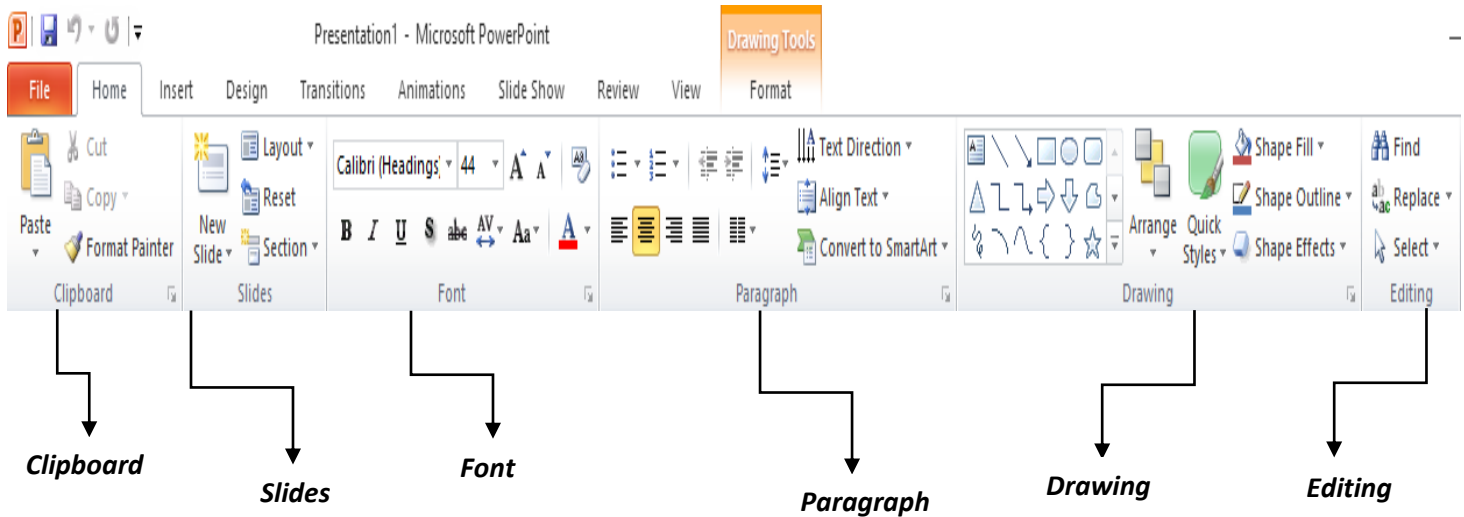# Lesson – 2

Creating Presentations with Home Toolbar Menu

Clipboard

Slides

Font

Paragraph

Drawing

Editing

Slides

The slides options are very useful in MS PowerPoint. We can create new slides and modify slides layouts like as:

New Slides (Ctrl+M)   : Add a new slide to the presentation.

Layout   : Change the layout of the selected slide.

Reset   : Reset the position, size and formatting of the slide.

**Section**   : Organize your slide into section.
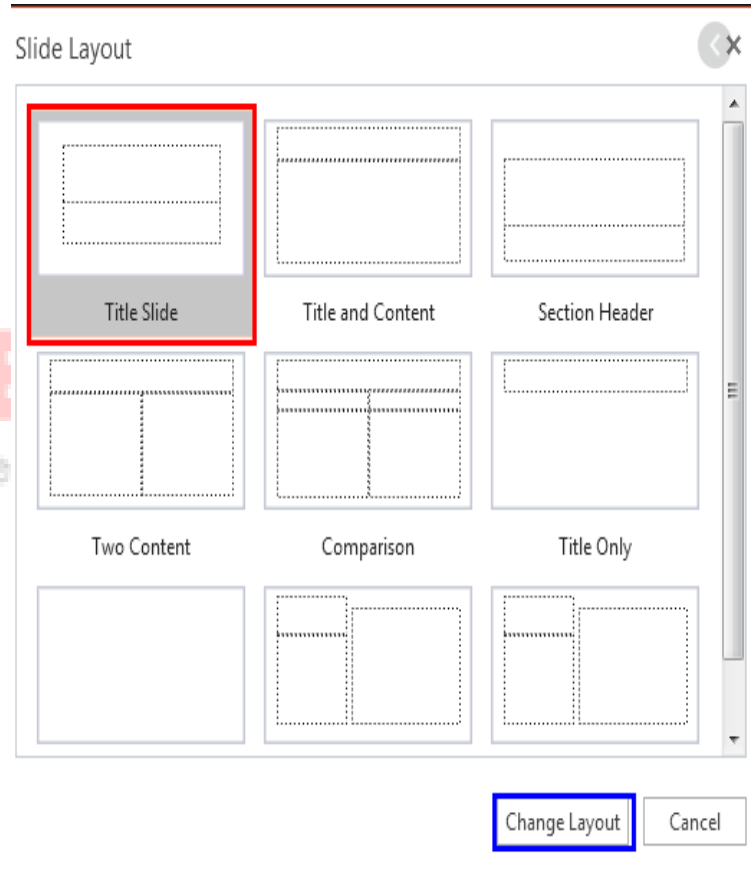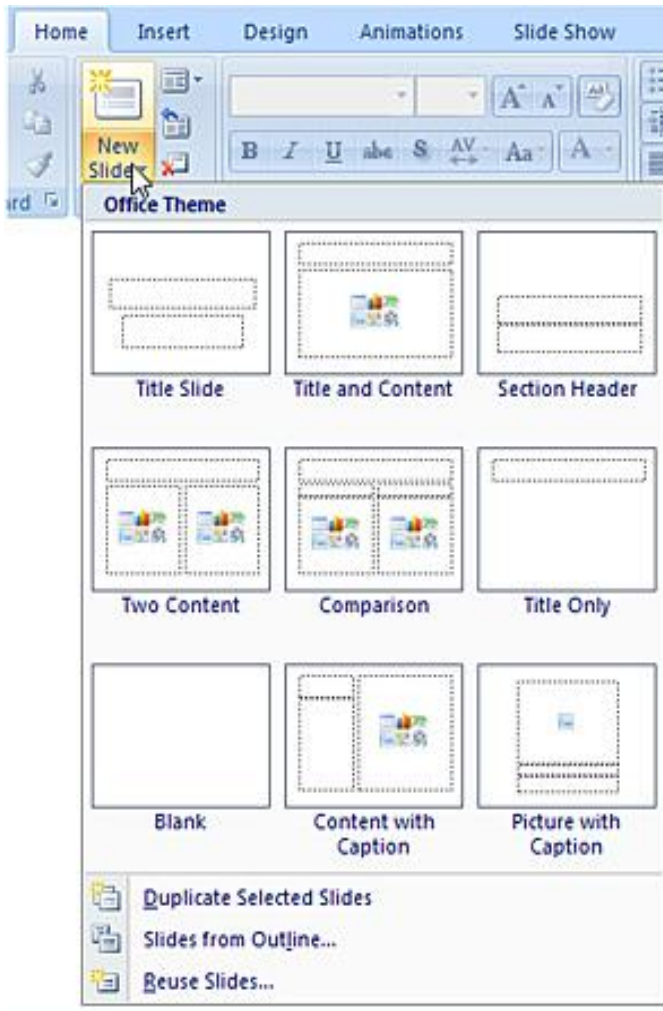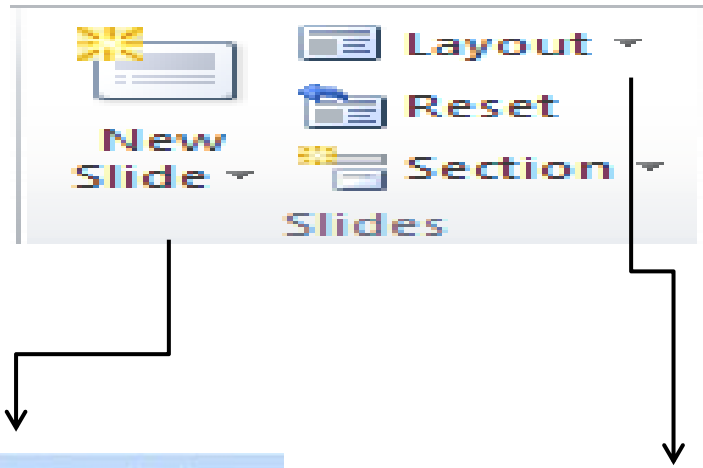
Font

The Font toolbar is just like MS Word, but few options are change in the bar so go with these options like as:

|		
Font *(Ctrl+Shift+F)*	:	Change the font face.
Font Size *(Ctrl+Shift+P)*	:	Change the font size.
Increase Font Size *(Ctrl+Shift+>)*	:	Increase the font size.
Decrease Font Size *(Ctrl+Shift+<)*	:	Decrease the font size.
Bold *(Ctrl+B)*	:	Make the selected text bold.
Italic *(Ctrl+I)*	:	Italicize the selected text.
Underline *(Ctrl+U)*	:	Underline the selected text.
Text Shadow	:	Add a Shadow behind the selected text.
Strikethrough	:	Draw a line through the middle of text.
Character Spacing	:	Adjust the spacing between characters.
Change Case	:	Change text to Uppercase, lowercase, etc.
Font Color	:	Change the text color.
Clear All Formatting	:	Clear all formatting, leaving only plain text.

Paragraph
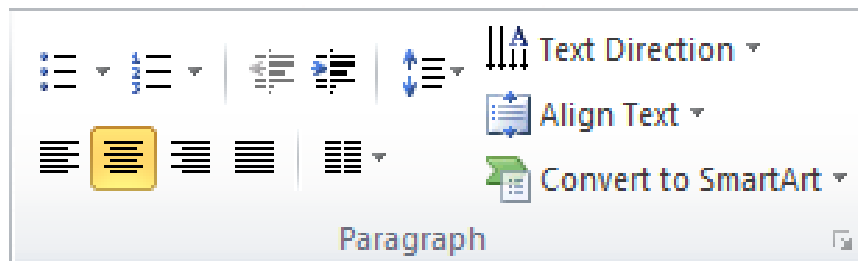
In the paragraph clipboard, all the functions for paragraph formatting with bullets and listings are like as:

Bullets : Start a bulleted list. *(Click arrow to choose different style)*

Numbering : Start a numbered list. *(Click arrow to choose different style)*

Decrease Indent : Decrease the indent level.

Increase Indent : Increase the indent level.

Align Text Left *(Ctrl+L)* : Align text to the left.

Centre *(Ctrl+E)* : Centre Text.

Align Text Right (Ctrl+R) : Align text to the right.

Justify *(Ctrl+J)* : Align text to both the left and right margins.

Line Spacing : Specify the line spacing to use.

Text Direction : Change the orientation of the text.

Align Text : Change how text is aligned within the text box.

Convert to SmartArt : Convert text to a SmartArt Graphic to visually communicate.

Drawing
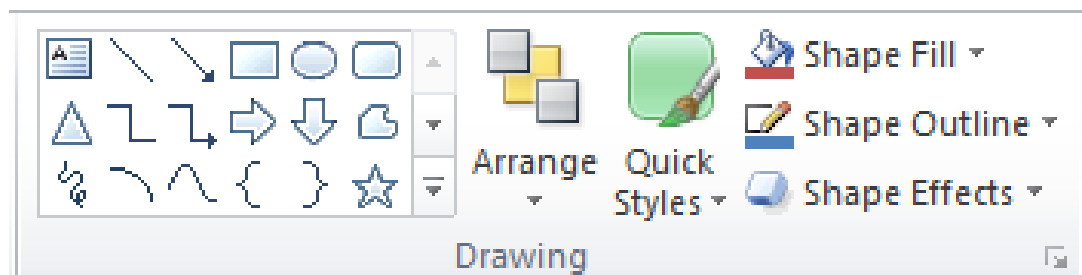
Shapes   : Insert readymade shapes such as rectangles, circles, etc.

Arrange   : Arrange objects on the slide by changing their order, position.

Quick Styles   : Choose a visual style for the shape or line.

Shape Fill   : Fill the selected shape with a solid color, gradient, picture.

Shape Outline   : Specify the color width & line style.

Shape Effects   : Shadow, glow, reflection or 3-D rotation.

Editing

The editing option includes options to edit our text matter like as Find, Replace and selecting matters with menu bars.

Find *(Ctrl+F)*   : Find text in the document.

Replace *(Ctrl+H)*   : Replace text in the document.

Select   : Select text or Objects in the document.