

**Course
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Test Series**

Set Up a Slide Show in Power Point

Microsoft Power Point

Module 31 - Set Up a Slide Show in Power Point

Slide Show Menu

Set Up Slide Show

Set Up Slide Show is a feature in Microsoft PowerPoint that allows you to control how your presentation runs when you're presenting it. It gives you options to customize the playback experience based on your audience, setting, or purpose.



Set Up Show

It helps you customize the way your slides are displayed, advanced, and interacted with during a presentation.

Key Features of "Set Up Show":

Presentation Type

- **Presented by a speaker (full screen):** For live presentations; runs in full-screen mode.
- **Browsed by an individual (window):** For self-viewing; opens in a window.
- **Browsed at a kiosk (full screen):** Runs automatically in full screen; users can't manually change slides.

Show Slides

- Choose to show all slides or a specific range (e.g., slides 1-5).

Advance Slides

- **Manually:** Click or use keyboard/mouse to move slides.
- **Using timings:** Slides automatically advance based on timings you've set.
- **Loop Continuously Until 'Esc'**

The slideshow keeps repeating until the Esc key is pressed. Useful for display screens.

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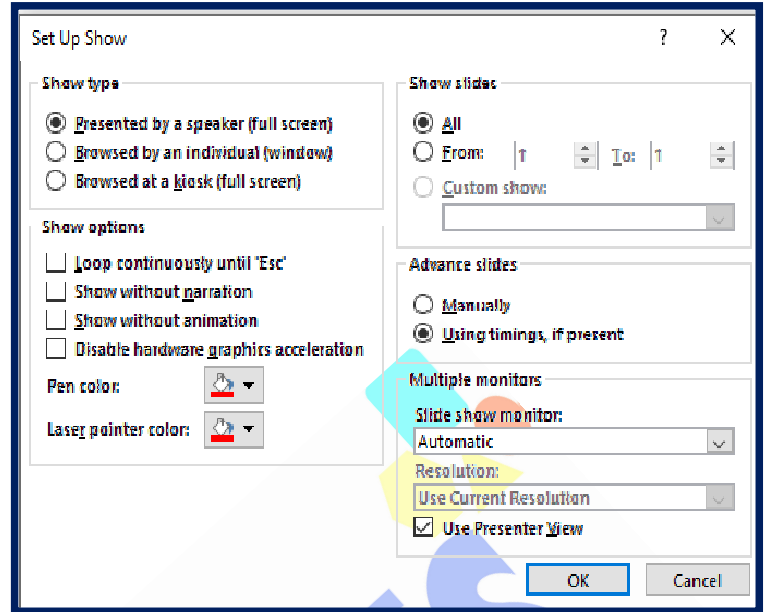
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Show Options

- **Without narration:** Mutes recorded voiceovers.
- **Without animation:** Skips slide animations for a simpler presentation.
- **Multiple Monitor Settings**
- Let you choose which screen the presentation appears on, and whether to use **Presenter View**.



Hide Slide

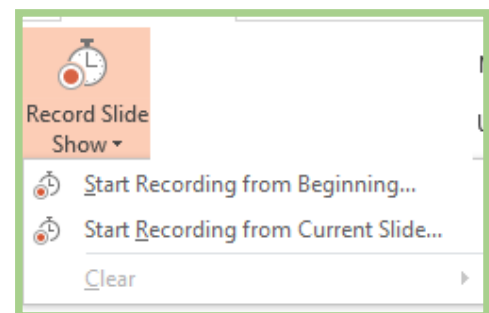
Hide Slide is a feature in PowerPoint that allows you to skip a slide during a slideshow without deleting it. The slide stays in the presentation and can still be edited or unhidden later. It's useful for hiding optional or extra content during specific presentations. Hidden slides are marked with a slash through their slide number.

Rehearse Timings

Rehearse Timings is a feature in PowerPoint that lets you practice your presentation while recording the time spent on each slide. These timings can then be used to automatically advance slides during a slideshow.

Record Slide Show

Record Slide Show in PowerPoint is a feature that lets you record your presentation, including your narration (voice), slide timings, animations, ink gestures, and laser pointer movements. It's commonly used to create video presentations, online lectures, or self-running slideshows.



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Record Slide Show Does:

- When you use Record Slide Show, PowerPoint:
- Captures your voice narration as you speak during the presentation.
- Tracks the timing of each slide and animation transition.
- Records any ink annotations (e.g., drawing or highlighting with a stylus or mouse).
- Saves the laser pointer movements if used.

Export as Video:

After recording, you can go to: File > Export > Create a Video.

This lets you turn the slideshow with narration and timings into an MP4 video

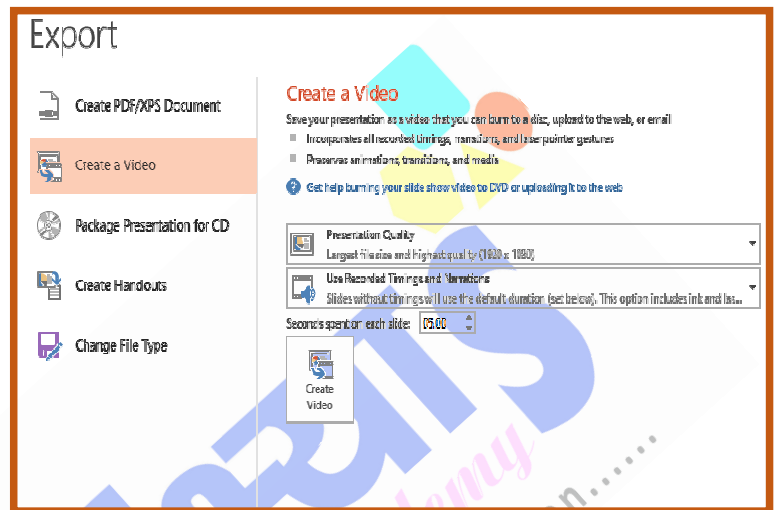
- **Play Narration** is a PowerPoint feature that plays your recorded voice during a slideshow.

It is used when you've added narration using the Record Slide Show option. This setting ensures your voice explanations are heard during the presentation. You can turn it on or off from the Slide Show tab in the PowerPoint menu.

- **Use Timings** in PowerPoint is a feature that automatically advances slides based on pre-recorded timings.

These timings are usually set using the Rehearse Timings or Record Slide Show tools. When Use Timings is enabled, the slideshow plays without needing manual clicks. It is useful for self-running presentations, such as kiosks or video exports.

- **Show Media Controls** in PowerPoint is a feature that displays playback controls (like play, pause, stop, and volume) for audio or video files during a slideshow.



Assignment

Presentation Title: Zepto vs Blinkit: India's Quick Commerce Titans

 **Slide 1: Introduction to Quick Commerce**

Title: "Revolutionizing Grocery Delivery in India"

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Content:

- **Definition:** Quick commerce (Q-commerce) refers to ultra-fast delivery of groceries and essentials, typically within 10 minutes.
- **Market Growth:** India's Q-commerce market is rapidly expanding, projected to reach \$60 billion by 2030.
- **Key Players:** Zepto and Blinkit are leading companies in this space, transforming how consumers shop for daily needs.

Image Suggestions:

- A map of India.

Slide 2: Zepto Overview

Title: "Zepto: Delivering Groceries at Lightning Speed"

Content:

- **Founded:** July 2021 by Aadit Palicha and Kaivalya Vohra.
- **Headquarters:** Bengaluru, India.
- **Services:** Offers over 45,000 products, including groceries, electronics, and more, with delivery in 10 minutes.
- **Network:** Operates over 250 dark stores across major Indian cities.
- **Valuation:** As of August 2024, valued at over \$5 billion.

Image Suggestions:

- Zepto's official logo.
- A screenshot of the Zepto app interface.
- Photographs of Zepto's delivery personnel or dark stores.

Slide 3: Blinkit Overview

Title: "Blinkit: Instant Commerce at Your Fingertips"

Content:

- **Founded:** December 2013 as Grofers; rebranded to Blinkit in December 2021.
- **Headquarters:** Gurgaon, Haryana, India.
- **Services:** Delivers groceries, fresh produce, personal care items, and more within 10 minutes.
- **Network:** Operates in over 30 cities with a dense network of partner stores.
- **Acquisition:** Acquired by Zomato (now Eternal) in June 2022 for \$568 million.

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Image Suggestions:

- Blinkit's official logo.
- A screenshot of the Blinkit app interface.
- Images showcasing Blinkit's delivery operations.

Exporting the Presentation to MP4.



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