MARUDHAR KESARI JAIN COLLEGE FOR WOMEN, VANIYAMBADI
PG DEPARTMENT OF COMPUTER APPLICATIONS

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UNIT-IV

MSPowerPoint:Introduction– SlidesManipulation(Insertingnew,Copy,paste, delete and duplicate slides) –Slide show– Types of Views – TypesofAnimations–InsertingObjects– Implementingmultimedia(Videoand Audio)–Templates(Built-inandUser-Defined). 6 V Internet: Introductionto Internet and Intranet–Services of Internet-Domain Name – URL – Browser – Types of Browsers – Search Engine -E-Mail – Basic Components of E-Mail – .How to send groupmail.ECommerce:DigitalSignature–DigitalCurrency– Onlineshoppingand transaction

What is PowerPoint

Microsoft PowerPoint, usually just called the PowerPoint, is a software program developed by Microsoft to produce effective presentations. It is a part of Microsoft Office suite. The program comprises slides and various tools like word processing, drawing, graphing and outlining. Thus it can display text, table, chart, graphics and media in the slides.

Features of PowerPoint

Microsoft PowerPoint is a professional presentation program that allows the user to create a "presentation slide" that can be displayed on the computer screen through a projector that is plugged into the computer. There are three main features of the Microsoft PowerPoint window that you need to focus upon while learning PowerPoint. These features are Microsoft Office Button, Quick Access Toolbar and Ribbon. Some of the other important features of PowerPoint are:

DigitalSignature–DigitalCurrency–Onlineshoppingand transaction.

- o **Ribbon:** PowerPoint has a new, intuitive user interface called the Ribbon that helps you create better presentations much more quickly than you could in earlier versions of PowerPoint.
- o **Live Preview:** PowerPoint takes advantage of the live preview feature to review your formatting choices before you apply them.
- o **Create Dynamic Presentations:** PowerPoint quickly creates dynamic and great looking presentations using the redesigned user interface and new graphics capabilities.
- o **Video Capabilities:** One of the attractive features of Microsoft PowerPoint is that it allows you to use video in your presentations. With this software, you can embed a video clip into one of your slides and use it during the slideshow. When you embed the video, you can also perform a number of editing functions which will allow you to alter the video to your needs for the presentation.

- **Apply a consistent look and feel in one click:** PowerPoint themes help you change the look and feel of your entire presentation with just one click. PowerPoint comes with new themes, layouts and Quick Styles that offer you a wide range of options when you are formatting your presentations. Changing the theme of your presentation not only changes the background colour but the colour of a diagram, table etc and even the style of any bullet points within a presentation.

- **Sharing:** Another feature of Microsoft PowerPoint is the ability to share presentations with other individuals in different locations.

- **Dynamically modify shapes, text, and graphics with new tools and effects:** You can now manipulate and work with your text, tables, charts and other presentation elements in much richer ways than ever before.

- **Special Effects:** When creating a presentation, one of your jobs as a presenter is to keep the attention of your audience. If you create a plain presentation without any flair, your subjects may not pay attention for long. With Microsoft PowerPoint, you can use a number of special effects to enhance the quality of your presentations.

- **Reduce your document sizes and improve file recovery at the same time:** The new compressed Microsoft PowerPoint XML Format offers a dramatic reduction in file size, while offering an improvement in data recovery for damaged files.

- **Support other file formats:** PowerPoint enables support for other file formats, such as PDF and XPS.

- How to Add Slide

- There are multiple ways to add slide in PowerPoint presentation. The frequently used option is to click the New Slide button.

- See the image:

-
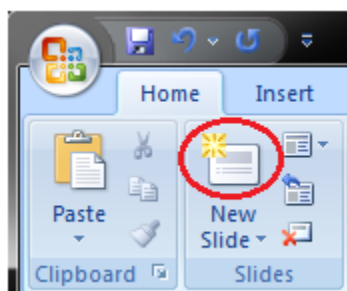
o The other ways to add a slide are: Office Themes, Duplicate Selected Slide and Reuse Slides.

o **1) Using Office Themes to add slide:**

o Select the slide next to which you want the new slide to appear

o In Home tab, click the drop-down arrow on the New Slide button

o It will display the office themes

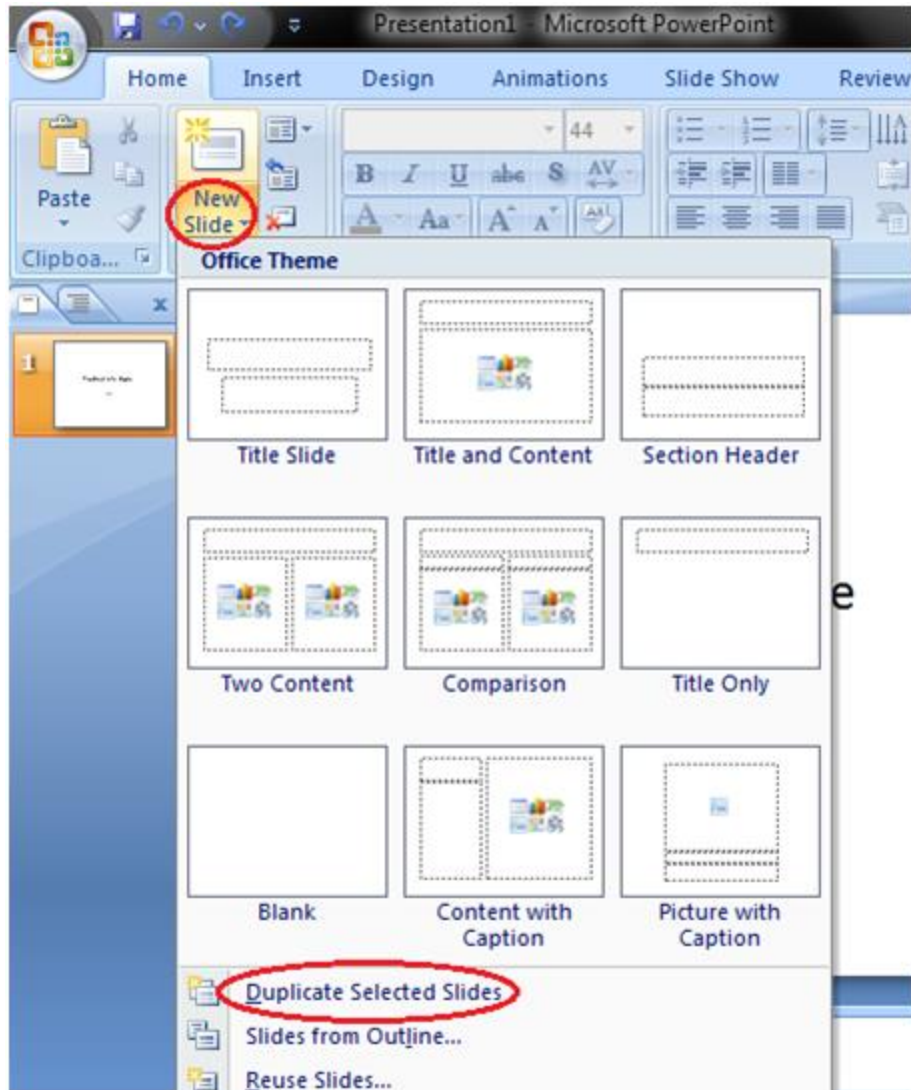o Select the slide choice that suits your requirement

See the image:
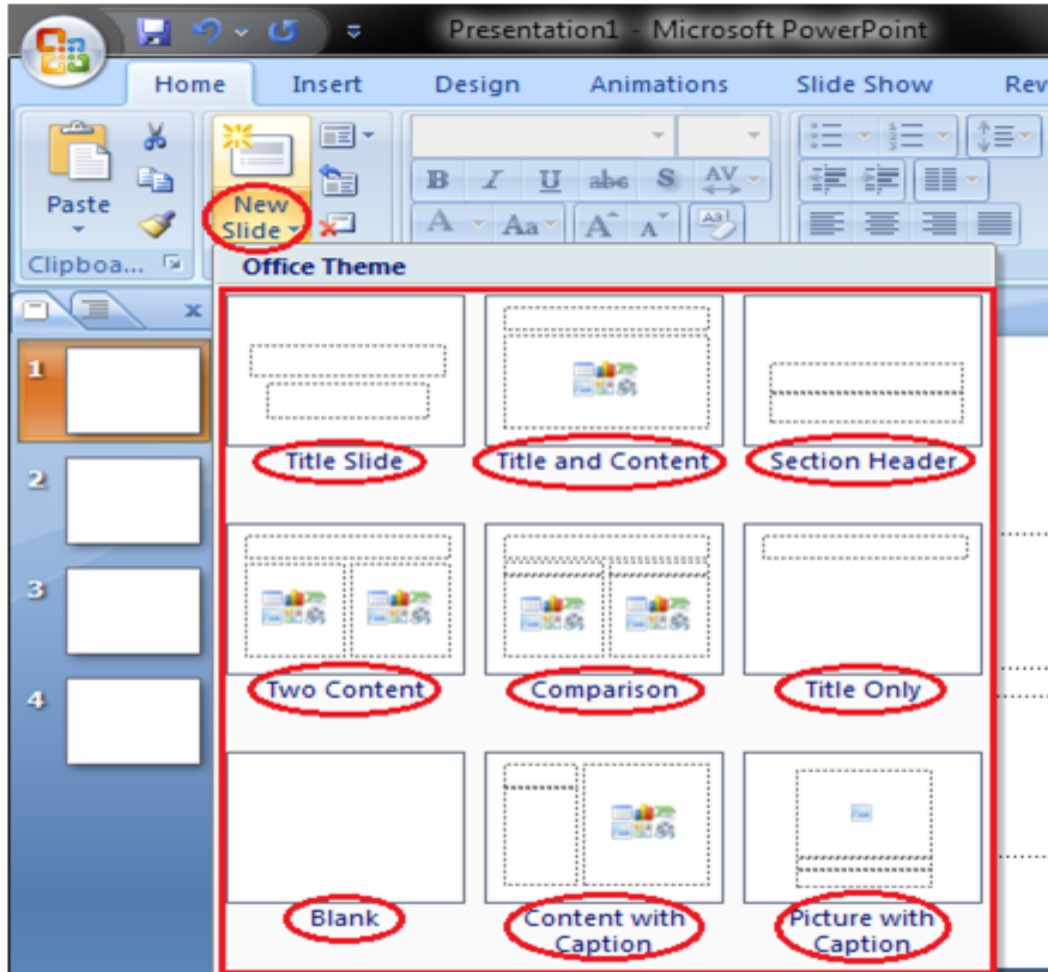
2) Using Duplicate Selected Slide option to add slide:

- o Select the slide you want to duplicate
- o In Home tab, click the drop-down arrow of New Slide button
- o Left click the Duplicate Selected Slide

See the image:

3) Using Reuse Slides option to add slide:

- o Select the slide next to which you want the new slide to appear
- o In Home tab, click the drop-down arrow of New Slide button
- o Select the Reuse Slides option
- o Click on Browse then click on Browse File
- o Select the slide from the presentation that you want to import

See the images:
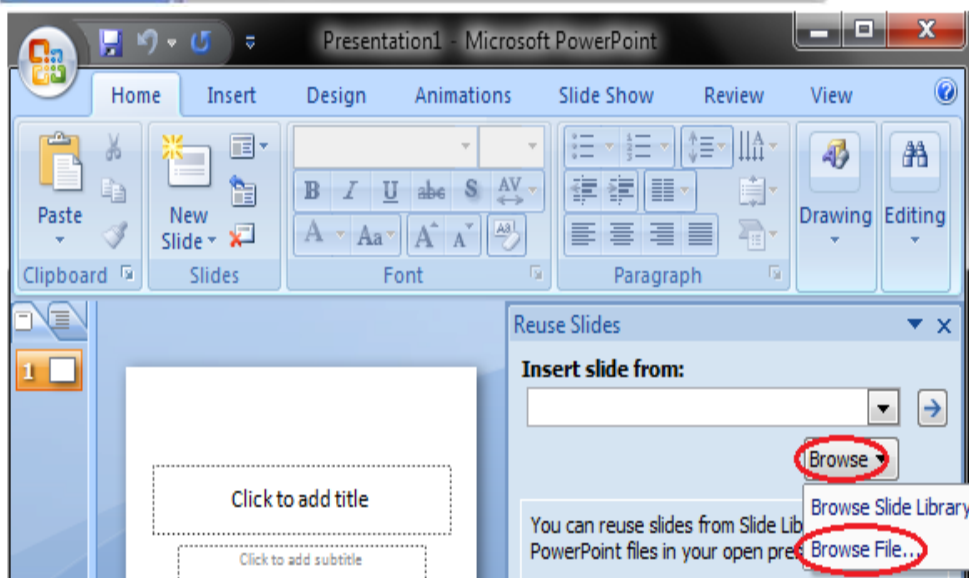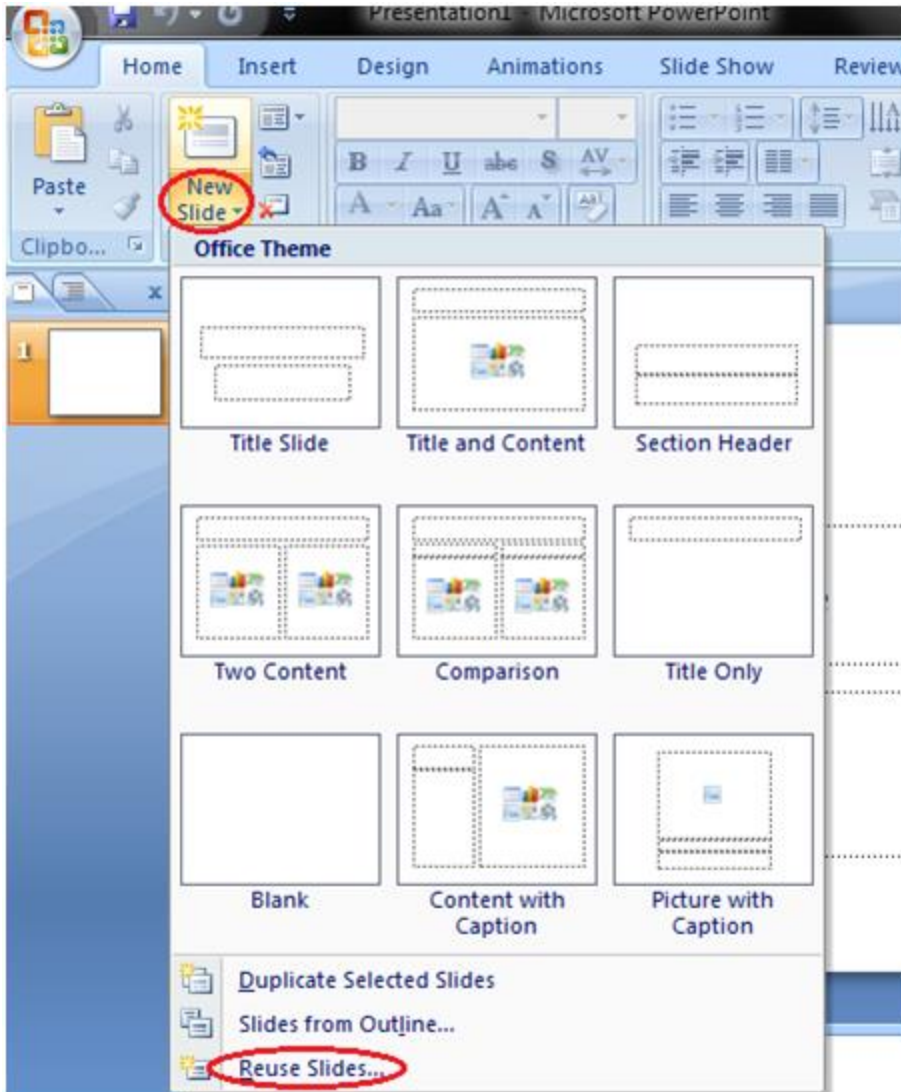
Add slides

1. Select the slide you want your new slide to follow.
2. Select **Home** > **New Slide**.
3. Select a layout.
4. Select the text box and type.

Delete slides

1. For a single slide: Right-click the slide in the thumbnail pane on the left, and select **Delete Slide**.
2. For multiple slides: Press and hold Ctrl, and in the thumbnail pane on the left, select the slides. Release the Ctrl key. Then right-click the selection and choose **Delete Slide**.
3. For a sequence of slides: Press and hold Shift, and in the thumbnail pane on the left, select the first and last slides in the sequence. Release the Shift key. Then right-click the selection and choose **Delete Slide**.

Duplicate a slide

In the thumbnail pane on the left, right-click the slide thumbnail that you want to duplicate, and then click **Duplicate Slide**. The duplicate is inserted immediately after the original.

Rearrange the order of slides

In the pane on the left, click the thumbnail of the slide that you want to move, and then drag it to the new location.

To select multiple slides: Press and hold Ctrl, and in the pane on the left, click each slide that you want to move. Release the Ctrl key, and then drag the selected slides as a group to the new location.

Copy and paste your slides

1. Click **View**, and then in the **Presentation Views** group, click **Normal.**
2. In the slide thumbnails on the left side, click the slide that you want to copy:
   - To select multiple sequential slides, click the first slide, press Shift, and then click the last slide that you want. Alternatively, you can click on the first slide, press Shift and then press the CURSOR DOWN button until you get to the last slide.
   - To select multiple non-sequential slides, press Ctrl, and then click each slide that you want.
3. Right-click the selected slide(s), and then click **Copy**.
4. Right-click the thumbnail you want your copied slides to follow in the second presentation, and under **Paste Options**, do one of the following:
   - To take the theme of the presentation you're pasting into, click **Use Destination Theme** . This will adapt the copied slide to match the destination theme.
   - To maintain the theme of presentation you are copying from, click **Keep Source Formatting** . This implies that the slide will keep its original theme format and not presentation's theme

Where is the Paste Options button?

When you paste a slide into a new location, the **Paste Options** button automatically appears near the pasted slide in Normal view. Alternatively, you can use the Ctrl+V paste shortcut to paste the slide. Below the slide, you'll see a tab that allows you to select the formatting options — Use Destination Theme and Keep Source Formatting

You can get to **Paste Options** by clicking **Home** and then clicking the small arrow under **Paste**.

**Overview of How to Use Slide Show View in PowerPoint:**

Slide Show view in PowerPoint lets you show a presentation on or from your computer. You can view either the entire presentation or just a few slides. This is the best way to view or preview a presentation to ensure it is clear, focused, and impactful in the way you want.

To run a presentation in Slide Show view in PowerPoint, click the "Slide Show" tab in the Ribbon. To start the slide show from the first slide, then click the "From Beginning" button in the "Start Slide Show" button group. Alternatively, to start the slide show from the currently selected slide, click the "From Current Slide" button in the "Start Slide Show" button group.

To advance through the slides and animations in a presentation in Slide Show view, click the screen. Alternatively, to advance through the slide show, press "Spacebar" on your keyboard. After viewing the entire presentation, the slide show closes and returns to its previous view. However, to exit the slide show at any time, press the "Esc" key on your keyboard.

Alternatively, you can select commands in a pop-up menu or click buttons in a toolbar to navigate the presentation and access annotation options. To show a pop-up menu that contains commands for navigating the presentation and adding slide annotations in Slide Show view, right-click the screen. Then select the command to perform. Alternatively, move your mouse onscreen in Slide Show view to see a small semi-transparent toolbar appear in the lower-left corner of the screen. Then click the desired button to perform.
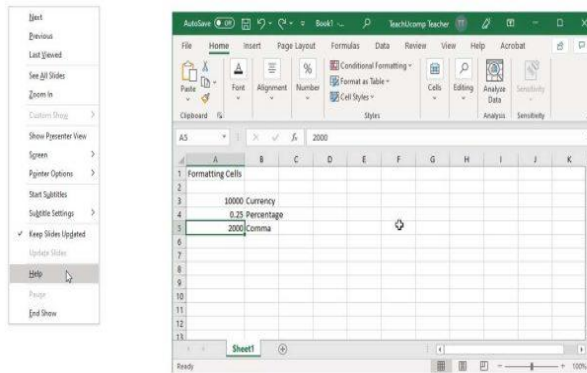
A picture showing the pop-up menu of commands in Slide Show view in PowerPoint.

To see a listing of the keyboard shortcuts you can use in Slide Show view in PowerPoint, right-click a slide in Slide Show view to show the pop-up menu. Then select the "Help" command in the pop-up menu to open the "Slide Show Help" dialog box. To show commands based on category, select the desired category at the top of the dialog box. The keyboard shortcuts for that category then appear in the dialog box. These can help you minimize onscreen distraction when delivering your presentation. To close the dialog box after examining the shortcuts, click its "OK" button.

Instructions on How to Use Slide Show View in PowerPoint:

1. **To run a presentation in Slide Show view in PowerPoint**, click the "Slide Show" tab in the Ribbon.
2. **To start the slide show from the first slide**, then click the "From Beginning" button in the "Start Slide Show" button group.

3. **Alternatively, to start the slide show from the currently selected slide**, click the "From Current Slide" button in the "Start Slide Show" button group.

4. **To advance through the slides and animations in a presentation in Slide Show view**, click the screen.

5. **Alternatively, to advance through the slide show**, press "Spacebar" on your keyboard.

6. After viewing the entire presentation, the slide show closes and returns to its previous view.

7. **Alternatively, to exit the slide show at any time**, press the "Esc" key on your keyboard.

8. Alternatively, you can select commands in a pop-up menu or click buttons in a toolbar to navigate the presentation and access annotation options.

9. **To show a pop-up menu that contains commands for navigating the presentation and adding slide annotations in Slide Show view**, right-click the screen.

10. Then select the command to perform.

11. **Alternatively**, move your mouse onscreen in Slide Show view to see a small semi-transparent toolbar appear in the lower-left corner of the screen.

12. Then click the desired button to perform.

13. **To see a listing of the keyboard shortcuts you can use in Slide Show view in PowerPoint**, right-click a slide in Slide Show view to show the pop-up menu.

14. Then select the "Help" command in the pop-up menu to open the "Slide Show Help" dialog box.

15. **To show commands based on category**, select the desired category at the top of the dialog box.

16. The keyboard shortcuts for that category then appear in the dialog box.

17. When finished, click the "OK" button in the "Slide Show Help" dialog box to close it.

Choose the right view for the task in PowerPoint

Reading view

- Normal view.

- Slide Sorter view.

- Notes Page view.

- Outline view (Available in PowerPoint 2016 for Mac and newer versions)

- Slide Show view.

- Presenter view.

- Master views: Slide, Handout, and Notes.

You can view your PowerPoint file in a variety of ways, depending on the task at hand. Some views are helpful when you're creating your presentation, and some are most helpful for delivering your presentation.

You can find the different PowerPoint view options on the **View** tab, as shown below.
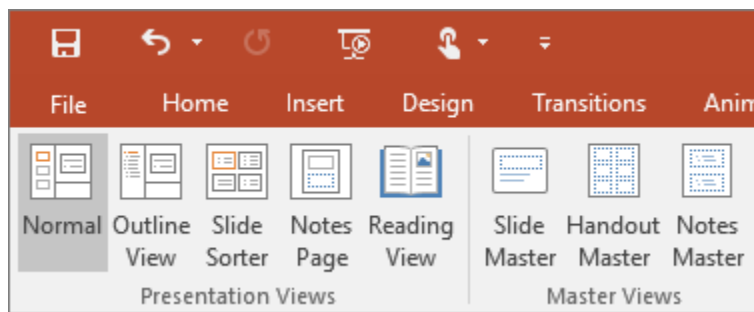
You can also find the most frequently used views on the task bar at the bottom right of the slide window, as shown below.

Views for creating your presentation

Normal view

You can get to **Normal** view from the task bar ▣ at the bottom of the slide window, or from the **View** tab on the ribbon.

Normal view is the editing mode where you'll work most frequently to create your slides. Below, **Normal** view displays slide thumbnails on the left, a large window showing the current slide, and a section below the current slide where you can type your speaker notes for that slide.
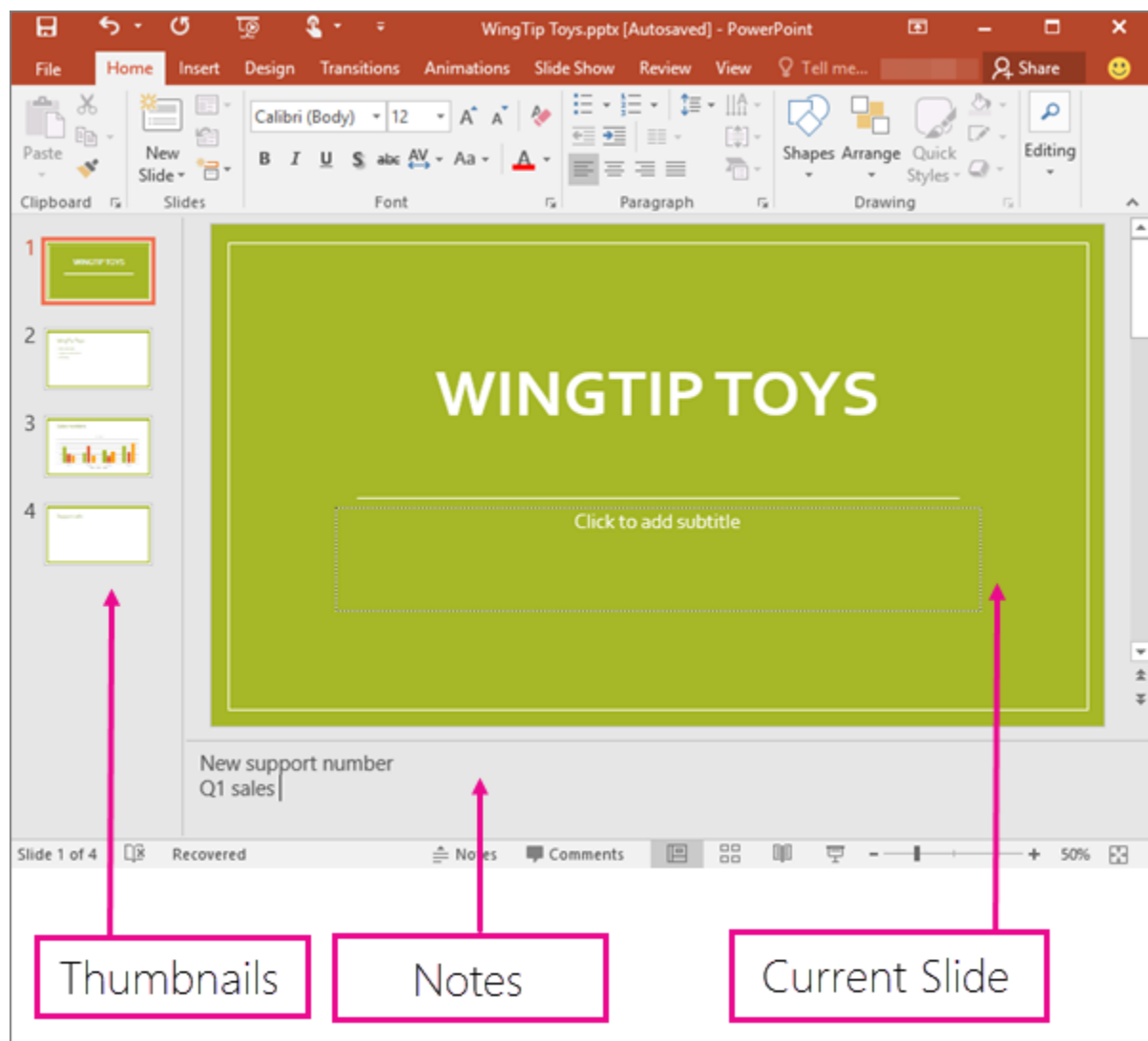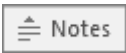
Slide Sorter view

You can get to **Slide Sorter** view from the task bar ⊞ at the bottom of the slide window, or from the **View** tab on the ribbon.

Slide Sorter view (below) displays all the slides in your presentation in horizontally sequenced, thumbnails. Slide show view is helpful if you need to reorganize your slides—you can just click and drag your slides to a new location, or add sections to organize your slides into meaningful groups.


For more information about sections, see <u>Organize your PowerPoint slides into sections</u>.

Notes Page view

You can show or hide your speakers notes with the **Notes** button ⌃ Notes at the bottom of the slide window, or you can get to **Notes Page** view from the **View** tab on the ribbon.

The **Notes** pane is located beneath the slide window. You can print your notes or include the notes in a presentation that you send to the audience, or just use them as cues for yourself while you're presenting.
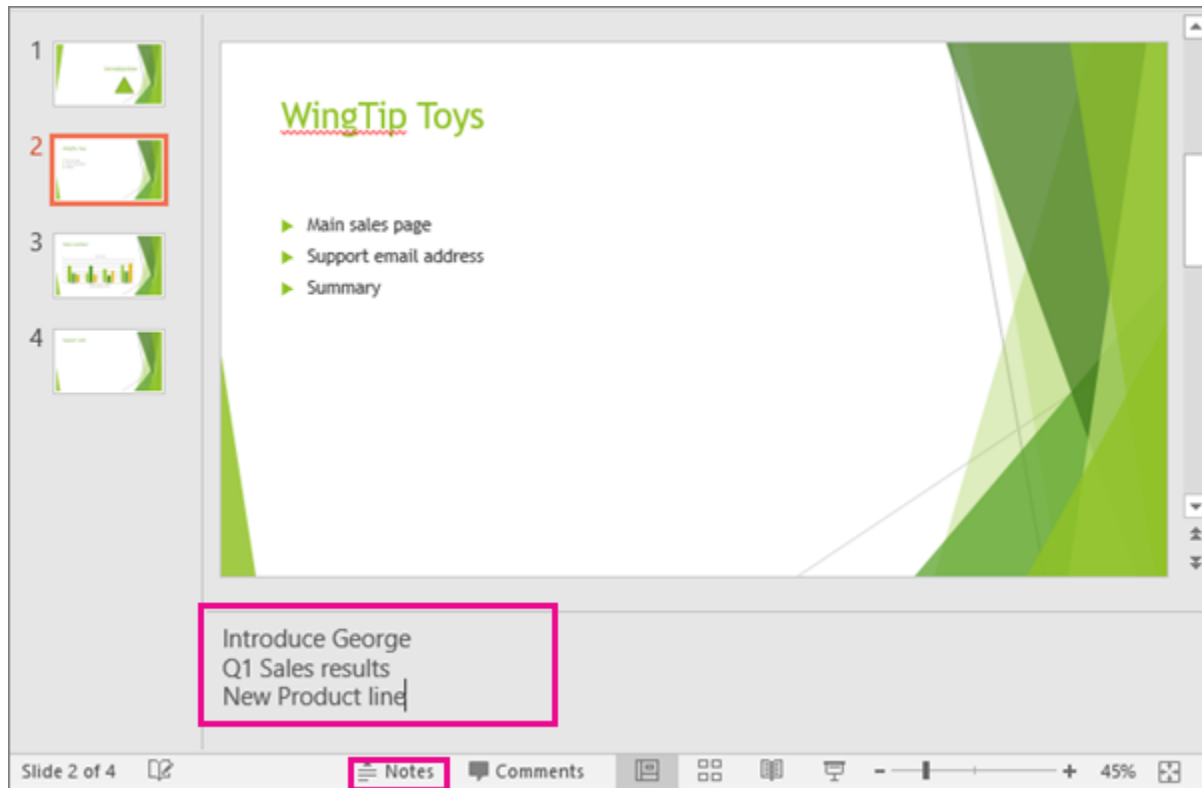
For more information about notes, see <u>Add speaker notes to your slides</u>.

Outline view

You can get to **Outline** view from the **View** tab on the ribbon. (In PowerPoint 2013 and later, you can no longer get to **Outline** view from **Normal** view. You have to get to it from the **View** tab.)

Use **Outline** view to create an outline or story board for your presentation. It displays only the *text* on your slides, not pictures or other graphical items.

```
1 □ Contoso Pharmaceuticals
     Health Care Division
2 □ Agenda
     • Current Situation
     • Fabrikam, Inc.
3 □ Current Situation
     • High demand forecast
       for next 2 quarters
     • Brand leadership – equity
     • High investment in R&D
     • Low depreciation of fixed assets
4 □ Fabrikam, Inc.
     • Top buyer of SKUs 293, 285, 499
```

Master views

To get to a master view, on the **View** tab, in the **Master Views** group, choose the master view that you want.

Master views include, **Slide**, **Handout**, and **Notes**. The key benefit to working in a master view is that you can make universal style changes to every slide, notes page, or handout associated with your presentation.

For more information about working with masters, see:

- What is a slide master?
- Use multiple slide masters in one presentation
- Change, delete, or hide headers and footers on slides, notes, and handouts

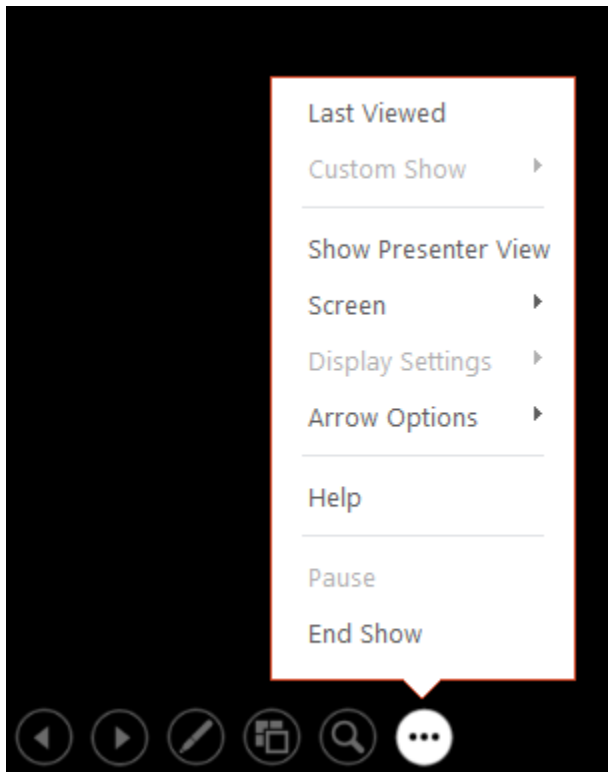Views for delivering and viewing a presentation

Slide Show view

You can get to **SlideShow** view from the task bar [□] at the bottom of the slide window.

Use Slide Show view to deliver your presentation to your audience. Slide Show view occupies the full computer screen, exactly the way your presentation will look on a big screen when your audience sees it.

Presenter view

To get to **Presenter** view, in **Slide Show** view, in the lower left corner of the screen, click ⊙ , and then click **Show Presenter View** (as shown below).

Use **Presenter** view to view your notes while delivering your presentation. In **Presenter** view, your audience cannot see your notes.

For more information about using Presenter view, see <u>View your speaker notes as you deliver your slide show</u>.

Reading view

You can get to **Reading** view from the task bar at the bottom of the slide window.

Most people reviewing a PowerPoint presentation without a presenter will want to use Reading view. It displays the presentation in a full screen like Slide Show view, and it includes a few simple controls to make it easy to flip through the slides.

Type of Animation

There are so many in-built animation effects provided by MS PowerPoint, and they are categorized into four types:

- **Entrance:** It has animations telling that how an object should enter. For example, with the fly animation, the object will "fly" onto the slide from any of the 4 directions.
- **Emphasis:** This type of animation usually occurs by the mouse clicks i.e when the object is already on the slide. For example, we can make the object wave after the entrance animation has finished.
- **Exit:** These have a set of animations to control the exit animations. For example, in the Fade animation, the object will fade away.
- **Motion Paths:** They are similar to emphasis animation effects, but these animations are a little advanced as the object will move in a specified path. These paths can be edited also.
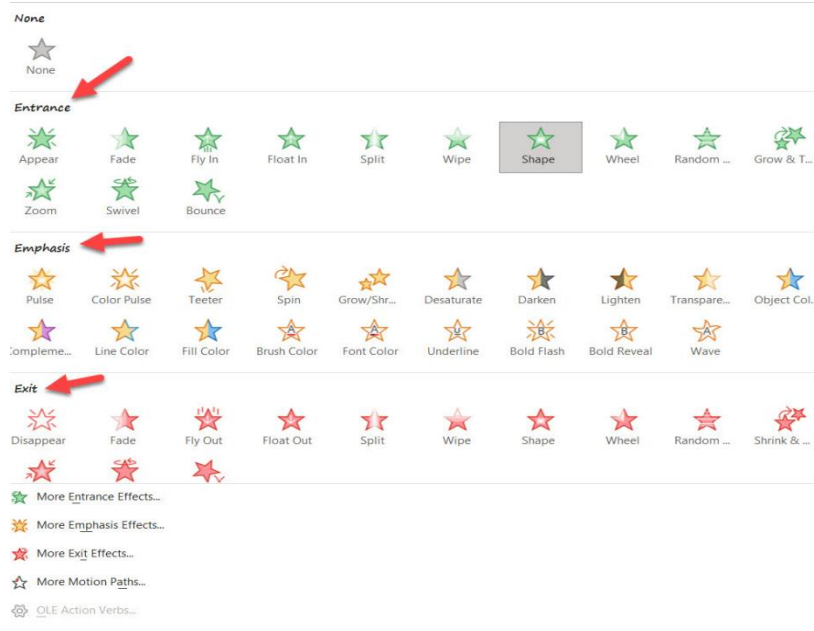
Steps to apply the animation:

Step 1: Select the object you want to animate.

Step 2: Go to the animation tab and click on the dropdown to view all types of animations.

Step 3: A drop-down menu of animation effects will appear. Select the desired effect.

Step 4: The effect will apply to the object. In the Slide pane, a star symbol appears next to the slide, by which we can confirm that animation is applied.


**There are two ways to insert content objects into a PowerPoint presentation:**

- **Linked objects**   A linked object is updated if its source file is changed. For example, a linked chart built from data in Microsoft Excel is changed if the source Excel data changes. The source file must be available on your computer or network to maintain the link between the inserted object and the source data. Inserting a linked object is recommended if the source data set is large or complex.
- **Embedded objects**   The source data is embedded in the presentation. You can view the embedded object on another computer, because the source data is part of the presentation file. Embedded objects typically require more disk space than linked objects.

Insert a linked object

1. Click in the slide where you want to place the object.

2. On the **Insert** tab, in the **Text** group, click **Object**.
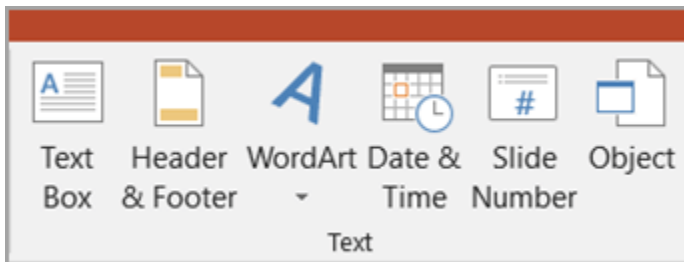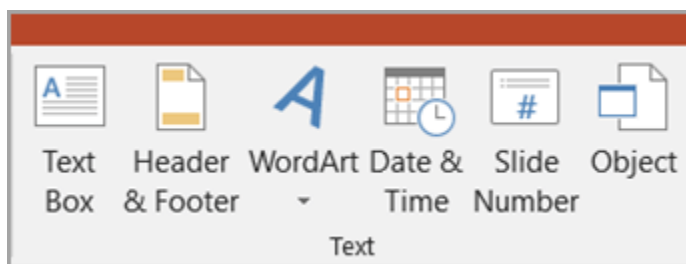

3. Click **Create from File**.
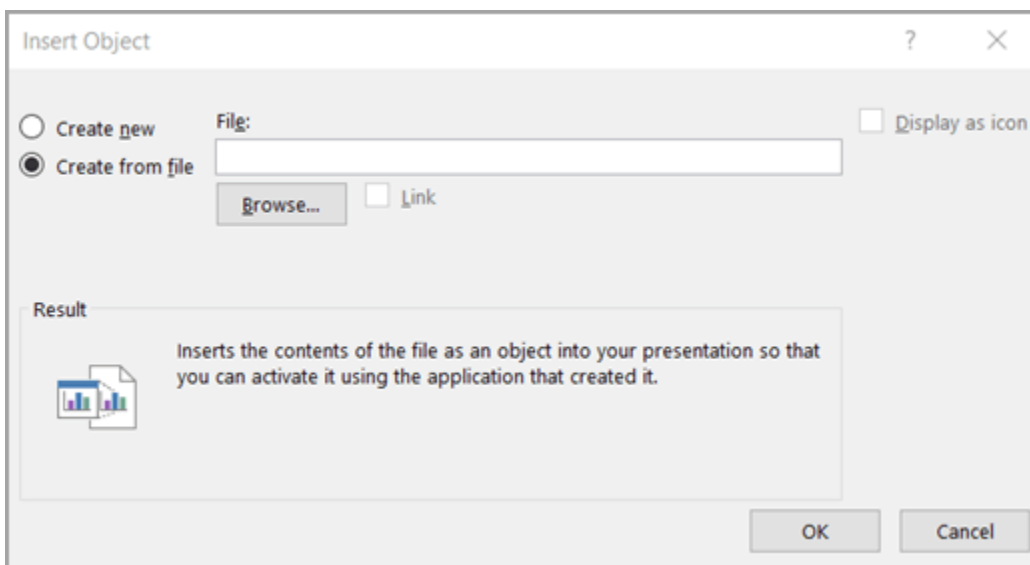
4. In the **File** box, type the name of the file, or click **Browse** to select from a list.

5. Select the **Link** check box.

6. Do one of the following:

    ▪ To display the content in your presentation, clear the **Display as icon** check box.

    ▪ To display an icon that is clicked to view the object, select the **Display as icon** check box.
       To change the default icon image or label, click **Change Icon**, and then click the icon that you want from the **Icon** list. If you want, you can type a label in the **Caption** box.

Top of Page

Insert an embedded object

1. Click in the slide where you want to place the object.

2. On the **Insert** tab, in the **Text** group, click **Object**.

3. Do one of the following:

    ▪ If the object does not already exist, click **Create new**. In the **Object type** box, click the type of object that you want to create.

    ▪ If the object already exists, click **Create from file**. In the **File** box, type the name of the file, or click **Browse** to select from a list. Clear the **Link** check box.

4. Do one of the following:

    ▪ To display the content in your presentation, clear the **Display as icon** check box.

- To display an icon that is clicked to view the object, select the **Display as icon** check box.

  To change the default icon image or label, click **Change Icon**, and then click the icon that you want from the **Icon** list. If you want, you can type a label in the **Caption** box.

5. **Adding Audio & Video in Powerpoint**

   PowerPoint supports multimedia in the slides. You can add audio or video clips to the slides which can be played during the presentation.

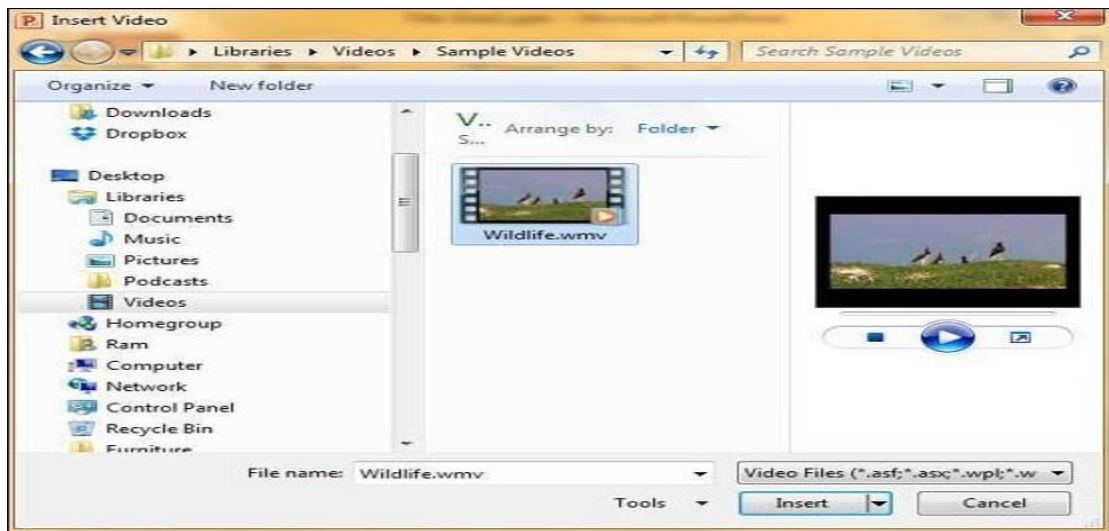**The following steps will help you add audio or video file to the slides**.

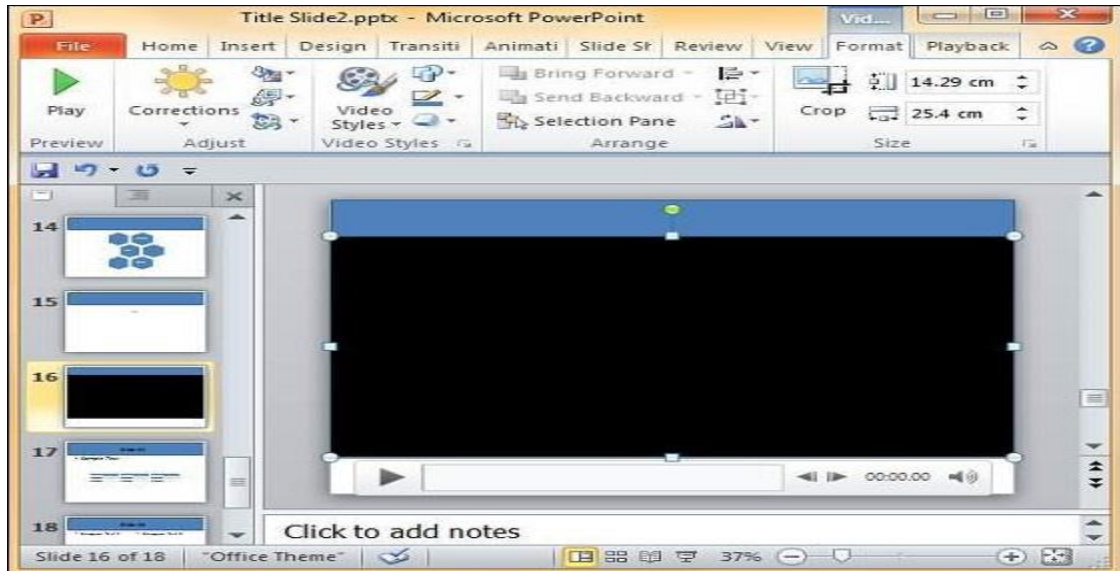**Step 1** − Go to the **Media** group under the **Insert** ribbon
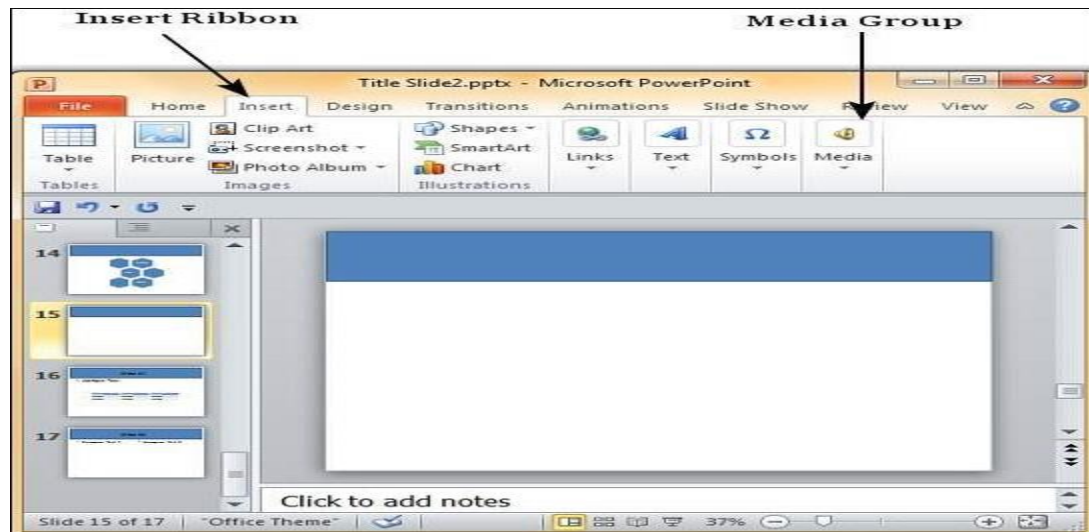
Step 2 − To insert video file select **Video** as media type and **Video from File** to insert a video from your computer or hard drive.
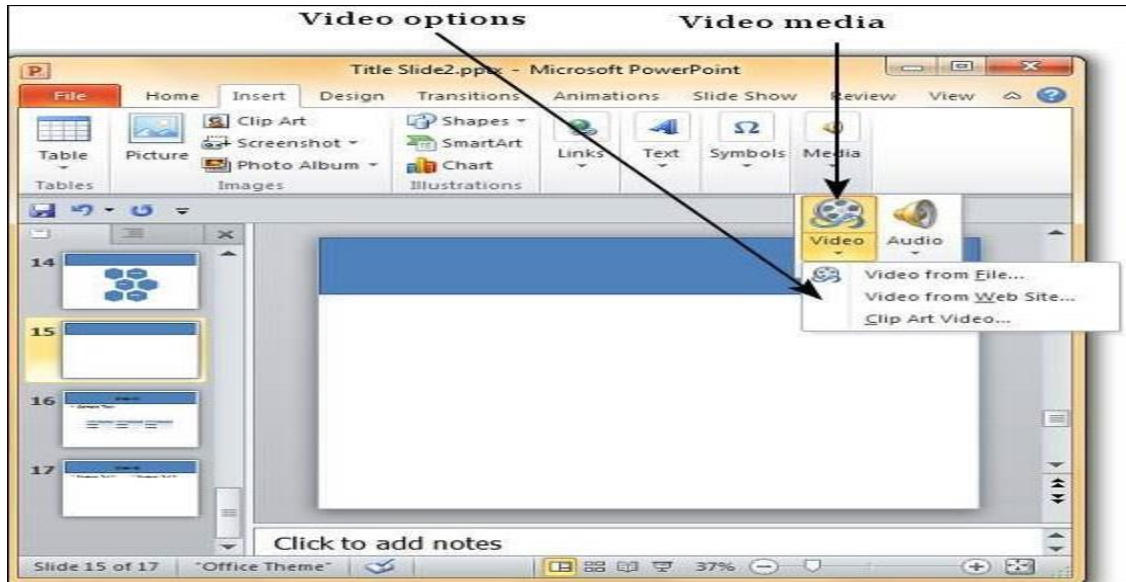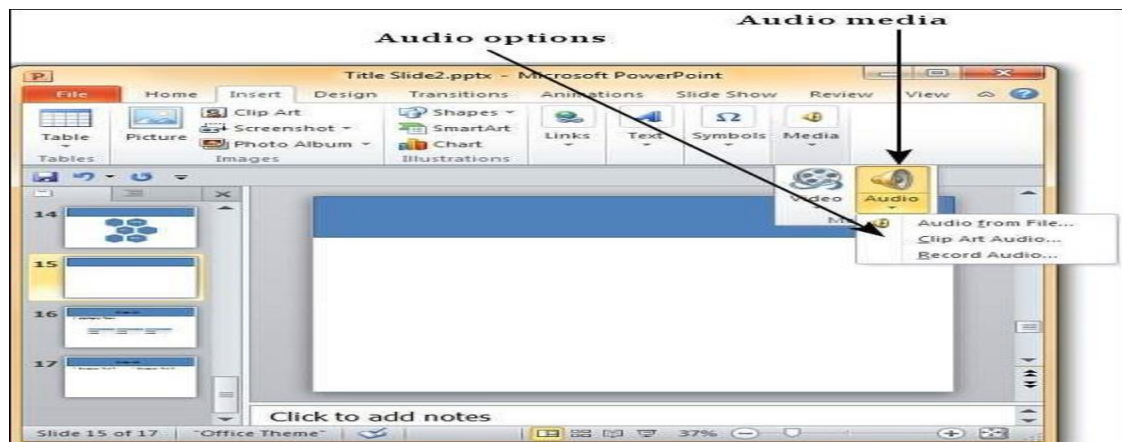
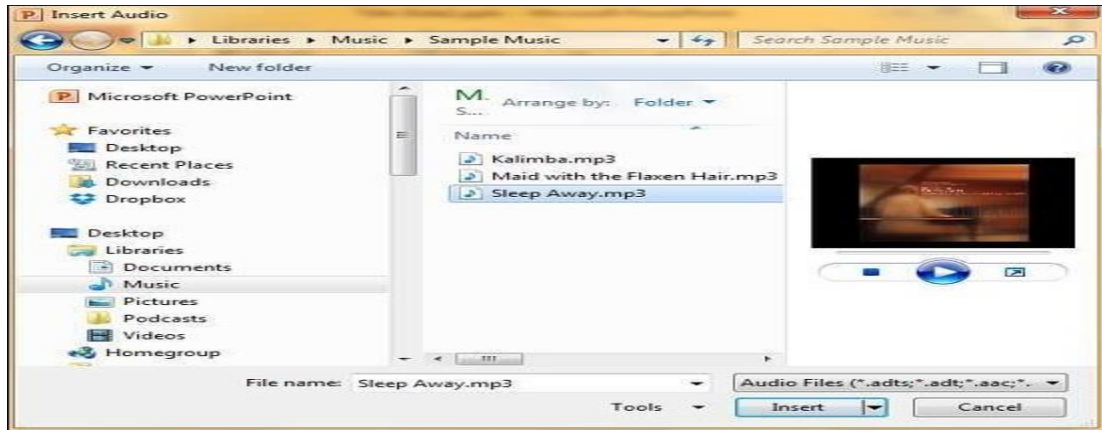**Step 3** − In the **Insert Video** dialog, browse for a video file and click Insert.

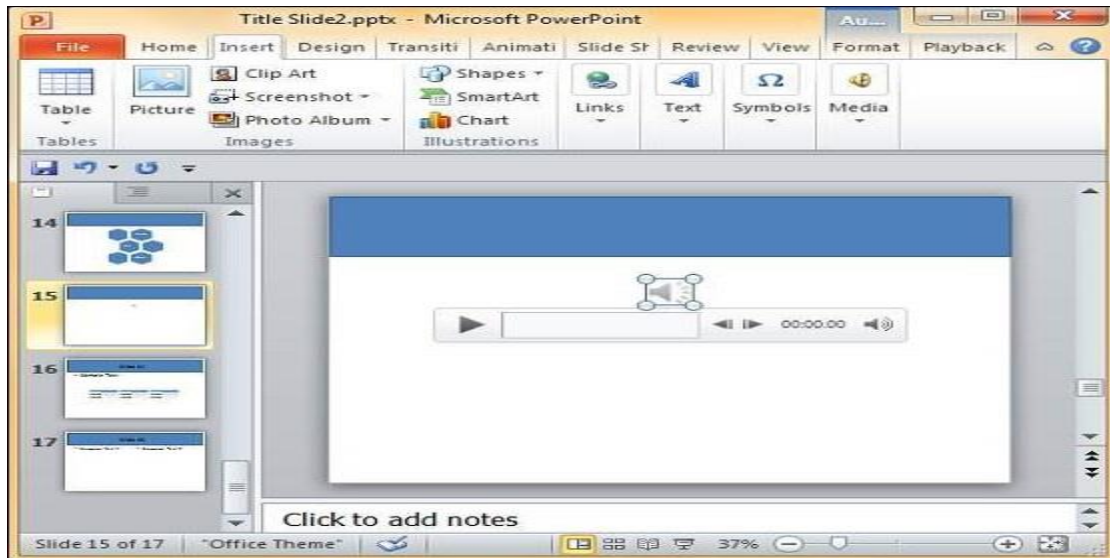**Step 4** − You will now see that a Video file is added to the slide.

Step 5 − To insert audio file select **Audio** as media type and **Audio from File** to insert an Audio from your computer or hard drive.

Step 6 − In the **Insert Audio** dialog, browse for an audio file and click **Insert**.

Step 7 − You will now see that an Audio file is added to the slide.

What is a Template?

A template or design template is a file that acts as a starting point for a new document. It is used with one or more documents and created with an overall design. For example, in Microsoft Word, you might use a template for making bio-data, resume or format as a business letter. The overall design or layout of a resume is designed with placeholder text that allows you to replace information relevant to you.

A template may also be described to any of the following:

1. **In web design**, a template, also known as a Web page template or page template that helps structure your overall design of a web page, which is provided by suppliers. For Web designer, it helps make Web design more effective and a lot of easier and displays the features of any website

- website template offers users various easier ways to make the effective design of a website built through web designing languages like HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets). It may cover numerous features such as stripes, background banners, square or round pictures, cautiously laid out titles, including styled and laid out typography.

- **Class template:** A class template is prefixed by the following term; however, it resembles a regular class definition: template <class typename="" identifier="">, followed by the class body declaration. The class templates in C++ are best suited to container classes, and its member function definitions and declarations are in the same header file.

- **Function template:** This type of template that is implemented with the help of template parameters. The template parameter is used to pass a type as a function argument, which is a special parameter type. Thus, without repeating the overall code, the functionality may be conditioned to over one type or class. With a type parameter, the function template can be declared either template <typename identifier> function declaration or

template <class identifier> function declaration. The class and type name keywords have no difference.

f you want to use a template you've saved for your next presentation,

1. On the **File** tab, click **New**.
2. Select **Personal** or **Custom**. (The name varies, depending on circumstance.)
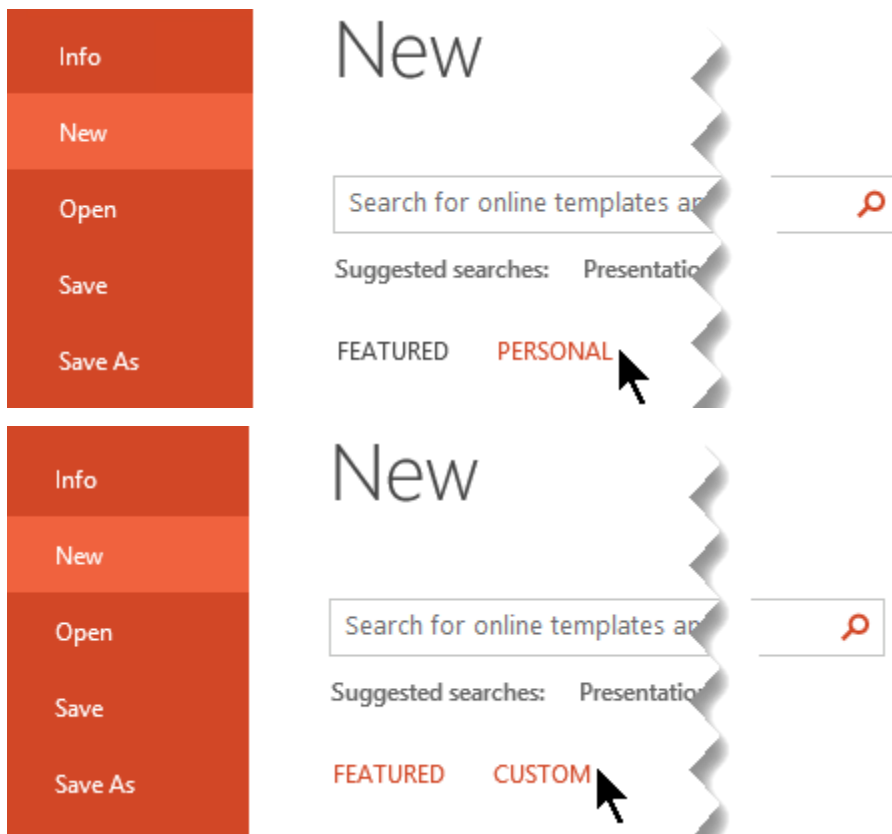
3. Double-click your template and a new presentation will open with your template applied to it.

Got a custom template you want to use in PowerPoint?

Did you receive a template, via download, email, or other method, that you'd like to add to PowerPoint? Copy or save your template (.potx) file to the Templates folder at:

C:\Users\< *UserName>* **\Documents\Custom Office Templates**

Important: Replace <UserName> with your username.

Import existing slides into your new presentation

1. Open the file that contains the existing slides.
2. Click the thumbnail pane and then select the slides you want:
   - Select all slides: Ctrl+A
   - Select a subset of the slides: Ctrl+click
3. Copy the slides (Ctrl+C).
4. Switch to the new file, right-click the thumbnail pane, and under **Paste Options** select **Use Destination Theme**:
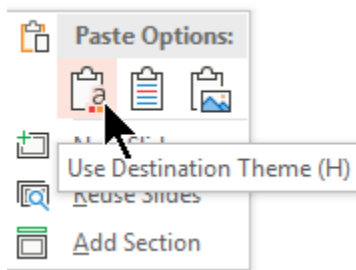
All the copied slides are inserted in the new presentation.

Set your template as a default option

You can mark your personal template to be an option on the default **Featured** tab. Here's how:

1. Repeat the first two steps from the first procedure above.
2. Right-click your template and select **Pin to List**.