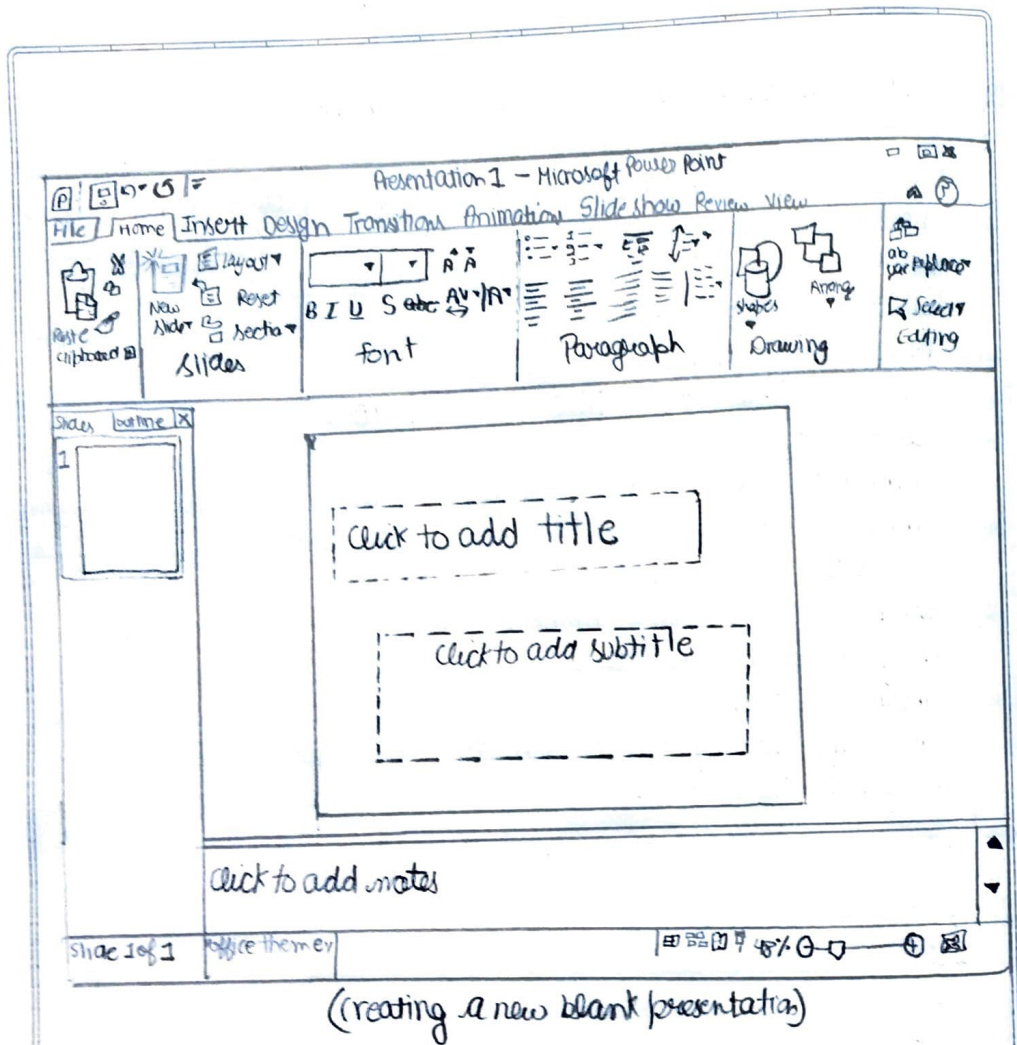




Q1 How to create a power point presentation? And show working with slide (Insert new slide, change layout of slide).

* Creating a blank Presentation: To create a new blank presentation:

1. In Power point, click the file tab.

The backstage view appears.

2. Click new.

Powerpoint displays different templates you can choose.

3. Click blank presentation and then click create.

Powerpoint displays a blank slide with a title and subtitle box.

• To Enter title and subtitle:

1. Click on "click to add title" section of the slide and enter the slide title.

2. Click on "Click to add subtitle" section of the slide and enter the desired text.

* Working with slides

⇒ To insert a new slide: - using the keyboard

Press Ctrl + M

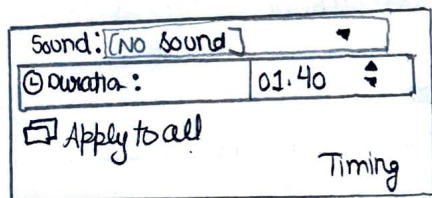
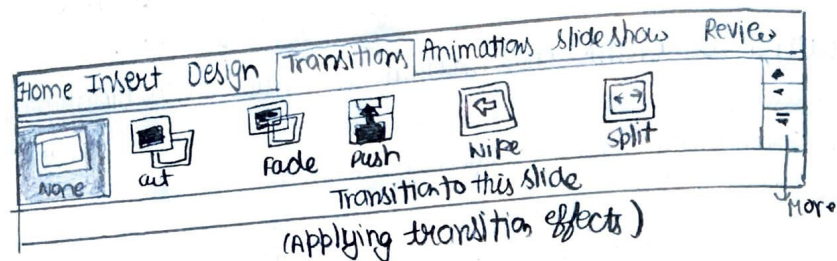
• Using the mouse: - on the home tab, in the slide group, click the upper portion of the New Slide button. This will add a new slide with bullet point in it.

⇒ To change the layout of an existing slide:

1. Select the slide you wish to change.

2. Click the layout command in the slides group on the Home tab. A menu appears with different options.

3. Click an option to select it. The slide will change in the presentation.



(Transition effects: Modify the duration)

22. How to apply transition on a slide? and Modifying the transition.

- * To Apply transition effects:-

 1. Select the slide you wish to modify.
 2. Click the transitions tab.
 3. Locate the transition to this slide group. By default, none is applied to each other slide.
 4. Click the more drop-down arrow to display all the transition.
 5. Click a slide transition effect to apply it to the selected slide.

- * Preview a transition:- You can preview the transition for a selected slide at any time, using either of these two methods:

 - (i) Click the preview command on the transitions tab.
 - (ii) Click the star Play Animations icon. The appears on the slides tab in the left pane besides any slide that includes a transition.

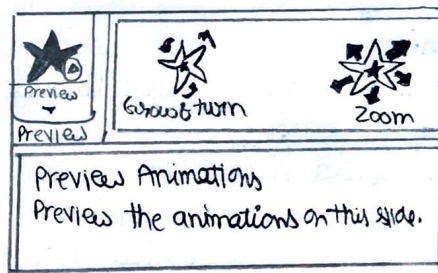
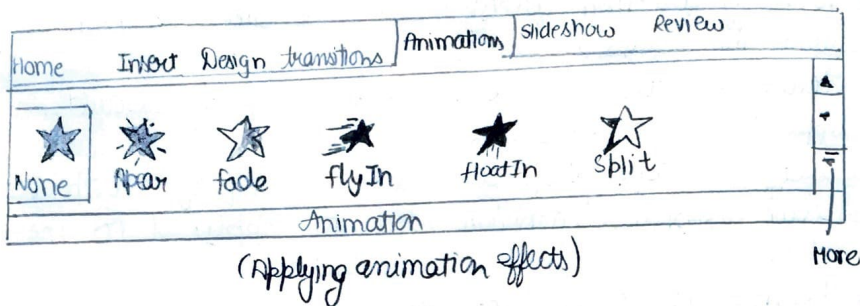
* Modifying transition:-

- To modify the duration:-

 1. Select the slide that includes the transition you want to modify.
 2. In the duration field in the timing group, enter the amount of time you want the transition to take.

- To add sound:-

 1. Select the slide that includes the transition you want to modify.
 2. Click the sound drop-down menu in the timing group.
 3. You will hear the sound and see a live preview of the transition as you hover over each sound.
 4. Click a sound to apply it to the selected slide.



(Preview Animations)

23 Animation Effects in MS PowerPoint?

- * To apply Animation effects:
 1. Select the text or object on the slide you wish to animate.
 2. Select the Animations tab.
 3. In the Animation group, click the More drop-down arrow to view the available animations.
 4. Move your cursor over each option to see a live preview of the animation on the slide.
 5. Select the desired animation effect. The object will now have a small number next to it to show that it has an animation. Also, in the slide, it will now have a star symbol next to it.
- To Preview Animations:
 1. Navigate to the slide you want to preview.
 2. From the Animations tab, click the preview command under the preview group. The Animations for the current slide will play.
- To change Animation effects:
 1. Select the object that has the animation effect that you want to change.
 2. On the Animations tab, in the animation group, click the more button [More], and then select the new animation that you want.