Power Point

State Institute of Health and Family Welfare, Jaipur

Microsoft Power Point

- Microsoft Power Point – An Overview

- Common Elements

- Basic Working of Power Point

- Different Views

Introduction to Power Point

- The Power Point software is a part of the Office Package .

- Microsoft Power Point is a presentation program which allows one to present an idea in an organized and professional manner. All types of multimedia effects can be included in presentation slides like audio, video effects, advance animation effects and more.

What is the Microsoft ppt?!

Microsoft ppt = Microsoft PowerPoint,
it is the extension of Microsoft PowerPoint files and this is the ppt icon:

Microsoft PowerPoint works very much like Microsoft Word.
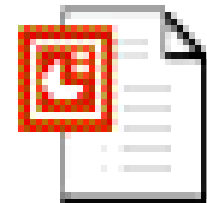
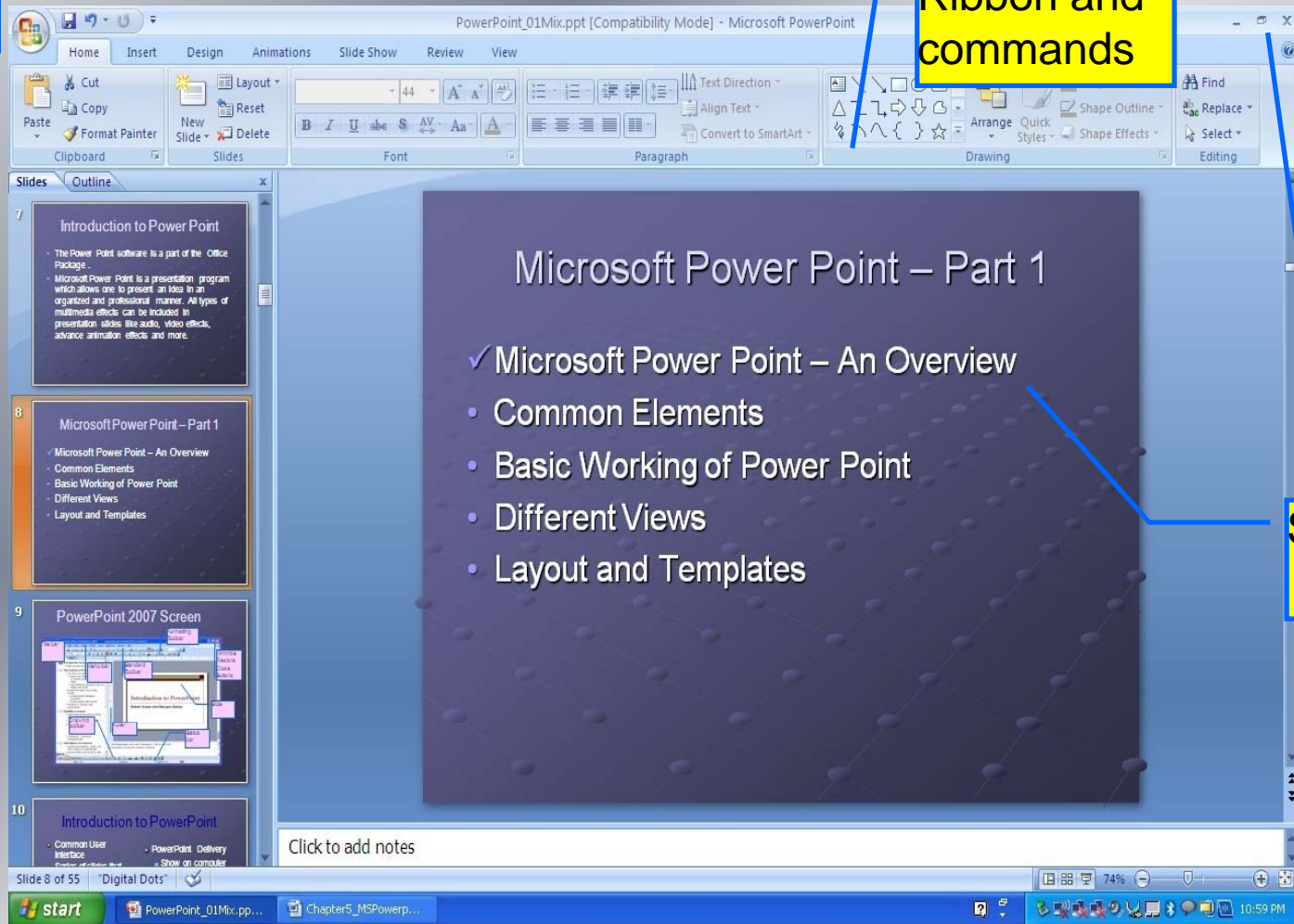**It is amazing presentation tool !**

PowerPoint 2007 Screen

Title bar

Ribbon and commands

Minimize Restore Close Buttons

Slide

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Introduction to PowerPoint

- **Common User Interface**
- **Series of slides that include:**
  - Clip art
  - Photographs
  - WordArt
  - Bulleted items
  - Sound
  - And more…

- **PowerPoint Delivery**
  - Show on computer
  - Distribute on disk
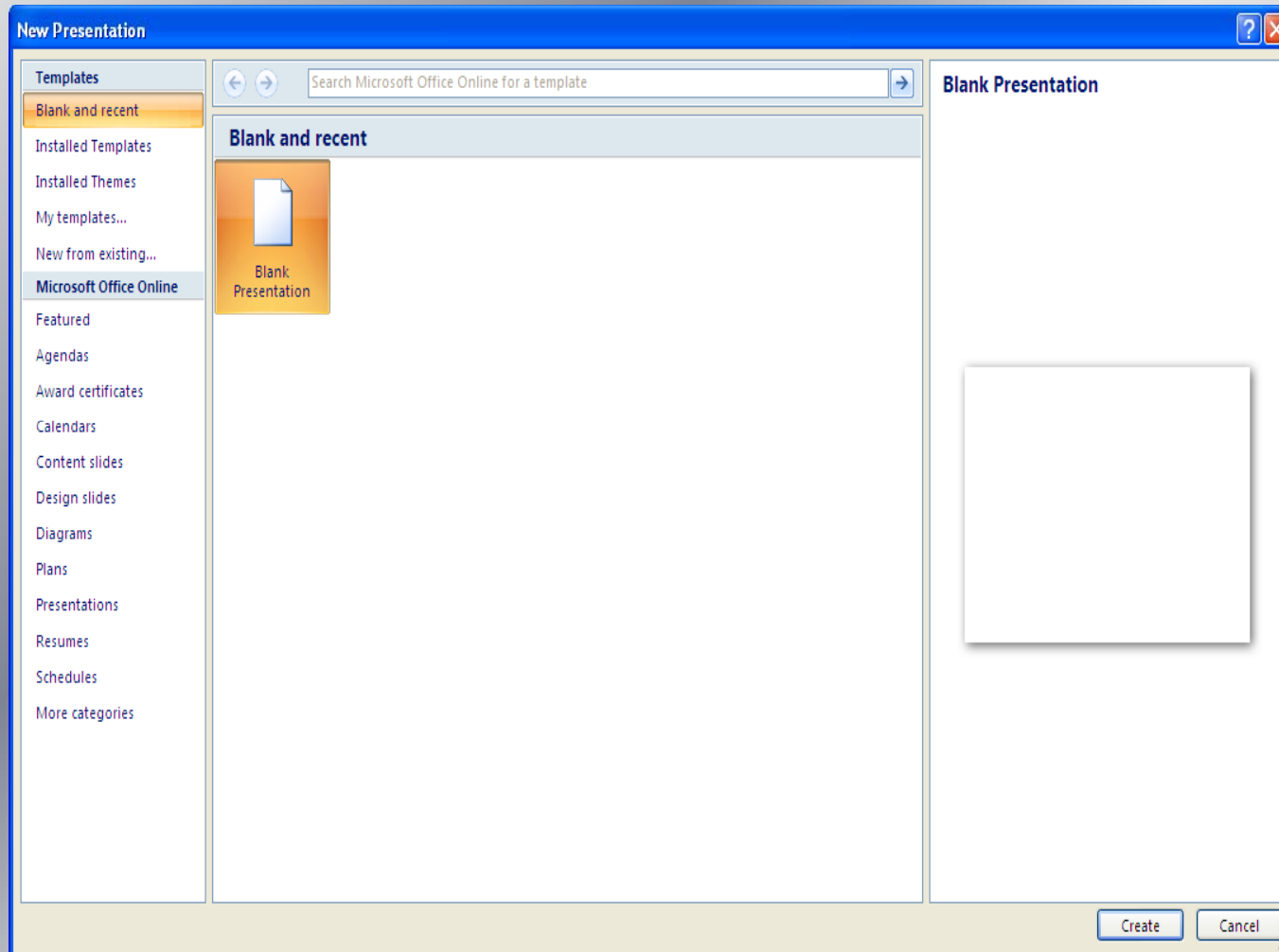 - Overhead transparencies
- **Print Handouts**

Common Elements

Basic Working of Power Point

- New Slide
- Layout
- Drawing shapes
- Picture and textbox
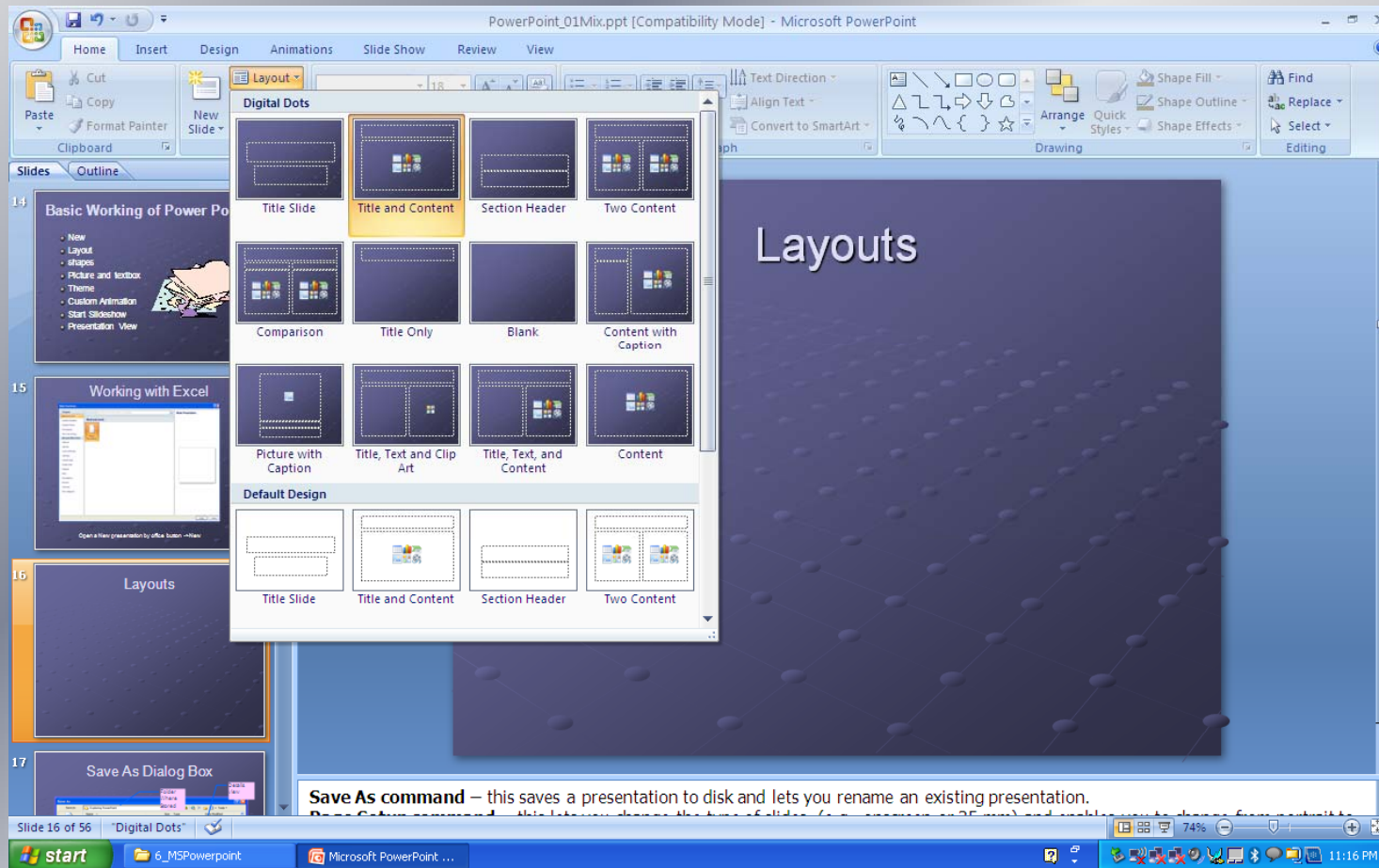- Theme
- Custom Animation
- Start Slideshow
- Presentation View
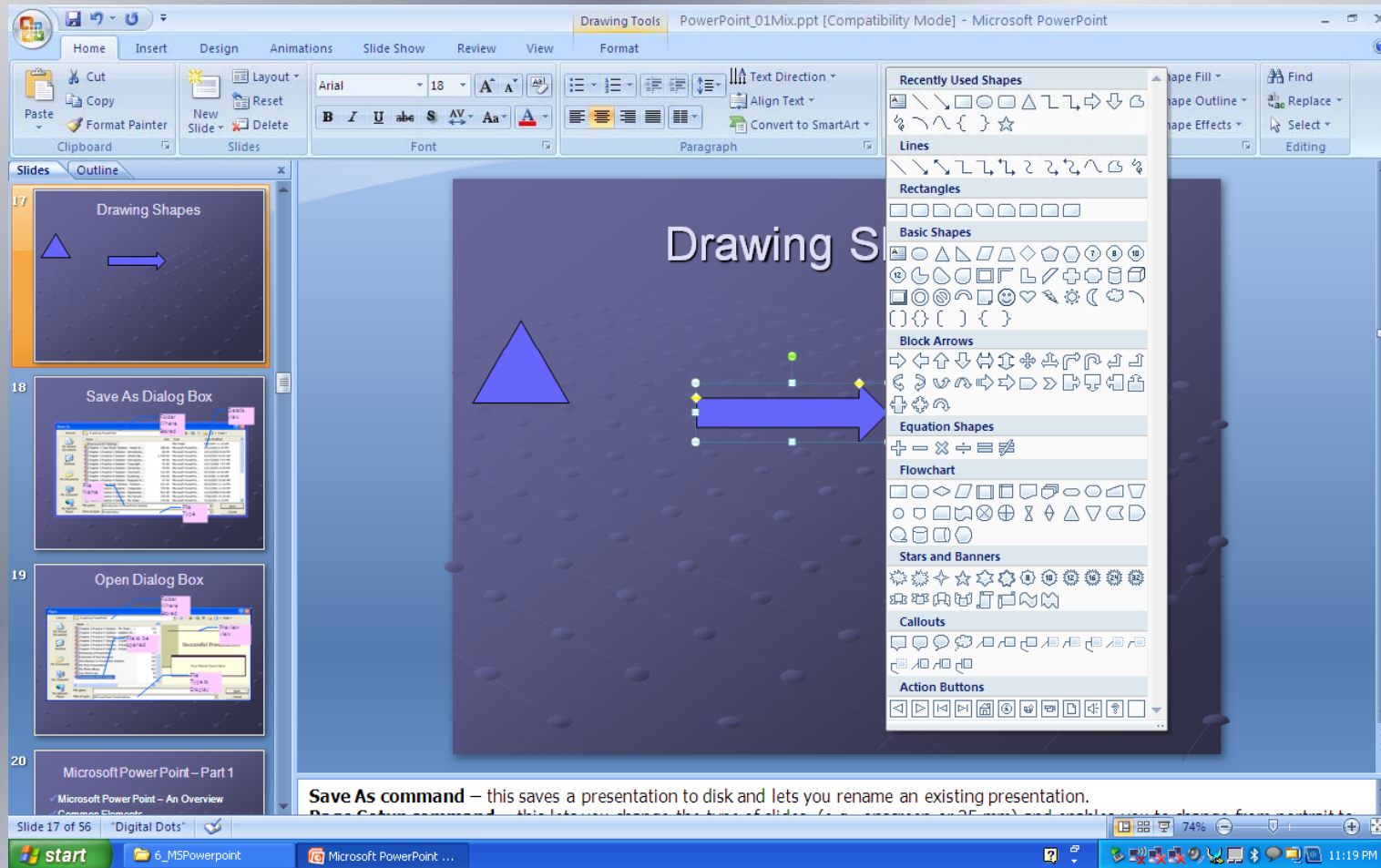
Working with PowerPoint

Open a New presentation by office button ->New

Layouts

Change the presentations layout by home ->layout

Drawing Shapes

Draw some objects by home->Drawing

Action Button
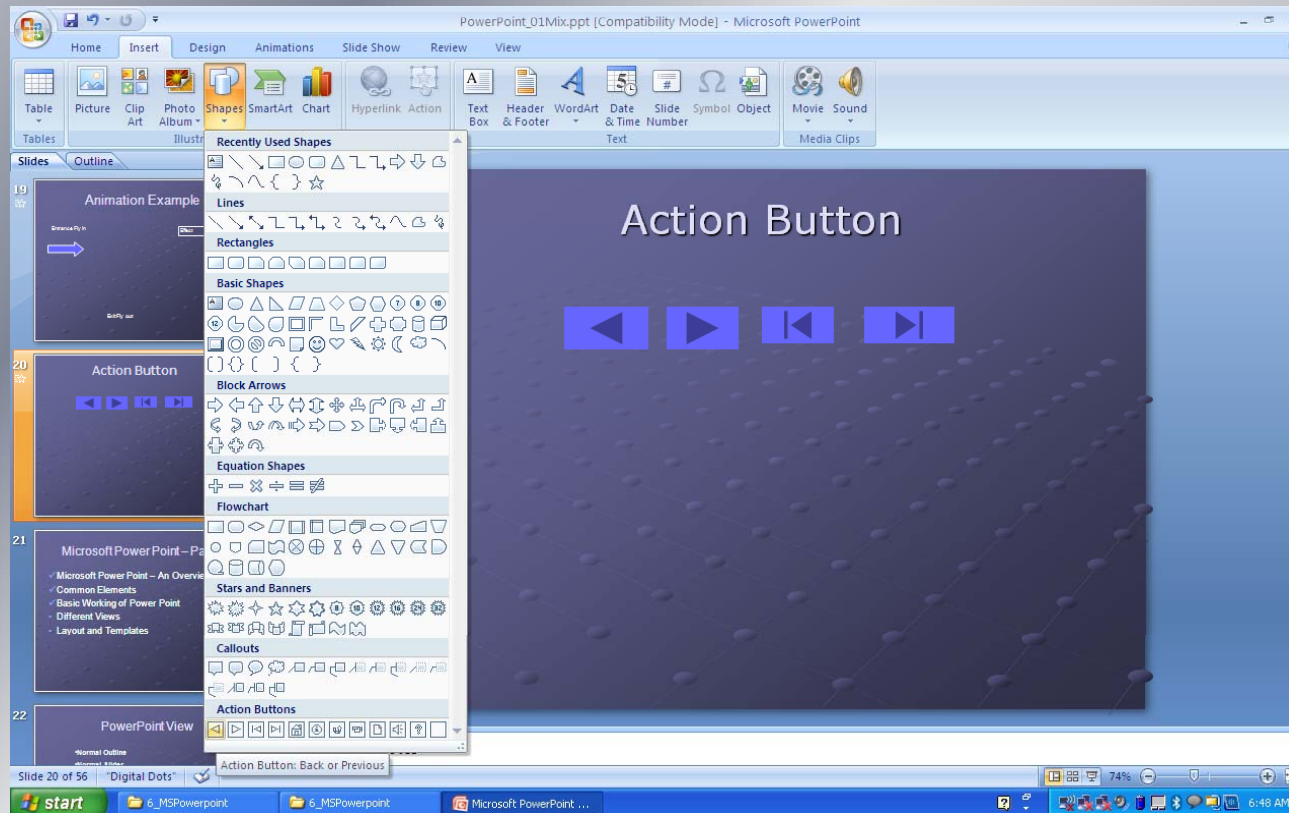
Insert Action Buttons by Insert->Shapes

Insert Images

Insert a picture by Insert ->Illustrations->Picture

Do not "wow" them so much so that they do not remember the purpose of your presentation.
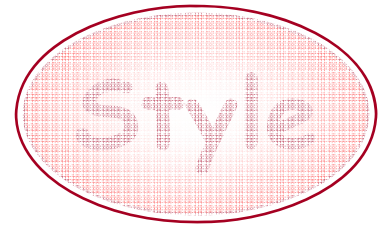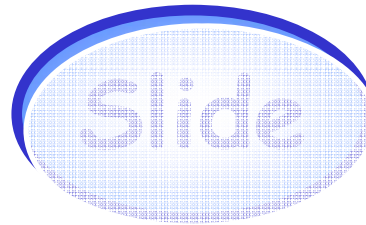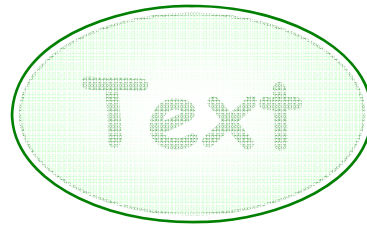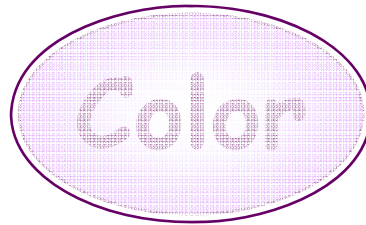
WOW YOUR..

How?...

| Boss | Classmate | Friends | Self |

Avoid the major mistakes!

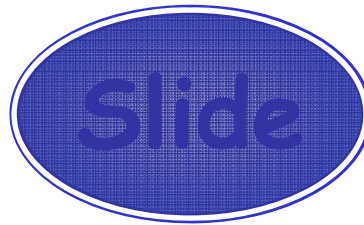## (Fundamental Basics)
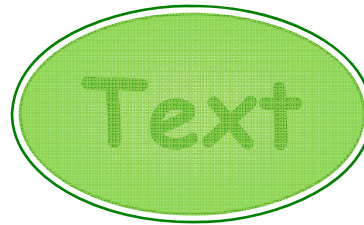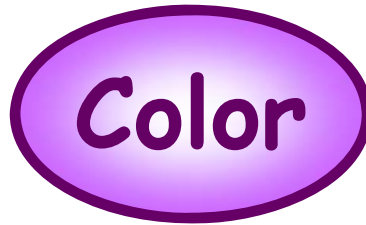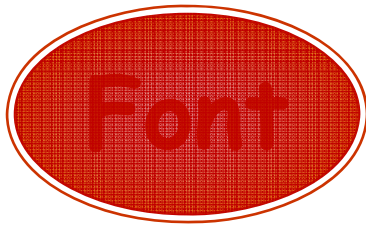
Font Color Text Slide Style

Choose carefully the Font <u>style</u> and <u>size</u>

- Use clear and obvious font style.

- Type size should be 18 points or larger.

- Avoid using all capital letters because it's much harder to read!

Avoid the major mistakes!

(Fundamental Basics)

Font | **Color** | **Text** | **Slide** | **Style**

**Choose carefully the colors for <u>background</u> and <u>text</u>**

1. Keep the background colors and designs simple.
2. Make sure that the text color is visible against the background color.
3. Avoid red-green combinations because a large fraction of the human population is red-green colorblind.

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Avoid the major mistakes!

(Fundamental Basics)

Font   Color   **Text**   Slide   Style
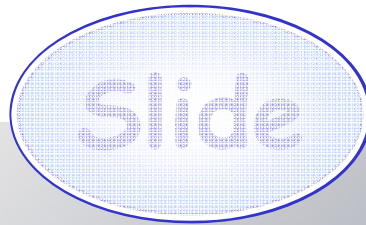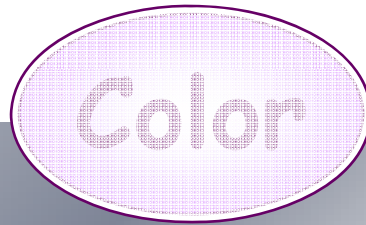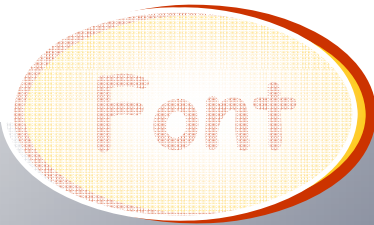
Keep text blocks <u>short</u> and <u>simple</u>

1. Keep the sentences short as much as you can.

2. Do not crowd the slide with text.

3. Do not have screeching sounds as text enters!

4. Check spelling!

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Avoid the major mistakes!

(F u n d a m e n t a l   B a s i c s)

**Font** **Color** **Text** **Slide** **Style**

Keep the layout and style as <u>consistent</u> as possible

1. Every slide should have a heading.
2. Do not cram too much into a slide.
3. Do not overuse animations and graphics.
4. Keep figures as simple as possible.
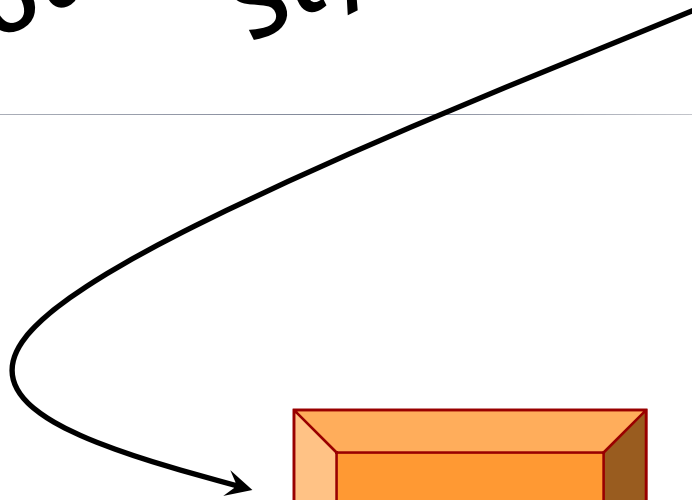5. Try not to use too many slides!

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Avoid the major mistakes!

(Fundamental Basics): Summary

Font **Color** **Text** **Slide** **Style**
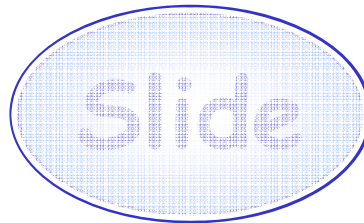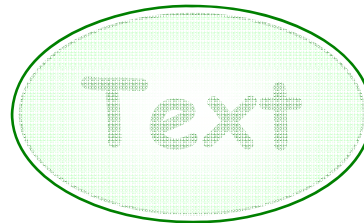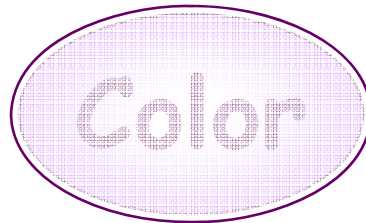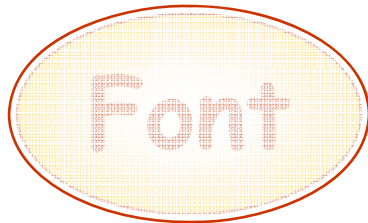
Presentation style is <u>very important</u>!

Do!

Do Not!

Your Presentation Style!

Do!

- **Face the audience and make eye contact.**

- **Show enthusiasm and vary the tone of your voice.**

- **Practice beforehand.**

- **Give an effective summary and conclusion.**

- **Ask your friends for feedback.**

- **RELAX and ENJOY your presentation!**

Your Presentation Style!

- Do not read your slides unless language is a problem.

- Do not use too many gimmicks (videos).

- Do not pace up and down but also don't stand rigid!

- Do not wave your pointer all over the slide.

- Do not talk to the screen.

- Do not use UMMH or AHHH to fill transitions.

Do Not!

Avoid the major mistakes!

(Fundamental Basics): Summary

Font — Choose carefully the Font _style_ and _size_.

Color — Choose carefully the colors for _background_ and _text_.

Text — Keep text blocks _short_ and _simple_.

Slide — Keep the layout and style as _consistent_ as possible

Style — Prepare your Presentation style!

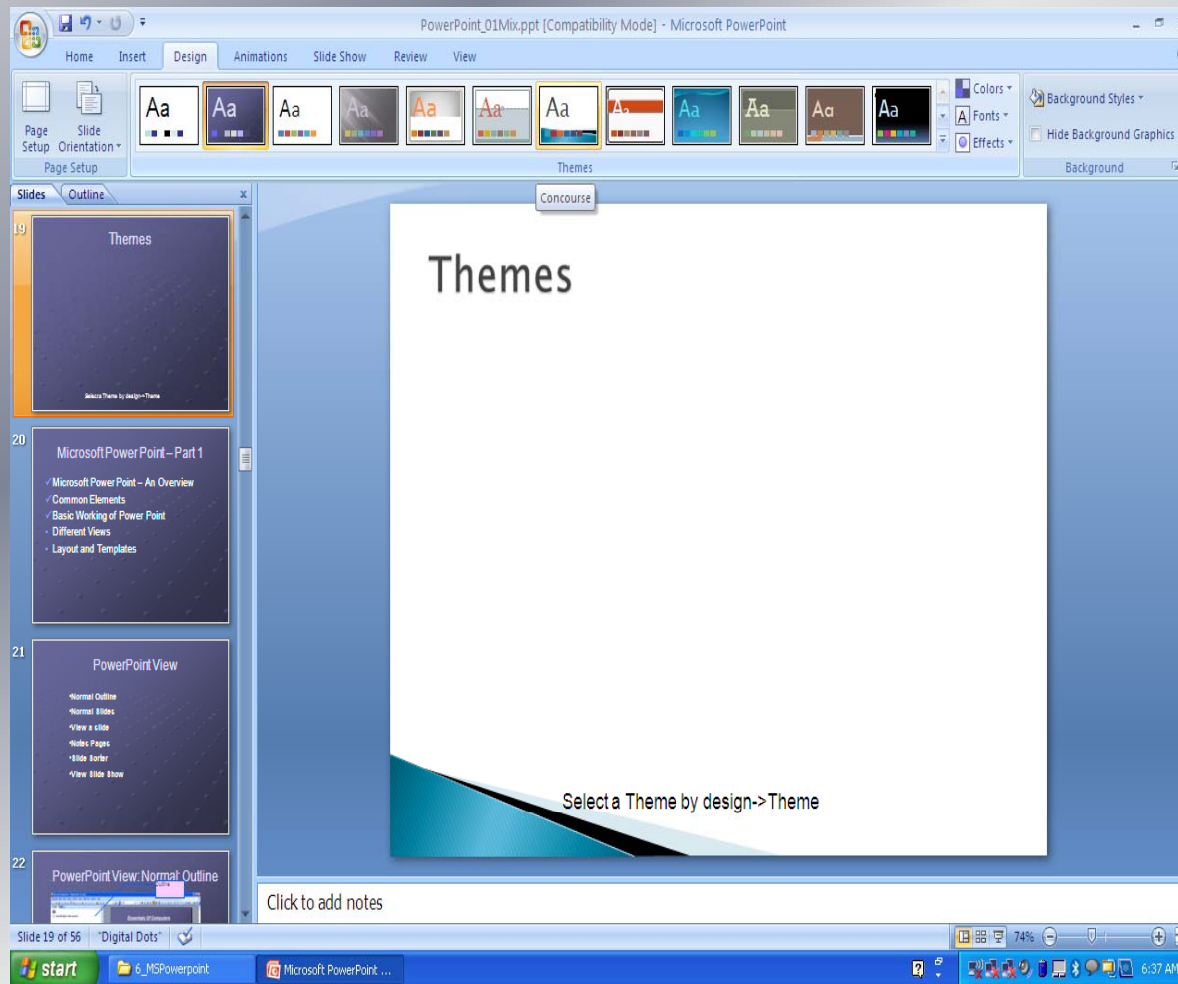# WordArt Example

Welcome

Welcome

Welcome

Welcome

welcome

Basic Working of Power Point

- ✓ New Slide
- ✓ Layout
- ✓ Drawing shapes
- ✓ Picture and textbox
- Theme
- Custom Animation
- Start Slideshow
- Presentation View

Themes

Select a Theme by Design->Theme
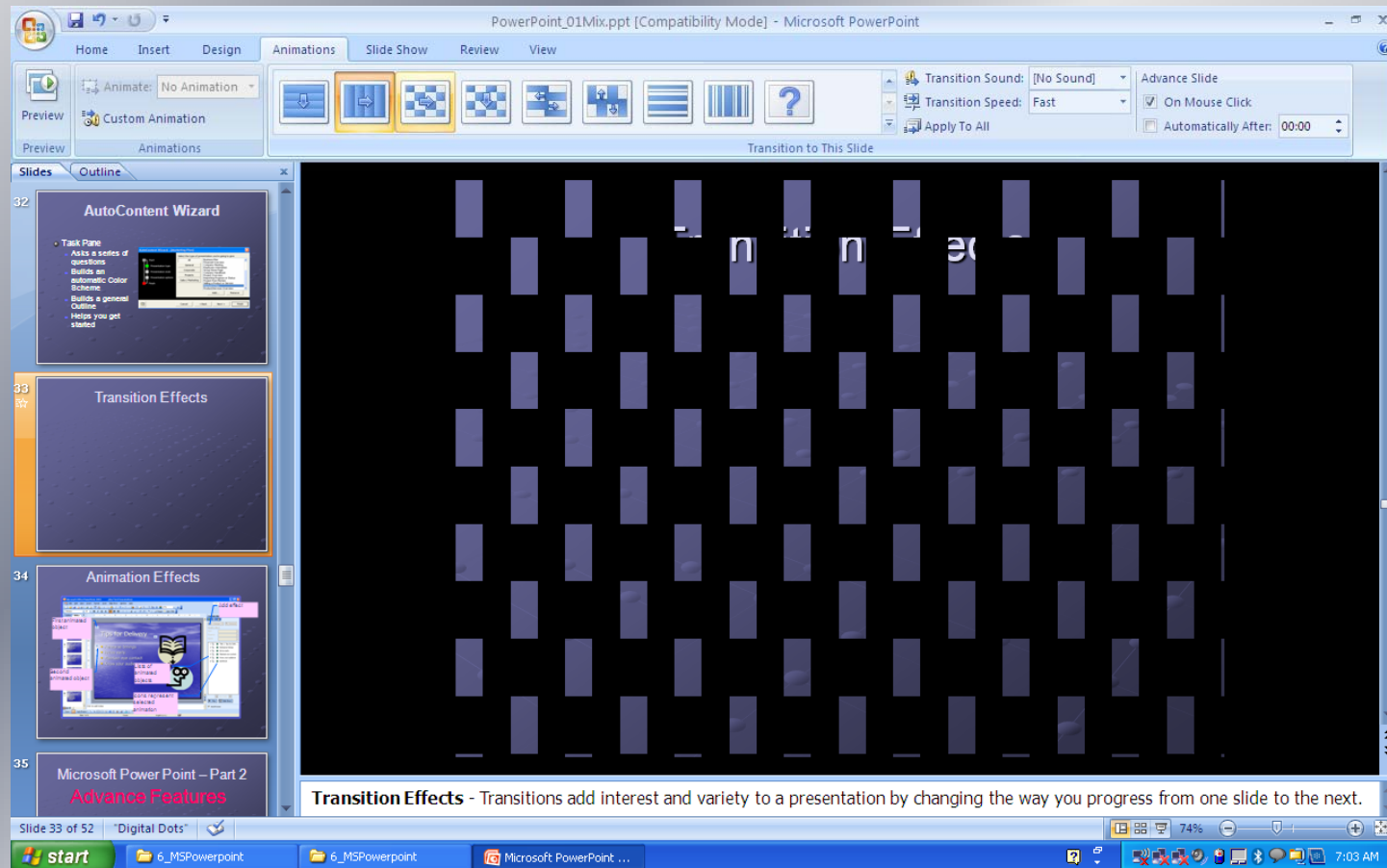
Animation Example

Entrance Fly in

Effect

Exit Fly out

Custom Animation

Entrance Fly In
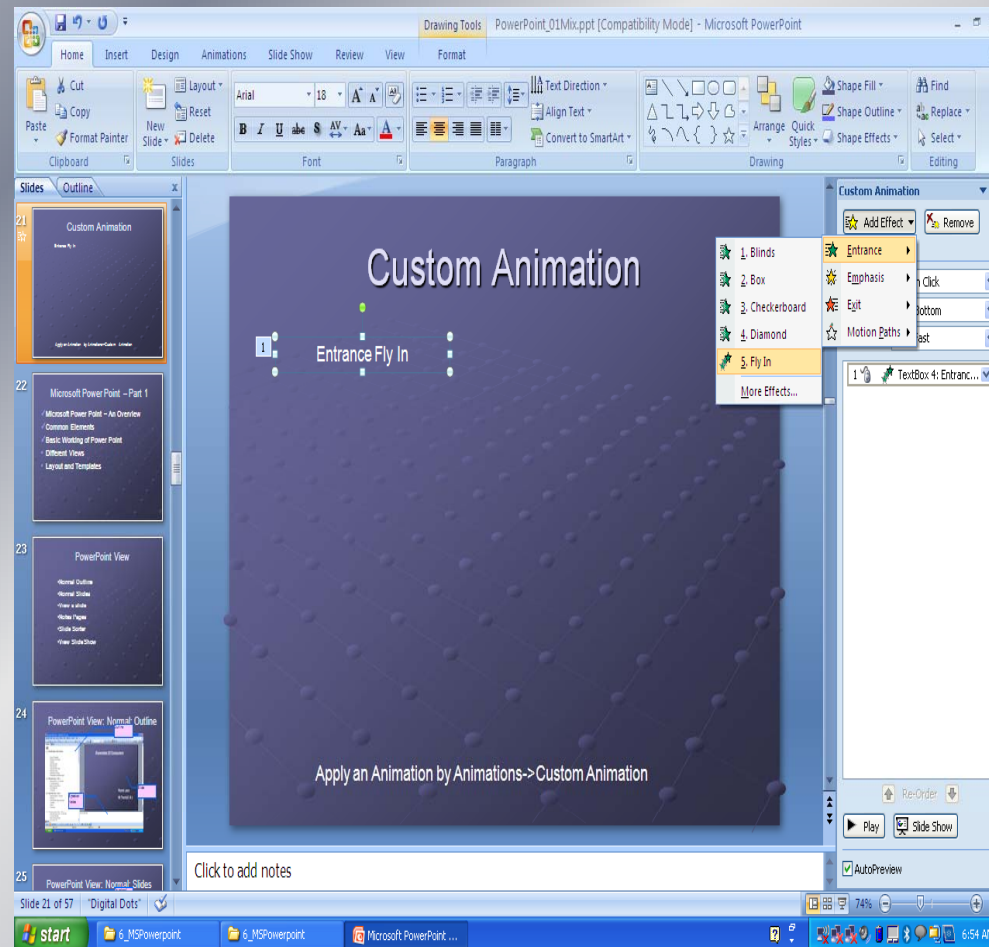
Apply an Animation by Animations->Custom Animation

Transition Effects

Apply a Transition effect by Animations->Transition to this Slide

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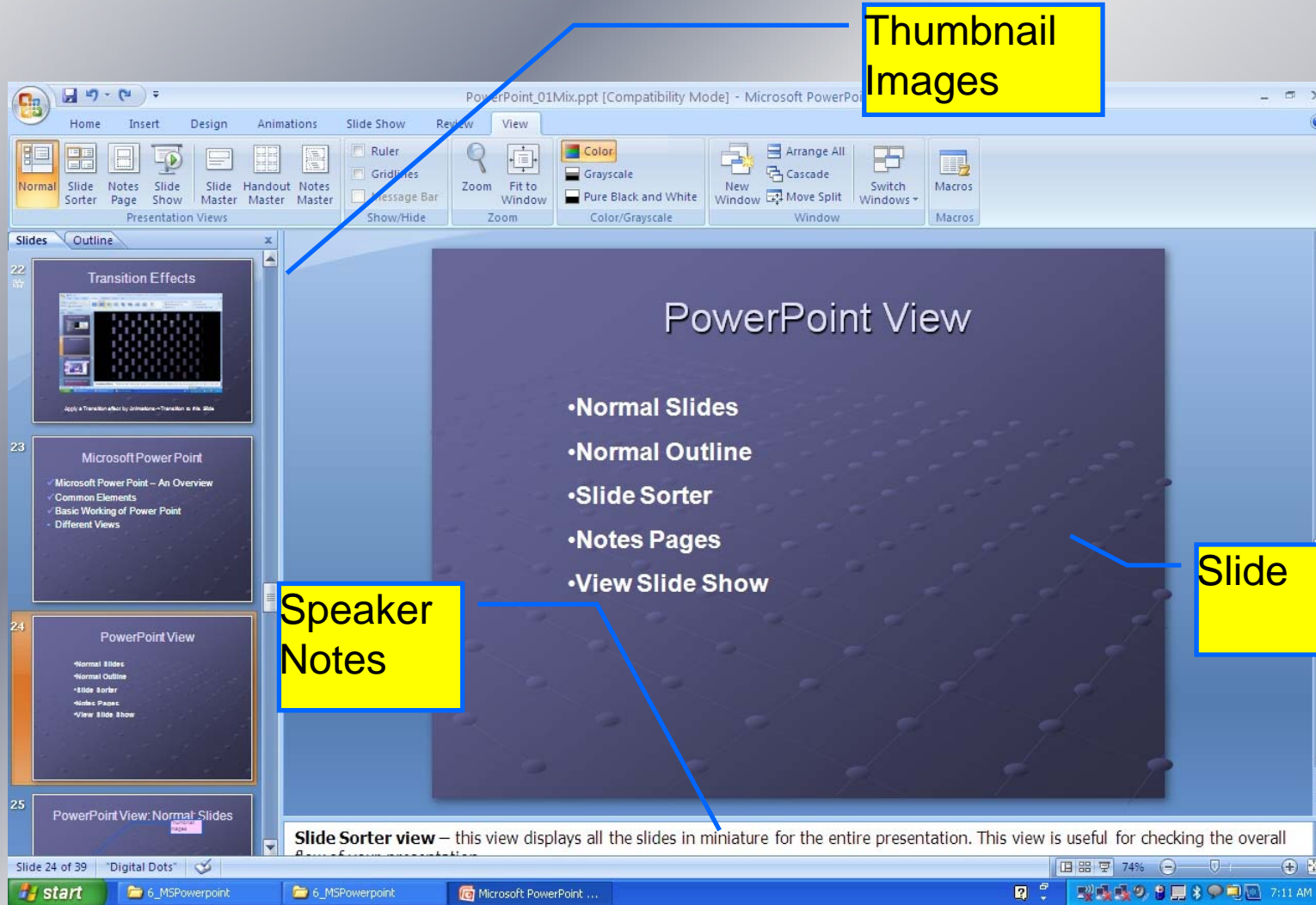
Basic Working of Power Point

PowerPoint View

- Normal Slides

- Normal Outline

- Slide Sorter

- Notes Pages

- View Slide Show

PowerPoint View: Normal: Slides

Thumbnail Images

Slide

Speaker Notes

PowerPoint View: Normal: Outline
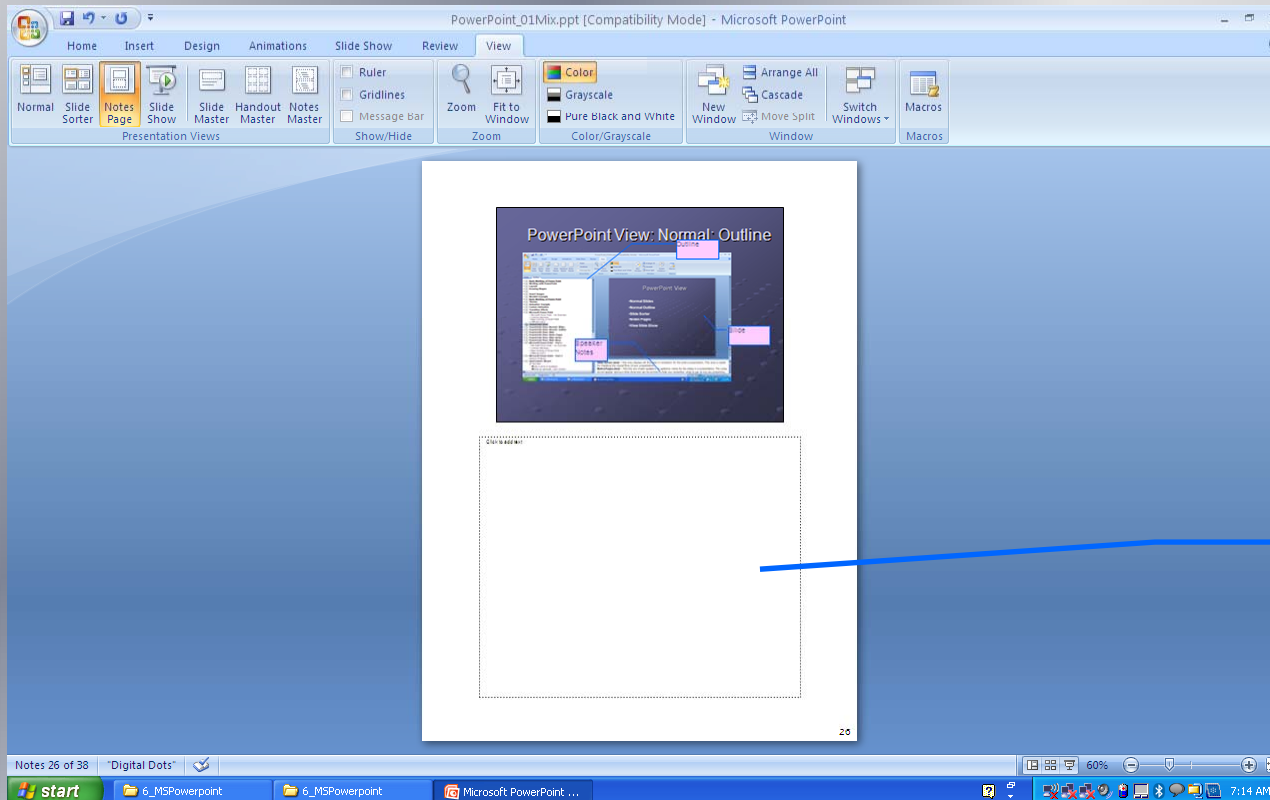

Outline

Slide

Speaker Notes

PowerPoint View: Slide Sorter
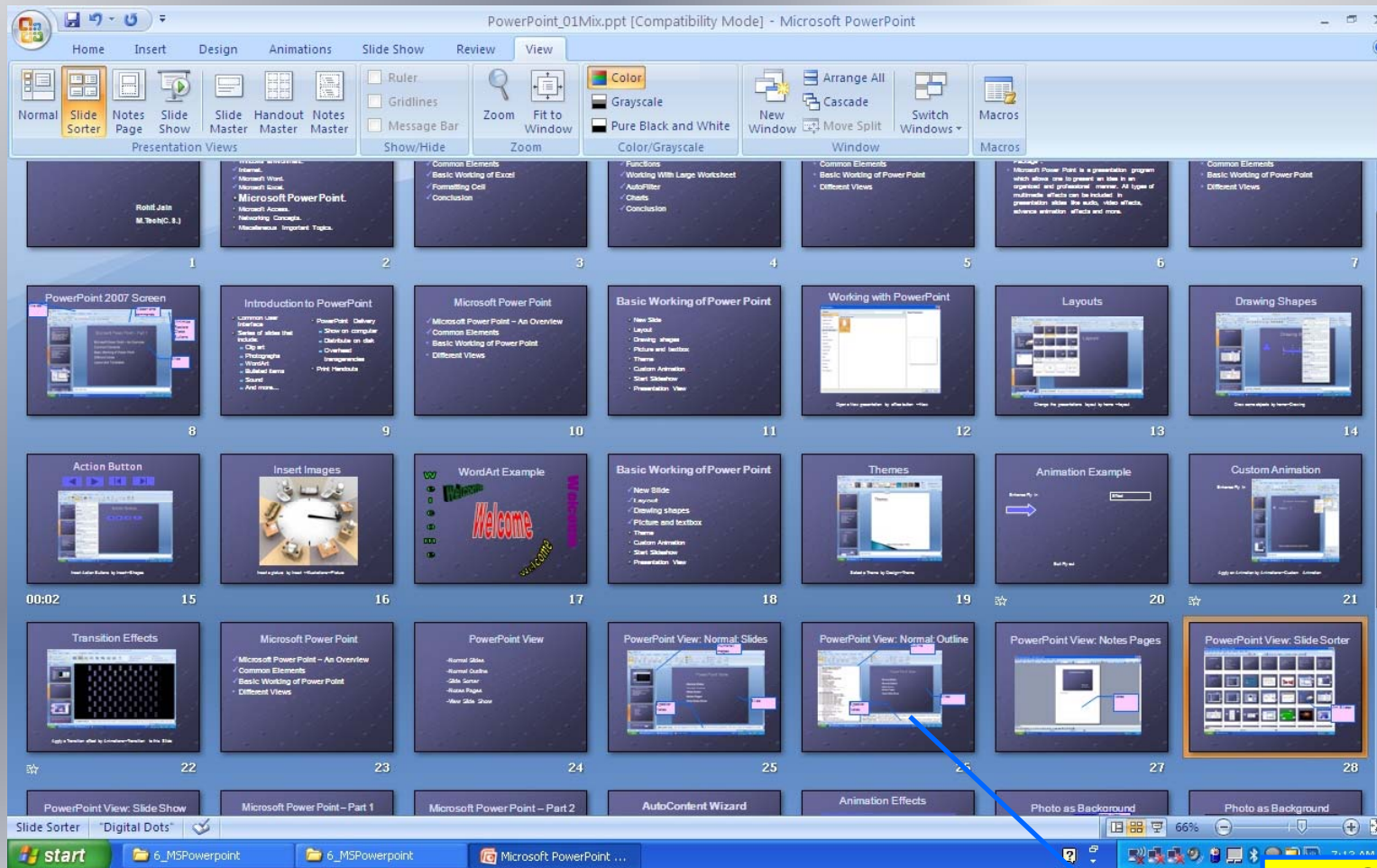
Mini Slides

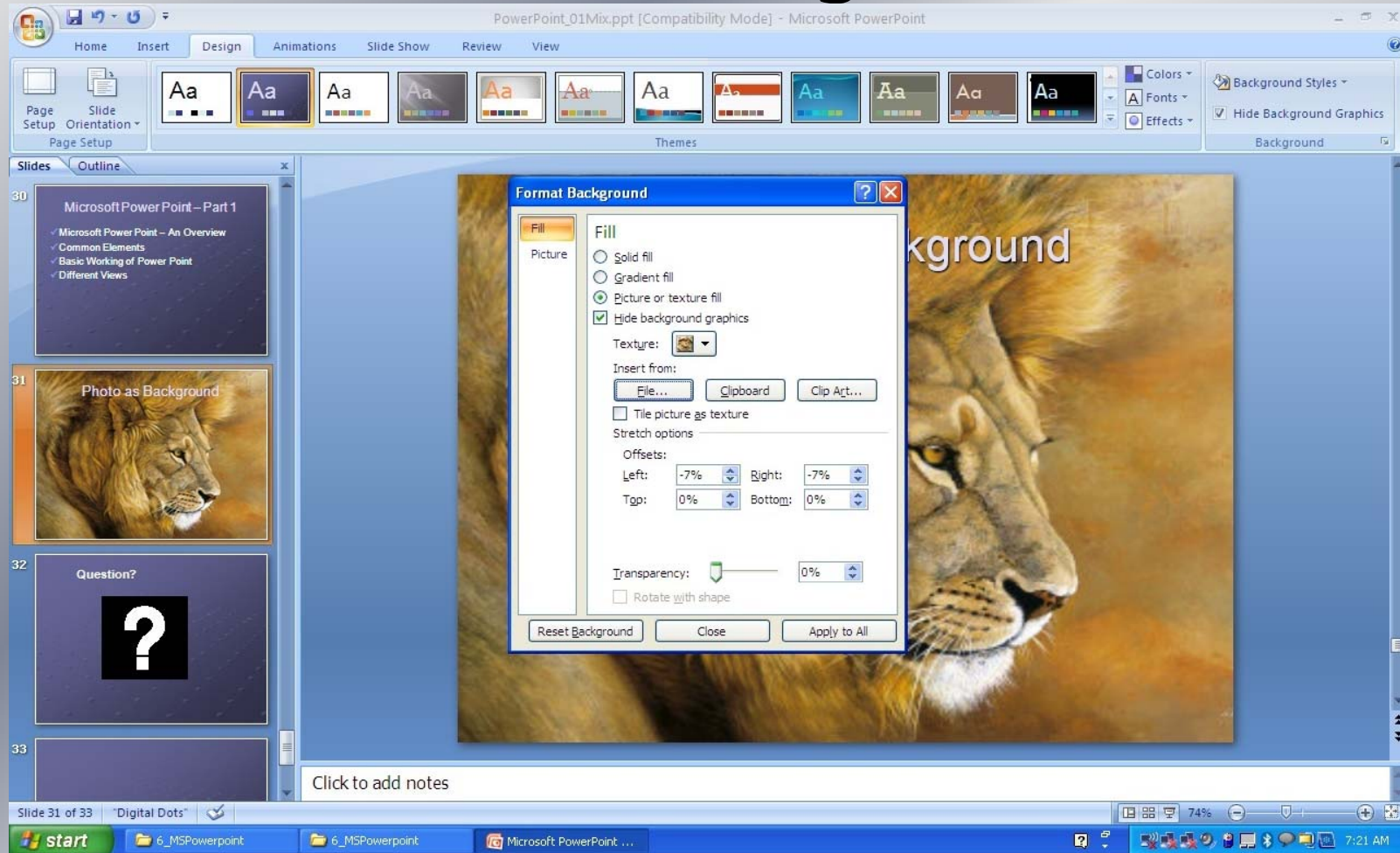# PowerPoint View: Notes Pages

Notes

PowerPoint View: Slide Show

View Presentation

Essentials Of Computers

Controls

Photo as Background

Set a Photo as background by Design->Background

Photo as Background

Any Question?

Thank You

For more details log on to
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on

sihfwraj@yahoo.co.in