



# 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



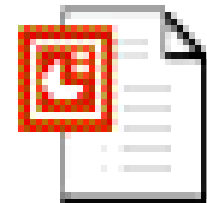
# Introduction to Power Point

- 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 !**

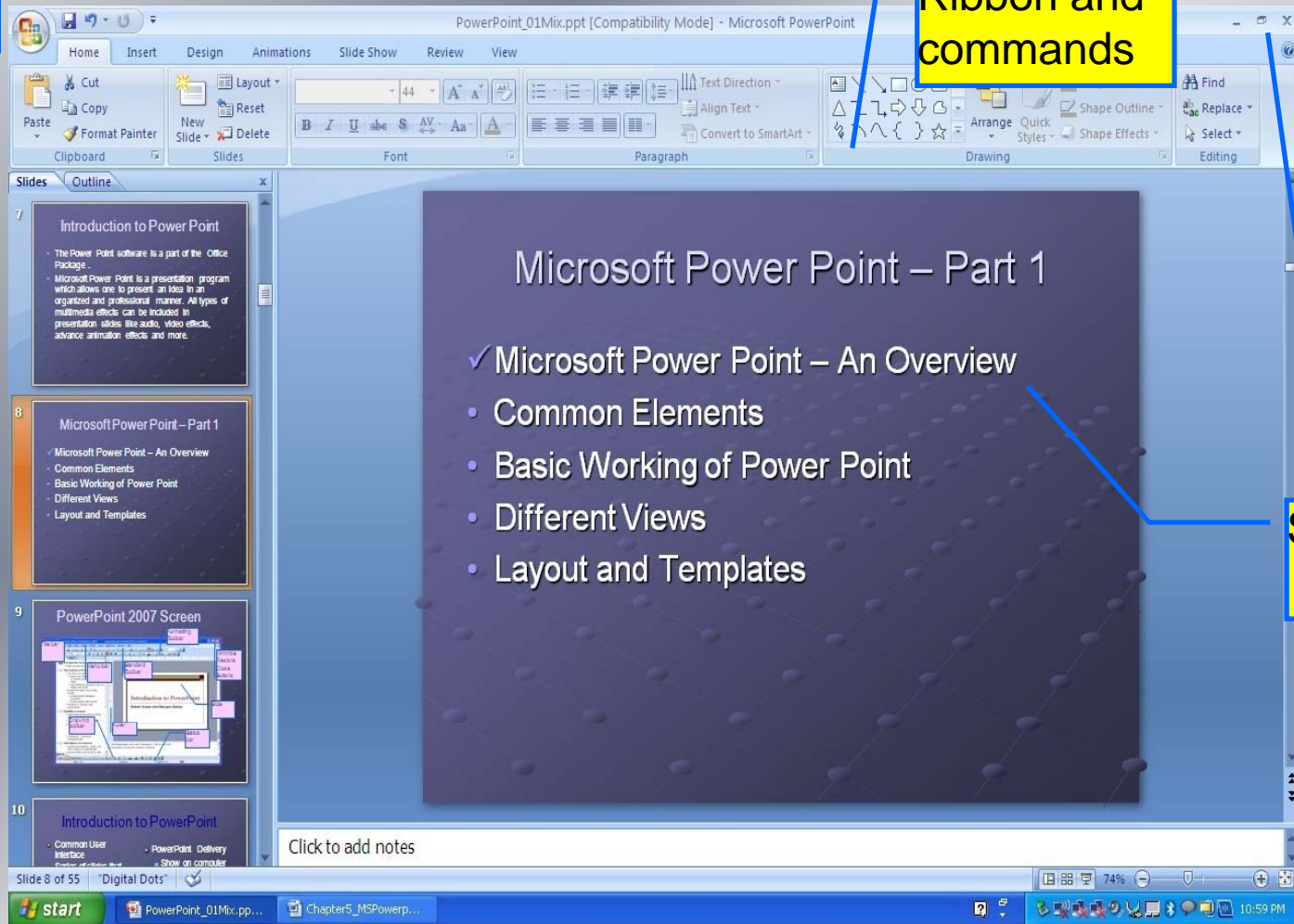
# PowerPoint 2007 Screen

Title bar

Ribbon and commands

Minimize  
Restore  
Close  
Buttons

Slide





# 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

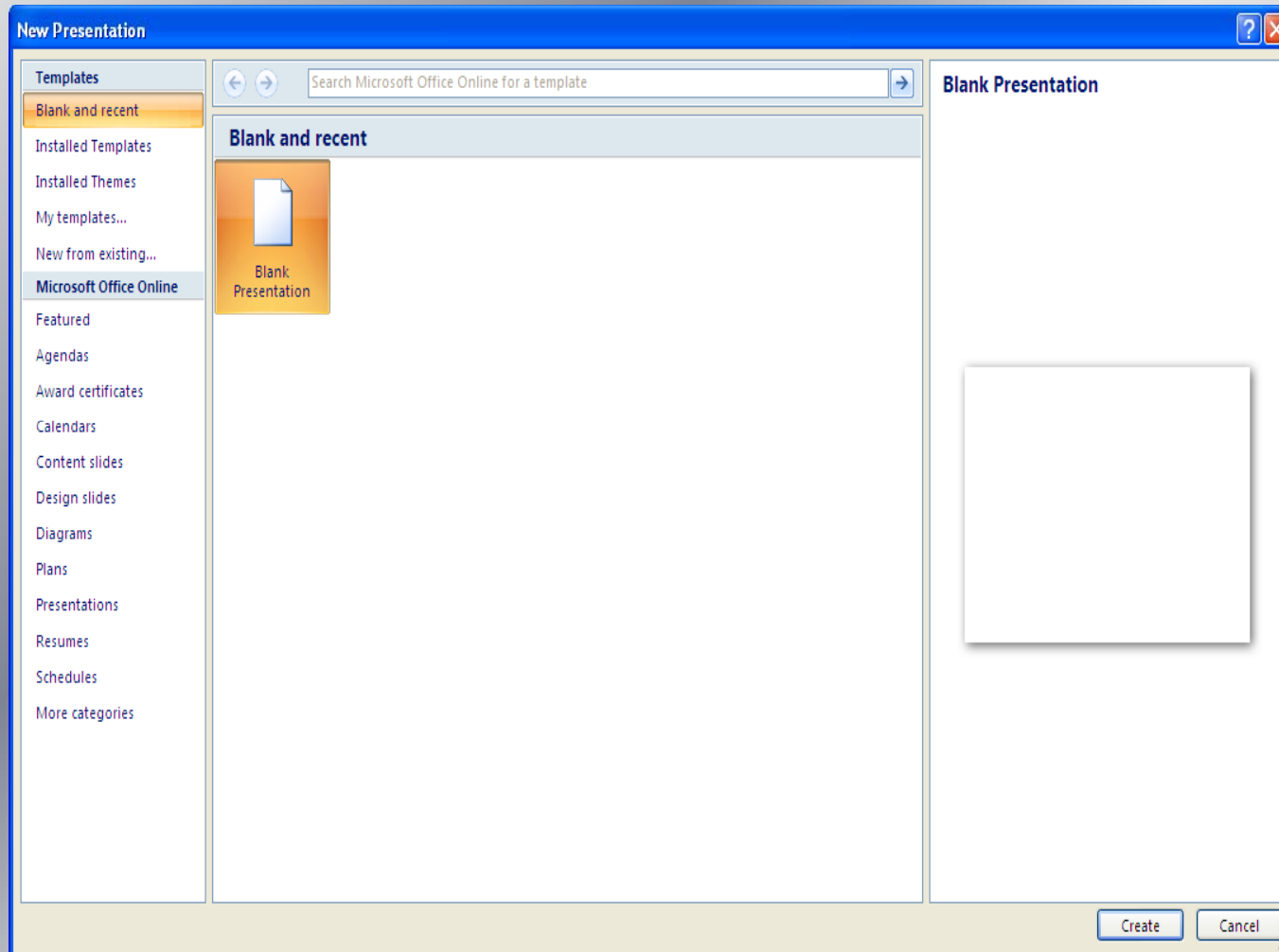


# Basic Working of Power Point

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

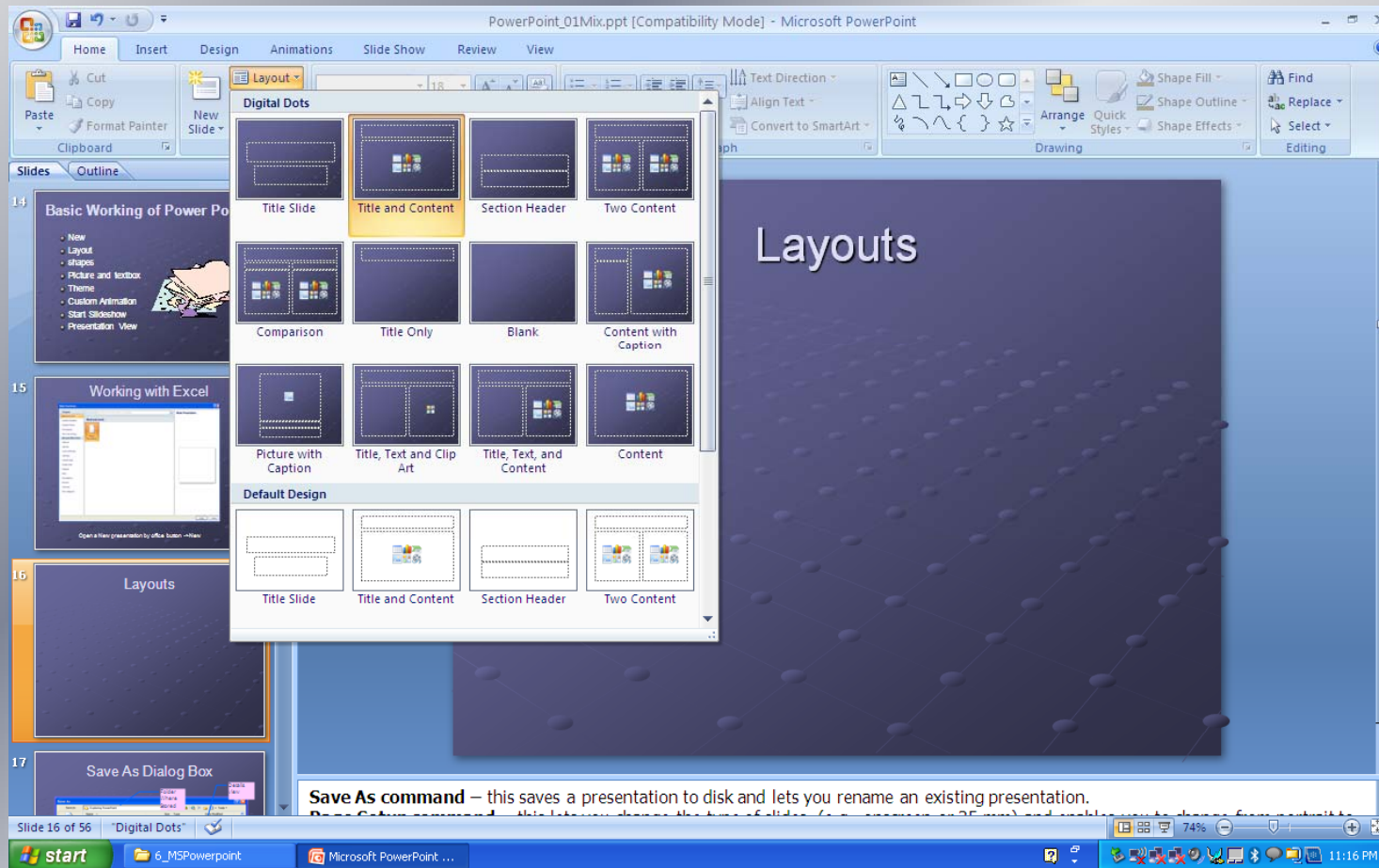


# Working with PowerPoint



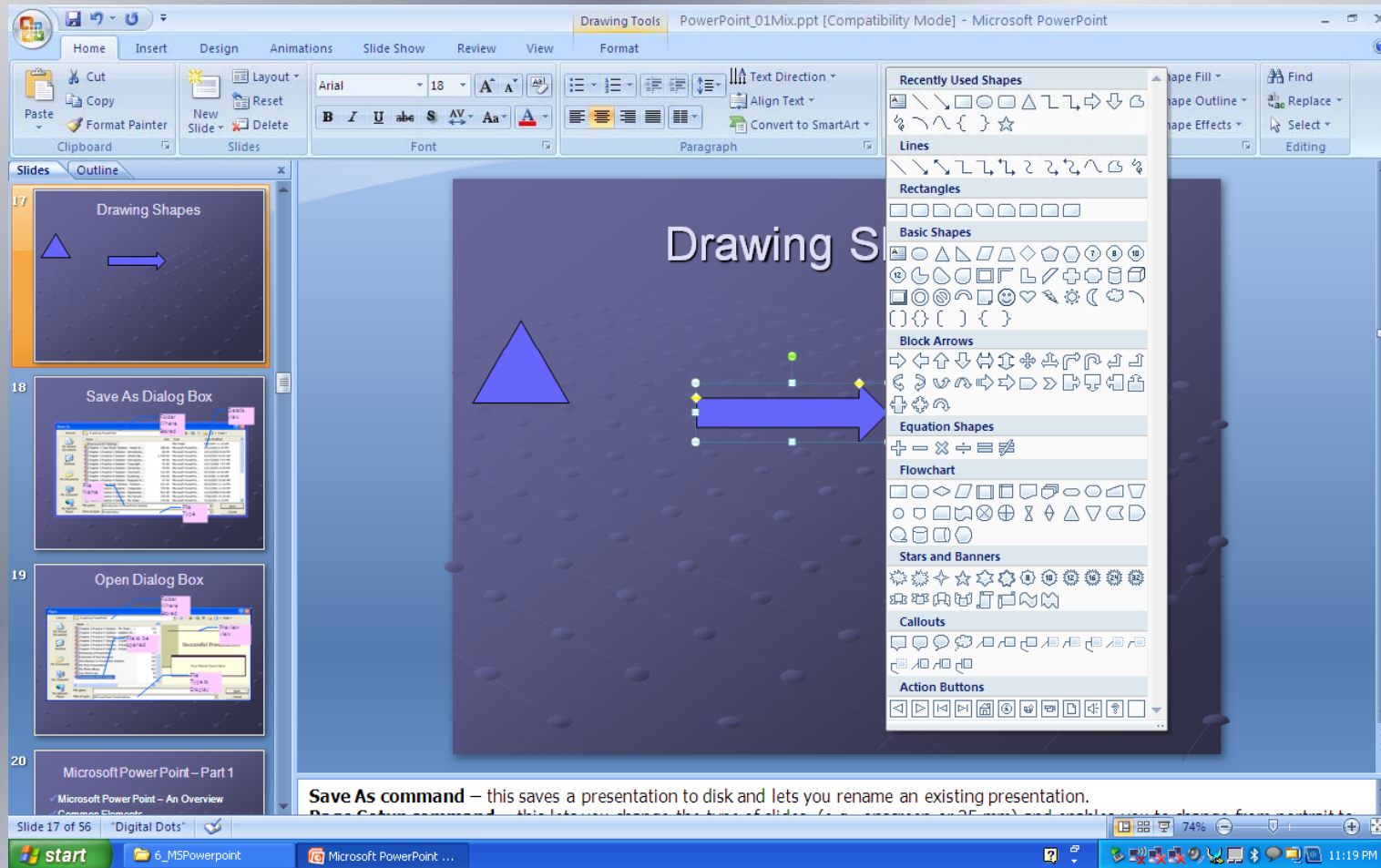
Open a New presentation by office button ->New

# Layouts



Change the presentations layout by home ->layout

# Drawing Shapes



The screenshot shows the Microsoft PowerPoint interface with the Drawing Tools ribbon selected. The Drawing Shapes task pane is open, displaying various shape categories. The main slide area shows a blue triangle and a blue arrow. The task pane categories include:

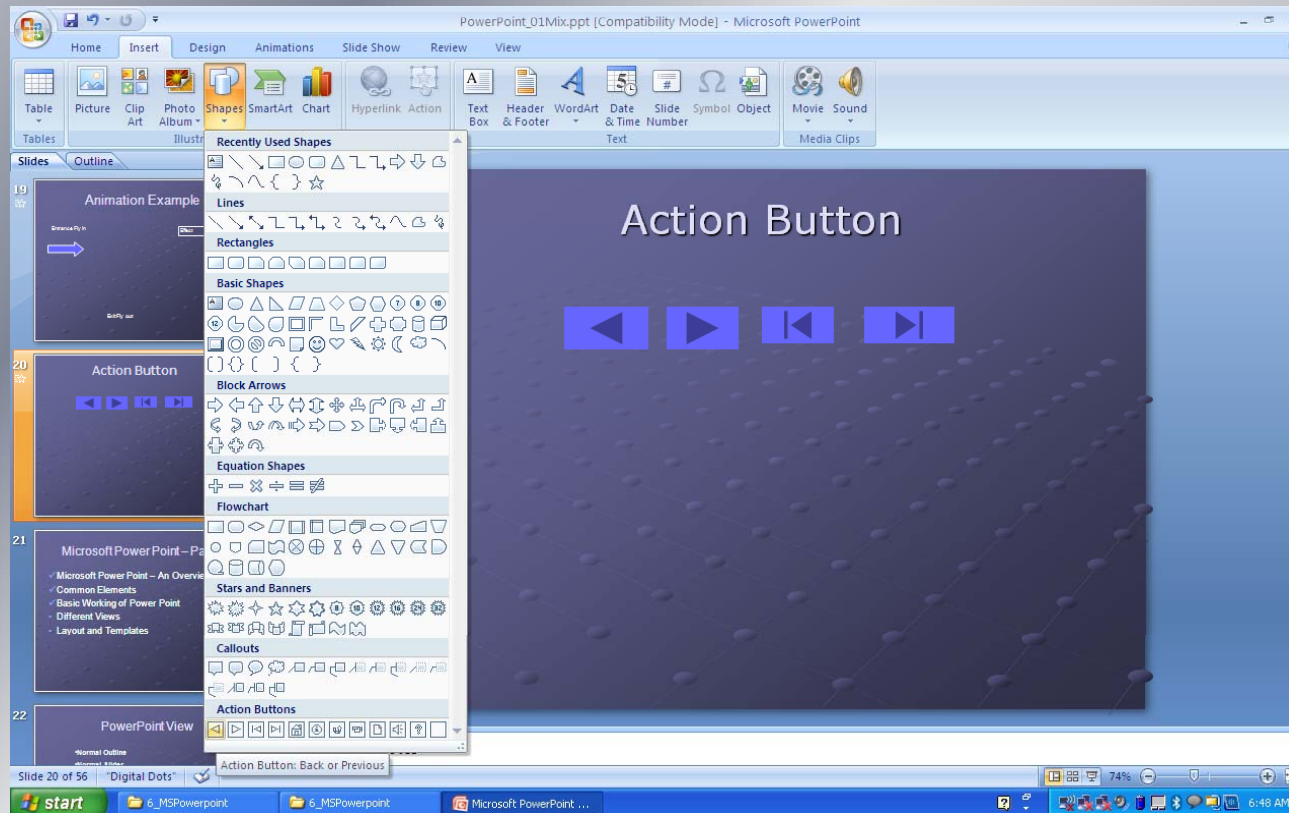
- Recently Used Shapes
- Lines
- Rectangles
- Basic Shapes
- Block Arrows
- Equation Shapes
- Flowchart
- Stars and Banners
- Callouts
- Action Buttons

At the bottom of the screenshot, there is a text box with the following text:

**Save As command** – this saves a presentation to disk and lets you rename an existing presentation.

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.



How?...



***Boss***



***Classmate***



***Friends***

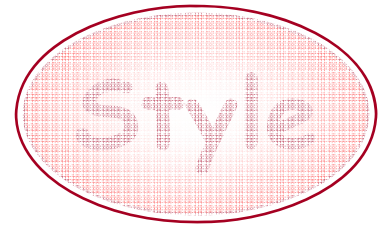
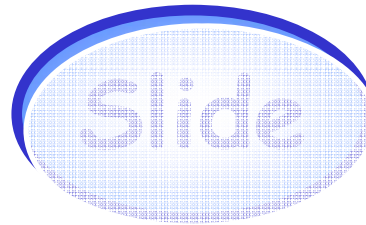
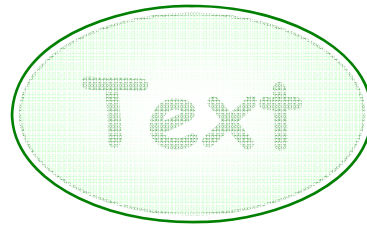
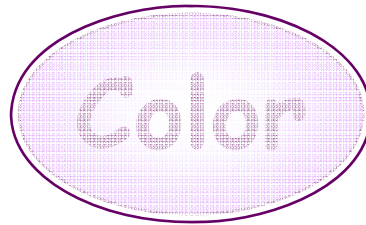


***Self***



# Avoid the major mistakes!

(Fundamental Basics)



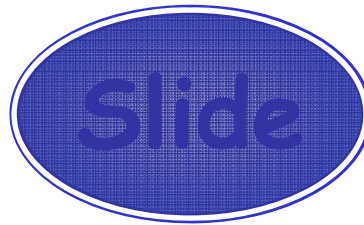
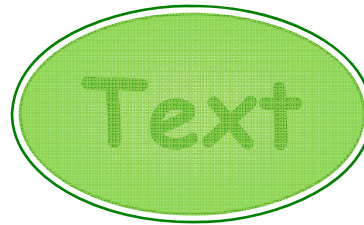
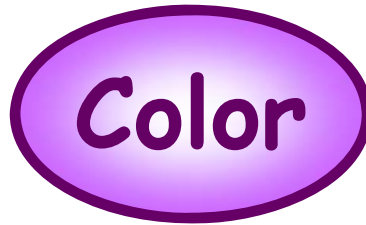
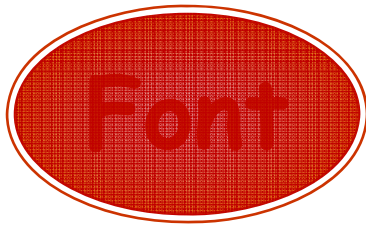
**Choose carefully the Font style and size**

- 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)



## Choose carefully the colors for background and text

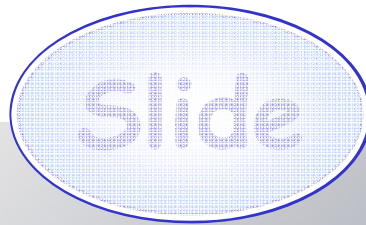
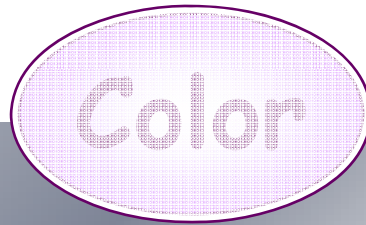
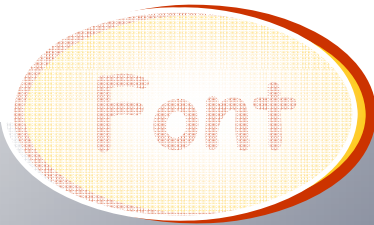
1. Keep the background colors and designs simple.
2. Make sure that the text color is visible against the background color.
3. Avoid red-green combinations because a large fraction of the human population is red-green colorblind.





# Avoid the major mistakes!

(Fundamental Basics)



## Keep text blocks short and simple

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!



# Avoid the major mistakes!

(Fundamental Basics)

Font

Color

Text

**Slide**

Style

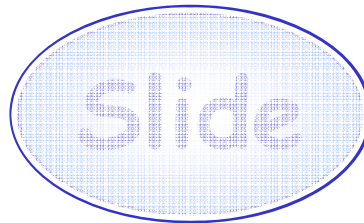
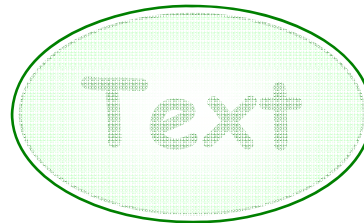
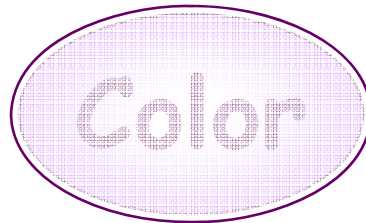
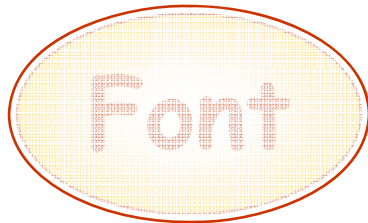
**Keep the layout and style as consistent as possible**

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!



# Avoid the major mistakes!

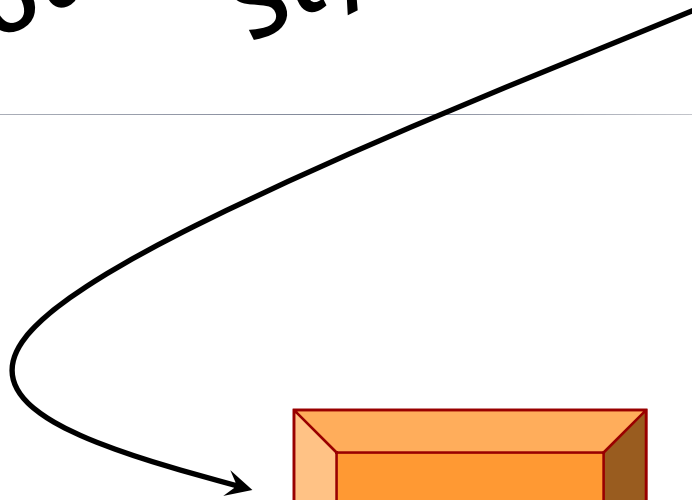
(Fundamental Basics): Summary



**Presentation style is very important!**



# Your Presentation Style!



- **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.





# 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

w  
e  
l  
c  
o  
m  
e

Welcome

Welcome

welcome

WELCOME

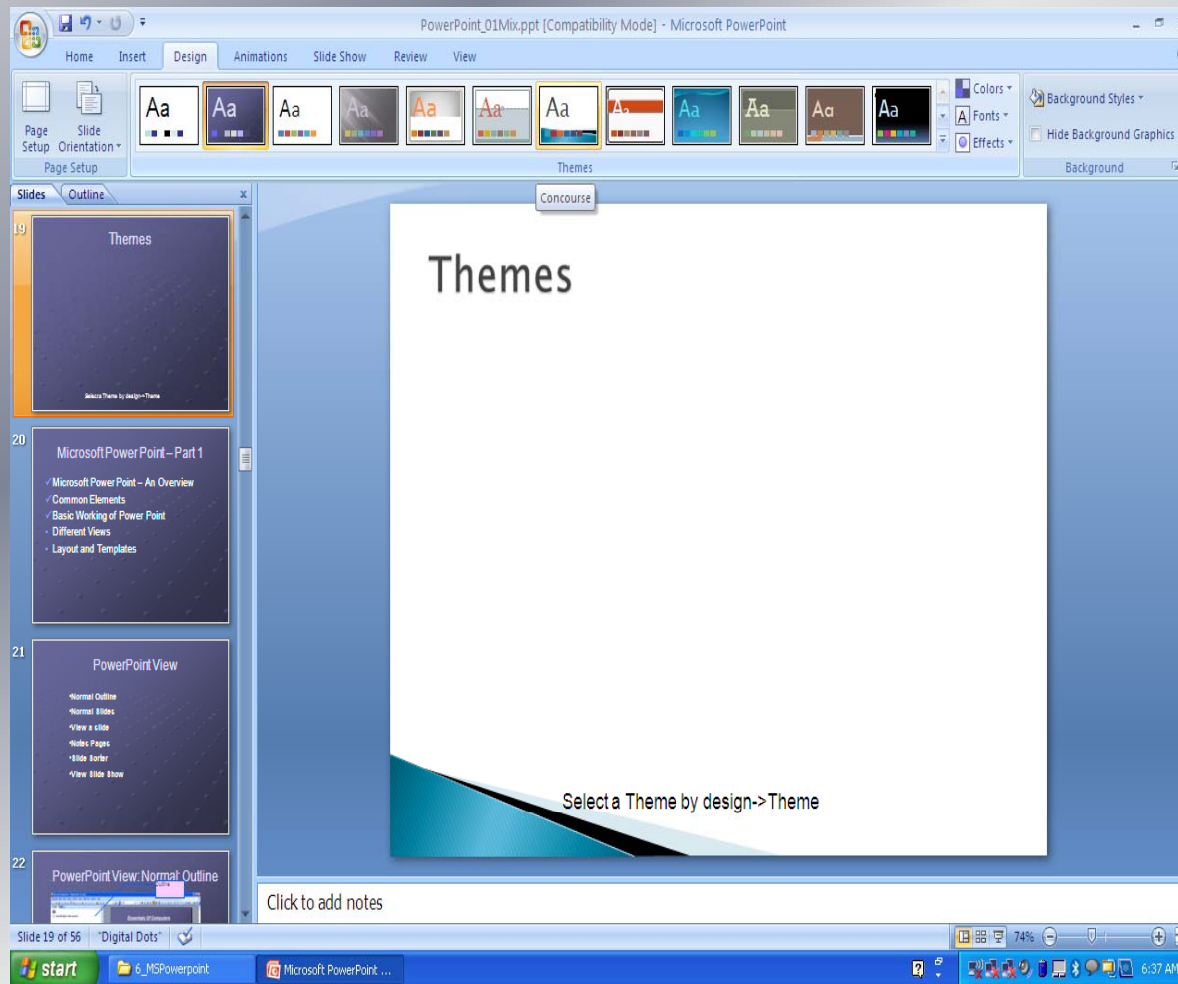


# Basic Working of Power Point

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



# Themes



Select a Theme by Design->Theme

SIHFW: an ISO 9001: 2008 certified institution

# Animation Example

Entrance Fly in

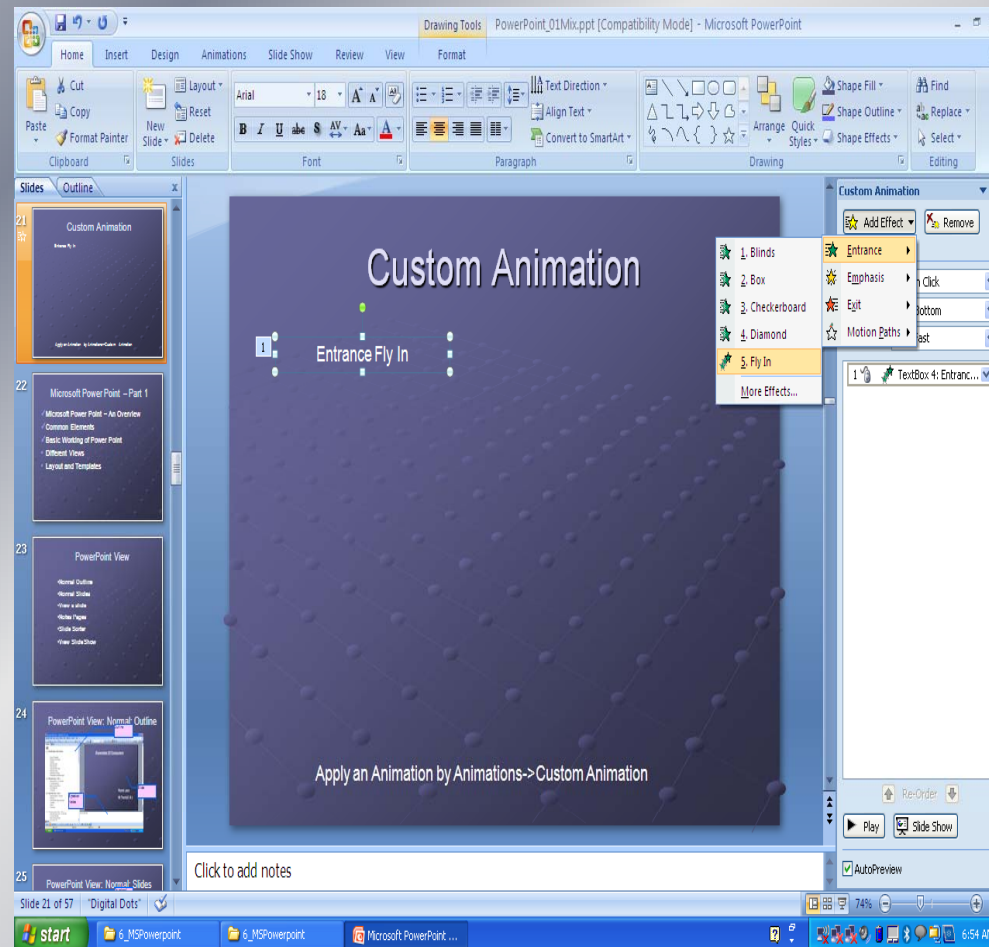


Effect

Exit Fly out

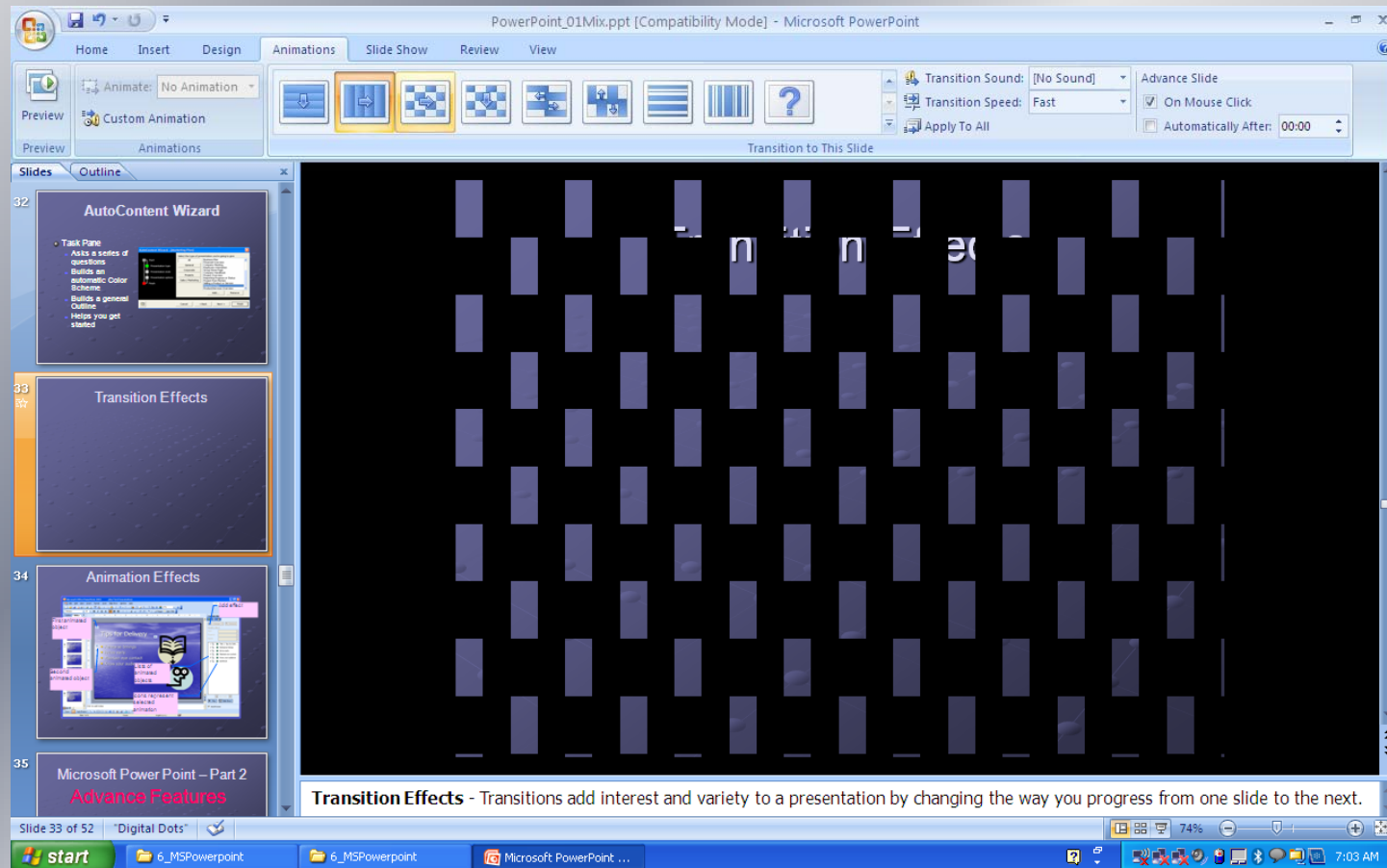
# Custom Animation

Entrance Fly In



Apply an Animation by Animations->Custom Animation

# Transition Effects



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



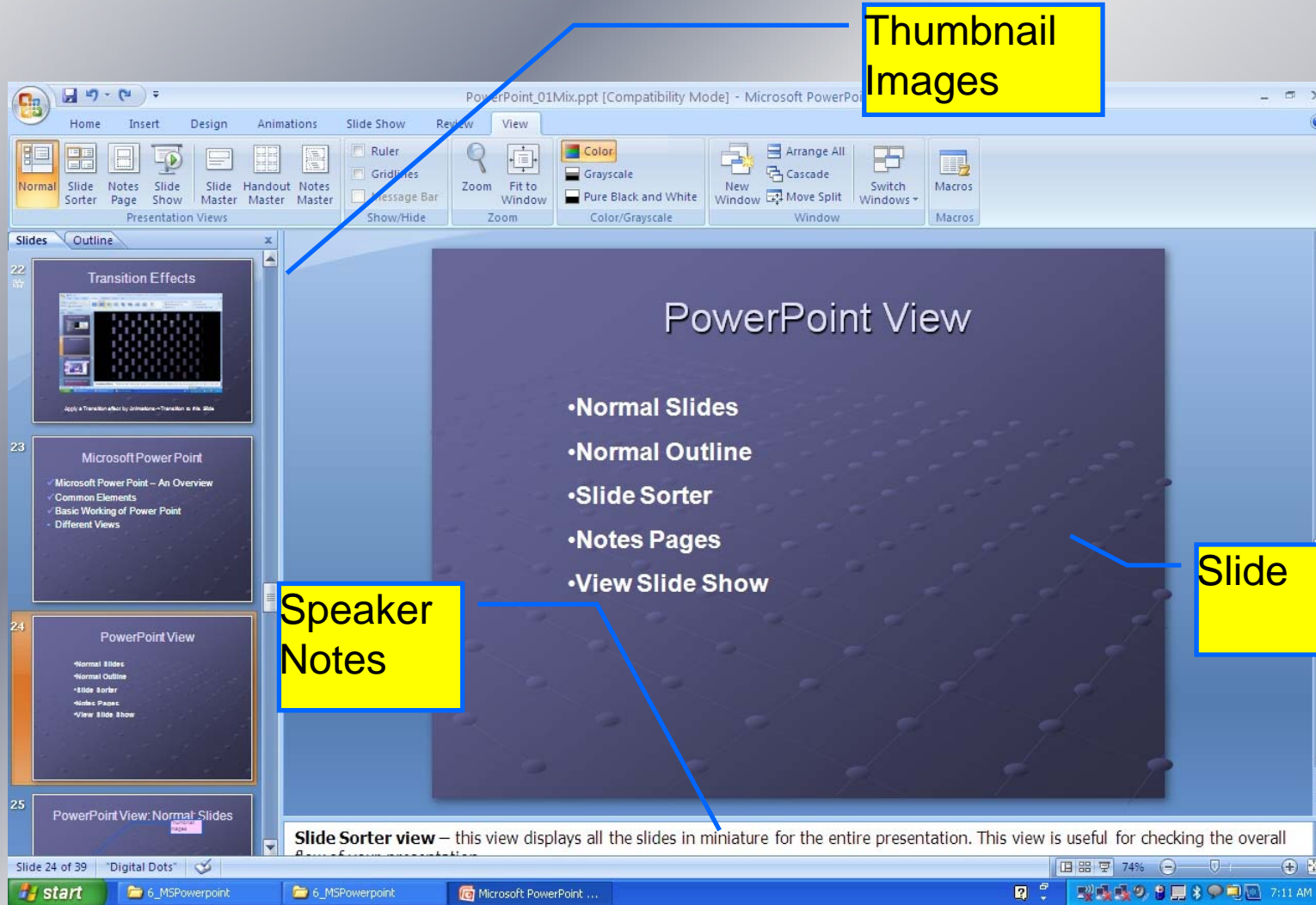
# Basic Working of Power Point



# PowerPoint View

- Normal Slides
- Normal Outline
- Slide Sorter
- Notes Pages
- View Slide Show

# PowerPoint View: Normal: Slides



The screenshot shows the Microsoft PowerPoint interface in Normal Slides view. The main slide area displays the text "PowerPoint View" and a bulleted list: "•Normal Slides", "•Normal Outline", "•Slide Sorter", "•Notes Pages", and "•View Slide Show". The left-hand pane shows a slide sorter with thumbnails for slides 22, 23, 24, and 25. Slide 24 is selected and shows a list of the same five items. The top ribbon includes tabs for Home, Insert, Design, Animations, Slide Show, Review, and View. The View tab is active, showing options like Ruler, Gridlines, Message Bar, Zoom, Fit to Window, Color, Grayscale, Pure Black and White, New Window, Arrange All, Cascade, Move Split, Switch Windows, and Macros. A status bar at the bottom indicates "Slide 24 of 39" and "Digital Dots".

**Thumbnail Images** (points to the slide sorter thumbnails)

**Slide** (points to the main slide content)

**Speaker Notes** (points to the slide sorter thumbnail for slide 24)

# PowerPoint View: Normal: Outline

**Outline**

**Slide**

**Speaker Notes**

PowerPoint View

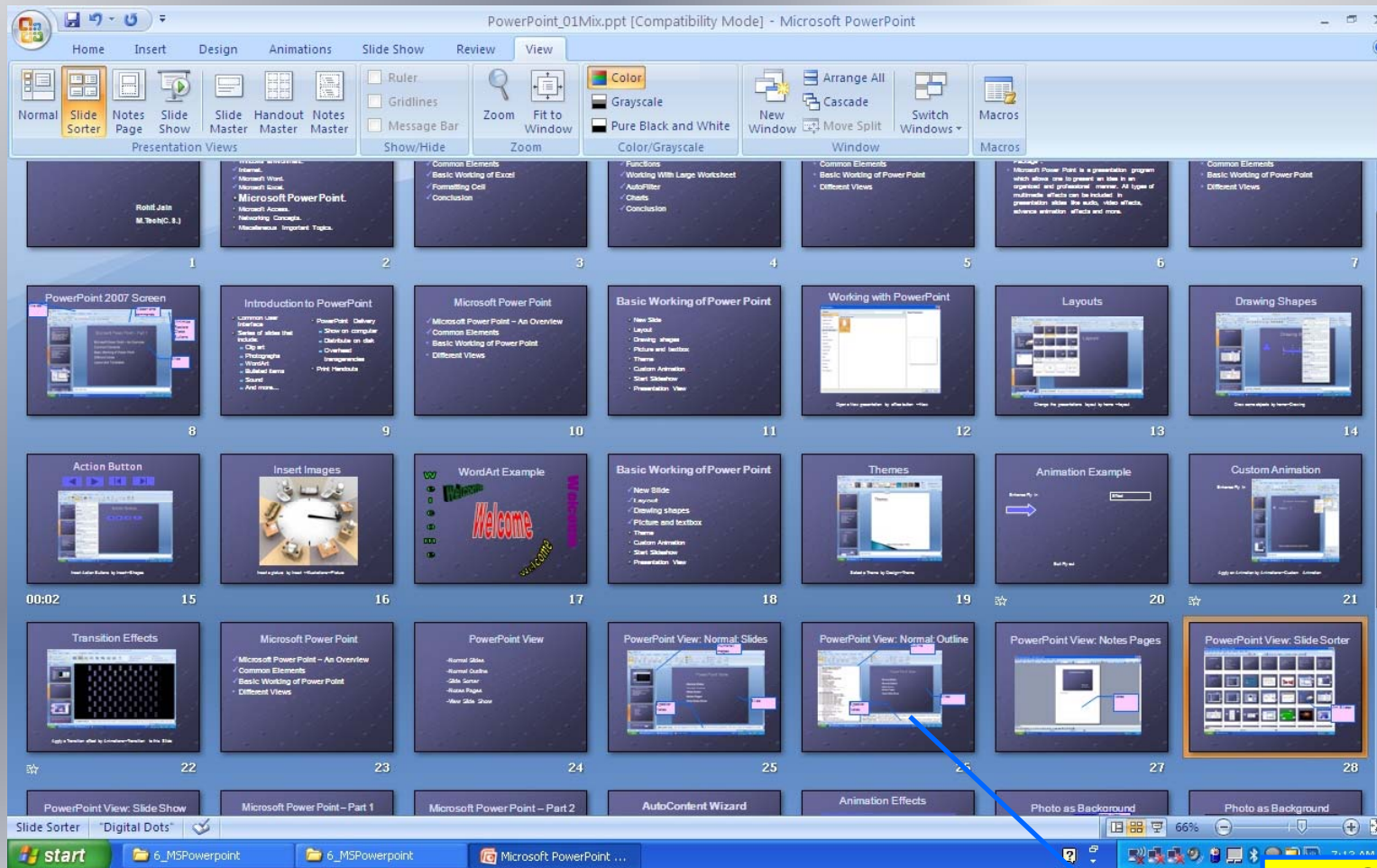
- Normal Slides
- Normal Outline
- Slide Sorter
- Notes Pages
- View Slide Show

Slide Sorter view – this view displays all the slides in miniature for the entire presentation. This view is useful for checking the overall flow of your presentation.

Notes Pages view – this lets you create speaker's or audience notes for the slides in a presentation. The notes do not appear during a slide show but can be printed to help you remember what to say as you are presenting



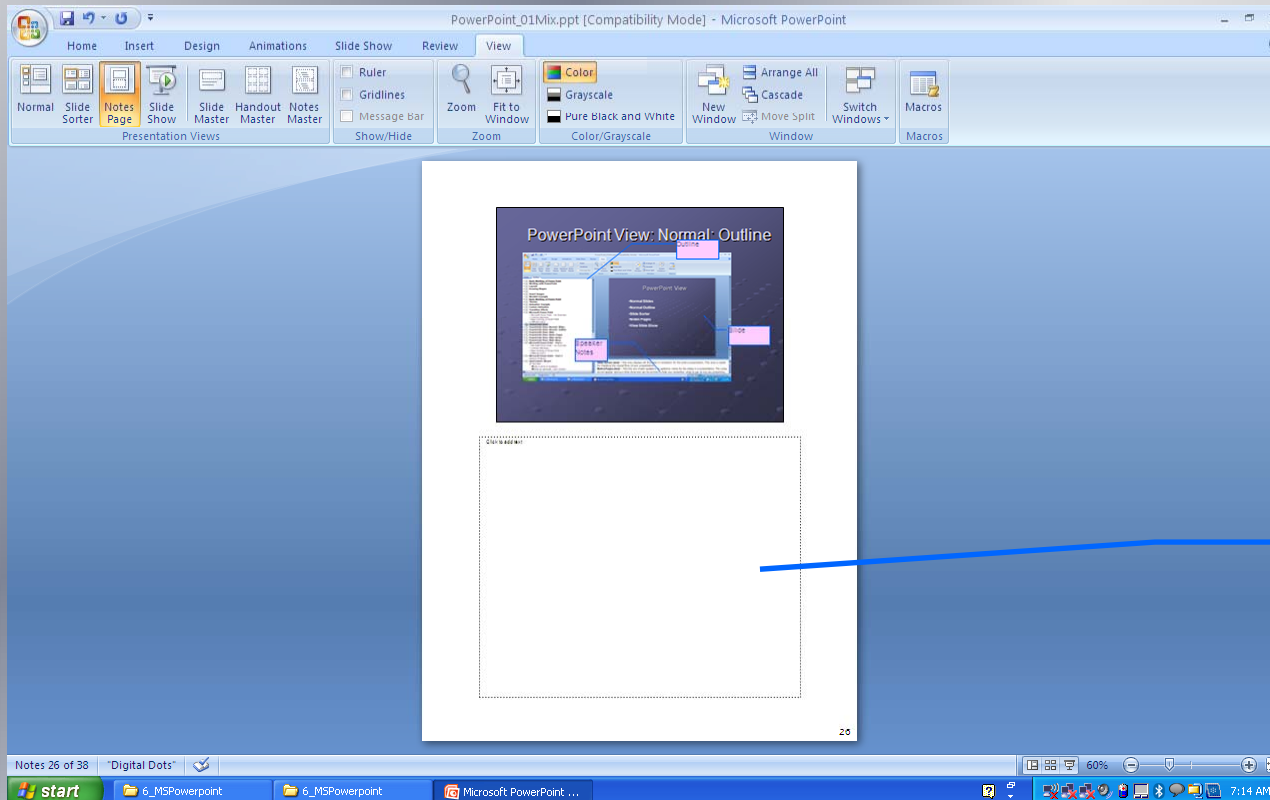
# PowerPoint View: Slide Sorter



Mini Slides

33

# PowerPoint View: Notes Pages



Notes



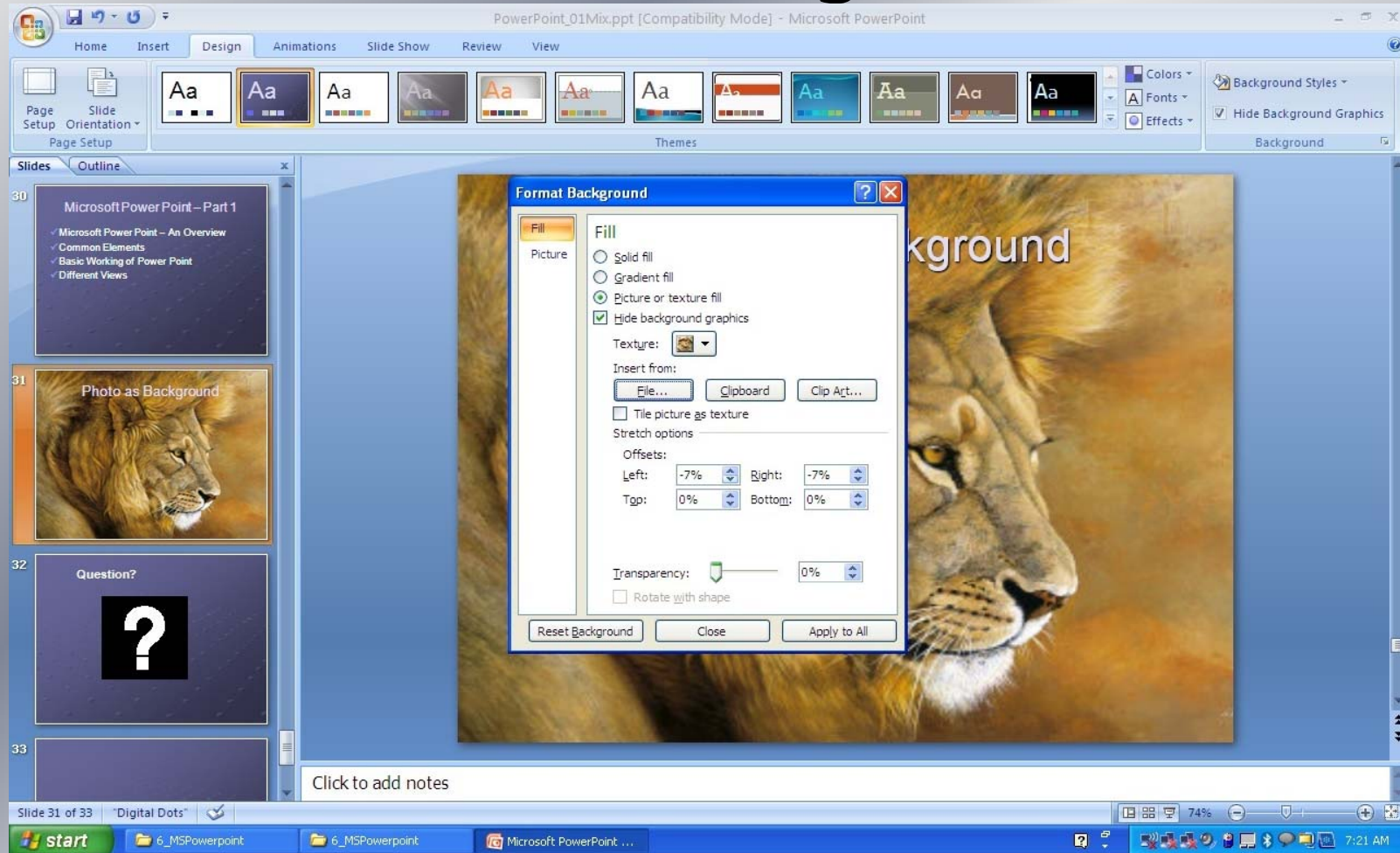
# PowerPoint View: Slide Show

View  
Presentation

Essentials Of Computers

Controls

# Photo as Background



Set a Photo as background by Design-  
>Background



# Photo as Background



# Any Question?





# Thank You

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or  
contact : Director-SIHFW  
on

[sihfwraj@yahoo.co.in](mailto:sihfwraj@yahoo.co.in)