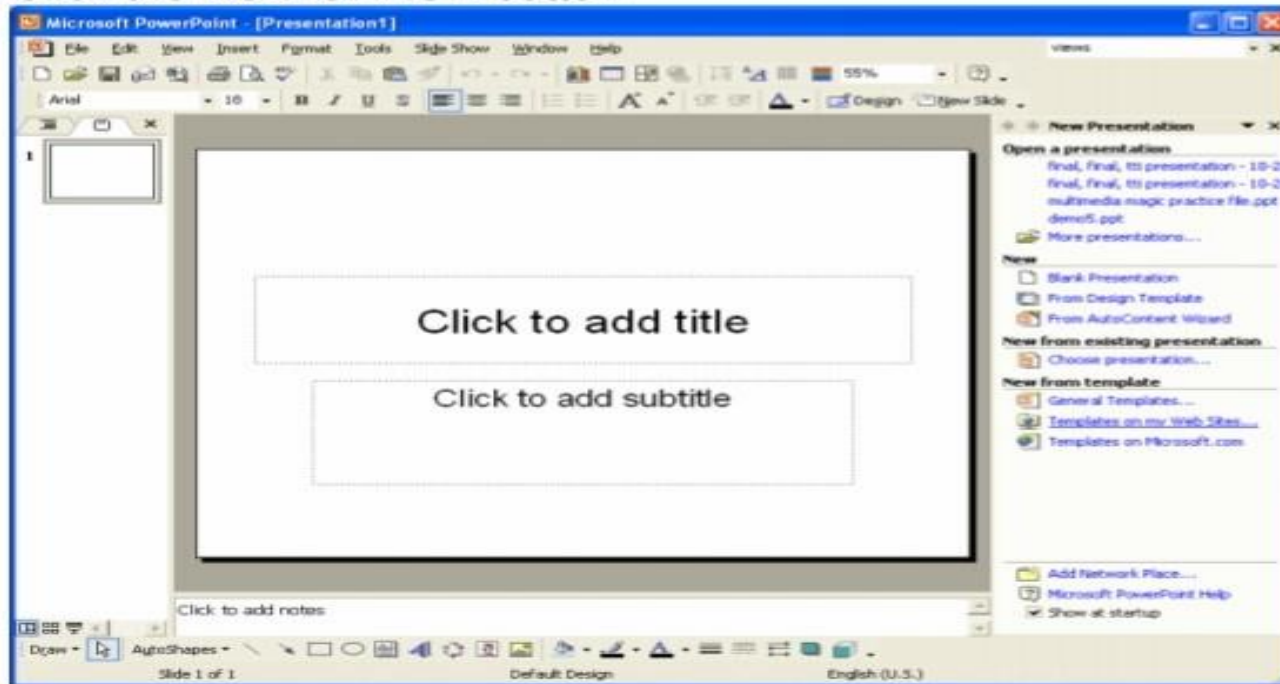
Slide Sorter View

Slide Sorter View is an exclusive view of the slides in thumbnail form.

To Navigate to Slide Sorter View:
Click the **Slide Sorter View** button

When finished creating and editing a presentation, Slide Sorter View gives an overall picture of it, making it easy to reorder, add, or delete slides and preview transitions and animation effects.
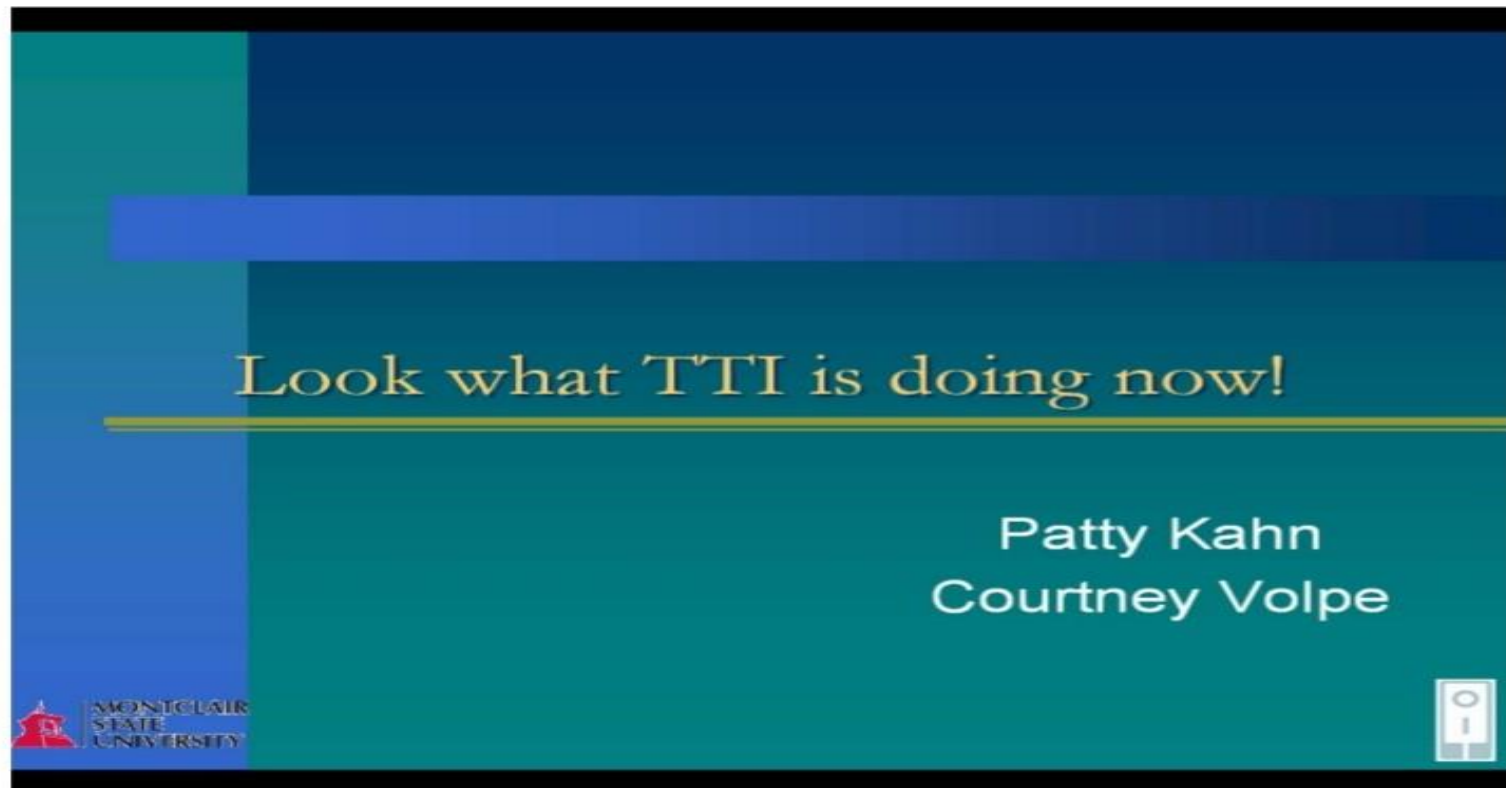
Slide Show View

Slide Show View takes up the full computer screen, like an actual slide show presentation. In this full-screen view, the presentation is shown the way it will be seen by the audience. Graphics, timings, movies, animated elements, and transition effects are shown how they will look in the actual show.

To Navigate to Slide Show View:
Click the **Slide Show View** button

To Exit the Slide Show:
Press the **ESC** key on the keyboard

Look what TTI is doing now!

Patty Kahn
Courtney Volpe

MONTCLAIR STATE UNIVERSITY

End of slides