DOT-NET
COMPUTER EDUCATION
[An Institute of Professional I.T Studies]

DOT-NET
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MICROSOFT POWER POINT
notes

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20
years of
Excellence

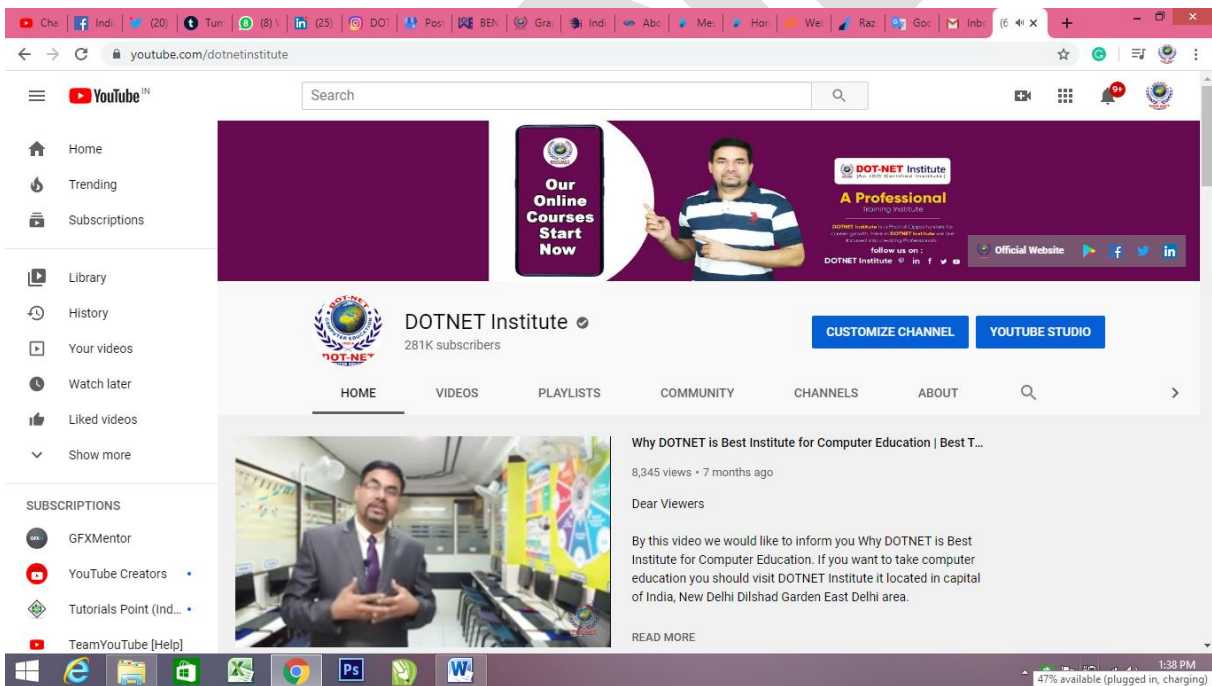**DOT-NET Institute**
[An ISO Certified Institute]

STUDENTS DETAILS

Name of Students	:………………………………………………………………
DOT-NET Roll No.	:………………………………………………………………
Date Of Joining	:………………………………………………………………
Name of Course	:………………………………………………………………
Batch Timing	:………………………………………………………………

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Microsoft PowerPoint 2010-13

COURSE CONTENTS

INTRODUCTION OF MS POWER POINT *Pages*

CREATING PRESENTATION WITH HOME TOOLBARS

.

CREATE PRESENTATION FROM DESIGN TEMPLATES

INSERT TOOLBARS

TRANSITION AND ANIMATION

PROJECT WORK

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

Introduction of MS PowerPoint

1. 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 colour 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.

2. About Extensions

The meaning of extensions that identification and trade mark of application there are many type 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 Symbols   :

MS PowerPoint Extensions   :   **.PPTX**

3. MS PowerPoint is Part of

The MS PowerPoint is the part of Microsoft Office family Software there are following part of Microsoft Office family:

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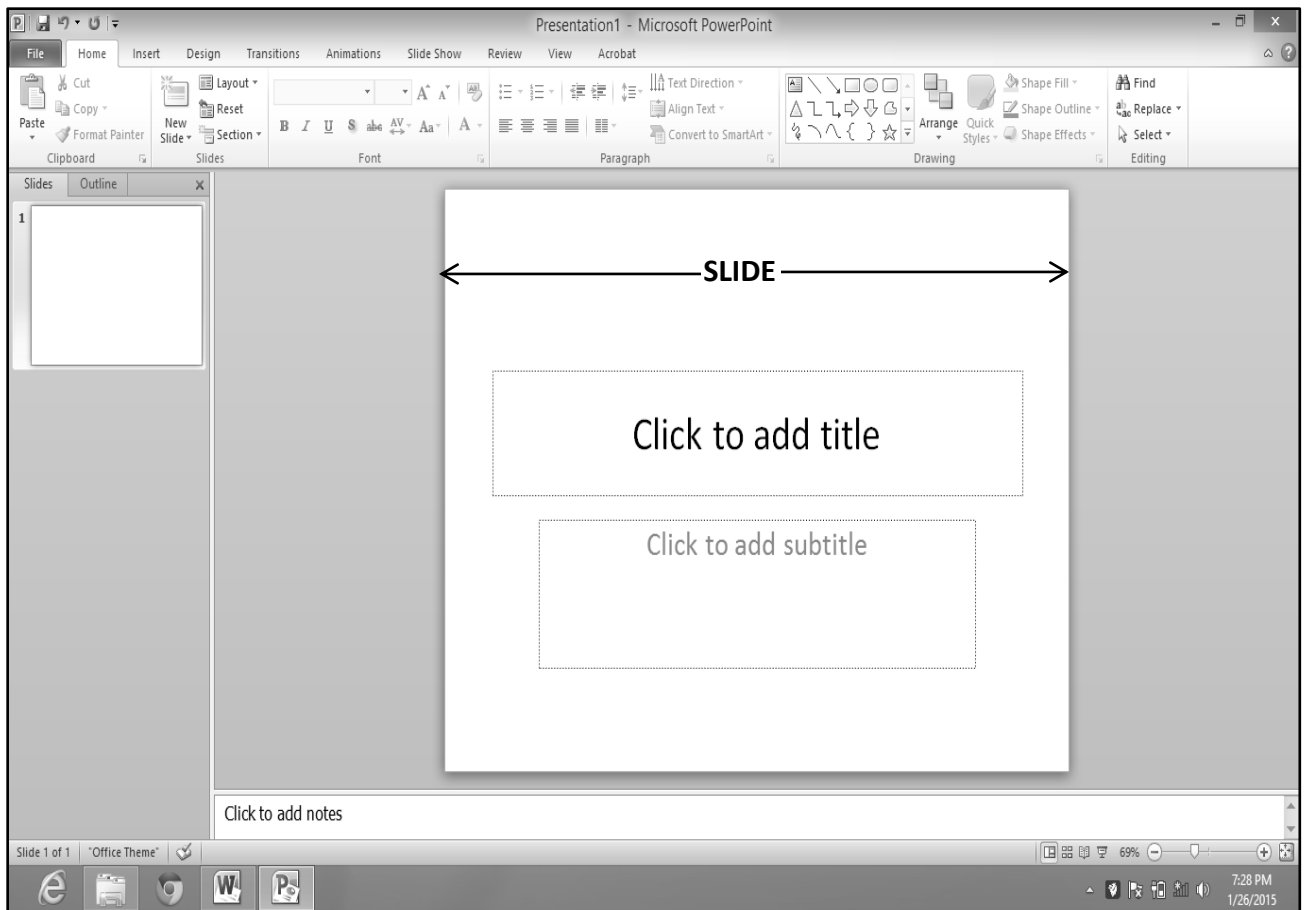3. Microsoft Access
4. Microsoft PowerPoint

4. How to start MS PowerPoint

We can use these steps to start MS PowerPoint:-

Click on Start Bar

→ *All Programs*

→ *Microsoft Office*

→ **Microsoft Office PowerPoint 2007-10**
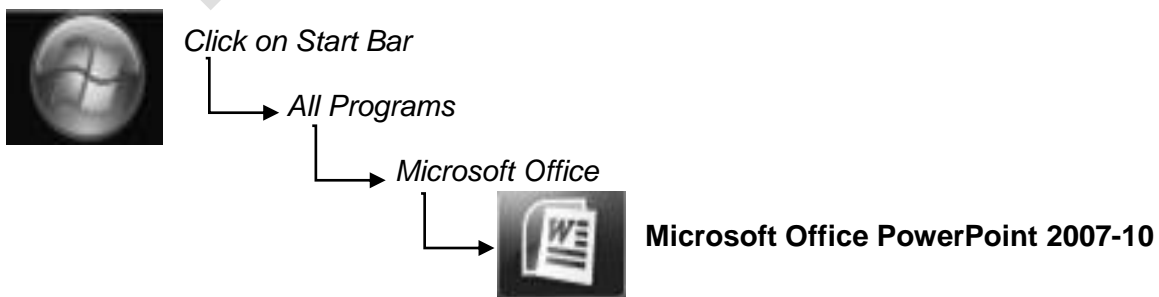
Now you have screen of Microsoft PowerPoint and you can start your work in this.

PowerPoint Window

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

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

NORMAL VIEW:Splits your screen into three major sections: slides/outline tabs, the slide pa ne, 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 i n your final presentation.
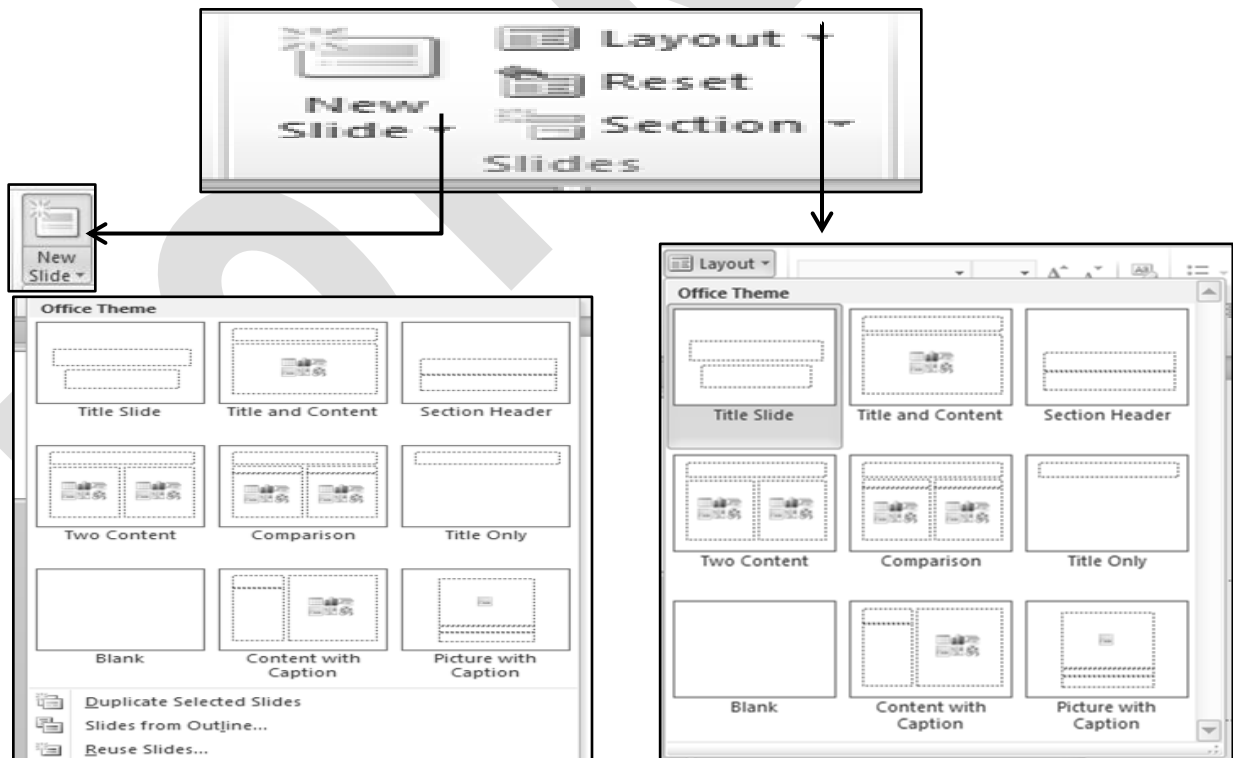
Creating Presentations with Home Toolbars

1. Slides

The slides options are very useful in MS PowerPoint. We can create new slides and modify slides layouts like as:
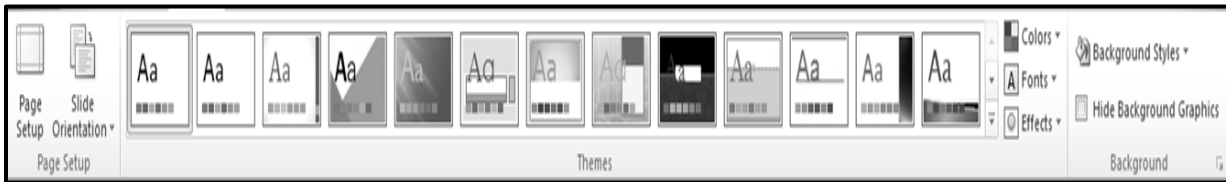
New Slides *(Ctrl+M)* : Add a new slide to the presentation.

Layout : Change the layout of the selected slide.

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

Section : Organize your slide into section.

2. Font, Paragraph & Drawing

The Font, Paragraph and drawing toolbar same as MS Word. Please see the MS word notes for it.
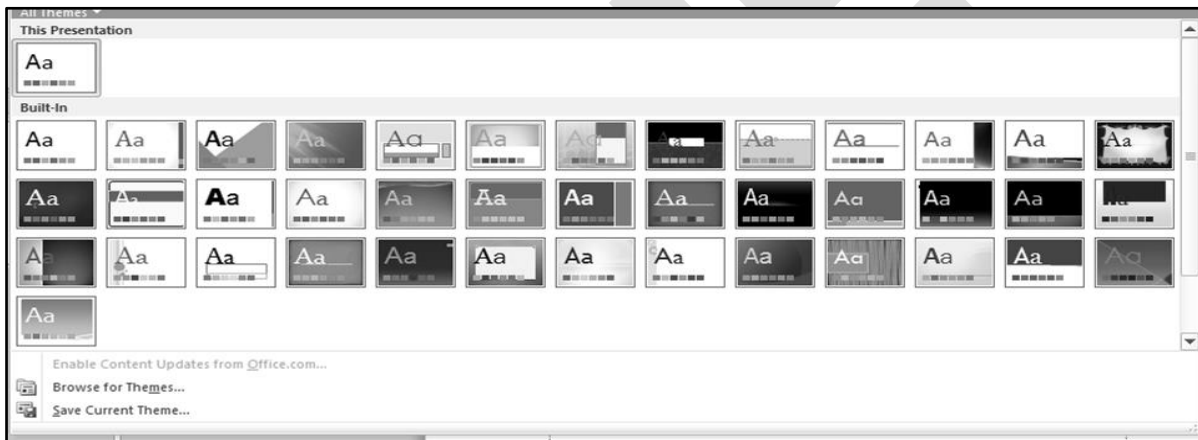
Create Presentation from Design Templates

1. Page Setup

Page setup similar as MS Word so if you are not know the page setup then check the MS Word Notes.

2. Themes

Themes are designed that can be applied to an entire presentation that allows for consistency throughout the presentation. You can also apply new colors to a theme.

Themes

 - Click the Design tab.
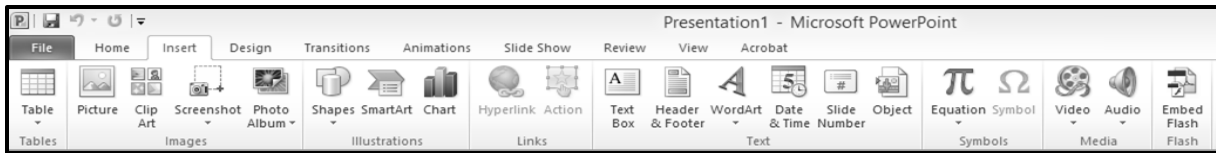
 - Choose one of the displayed Themes.

Apply Colors Themes

- Click the Colors drop down arrow.

- Choose a color set or click Create New Theme Color.

Background Theme

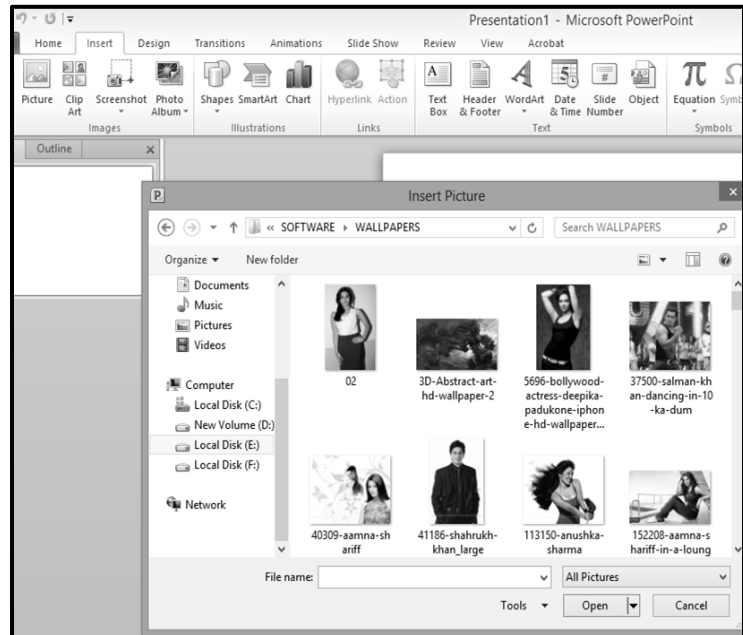- Click the Background Styles button on the Design tab.

Insert Toolbars

## 1. Adding Picture

To add a picture:

- Click on the Insert tab.

- Click on the Picture button.

- Browse to the picture from your files

- Select the picture you want to insert in PowerPoint

- Click Insert

2. Adding Clip Art

To add clip art: ➡ Click the Insert Tab. ➡ Click the Clip Art button. ➡Click on Go button, now show all Clip Art ➡ Select the graphic you would like to add. ➡ To move the graphic, click it and drag it to where you want it.
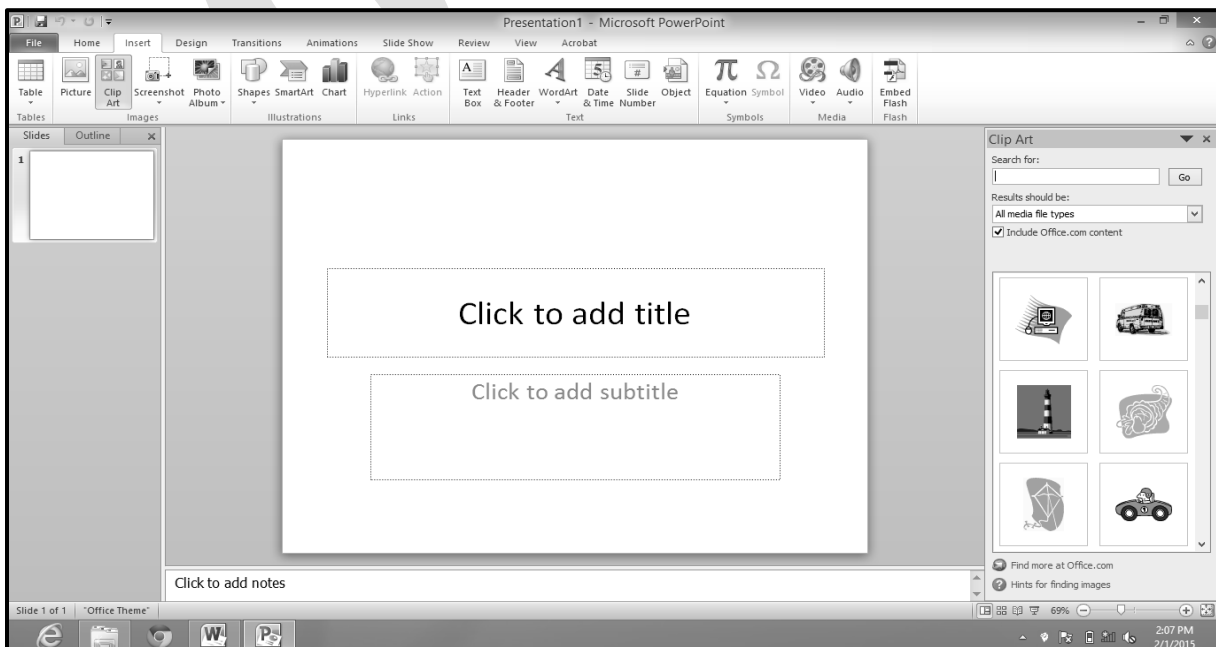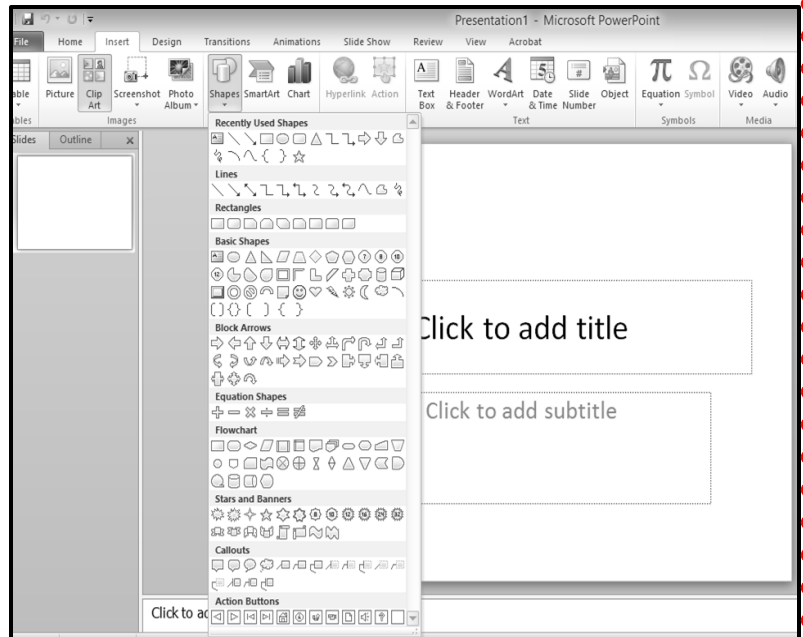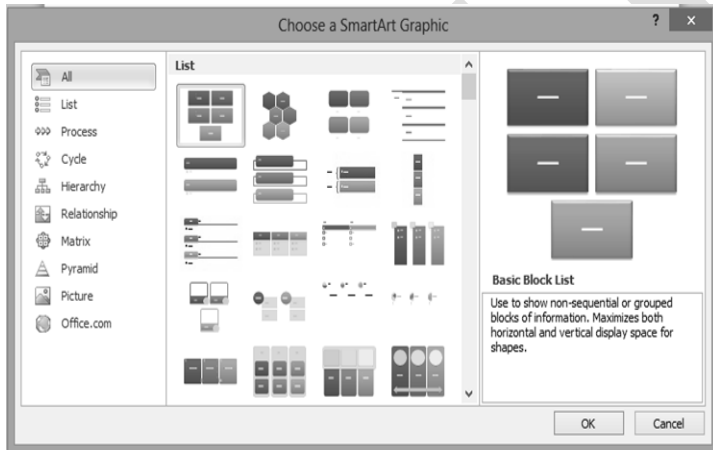
3. Add Shapes

To add Shapes:

- Click the Insert tab.
- Click the Shapes button.
- Click the shape you choose.

How to Format the Shapes:

- Click on your shape (object).
- Click the Format tab.

4. Add Smart Art

To add SmartArt:

- Click The Insert tab.

- Click the SmartArt button.

- Click the StartArt you choose.

- Drag it to the desired
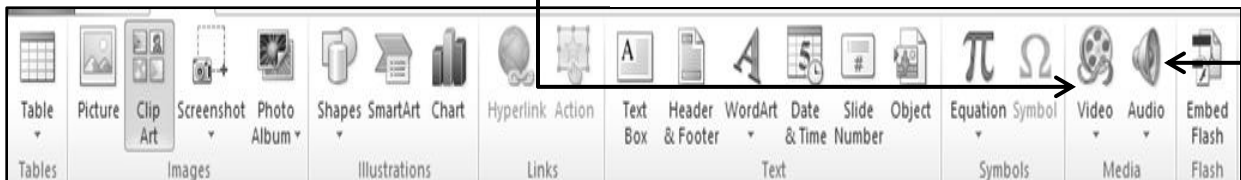
  location in the slide

5 Adding Video and Audio

Adding video clips

- Click the Movies button on the Insert tab.
- Choose Movies from File or Movie from
- Clip Organizer.

Adding Audio

- Click the Audio button on the Insert tab.
- Choose Sound from File, Sound from Clip Organizer, Play CD Audio Tract, or Record So

9

6. Creating Tables

To create a table:

- Place the cursor on the page where you want the new table.
- Click on the Insert tab of the ribbon.
- Click on Tables, and enter the number of rows and columns.
- Place the cursor in the cell where you wish to enter information and begin typing.
- Click on your table and then the Design tab to customize your tables.
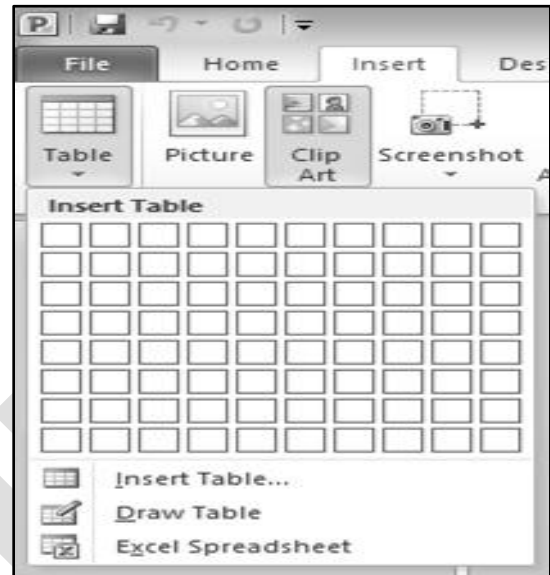
7. Creating Charts
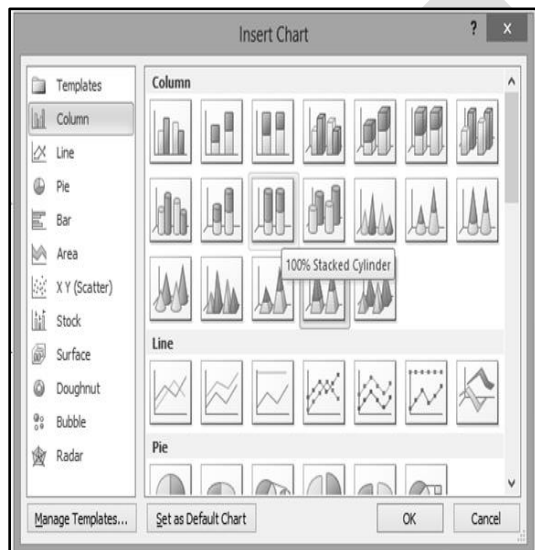
To insert a chart:

- Click the Insert tab.

- Click the type of Chart you want to create.

- Insert the Data and Labels.

Edit Chart Data:

- Click on the chart

- Click Edit Data on the Design tab.

- Edit data in the spreadsheet.

	A	B	C	D
5		Serise1	Serise2	Serise3
6	example1	2.5	4.5	6.2
7	example2	2.6	5.2	6.2
8	example3	8.5	6.2	4.2
9	example4	6.5	4.1	6.3
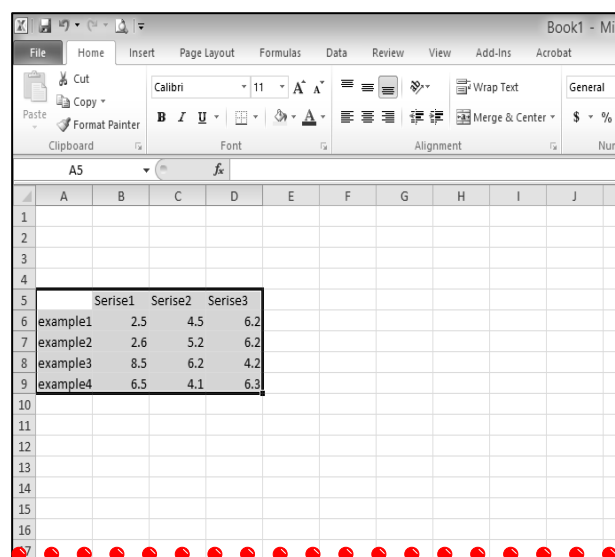
Transition and Animations

1. Transition of Slides

Slide transitions are motion effects that occur in Slide Show view when you move from one slide to the next during a presentation. You can control the speed, add sound, and even customize the properties of transition effects.


Add a transition to a slide

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- Select the slide thumbnail of the slide that you want to apply a transition to.
- On the **Transitions** tab, in the **Transition To This Slide** group, click the slide transition effect that you want for that slide

2. Timing for a transition

To set the duration of the transition between the previous slide and the current slide, do the following:

- On the **Transitions** tab, in the **Timing** group, in the **Duration** box, type or select the speed that
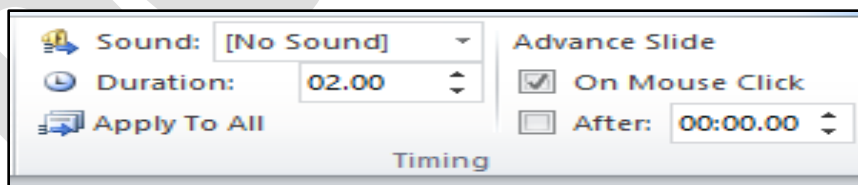
*To specify how long before the current slide advances to the next, use one of the following procedures:*

- To advance the slide when you click the mouse, on the **Transitions** tab, in the **Timing** group, select the **On Mouse Click** check box.
- To advance the slide after a specified time, on the **Transitions** tab, in the **Timing** group, in the **After** box, enter the number of seconds that you want.

3. Animations

You can create moving, animated SmartArt graphics to provide additional emphasis or show your information in phases. You can animate your entire SmartArt graphic or only an individual shape in your SmartArt graphic. For example, you can make each circle of a Venn diagram fly in one at a time or create an organization chart that fades in by level.
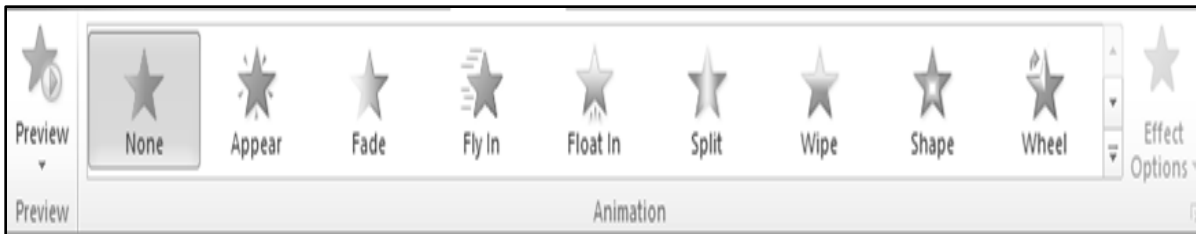

Set the animation effect options

To set the animation effect options, do the following:

- Select the SmartArt graphic that has the animation that you want to modify.
- On the **Animations** tab, in the **Advanced Animations** group, click **Animation Pane**.
- In the **Animation Pane** list, click the arrow to the right of the animation that you want to modify, and then select **Effect Options**.
- In the dialog box, on the **SmartArt Animation** tab, in the **Group graphic** list, select one of the following options:

4. Timing

- ***Start (On Click):*** Choose when an animation starts to paly Animation can start after the mouse click, at the same time as the previous animation, or after the previous animation finishes.
- ***Duration:*** specify the length of an animation.
- ***Delay:*** Play the animation after a certain number of seconds.
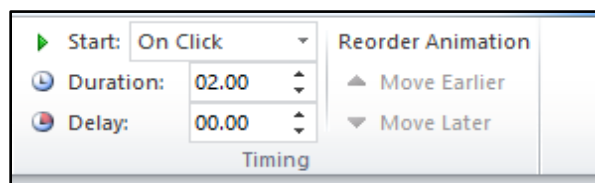
5. Slide Show

From Beginning (F5) : Start the slide show from the first slide.

From Current Slide (Shift+F5) : Start the slide show from current slide.

Broadcast Slide Show : Broadcast the slide show to remote viewers who can watch in a web browser.

Custom Slide Show : A custom slide show display only the slide you select.

Set Up Slide Show : Set up advance options for slide show.

Hide Slide : Hide the current slide from the presentations.

Rehearse Timing : Start a full-screen slide show in which you can rehearse your presentation.

Record Slide Show : Click here to choose where to start recording.

PowerPoint Shortcut Keys

Action	PowerPoint shortcut
Bold	Ctrl-B
Close	Ctrl-W
Close	Ctrl-F4
Copy	Ctrl-C
Find	Ctrl-F
Italics	Ctrl-I
Menu bar	F10
New slide	Ctrl-N
Next window	Ctrl-F6
Open	Ctrl-O
Paste	Ctrl-V

Print	Ctrl-P
Repeat Find	Shift-F4
Repeat/Redo	Ctrl-Y
Replace	Ctrl-H
Save	Ctrl-S
Slide Show: Begin	F5
Slide Show: Black screen show/hide	B
Slide Show: End	Esc
Slide Show: Erase annotations	E
Slide Show: Go to next hidden slide	H
Slide Show: Hide pointer and button always	Ctrl-L
Slide Show: Hide pointer and button temporarily	Ctrl-H
Slide Show: Mouse pointer to arrow	Ctrl-A
Slide Show: Mouse pointer to pen	Ctrl-P
Slide Show: Next slide	N
Slide Show: Previous slide	P
Slide Show: Set new timings while rehearsing	T
Slide Show: Stop/restart automatic slide show	S
Slide Show: Use mouse-click to advance (rehearsing)	M
Slide Show: Use original timings	O
Slide Show: White screen show/hide	W
Spelling and Grammar check	F7
Switch to the next presentation window	Ctrl-F6
Switch to the next tab in a dialog box	Ctrl-Tab / Ctrl-Page Down
Switch to the previous presentation window	Ctrl-Shift-F6
Switch to the previous tab in a dialog box	Ctrl-Shift-Tab / Ctrl-Page Up
Turn character formatting on or of	Num /
Underline	Ctrl-U
Undo	Ctrl-Z

DOT-NET GUIDE LINE FOR STUDENTS

DOT-NET always tries to give better education for our student, not only in the field of computer but we also develop our students how to fight competition in the professional life. We also provide them jobs after complete the course.

TEACHING METHODOLOGY: - DOT-NET provides 7 Hrs. Class within 6 days in a week like as:

- ✓ **5 Day Practical** *(1 Hrs. a day)*
- ✓ **1 Day Theory** *(2 Hrs.)*
    - ○ *30 Min. Subjective of Computers*
    - ○ *30 Min. Quarry Sessions*
    - ○ *30 Min. Personality Development*
    - ○ *30 Min. Presentations*

STUDY MATERIAL: - DOT-NET provides study material as **NOTES** with every module as per **DOT-NET** Course Layouts. The every student has to buy this with start of new modules. This notes books will necessary to buy every student.

MONTHLY TEST: - DOT-NET management are very serious about our student's performance so we take monthly test like as:

- ✓ Practical Test : 40 Marks
- ✓ Theory Test : 40 Marks
- ✓ Oral Test : 20 Marks
- ✓ After complete of course we will provide Mark sheet with your Certificate.
- ✓ Students will have to attend at least 5 monthly tests compulsory if the course is for 6th months or 11 monthly tests compulsory if the course is 1 year.

ANNUAL AWARDS FUNCTION: - DOT-NET provides our students *"Best Students of the Year Award"* in Annual Function of the Centre.

Annual Awards Prize

- ✓ Best Student of The Year Award
- ✓ Rs. 500/- Cash
- ✓ Certificate and **DOT-NET** Momentous

DOT-NET will place the photographs Annual winners in **DOT-NET** website (www.dotnetinstitute.co.in)

PLACEMENT: - DOT-NET provides the 100% job placement to our students but students have ability to fight the interview, if students are not able to face interview then we will make a batch for such students and give them 10 days job interview training, then place them to companies.

ANNUAL TOUR: - DOT-NET arranges annual tour outside of Delhi every year for our students.

FEE DEPOSIT: - DOT-NET collects the fee on time so every student has to pay monthly fee on your due date. After three days of due date the *Late Charge Rs.50.00* per day till next 7 days after 7 days we will stop his/her class.