

Date:-21.09.20

Ch-7 Ms PowerPoint

Q1.Ms PowerPoint:-

PowerPoint is a computer program that allows us to create and show slides to support a presentation. We can combine text, graphics and multi-media content to create professional presentations also we can add sound, music, images, smart Art Graphics and videos to make them interesting.

PPT is a file extension for a presentation file format used by Microsoft PowerPoint, the popular presentation software commonly used for office and educational slide shows. All text images, sound and video used in the presentation are contained in the PPT file.

Q2.Uses of PowerPoint or Advantages of PowerPoint:-

(i) Can easily input images.

(ii) Templates are built in for different appearances.

(iii)Can easily add media and recordings.

(iv)More exciting than a simple word document or hand written presentation.

Q3.How to Start Microsoft PowerPoint:-

1. Click on the PowerPoint icon in the Taskbar. If you do not see the icon, go to the Start button, right-click, and choose Search. Type "PowerPoint" in the search field, and when PowerPoint appears, double-click it.
2. PowerPoint will open, prompting you to select a theme. Click on Blank Presentation.

Q4.Slides:-

The Slides tab of the Normal view help to see a thumbnail view of each slide in the presentation. We can use this view to navigate through our presentation and rearrange, add, or delete slides.

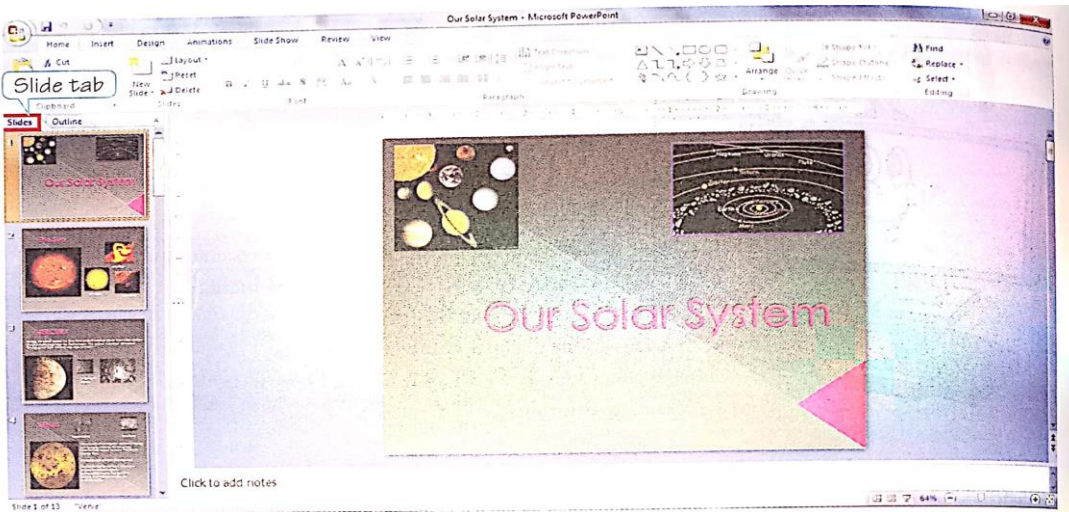


FIG. 7.1 SLIDE TAB

Q5.Outline Tab:-

The Outline Tab of Normal view helps to see slide title and text in outline form. We can use this view to write and organize content, navigate through our presentation and rearrange, add or delete slides or slide content.

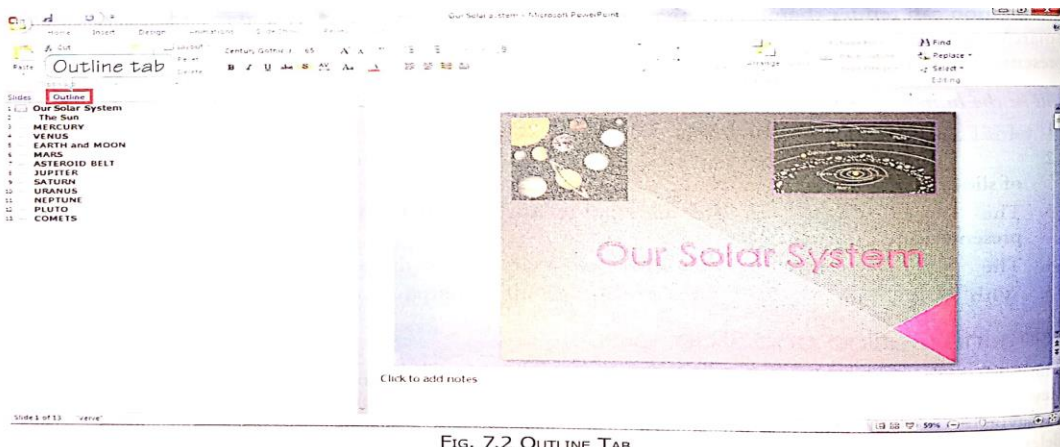


FIG. 7.2 OUTLINE TAB