

4

Formatting Slides in PowerPoint

LESSON SKILLS

- ▶ Applying Themes
- ▶ Changing Slide Background
- ▶ PowerPoint Views
- ▶ Animation
- ▶ Slide Transitions

PowerPoint is a presentation program developed by **Microsoft**. It provides various views and tools, with which you can build a presentation that includes words, graphics, and media. Through presentations, you can communicate ideas, messages, and other information to a group of people.

PowerPoint has many objects such as pictures, shapes, SmartArt, screenshot, sounds and videos that you can add to your slides. You can also add animation and different kind of transitions to the slides. We will learn about these features in the chapter.

APPLYING THEMES

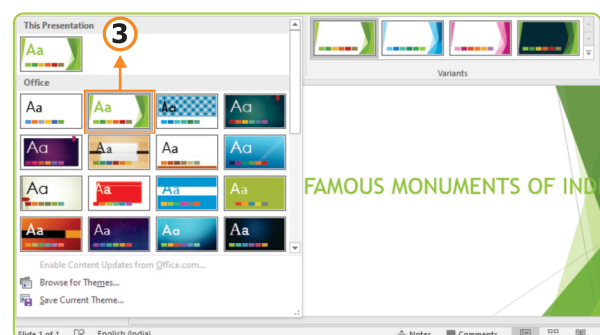
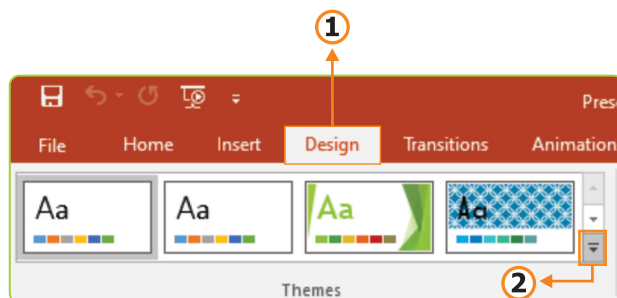
Themes are an in-built feature which offers you a quick way of changing the layout and design of the presentation that you have created. Each theme has its own set of colors, fonts and effects. It is easy to apply a theme to a single slide, a section, or the entire presentation. Generally, it is better to use one theme for an entire presentation so that the slides have a consistent look and feel.

To apply themes, follow the given steps:

1. Click on **Design** tab.
2. Click on the **More** drop-down arrow. All the available themes are displayed.

As you hover the mouse pointer over a theme, you can see a preview of the theme in the presentation.

3. Select the theme you wish to apply to your presentation. The theme is applied to the presentation.



Applying Themes

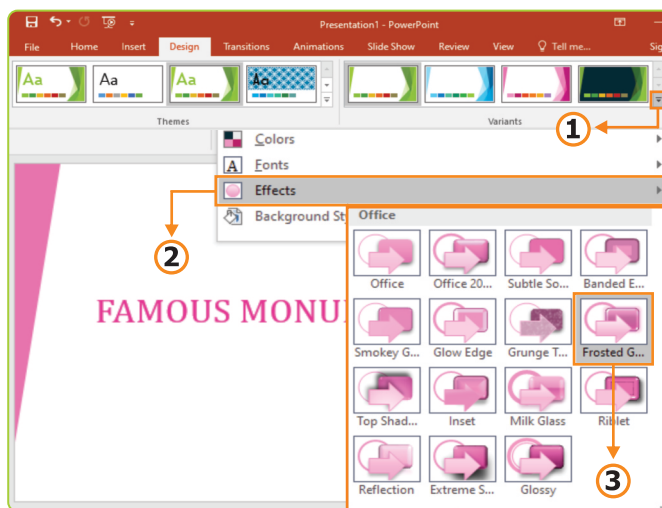
APPLYING THEME EFFECTS

The new theme effect is used to quickly change the appearance of the shapes in the presentation.

To apply new theme effect, follow the given steps:

1. On the **Design** tab, in the **Variants** group, click on the **More** drop-down arrow.
2. Select **Effects** from the options. A menu with various effects option appears.
3. Select the effect you want to apply to your presentation.

The effect is applied to your presentation.



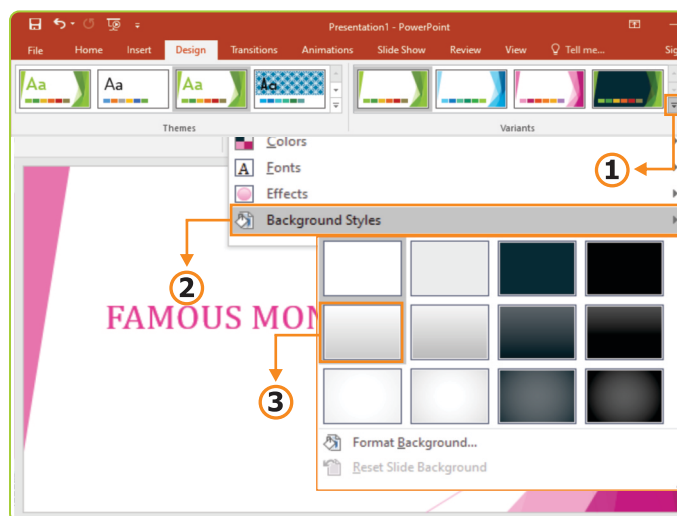
Selecting Theme Effects

APPLYING THEME BACKGROUND STYLES

To apply new theme background style, follow the given steps:

1. On the **Design** tab, in the **Variants** group, click on the **More** drop-down arrow.
2. Select **Background Styles** from the options. A menu with various background option appears.
3. Select the background you want to apply to your presentation.

The background style is applied to your presentation.



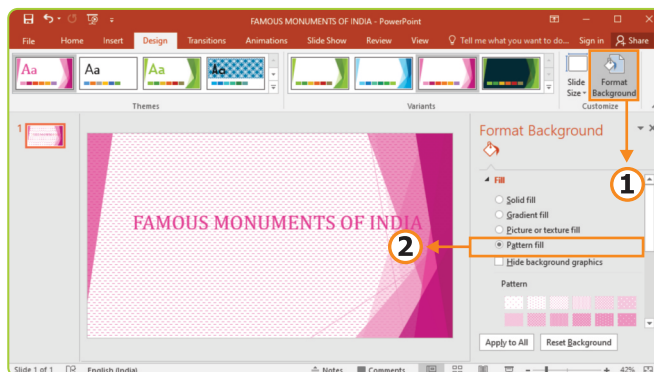
Selecting Theme Background Styles

CHANGING SLIDE BACKGROUND

You can change the appearance of a slide by changing its background color, shade, pattern, or texture. You can also use a picture as background.

To change the background style, follow the given steps:

1. On the **Design** tab, in the **Customize** group, choose **Format Background** option. The **Format Background** pane appears to the right of the window.




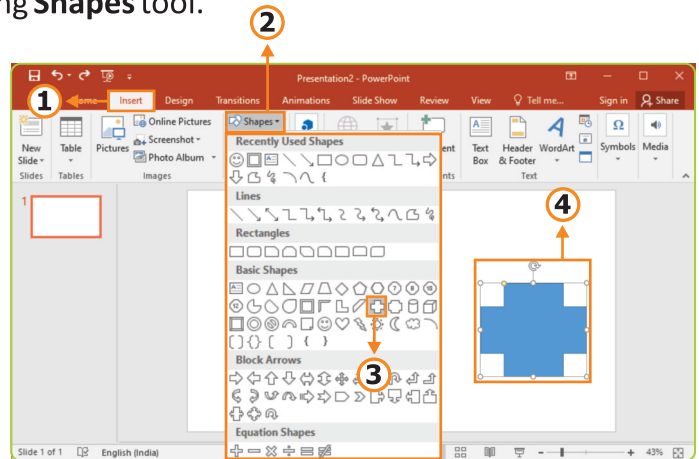
Changing Slide Background

INSERTING SHAPES

We can also insert various pre-designed shapes using **Shapes** tool.

To insert shapes on the slide, follow the given steps:

1. Click on the **Insert** tab.
2. Click on the **Shapes**  option in the **Illustrations** group. The expanded list of shapes appears.
3. Choose the required shape you want to insert.
4. Now drag the mouse pointer on the slide to draw the shape of the required size.




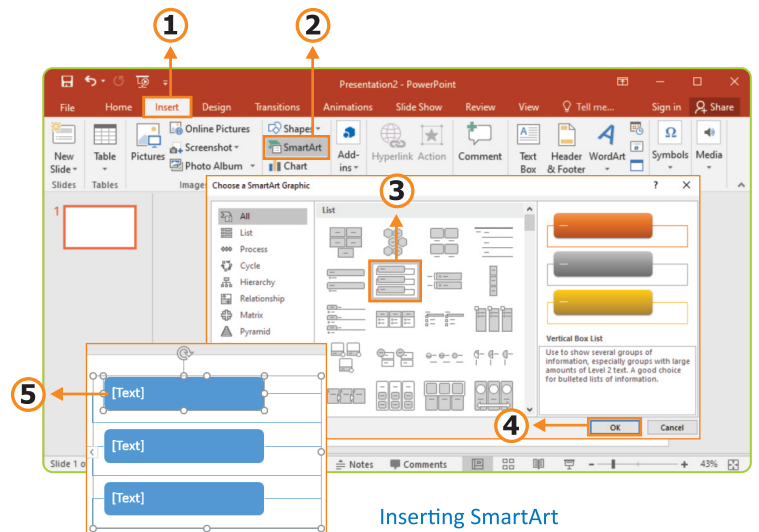
Inserting Shapes

INSERTING SMARTART

PowerPoint has an important feature called **SmartArt**. SmartArt graphic is a visual representation of information and ideas through graphics, lists and designs which contains text.

To insert a SmartArt in your slide, follow the given steps:

1. Click on the **Insert** tab.
2. Click on **SmartArt**  option in the **Illustrations** group. A **Choose a SmartArt Graphic** dialog box appears.
3. Choose a **SmartArt** from the given categories.
4. Click **OK** button. The SmartArt is inserted on the current slide.
5. Click on **[Text]** in each individual shape and type the desired text.



Inserting SmartArt




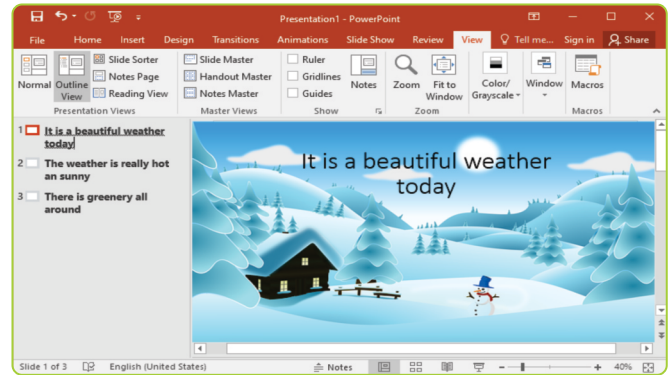
Tech Info

To delete the entire SmartArt, click its border and press the Delete key. To delete a shape, click on only that shape and press the Delete key.

2. **Slide Pane** : The slide pane displays an enlarged view of the current slide. This is your work area. You can add text, pictures, SmartArt, videos, audio files etc. to your slide here.
3. **Notes Pane** : The notes pane is used to type notes relevant to a particular slide. You can refer to these notes for the slide while giving your presentation.


OUTLINE VIEW

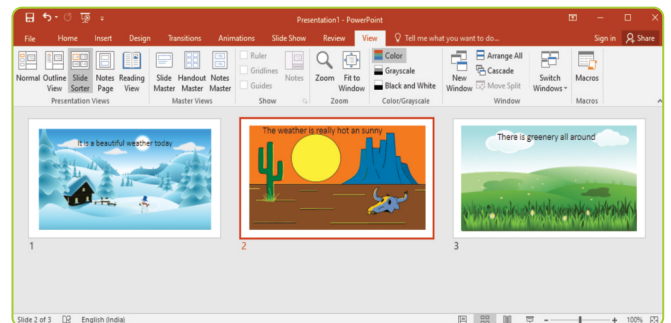
Outline View  shows the **text on the slides** in the slide navigation pane. This view allows you to quickly edit your slide text, and view the text of multiple slides at a glance.



Outline View


SLIDE SORTER VIEW

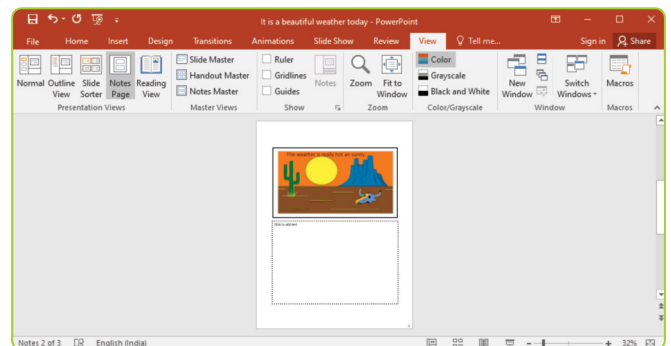
Slide Sorter View  displays a **miniature view** of all the slides in a presentation. In Slide Sorter View, you can change the order of the slides. The advantage of this view is that you can see all slides on the screen and you can move, delete, edit and recognize these slides easily. A thick border appears around the selected slide.



Slide Sorter View


NOTES PAGE VIEW

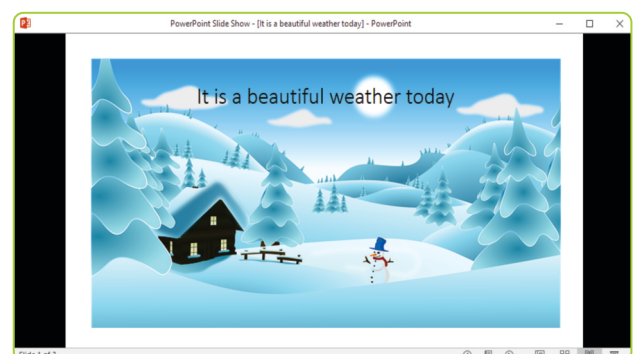
You can add notes to the slides in your presentation. If you click the Notes Page View  you will be taken to a page view with the slide in the top half and a text box below it to add your notes. These notes are useful to help you remember important points and are called **Speaker's Notes**. They cannot be seen by the audience.



Notes Page View

READING VIEW

Reading View  allows you to view a presentation not in full screen slide show view, but in a window with Title Bar and Status Bar with simple controls that make the presentation easy to review.



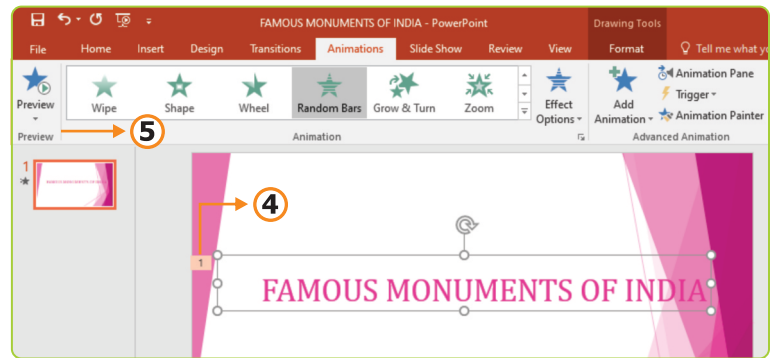
Reading View

- **Entrance** : It makes the text and object enter the slide with an effect.

- **Emphasis** : It is used to highlight the key points in text or an object that is on the slide.

- **Exit** : It makes the text and object exit the slide with an effect.

- **Motion Path** : It adds an effect that makes text or an object moves within the slide in a specified pattern or direction.



Animating Text and Objects

- The object will now have a **small number** next to it to show that it has an animation. Also, in the slide pane, the slide will now have a **star symbol** next to it indicating that the animation effects have been applied to the slide.

You can add animations to other texts or objects on the same slide. They will be numbered 2,3....and so on, and will run in that sequence.

- Click on the **Preview** option to preview your slide

OR

Click **Ctrl + F5** keyboard shortcut, to preview the transition of all the slides.



Tech Info

You can add more than one animation to the same object by clicking drop-down arrow of the Add Animation button in the Advanced Animation group.

ADJUSTING THE ANIMATION TIMINGS

PowerPoint also allows us to adjust the time of animation or the duration and when it is to be triggered during the slide show.

To specify when an animation should start, follow the given steps:

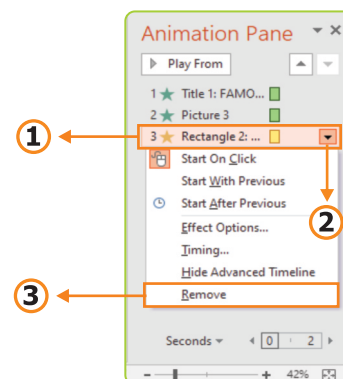
- On the **Animation** tab, click the down arrow of the **Start** box in the **Timing** group and choose the required option from the following:
 - **On Click** : The animation begins when you click mouse on the slide.
 - **With Previous** : The animation begins at the same time as the previous animation in the list.
 - **After Previous** : The animation begins immediately after the previous animation ends.

- Click the drop-down arrow button on its right side to expand the list of options.
- Choose **Remove** option from the list. The animation will disappear from the Animation Pane as well as from the object.



Tech Info

To remove an animation, click on the animation number to remove. The number box gets highlighted. Press the Delete key.



Removing an Animation

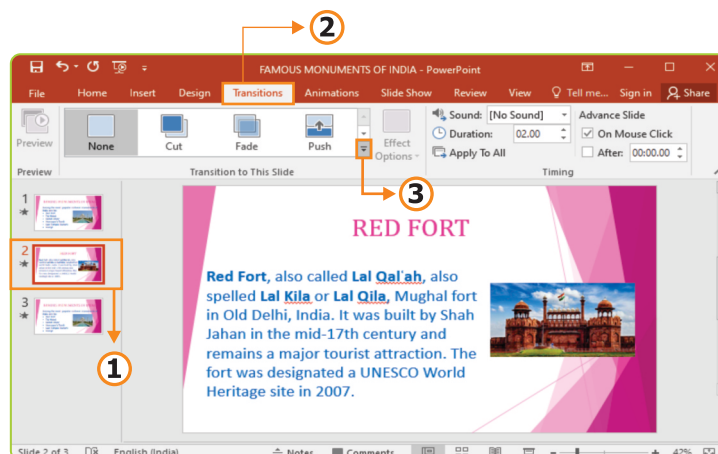
SLIDE TRANSITIONS

Transitions are the special visual effects that are added to a slide when you move from one slide to the next in a presentation. You can make a slide fade out into the new slide or a new slide to cover up the previous slide. There are many such transition effects available in PowerPoint.

APPLYING SLIDE TRANSITION

To apply a transition to a slide in a PowerPoint presentation, follow the given steps:

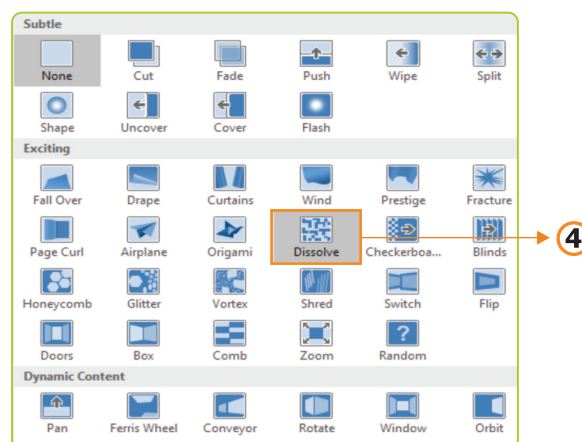
- Select the slide from the **Slide Navigation Pane** to which you want to apply transition.
- Click on the **Transitions** tab.
- Click on **More** button in the **Transition to This Slide** group.



A drop-down gallery opens with the various transition effect options.

PowerPoint has following three categories of transition effects to choose from:

- Subtle** : These transition effects are very simple and basic.
- Exciting** : These transition effects are more complex than subtle effects. This category has transitions which are strong.



Applying Slide Transition



Quick Revision

- ▶ PowerPoint presentation is also known as Slide Show.
- ▶ Different views in PowerPoint are Normal View, Slide Sorter View, Reading View and Slide Show View.
- ▶ Theme is the look, colour, and graphics that the slides in your presentation have in common.
- ▶ Transition effects are the movements that occur when one slide advances to another in Slide Show view.
- ▶ Animations are predefined special sound or visual effects that you can add to objects on a slide.
- ▶ There are four options to animate text or objects: Entrance, Emphasis, Exit & Motion Path.
- ▶ You can add more than one animation to the same object.



PRACTICE TIME

A Tick ☒ the correct answer

1. A displays the slide in full screen mode.
a. Slide Show ☐ b. Slide Sorter ☐ c. Outline ☐
2. allows you to add text and view information along with the slide you want to share.
a. Slide Pane ☐ b. Outline Pane ☐ c. Notes Pane ☐
3. Which of the following effects determines the entry and exit style of a slide?
a. Animation ☐ b. Sound ☐ c. Transition ☐
4. Which of these is not a view?
a. Zoom View ☐ b. Normal View ☐ c. Slide Sorter View ☐
5. effects can be added to a slide to advance to the next slide.
a. Transition ☐ b. Animation ☐ c. Both a and b ☐

4. What is slide transition?

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5. Describe the different methods to advance a slide in a presentation.

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Concept Based Questions

1. Parul has made a presentation of 5 slides. She wants to apply the same background colour to all the slides. Which option will she use to perform the given task?

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2. Surabhi wants to preview the transition of all the slides in her presentation. Suggest her as to which shortcut key combination she should use to play the animation.

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ACTIVITY

A

Match the following

Column A

1. Themes
2. Background Styles
3. Transition
4. Slide Sorter View
5. Animation

Column B

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Special visual effects that are added to a slide when you move from one slide to the next in a presentation. |
| <input type="checkbox"/> | Displays a miniature view of all the slides in a presentation. |
| <input type="checkbox"/> | Predefined special sound or visual effects that you can add to objects on a slide. |
| <input type="checkbox"/> | Predefined combination of colors, fonts and effects. |
| <input type="checkbox"/> | Enhances the contrast of background with text. |