

Chapter 4



PRESENTATION USING POWERPOINT

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5.1 Introduction

Imagine you have been asked to conduct a “Quiz Show”. You may want to have questions of various kind, such as textual, pictures, audio, video, etc. Arranging all these separately would be a difficult task. Instead using a multimedia presentation with PowerPoint will not only make it easy to create but also attractive.



BUS



A BUS IS A ROAD VEHICLE DESIGNED TO CARRY MANY PASSENGERS.

THERE ARE MANY TYPES OF BUSES, SOME OF THEM ARE -

- SCHOOL BUS
- PUBLIC BUS
- MINI BUS
- LONG DISTANCE BUS

SHIP



A SHIP IS A LARGE WATERCRAFT THAT TRAVELS THE WORLD'S OCEANS AND OTHER SUFFICIENTLY DEEP WATERWAYS. THEY CARRY PASSENGERS OR GOODS.

THEY ALSO SUPPORT SPECIALIZED MISSIONS, SUCH AS DEFENSE, RESEARCH AND FISHING.

AIRPLANE



AN AIRPLANE OR AERO PLANE IS A POWERED, FIXED-WING AIRCRAFT.

IT IS PROPULSED FORWARD BY THRUST FROM A JET ENGINE, PROPELLER OR ROCKET ENGINE.

IT IS AN LONG DISTANCE TRAVELLING MEDIUM.

THESE WERE A FEW MODES OF TRANSPORT

THANK YOU !!

A multimedia presentation is one such software that helps in creating presentations that have images, sound, animation etc alongwith textual matter. MS PowerPoint is the most commonly used multimedia presentation software.

5.2 Advantages of a multimedia presentation

A multimedia presentation has many advantages over a manual speech/presentation. Few are listed below.


- i. A multimedia presentation can maintain uniformity and consistency each time it is presented.
- ii. It can give effects of picture, animation, sound etc to a presentation.
- iii. The timing of the presentation (slides and their objects) can be controlled.

- iv. The order of the slides can be changed anytime.
- v. It can even print the contents of a presentation.

5.3 Beginning a MS PowerPoint presentation

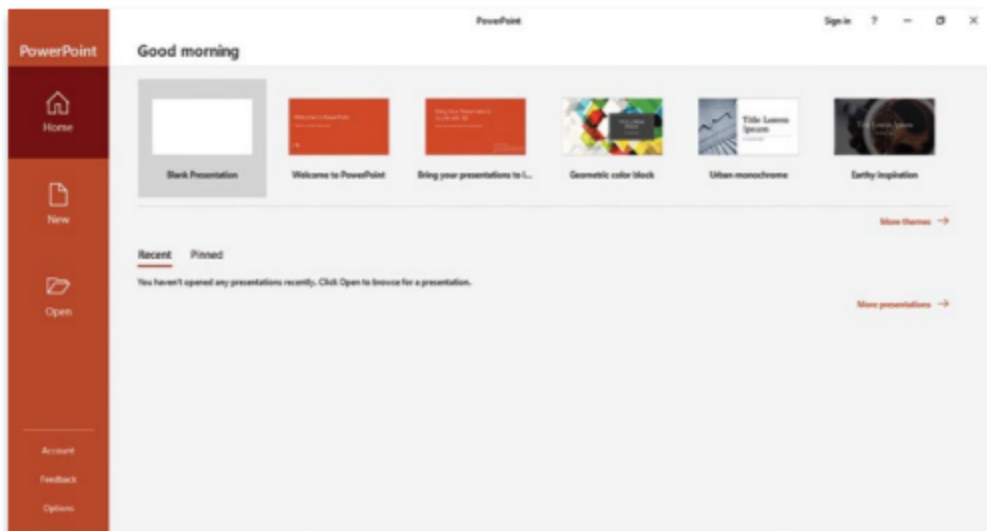
To open PowerPoint, click on

Windows Button

→ Recently added 

→ PowerPoint

You'll see the following window -



Sample Template

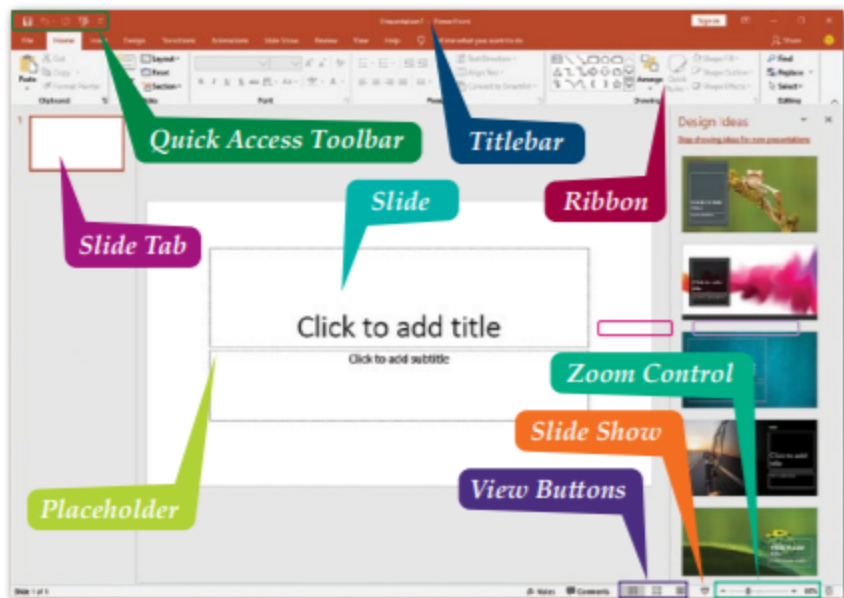
In this type, MS PowerPoint presents some existing designs for the slides.

Blank presentation

In this type, the presenter has the freedom of creating the presentation in his own way. But to do so, detailed planning is required beforehand.

More designs are available online.

For our learning purpose, we will start with **Blank Presentation**.



5.4 Knowing a Presentation

Slide

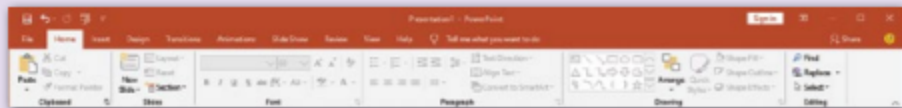
A slide is the main component of a presentation. It contains one or many Objects. An Object is a single element on a slide. An object can be text, picture, chart and so on. A slide in PowerPoint is similar to a page in a book.

Placeholders

Boxes with dotted outlines that appear when a new slide is created. These boxes serve as placeholders for objects such as the slide title, text, charts, tables, organizational charts, and clip art.

Ribbon

The ribbon is placed on the top of the MS PowerPoint screen. It contains various options in different Tabs. Groups are present under the Tabs where each Group contains the various Command Buttons. Some of the important tabs are – Home, Insert, Design and Transitions.



The Ribbon

You can see the various groups and options by clicking on the various tabs. Listed below are some important options which are frequently used.

Insert

To insert a new slide, click on the Home tab → New Slide (under Slides Group). To insert other items such as ClipArt, Table, Video etc click on the Insert tab.

Design

These are pre-designed colourful themes of the slides.

Transitions

Slide transition is a motion effect that occurs in Slide Show view when you move from one slide to the next during a presentation.

Animations

These are effects that are applied on objects as how will they appear on slide show.

Slide Show

It is the presentation of all the slides one by one. Press F5 key for the presentation's Slide Show.

View

There are different views of the slides of a presentation that can be seen in group Presentation Views of View tab. Various views are – Normal, Slide Sorter, Slide Master, Slide Show.

Working with Different Views

In PowerPoint, there are various views which are needed for various styles of presentation.

Let us now see how various views help us in viewing a presentation.

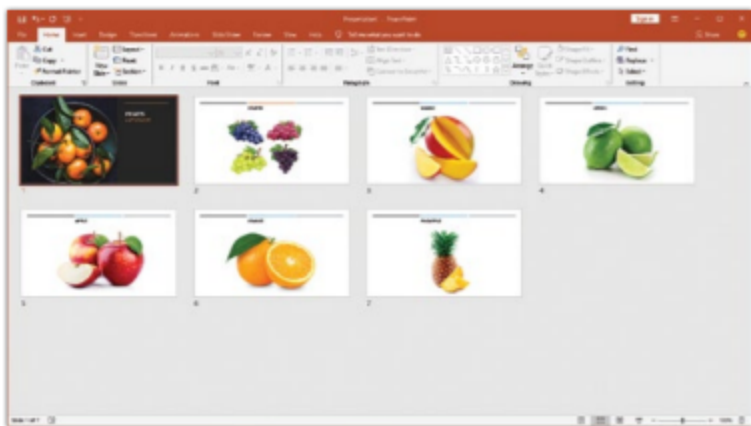
Normal

Under Normal view, one slide can be seen at a time. On the slide, editing of contents can be done.



Slide Sorter

Under Slide Sorter view, all the slides can be seen together. On the slide, editing cannot be done.



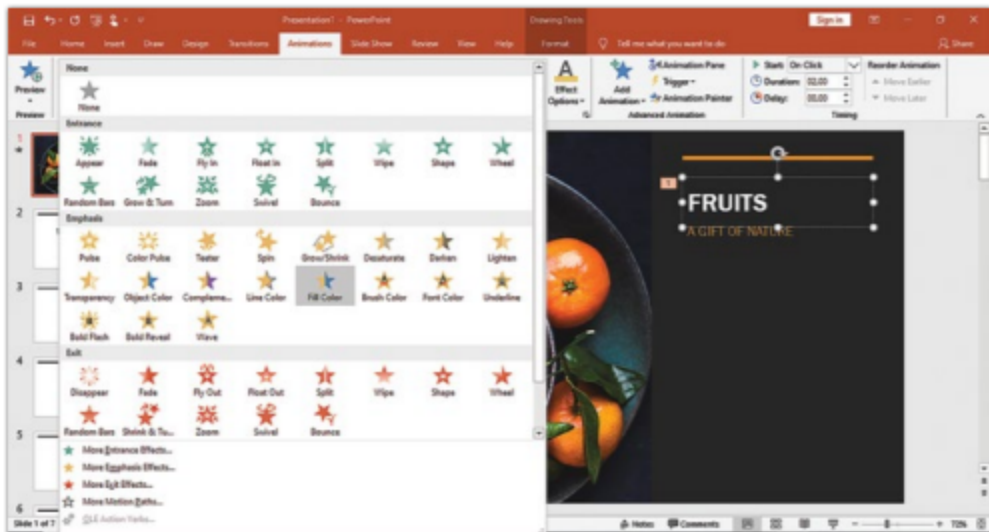
Slide Show

Under slide show view, all the slides of the presentation are shown in an orderly manner. On the slide, editing cannot be done. It stands as the final aim of a presentation. To view slide show, press F5 key or choose slide show button at the right bottom corner.



Animation Effects

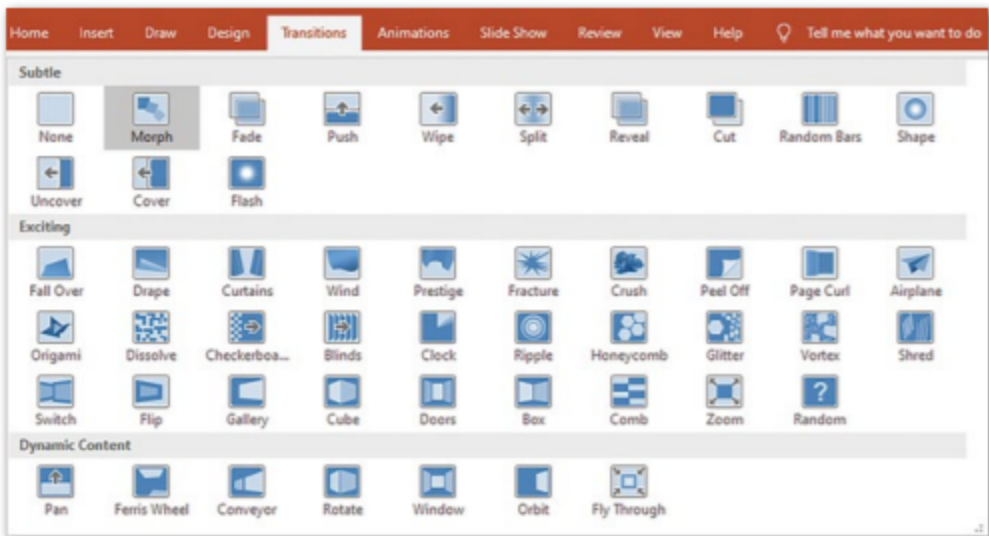
Animation effects make the objects more attractive and lively. To animate an object, select the object and click on the Animation tab, and from the multiple options, click on your choice.



Slide Transition

Slide transition is a motion effect which occurs when one slide changes onto another slide. You can choose different slide transitions for the different slides of a presentation.

Slide transition has two further divisions: transition style and transition timing.



Transition styles

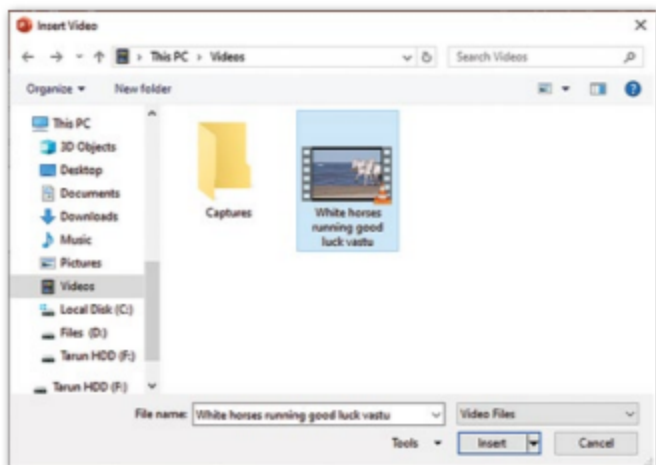
Transition Timing

Timing helps to plan various smaller details such as, how long the slide will remain, whether any sound will appear during transition etc.

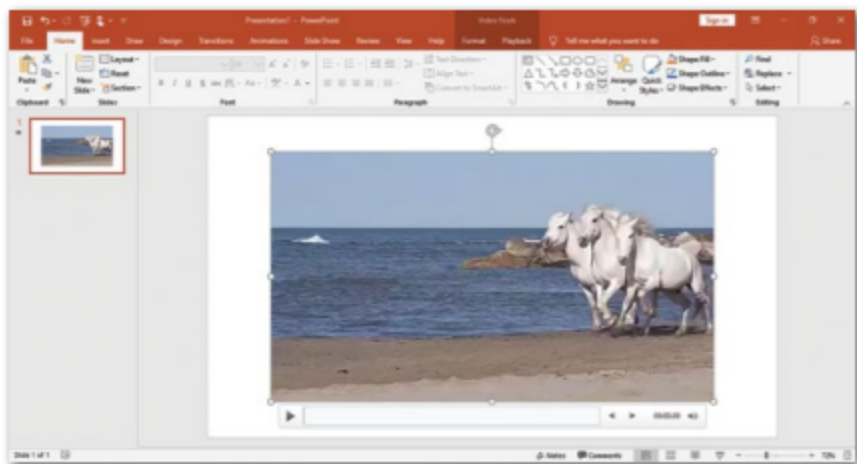


Insert Media Clips & Import Data from other Applications

To insert media clips, go to Insert tab and Media group. You can make your choice accordingly (shown in figures).



The chosen video will appear on the slide.



Data or information from other files can be imported in a slide. Go to the insert tab and choose the desired option.

The Insert Tab

To insert objects on a slide, click on Insert tab.

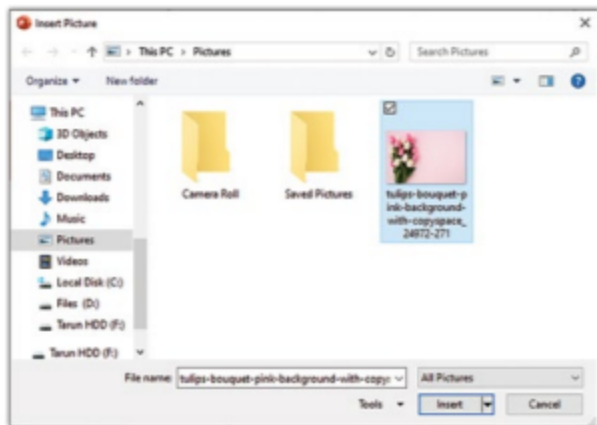


Let us now learn to insert some of the important objects from other applications

Illustrations Group

Under this group, various image forms are present for insertion.

Picture: Click on the Picture button. A gallery of pictures will appear. Select one that has to be inserted.



Screenshot: It is used to insert the picture of any image of any program that is present on the screen.

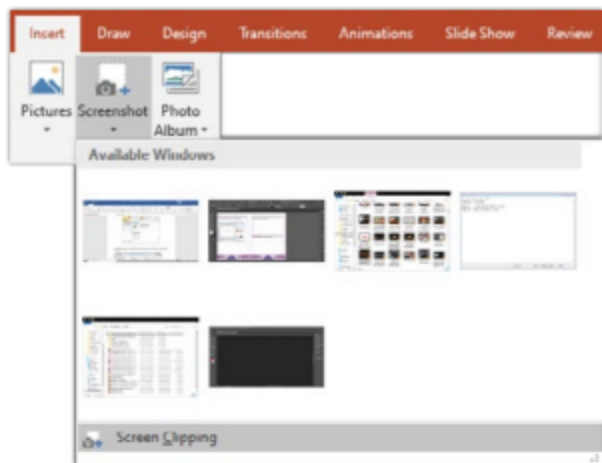
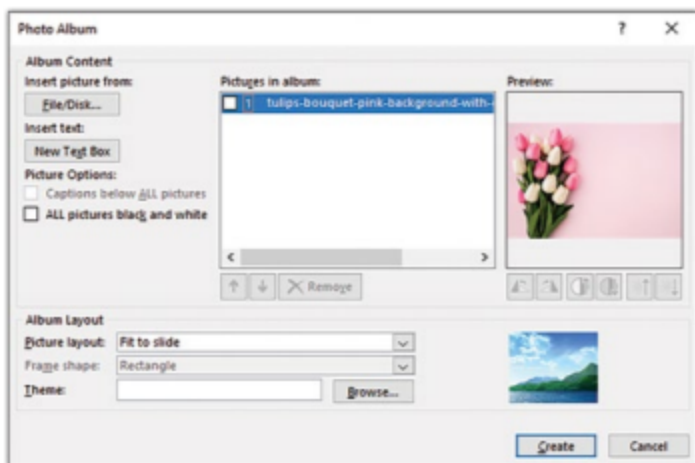
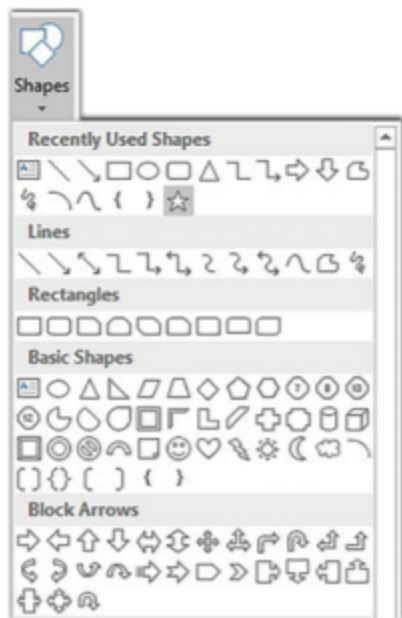


Photo Album: Create a new photo album by using the pictures present. The pictures are placed on each slide.



Shapes: It allows us to enter shapes of various forms and sizes. They can be used to draw diagrams, flowcharts and other figures.



SmartArt: These are a group of colourful images that can be used to make diagrams. We can write text inside the diagrams.

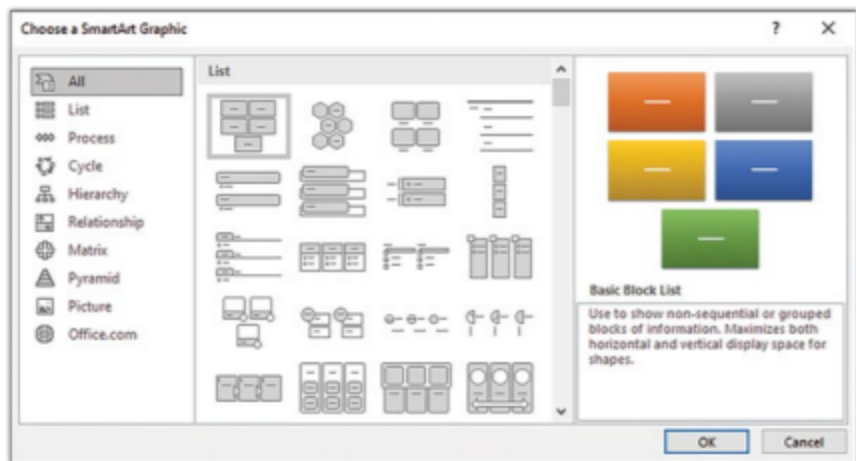
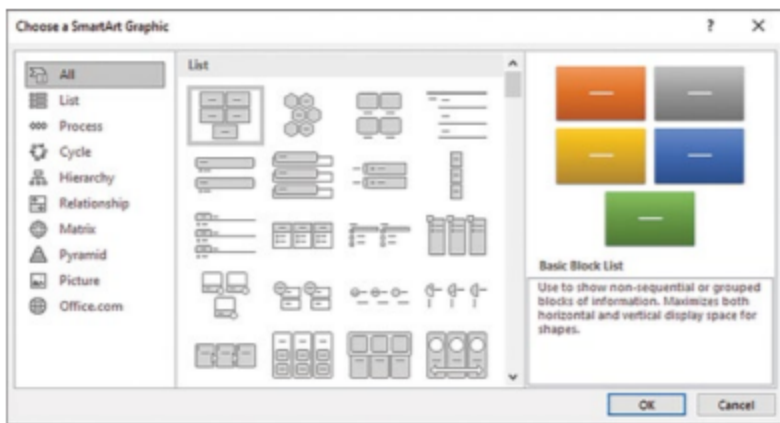


Chart: It allows us to enter a chart to illustrate and compare data.



Text Group

Under this tab, many textual options are present.

WordArt: It gives decorative text to be added in the slide of the presentation.


My Text

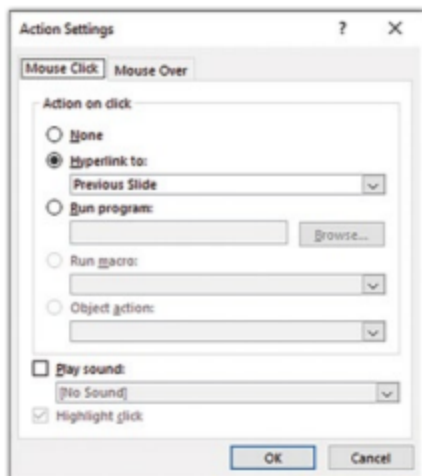


Action Buttons

These buttons are present under Insert Tab → Shapes Option.



With each Action button, you can attach an action. For example, with the  button, you can attach the action of “going to the previous slide”.



Preparing a presentation

Making of any presentation needs a lot of planning and collection of resources. For different kind of audiences, the same topic will have different kind of presentation. So, before beginning the work on a presentation, the following questions need to be answered -

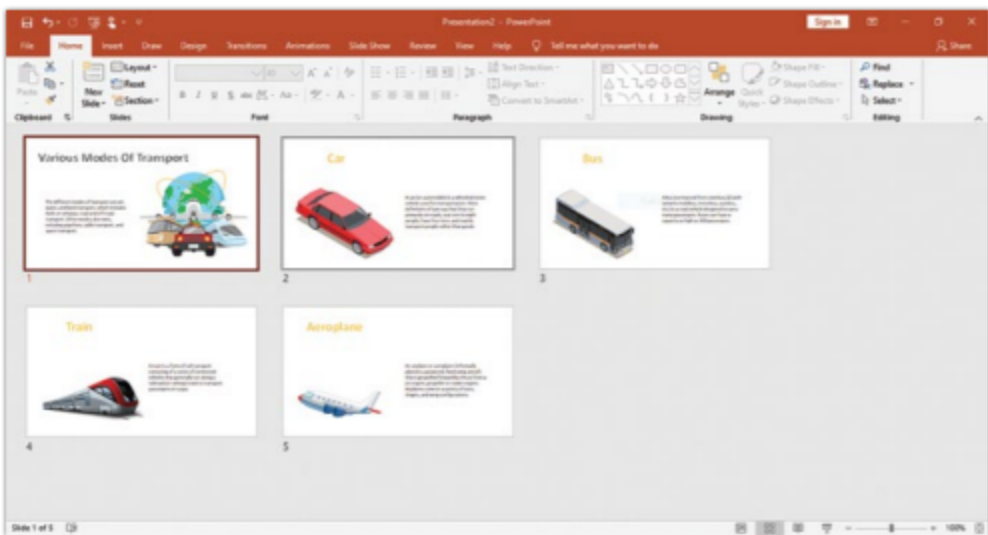
- i. What is the topic ?
- ii. How many slides ?
- iii. What colors to choose ?
- iv. Which pictures to put ?
- v. What points to write ?

Let us consider a sample presentation. We consider the above questions for making the sample presentation -

Sample Presentation I: Modes of Transport

- i. What is the topic?
A. "Modes of Transport"
- ii. How many slides?
A. Around 5
- iii. What colours to choose?
A. Any colourful choice .

The Slide Sorter View of the presentation will then look like -



The presenter can think of a suitable ending slide in which the audience is given a thanks note.

Sample Presentation II: Quiz Show

i. What is the topic?

A. "Inter House Junior Quiz Show"

ii. How many slides?

A. Around 7 to 8

iii. What colours to choose?

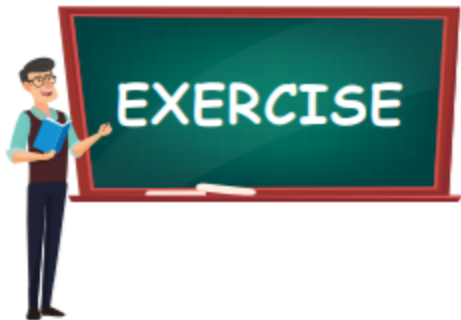
A. Any Quiz presentable design theme.

iv. What pictures to put?

A. Depending on the questions planned.

v. What points to write?

A. Students can choose their own questions having text matter, pictures, audio, video. [A sample Quiz Show has been given in the sample templates.]



Q1. State true or false

- i. Slide transition is a pre-designed colourful theme.
- ii. F5 key is used for the presentation's Slide Show.
- iii. Under Slide Sorter view, only one slide can be seen at a time.
- iv. To insert media clips, go to Home tab.
- v. With each Action button, you can attach an action.

Q2. Name the tab under which the following are present

- | | |
|--------------|---------------|
| i. New Slide | ii. Themes |
| iii. Shapes | iv. Animation |

Q3. Answer the following

- i. What is slide?
- ii. Name the different views.
- iii. What is slide show?
- iv. What is slide transition?
- v. What does the ribbon contain?