

Microsoft Power Point

Module 16 - Inserting Current Date and Time and Slide Number in Power Point

 CBSE

Meaning of Date and Time:

When you add "Date and Time" in PowerPoint, it refers to both the current date (e.g., April 11, 2025) and the time (e.g., 2:30 PM) that can be displayed on your slides.

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Here's what happens when you insert Date and Time in PowerPoint:

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- **Date:** Displays the current date, formatted in the style you choose (e.g., month/day/year, day/month/year).

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- **Time:** Shows the current time (either in a 12-hour or 24-hour format), depending on your settings.

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How to insert Current Date and Time in Power Point:

1. Open your presentation.
2. Go to the Insert tab.
3. Click on Header & Footer (you'll find it in the Text group).
4. In the pop-up window:

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- a. Check the box for Date and time.
- b. Choose:

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- **Update automatically** - this will always show the current date/time when the presentation is opened or printed.
- **Or Fixed** - this will insert the current date/time as a static value.

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5. Choose whether to apply it to All Slides or just the current one.
6. Click Apply or Apply to All.

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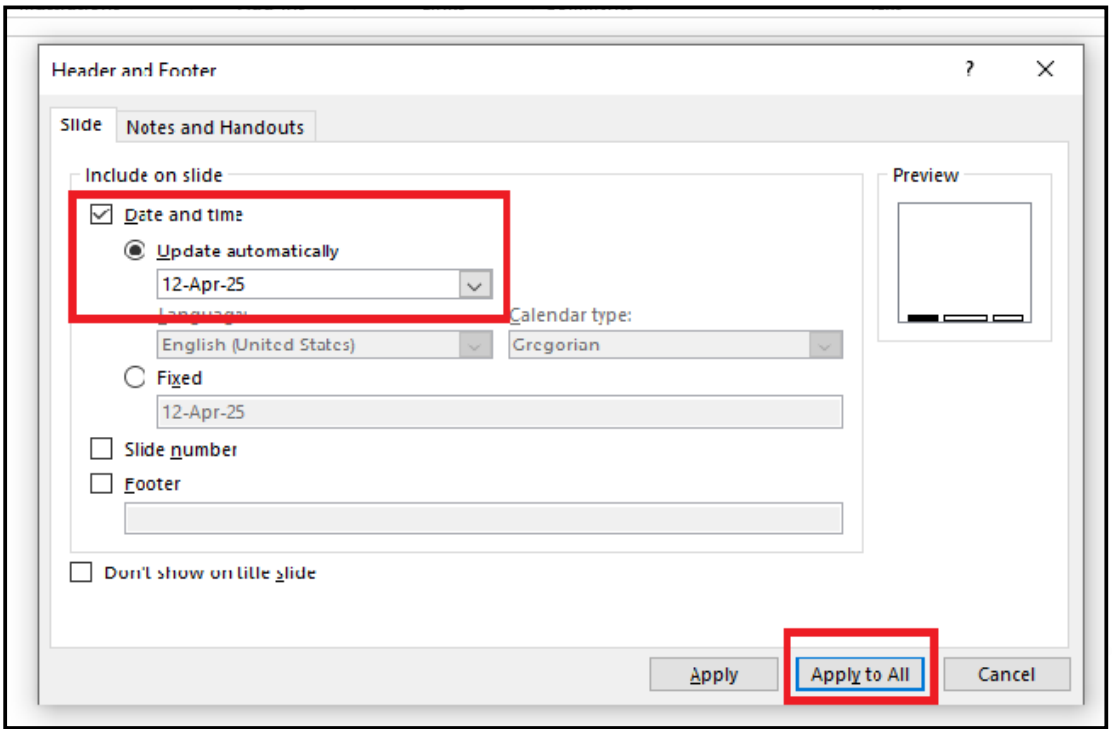
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Inserting Current Date and Time and Slide Number in Power Point



Meaning of Slide Number:

In PowerPoint, the slide number refers to the position of a slide within a presentation. Here's a simple breakdown:

- It's the numerical order of a slide (e.g., Slide 1, Slide 2, etc.).
- Slide numbers help you and your audience keep track of where you are in the presentation.
- They can be displayed on the slides themselves, usually at the bottom.

How to insert Slide number in Power Point:

1. Open your PowerPoint presentation.
2. Go to the Insert tab on the top ribbon.
3. Click on Header & Footer (you'll find this in the Text group).
4. A new window will pop up. In that window:
 - Check the box next to Slide number.
 - (Optional) Check Don't show on title slide if you don't want the number on the first slide.

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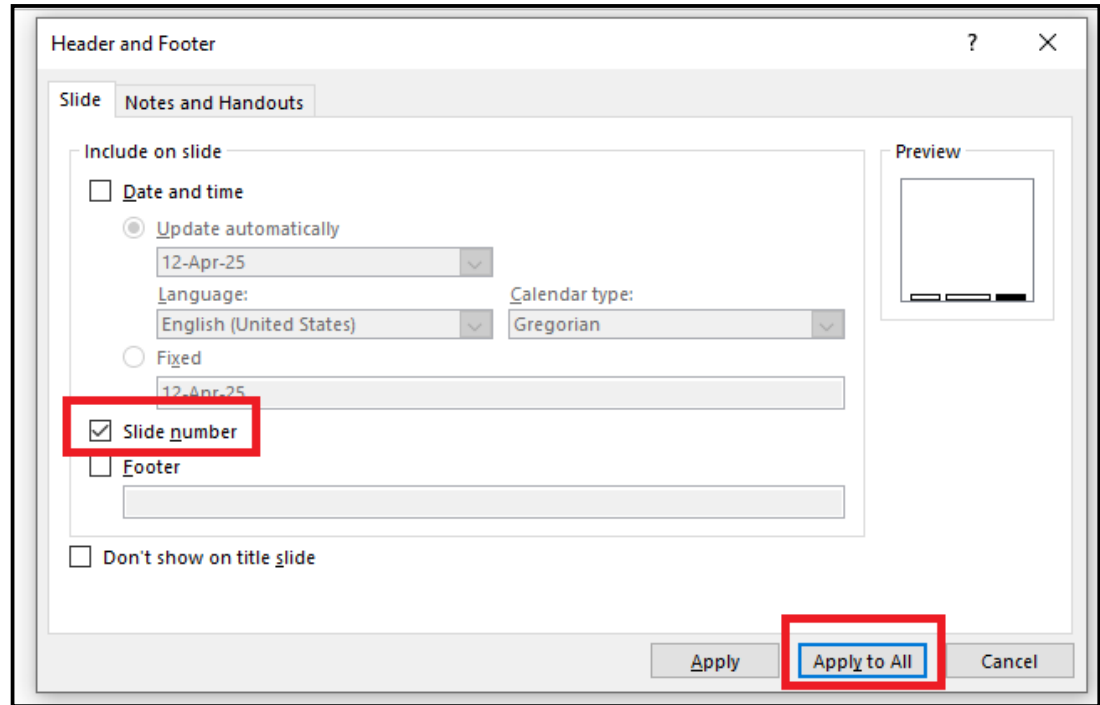
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Inserting Current Date and Time and Slide Number in Power Point

5. Click:

- Apply → to add the number only to the current slide.
- Apply to All → to add slide numbers to all slides.



Assignment

Presentation Topic: "The Importance of Self-Learning"

 Task Instructions

Create a 5-slide PowerPoint presentation on the topic "The Importance of Self-Learning".

- Use simple, clear fonts (e.g., Calibri or Arial).
- Add relevant visuals or icons if possible.
- Insert date, time, and slide number in the footer of all slides:
- Go to Insert > Header & Footer > Slide
- Tick Date and time, Slide number
- Click Apply to All

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Slide-by-Slide Content

Slide 1: Title Slide

Title: The Importance of Self-Learning
Subtitle: A Key to Lifelong Success
Presented by: [Your Name]
Date: [Insert Today's Date]

* Tip: Add a relevant image of a person studying or reading.

Slide 2: What is Self-Learning?

Content:
Self-learning means gaining knowledge and skills without direct instruction.
It involves curiosity, motivation, and discipline.
Often supported by books, online resources, and practical experiences.

Slide 3: Benefits of Self-Learning

Content:
Builds confidence and independence.
Encourages problem-solving and critical thinking.
Keeps you adaptable in a changing world.
Improves time management and responsibility.

● Optional image: person using a laptop or studying at home.

Slide 4: Tools and Methods

Content:
Online courses (Coursera, YouTube, etc.)
Reading books or blogs.
Practicing with real-life projects.
Reflecting and setting personal goals.

◆ Use bullet points and maybe icons of books, videos, or lightbulbs.

Slide 5: Why It Matters Today

Content:
In a fast-changing world, self-learners are better prepared.
Employers value continuous learners.

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It helps in both personal and professional growth.

Closing line:

"Learning is a journey that never ends. Start where you are."

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