



Microsoft PowerPoint 2010-13

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PROJECT WORK

- Create your Course Presentations in 10 Slide.
- Create Complete Presentation of PowerPoint Notes

Lesson – 1

Introduction of MS PowerPoint

What is MS PowerPoint?

Microsoft PowerPoint is widely used for making professional quality presentations in a variety of formats, including on-screen computer slide shows, black-and-white or color overheads, and 35mm slides. You can also use it for speaker's notes and audience hand-outs.

In addition, PowerPoint can be used as a drawing package for preparing pictures, forms, posters and leaflets (for example, we use it to produce our ITS Quick Guides). If you are not familiar with the drawing tools, have a look at Microsoft Office 2007-10 The Drawing Tools.

About Extensions

The meaning of extensions is identification and trade mark of application. There are many types of applications in computer so if you have so many files in one folder and all the files are different types of application in that case you can identify the application by their extensions.

Identification Symbol :



MS PowerPoint Extension : **.PPTX (2010)**

MS PowerPoint is Part of

The **MS PowerPoint** is the part of **Microsoft Office** family. Below are the parts of Microsoft Office family:

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Access
4. Microsoft PowerPoint

How to start MS PowerPoint

We can use these steps to start MS PowerPoint: **(FIRST STEP)**



Click on Start Button



Microsoft Office PowerPoint 2007-2010

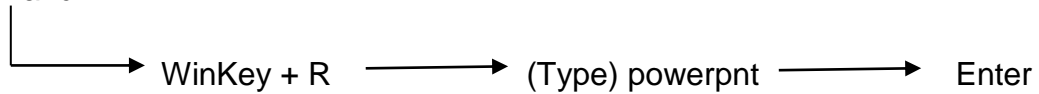
SECOND STEP

Run/Search → Type - Powerpnt → Enter

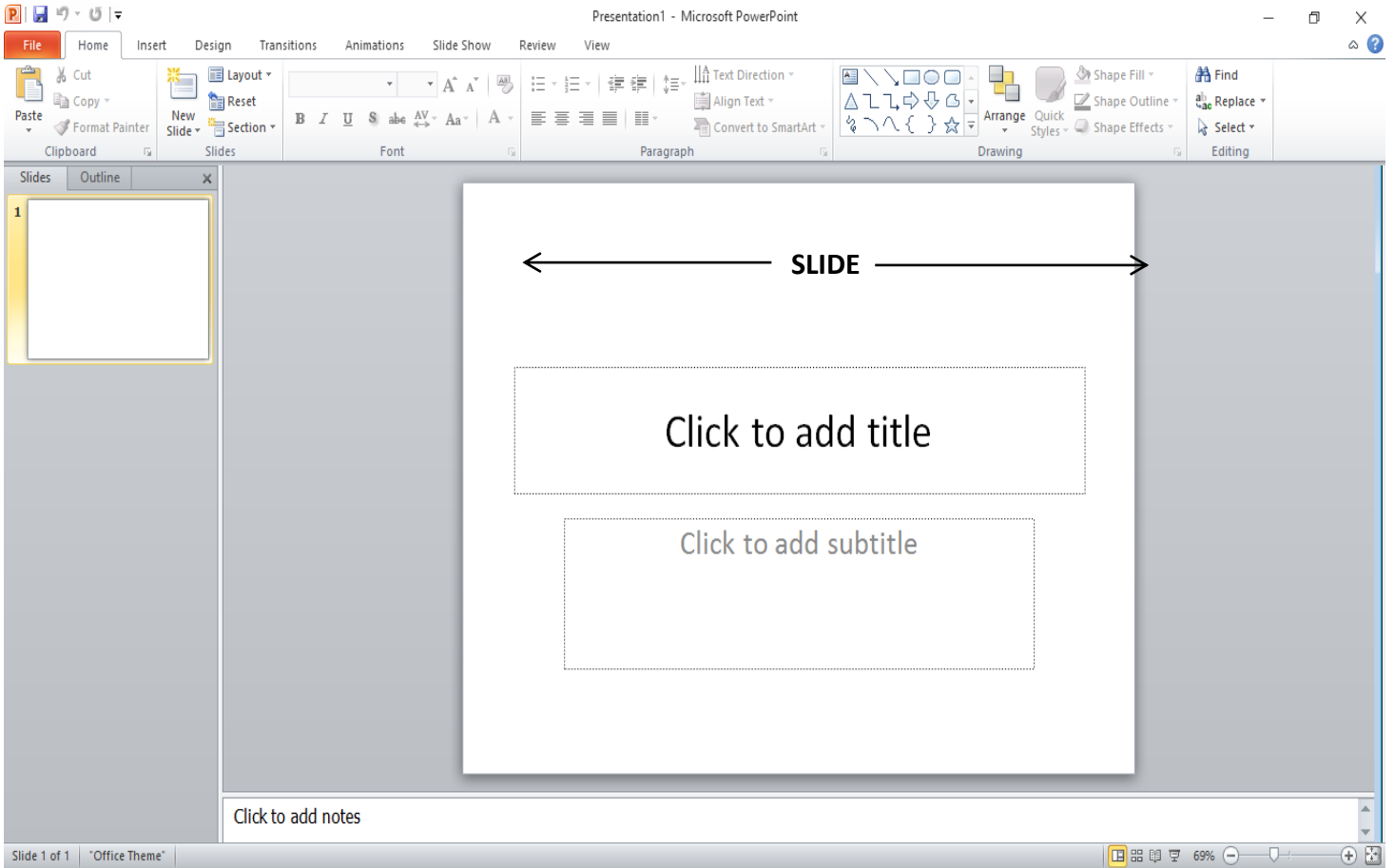
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SHORTCUT

From Run Command



Now you have screen of Microsoft PowerPoint and you can start your work in this.



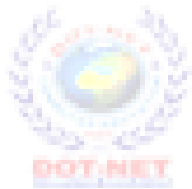
STATUS BAR Appears at the bottom of the window. The status bar displays the slide number that is currently displayed and also the total number of slides.

OUTLINE/SLIDES TABS Displays the text contained in your presentation. The slides tab displays a thumbnail of all your slides.

NORMAL VIEW: Splits your screen into three major sections: slides/outline tabs, the slide pane, and the note area. The outline and slides tab are on your left side of your window. They allow you to shift between different ways of viewing your slides.

SLIDE SORTER VIEW This view shows you the thumbnails of all your slides and allows you to easily add, delete, or change the order of your slides.

SLIDE SHOW Use the slide show view when you want to view your slides as they will look in your final presentation.



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