



# Introduction to PowerPoint 2016

Microsoft PowerPoint is an application software provided by Microsoft. It is used to make presentations. It is important to understand the concept of presentation. When we want to communicate something to the group of people, we use different presentation modes so that the message can be conveyed effectively to everyone. The mode we use can be an audio-visual mode or simply



a text based mode. An effective presentation is the one which can convey the message clearly to the audience.

## LESSON SKILLS

- ▶ Components of a PowerPoint Window
- ▶ Creating a New Presentation
- ▶ Adding Text in the Slide
- ▶ Inserting a New Slide
- ▶ Inserting WordArt
- ▶ Adding Picture to a Slide

## MS POWERPOINT 2016

PowerPoint 2016 is a presentation component of Microsoft Office 2016 which is used for creating animated audio visual presentation.

**Presentation:** A presentation is a display of data and information on any specific topic in a sequence. PowerPoint presentation is a collection of slides arranged in an order.

**Slide:** A PowerPoint presentation is made up of a collection of several pages called **Slides**. Each slide is a single screen that contains text, pictures, graphics, tables, sound and video. The slides are grouped together and could be seen on the computer screen, which is called **Slide Show**.



*PowerPoint was first released in 1987 by the name of 'Presenter'.*

## BENEFITS OF A PRESENTATION

- MS PowerPoint presentation is used as a powerful communication tool for presenting ideas and views effectively through a visual medium.
- We can easily import data from MS Word, Clip Art or Paint into a PowerPoint presentation to make it more effective.
- Using PowerPoint presentation, we can even create handout material and speaker's notes.

## TITLE BAR

The thin bar present at the top of the PowerPoint window is called **Title Bar**. It displays application name and the name of the presentation on which you are currently working. The default name for the new presentation is **Presentation 1**. Title Bar also contains minimize button, maximize button and close button on the right side of the window.

## FILE TAB

When we click on the File tab, a menu appears. We use the menu to create a new file, open an existing file, save a file, print and perform many other tasks.

## QUICK ACCESS TOOLBAR

Quick Access Toolbar is situated on the left side of the Title Bar. It provides us access to commands that are frequently used like Save, Undo, Redo and Slideshow.

## RIBBON

The Ribbon is a wide band located below the Title Bar. It contains various commands for working on the presentation. The Ribbon has various **tabs** on it such as File, Home, Insert, Design, etc. The commands under each tab are organized into various **groups**. Each group contains a set of commands specific to a task.

## SLIDE

The Slide represents a page in a slideshow.

## SLIDE NAVIGATION PANE

The Slide Navigation Pane is located on the left side of the window. The slides pane shows thumbnail of each of the slides in the presentation. It can be used to navigate quickly to any part of the presentation.

## PLACEHOLDER

The dotted rectangular box on the slide is called **placeholder**. It is used for holding text, pictures, charts, objects and matter in the slide.

## SPEAKER'S NOTES PANE

The Speaker's Notes Pane is present at the bottom of the Slide/Page. Using this pane the speaker can write notes. These notes can only be viewed by the speaker. They do not appear when the presentation is running.

## STATUS BAR

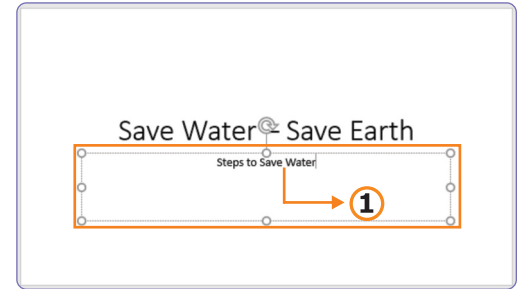
The Status Bar appears at the bottom of the PowerPoint window. On the left side, it provides details

## ADDING TEXT IN THE SUBTITLE PLACEHOLDER

To enter a text in the subtitle placeholder, follow the given steps:

1. Click on the **Subtitle placeholder** box and type your text. For example, in the image the text 'Steps to Save Water' is entered.

The subtitle text gets displayed in the subtitle placeholder and in the Slide Navigation Pane.



Adding Text in the Subtitle Placeholder



### Tech Info

*A slide layout is the systematical arrangement of various slide objects.*

## III INSERTING A NEW SLIDE —■

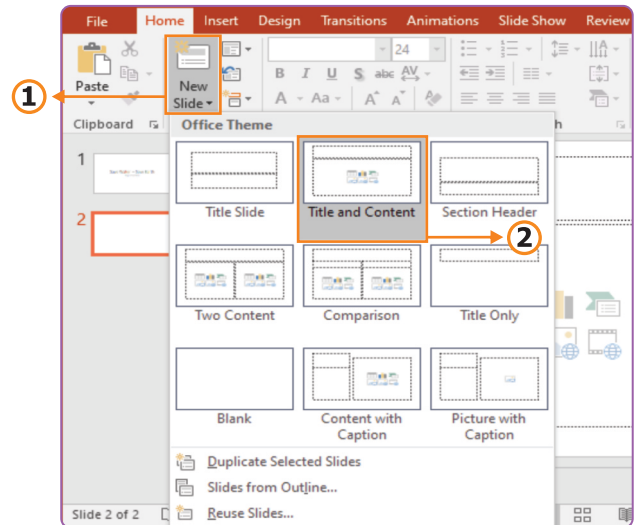
We can add as many slides in our presentation as needed. PowerPoint offers various slide layouts for adding different type of contents like images, tables, videos, graphs etc.

For adding a new slide, follow the given steps:

1. On the **Home** tab, click on the **New Slide** option from the **Slides** Group. An expanded box appears, showing the various available slide layouts.
2. Click the layout you want to choose for your new slide.

A new slide gets added in your presentation with blank placeholders to add contents in them.

The thumbnail of new slide also appears in the **Slide Navigation Pane**.



Inserting a New Slide

**Note:** To quickly add a slide that uses the same layout as the selected slide, click the top half of the **New Slide** command on the **Home** tab.



### Tech Info

*Ctrl + M is the keyboard shortcut to add new slide in the presentation. 'Title and Content' is the default slide layout, for the new slide added in this way.*

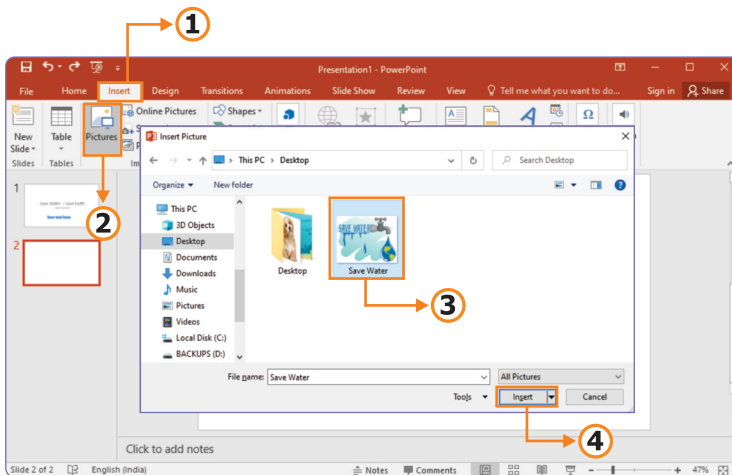
4. Type your text in the text box. When you finish typing the text, click anywhere outside the text box or press **Esc** key twice.

## III ADDING PICTURE TO A SLIDE —■

PowerPoint lets you insert images or pictures in your presentation.

To insert a picture, follow the given steps:

1. Click on the **Insert** tab on the Ribbon.
2. Select **Pictures** option. An **Insert Picture** box appears.
3. Browse to the location where you have saved your picture file.
4. Then click on **Insert** button. The selected picture gets inserted on the slide.



Adding Picture to a Slide



### Tech Info

*You can also insert pictures by clicking on the **Pictures** or **Online Pictures** button present on the Title and Content layout slide.*

## III DELETING A SLIDE —■

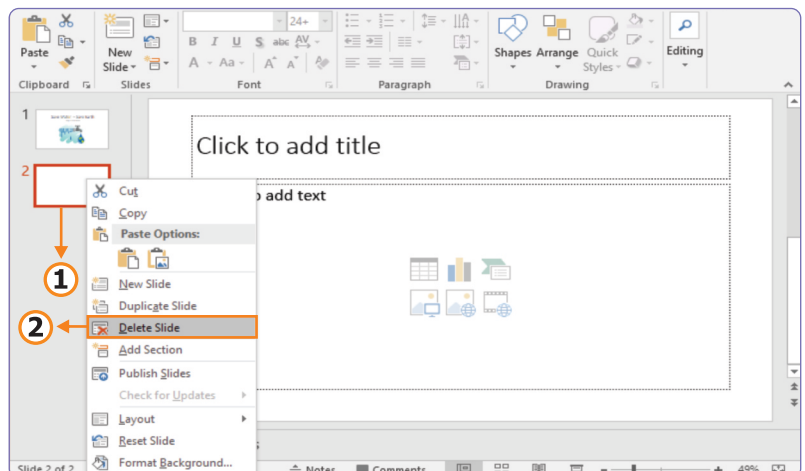
We can easily delete the unwanted slides from the presentation.

To delete a slide, follow the given steps:

1. Select the **slide thumbnail** in the **Slide Navigation Pane**, which is to be deleted.
2. Right-click on it and choose **Delete Slide** option from the shortcut menu. The selected slide gets deleted.

OR

Press **Delete** key on the keyboard.



Deleting a Slide



## III OPENING A SAVED PRESENTATION —■

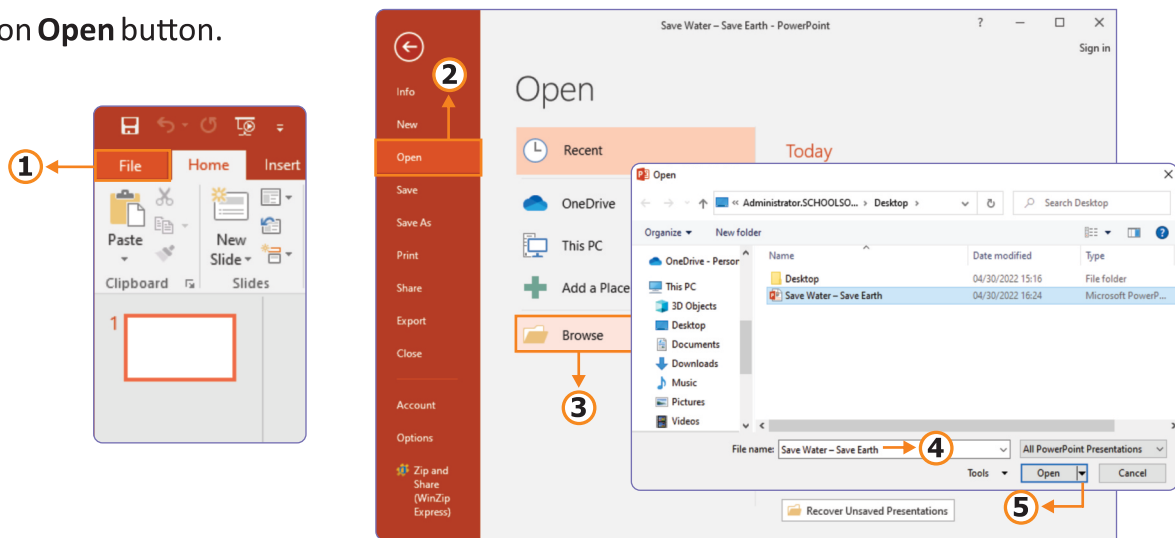
To open a saved presentation, follow the given steps:

1. Click on **File** tab.
2. Click on **Open** command from the left pane.
3. Click on **Browse** option. The **Open** dialog box will appear.
4. Browse the location and select the required file to open.
5. Click on **Open** button.



### Tech Info

*Ctrl + O is the keyboard shortcut to open the saved presentation.*



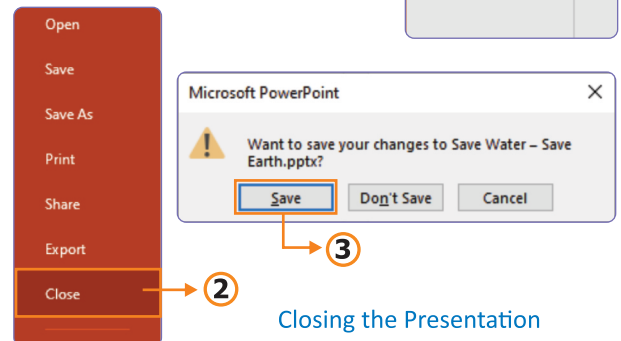
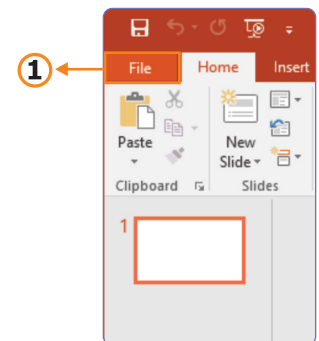
Opening a Saved Presentation

## III CLOSING THE PRESENTATION —■

After working with the presentation, you can close it.

To close a presentation, follow the given steps:

1. Click on **File** tab. The **Backstage View** appears.
2. Click on the **Close** option from the left pane.
3. If you have not saved the presentation, it will display a message box asking you to save the changes you have made.
  - a. Click on **Save** button, if you want to save your presentation.
  - b. Click on **Don't Save** button, if you do not want to save the presentation.
  - c. Click **Cancel** button, if you want to return to the presentation.



Closing the Presentation

PowerPoint closes the currently opened presentation.

## B State 'T' for True and 'F' for False

1. Presentation slides can hold only text based contents.
2. Slide show is the full screen view of presentation slides.
3. To close PowerPoint, you can click on Minimize button.
4. Ctrl + N is the keyboard shortcut to save the presentation.
5. The first slide in a presentation is called the Title slide.

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## C Fill in the blanks

Hints

Ctrl + N | Notes | Status Bar | Placeholder | Slide

1. A single page of a presentation is called a .....
2. .... is a dotted rectangular box on the blank slide.
3. Shortcut key to insert a blank presentation is .....
4. The ..... displays information about current slide no., total no. of slides, view button & zoom slider.
5. .... button allows to write personal notes about a slide.

## D Answer the following questions

1. What is PowerPoint? List any two uses of it.

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2. What is a slide? Write steps to create Title slide.

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3. What is the use of Slide Show view in PowerPoint?

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4. What do you understand by a slide layout in PowerPoint? Name any two slide layouts.

.....

.....

- B** Mark any 5 components of PowerPoint 2016 window in the puzzle given below and write their names in the space provided.



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



- A** Create a PowerPoint presentation that consists of 5 slides. Insert relevant pictures to make the presentation attractive.

**SLIDE 1 :**

Use Title Layout

Title: "The Seasons"

Subtitle: BY: "Your Name"

**SLIDE 2 :**

Use Title and Content layout

Title: SPRING

March 20th is the first day of Spring

Spring lasts from March to June

**SLIDE 3 :**

Use Title and Content layout

Title: SUMMER

June 20th is the first day of Summer

Summer lasts from June to September

**SLIDE 4 :**

Use Title and Content layout

Title: AUTUMN

September 22nd is the first day of Autumn

Autumn lasts from September to

December

**SLIDE 5 :**

Use Title and Content layout

Title: WINTER

December 21st is the first day of Winter

Winter lasts from December to March