

Unit 3

Presentation

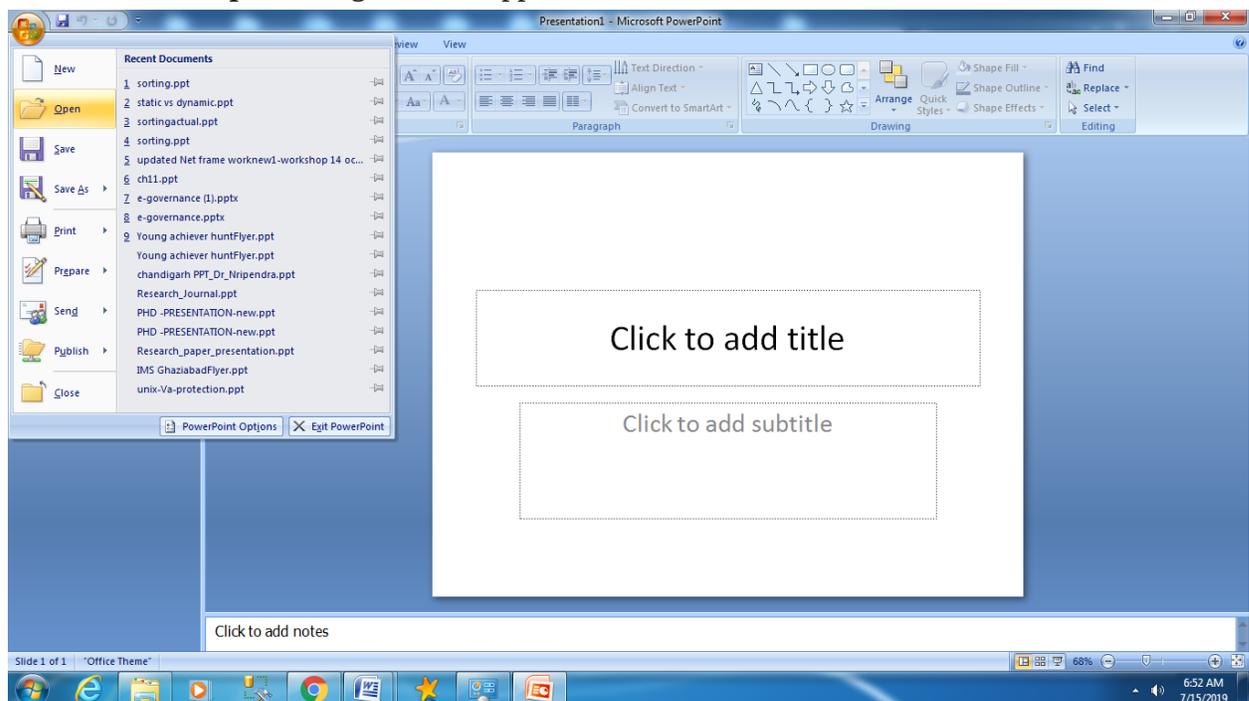
Presentation: The presentation can be defined as the practice of showing the content of a topic along with explaining it to a specific audience. It is a collection of information and data which has to be delivered to an audience or learners. It helps both the speaker and the participants to learn about the topic more easily.

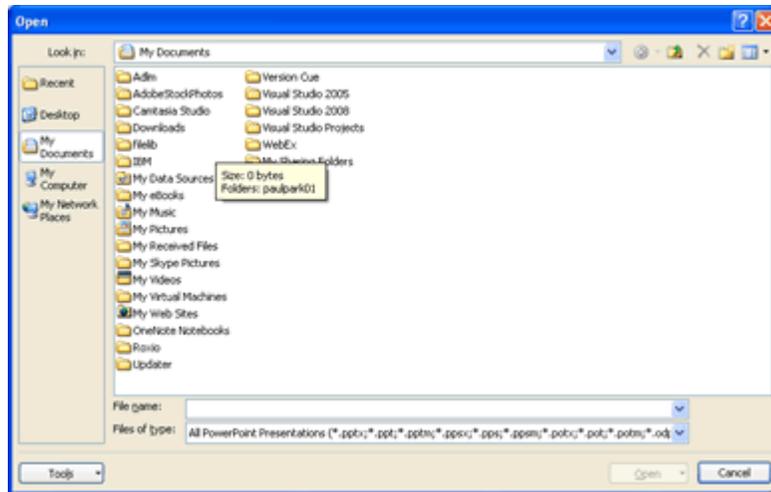
A PowerPoint presentation is an excellent way of presenting information or ideas to an audience. The software is easy to use and offers a lot of cool effects for your slideshows, too. Here, contents are helpful to learn about creation of presentation using Microsoft PowerPoint 2007 and upper version.

To open an existing presentation:

To open a complete presentation in front of audience, please follow the steps mentioned below:

1. Select the File tab to go to Backstage view.
2. Select **Open**. Clicking **Open**.
3. Select Computer, and then click Browse. Alternatively, you can choose OneDrive to **open** files stored on your OneDrive.
4. The **Open** dialog box will appear.





To save a presentation:

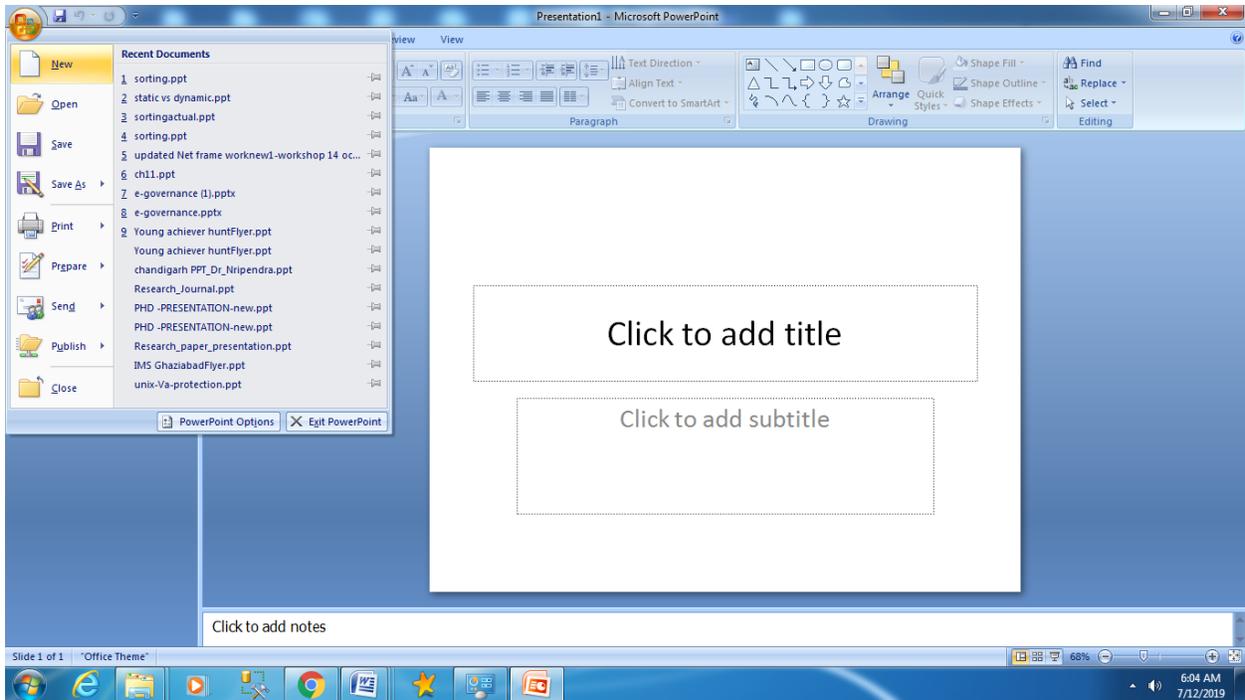
It's a good idea to keep saving our work periodically as we never know when we will lose power or when our computer is likely to crash. Keep saving it. At the time of creation of new presentation (first time), please save it with the help of following steps:

1. Locate and select the **Save** command on the Quick Access Toolbar.
2. If you're **saving** the file for the first time, the **Save As** pane will appear in backstage view.
3. You'll then need to choose where to **save** the file and give it a file name.
4. The **Save As** dialog box will appear.

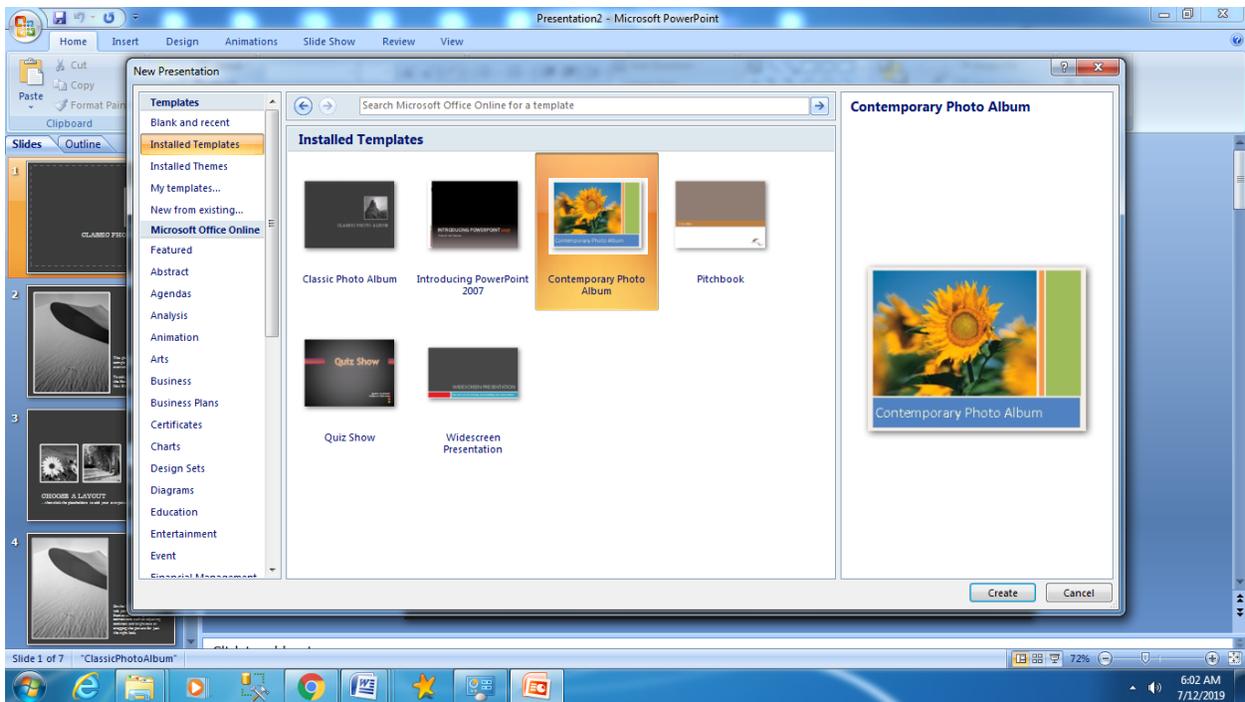
Creation of Presentation using a Template:

A template defines the background, font styles, colors and sizes for your placeholders, as well as selected bullets that match the template. PowerPoint comes with a number of built in stylish templates. It can be used immediately.

To create a PowerPoint presentation using a template, click the **File tab > New**, and the following panel will be displayed.



Clicking on a template category will display thumbnail images of all the templates within that category. We can select it based on our choice by seeing its preview .After that click it to create PowerPoint presentation based on this template.



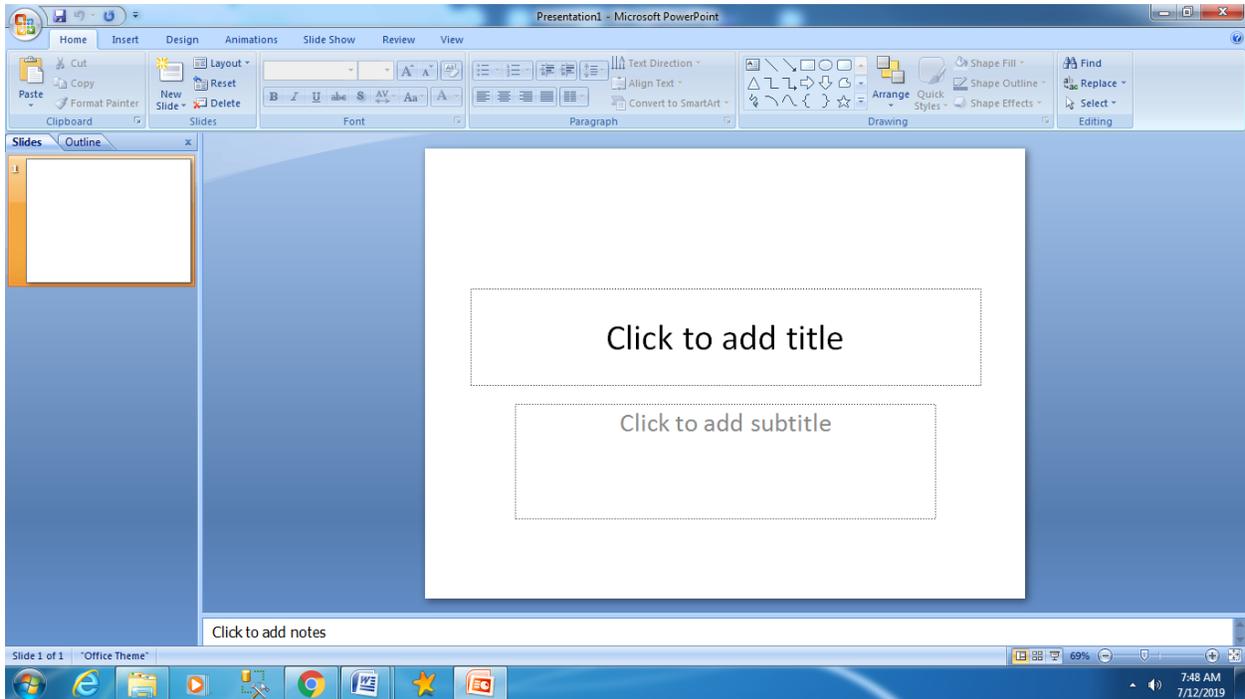
To apply a template (Steps in summarized form)

Click the Microsoft PowerPoint Button, and then click New. In the New **Presentation** dialog box, do one of the following: Under **Templates**, click Blank and recent, Installed **Templates**, or Installed Themes, click the built-in **template** that you want, and then click Create.

Creating a Blank Presentation

To use one of built-in templates to create a new presentation, follow these steps:

1. Select Office button → New. The New **Presentation** window appears.
2. In the left side of the New **Presentation** window, click Installed Templates.
3. Click a template to select it. ...
4. Click **Create**

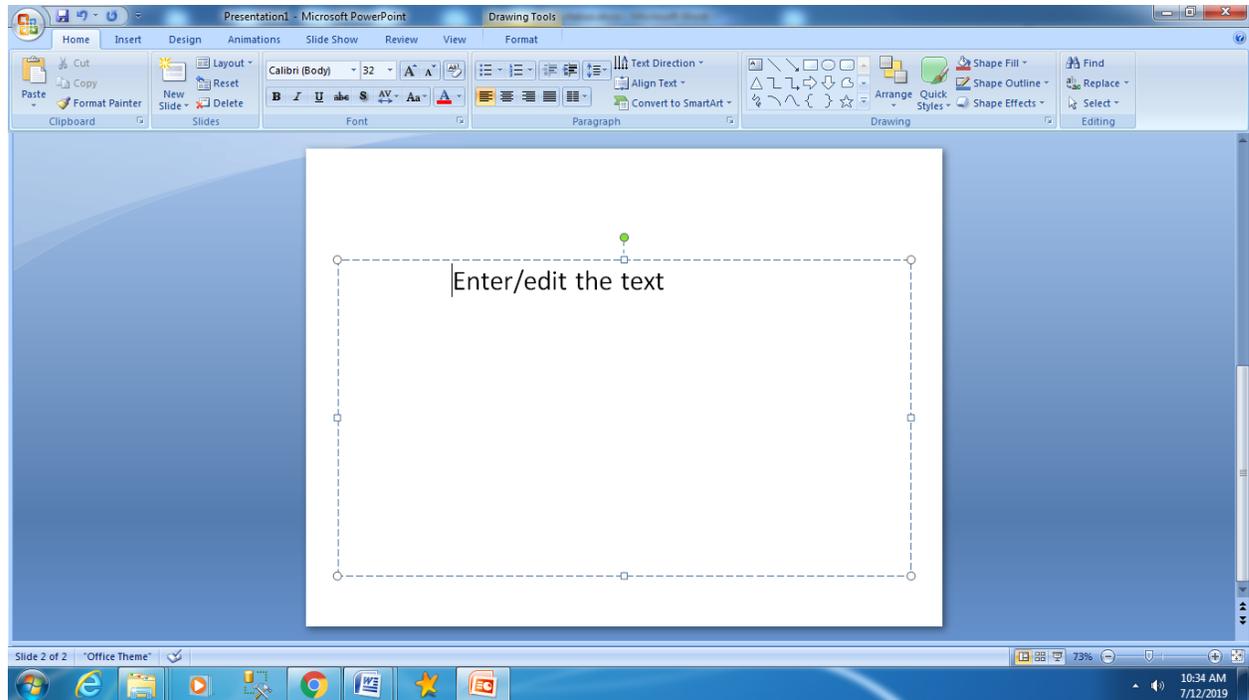


Entering and Editing Text:

Adding text to a slide is very easy to do. In fact, it's almost self-explanatory. Everybody can understand by seeing the slide. Steps are as follows:

1. Please click on the Title, Subtitle, or **Text** placeholder.
2. Type the **text** as you want.
3. If necessary, press [Return] or [**Enter**] to move to a new line.
4. Click anywhere on the slide outside of the placeholder to deselect it.

For better understanding, snapshot appears as follows



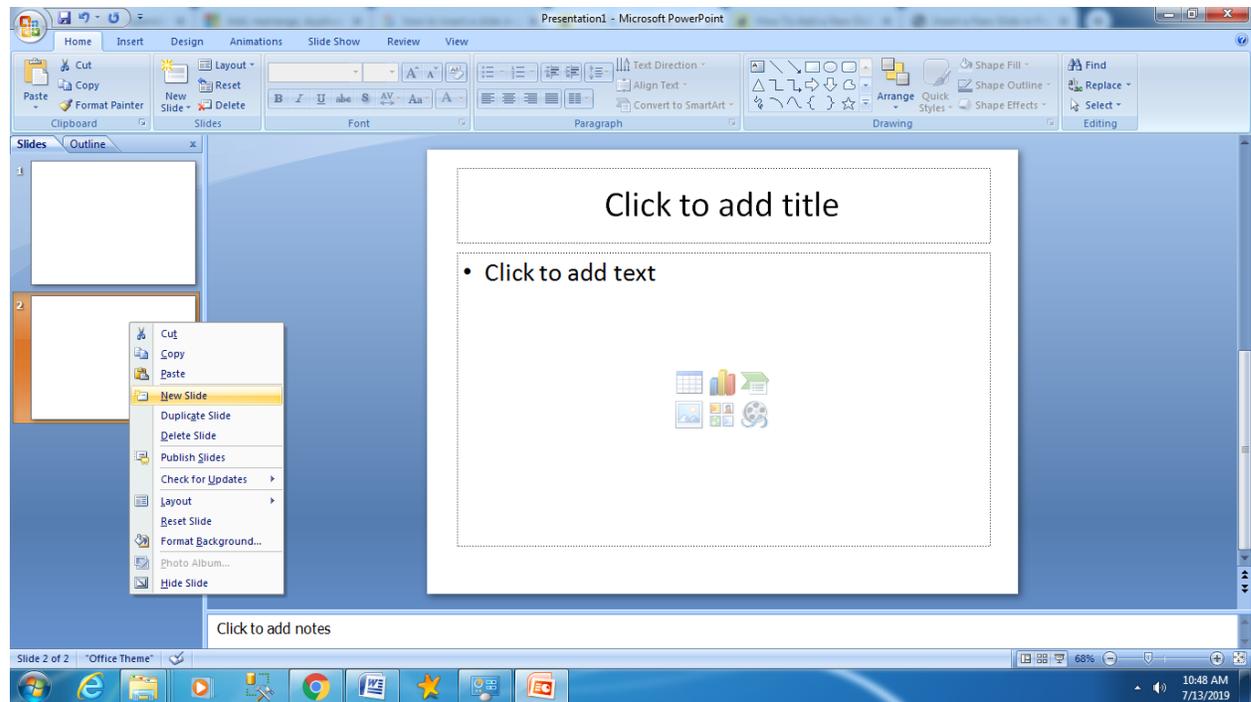
Inserting and Deleting Slides in a Presentation:

Insertion/ Addition of Slides in a Presentation:

This part covers how to insert a new slide in PowerPoint. When we create a new presentation, PowerPoint gives us default slide. For insertion/addition of new slide, we can follow the steps, mentioned below:

1. On the Home tab, click the New Slide button in the Slides group. PowerPoint adds a blank slide to your presentation.
- OR
2. Press Ctrl+M. And again, PowerPoint adds a blank slide.
- OR
3. Right-click in the Slides or Outline tab on the left and then choose New Slide. And again, PowerPoint adds a blank slide.

It is also shown in the following slide view of presentation

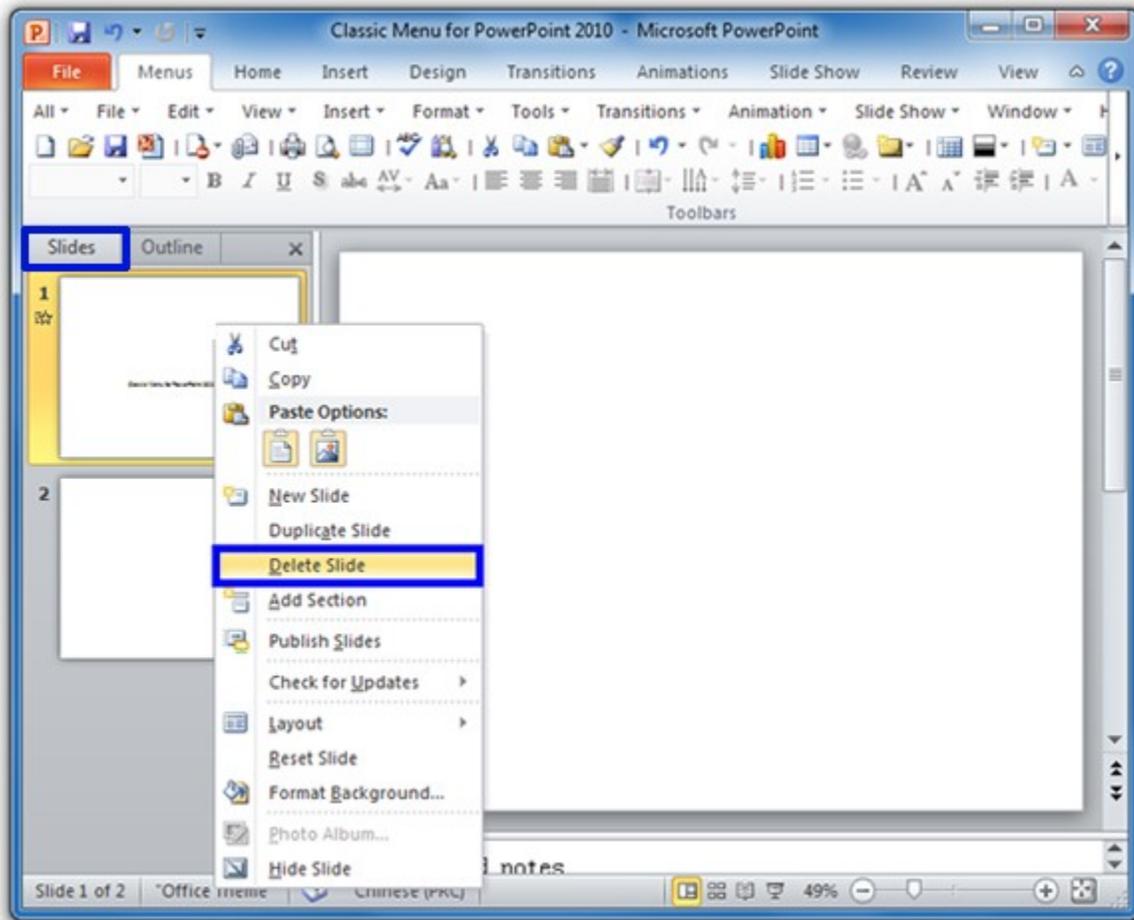


Deleting Slides in Presentation:

At the time of power point presentation, we can delete the slides which are not required with the help of following steps:

1. For a single slide: Right-click the slide in the Slide pane on the left and select **Delete Slide**.
2. For multiple slides: Press and hold Ctrl, and in the Slide pane on the left, select the slides. Release the Ctrl key. Then right-click the selection and choose **Delete Slide**.
3. For a sequence of slides: Press and hold Shift, and in the thumbnail pane on the left, select the first and last slides in the sequence. Release the Shift key. Then right-click the selection and choose **Delete Slide**.

The process of deletion of slide is shown in the following slide view:



Preparation of Slides:

Microsoft PowerPoint is an interesting and useful program that is widely used to prepare slideshows for Public Seminars and Presentations.

From an Artistic Perspective, individuals cannot easily understand theories alone for hours but can obtain much more within minutes or even seconds, with the use of Visual Presentations backing Theory.

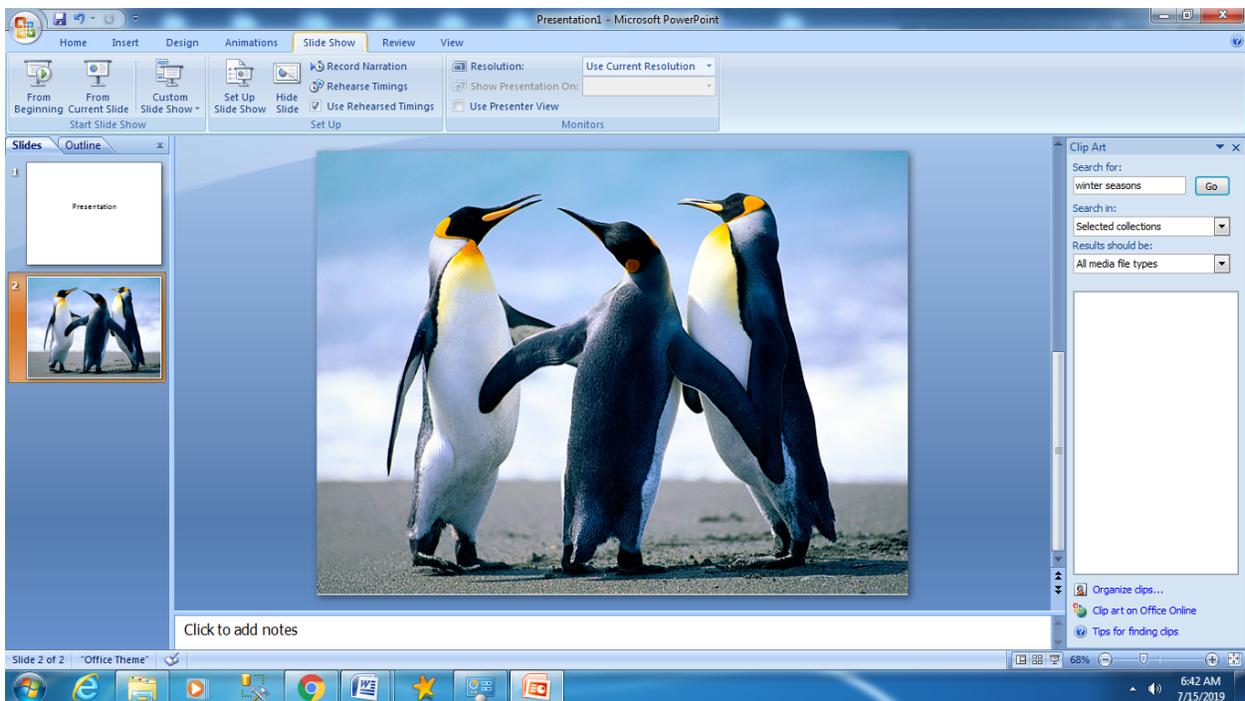
PowerPoint can solve the Problem in terms of communication technology for everyone. There are complicated and sophisticated methods for such; however the simplest and most commonly used method which has being used almost everywhere and anywhere in the world during Public Presentations & Seminars was the use of PowerPoint applications for seminars.

1. Open Microsoft **PowerPoint**.
2. Go to File at the top of the screen and click New.

3. In the “New Presentation” dialog box, click on “From Design Template.”
(When we start a new presentation PowerPoint, we have the opportunity to choose a theme or template. A theme is a slide design that contains matching colors, fonts, and special effects etc)
4. Step 4: Do **Slide Design**.(As per requirement) ...
5. Step 6: Adding Text. (As per requirement)
6. Step 7: Adding Pictures. . (As per requirement)..
7. Save your presentation
8. Give the presentation

(For execution of slides for presentation, select and click the **Slide Show** tab, do one of the following:

- To start the presentation at the first slide, in the **Start Slide Show** group, click **From Beginning**.
- For starting the presentation from where you are, click **From Current Slide**.)



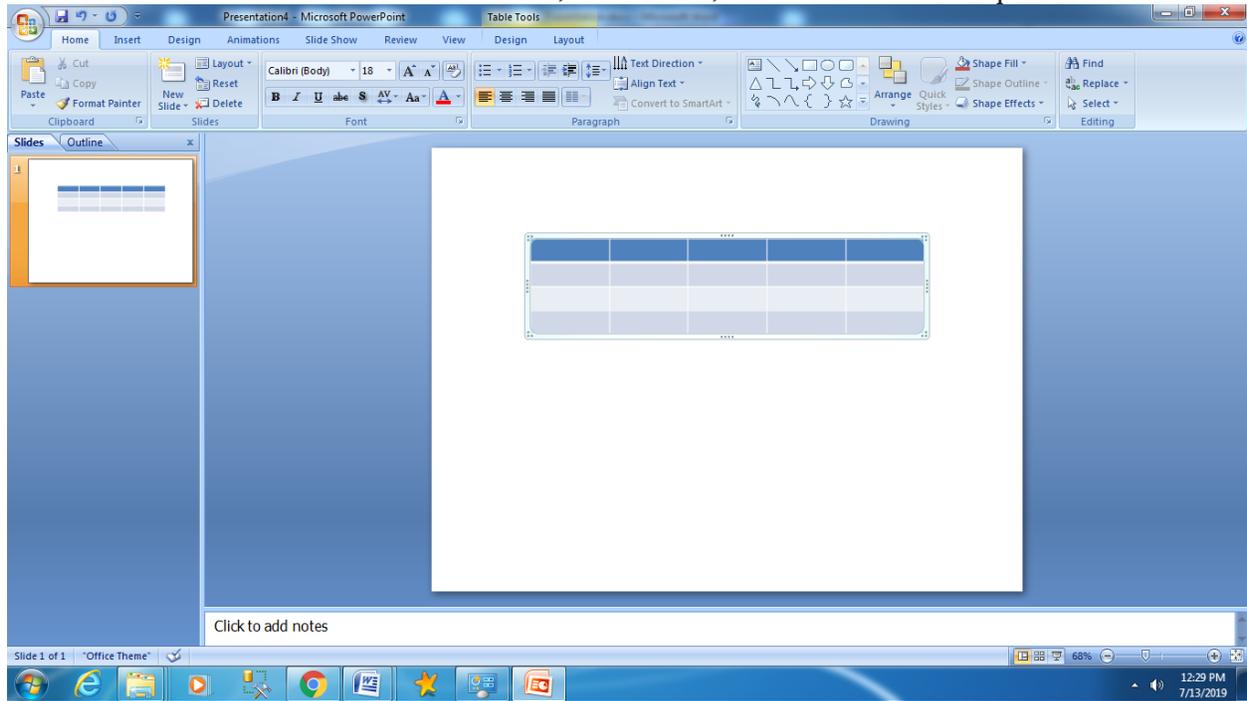
Inserting Word Table or an Excel Worksheet

Inserting Word Table:

We can insert a table in a slide for PowerPoint presentation with the help of following steps:

1. Select the **slide** that you want to add a **table** to.
2. On the **Insert** tab, select **Table**.

3. In the **Insert Table** dialog box, do one of the following: Use the mouse to select the number of rows and columns as per requirement.
4. To add text to the **table** cells, click a cell, and then enter the required text.

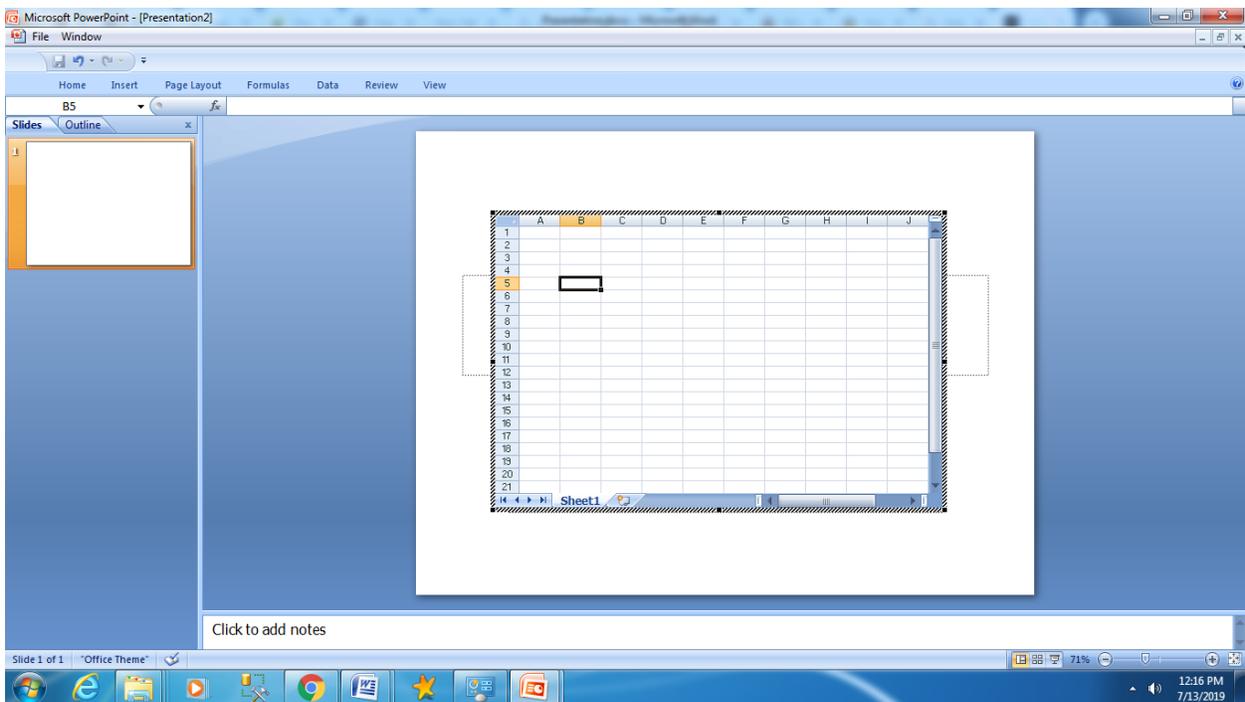
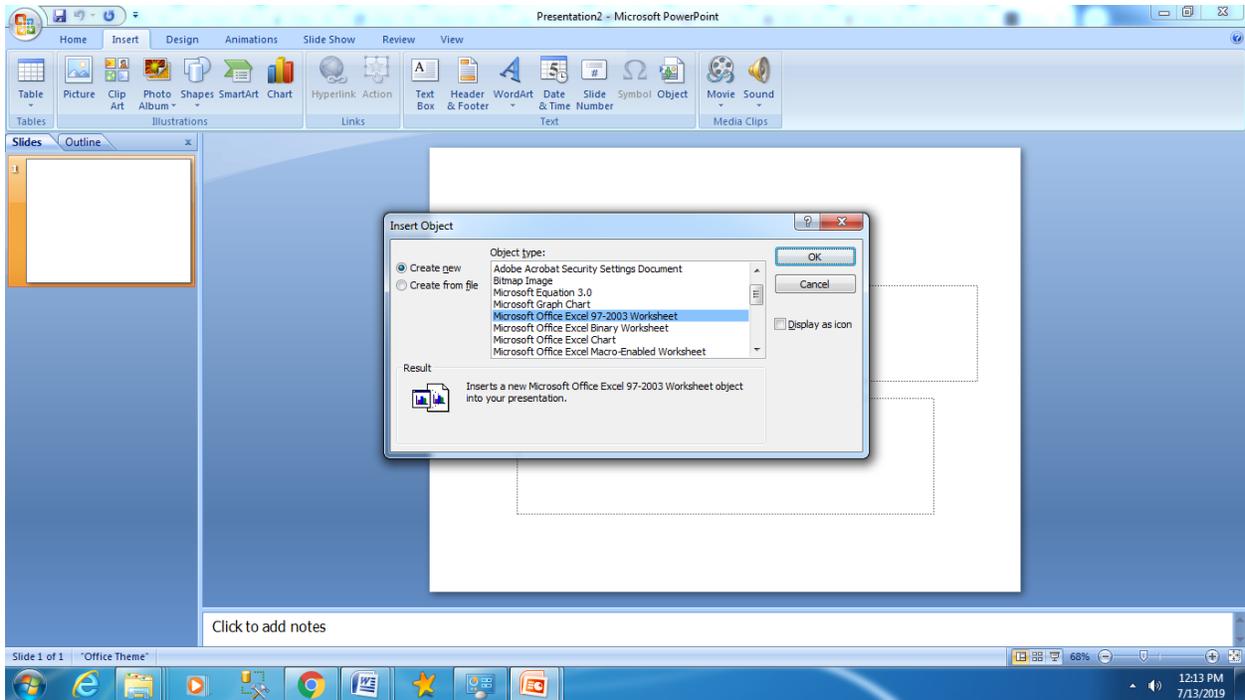


Inserting an Excel Worksheet:

The great thing about the Microsoft Office Suite is the fluid interaction of each application type. By embedding the Excel document into your presentation or document you can use it to make a point more effectively with numbers or even graphs.

1. In **PowerPoint**, select the **Insert** tab & Click the **Insert** tab.
2. Click the Object command in the Text group. ...
3. A dialog box will appear. ...
4. Locate and select the desired **Excel file**, then click **Insert**. ...

It is shown in the following slide view



Inserting Other Objects

PowerPoint allows inserting other objects in the slide as per need of presenter. Objects can be inserted in the slide with the help of following steps:

1. Click in the **slide** where you want to place the **object**.
2. On the **Insert** tab, in the Text group, click **Object**.
3. Click Create from File.
4. In the File box, type the name of the file, or click Browse to select from a list.
5. Select the Link check box.
6. Press OK

