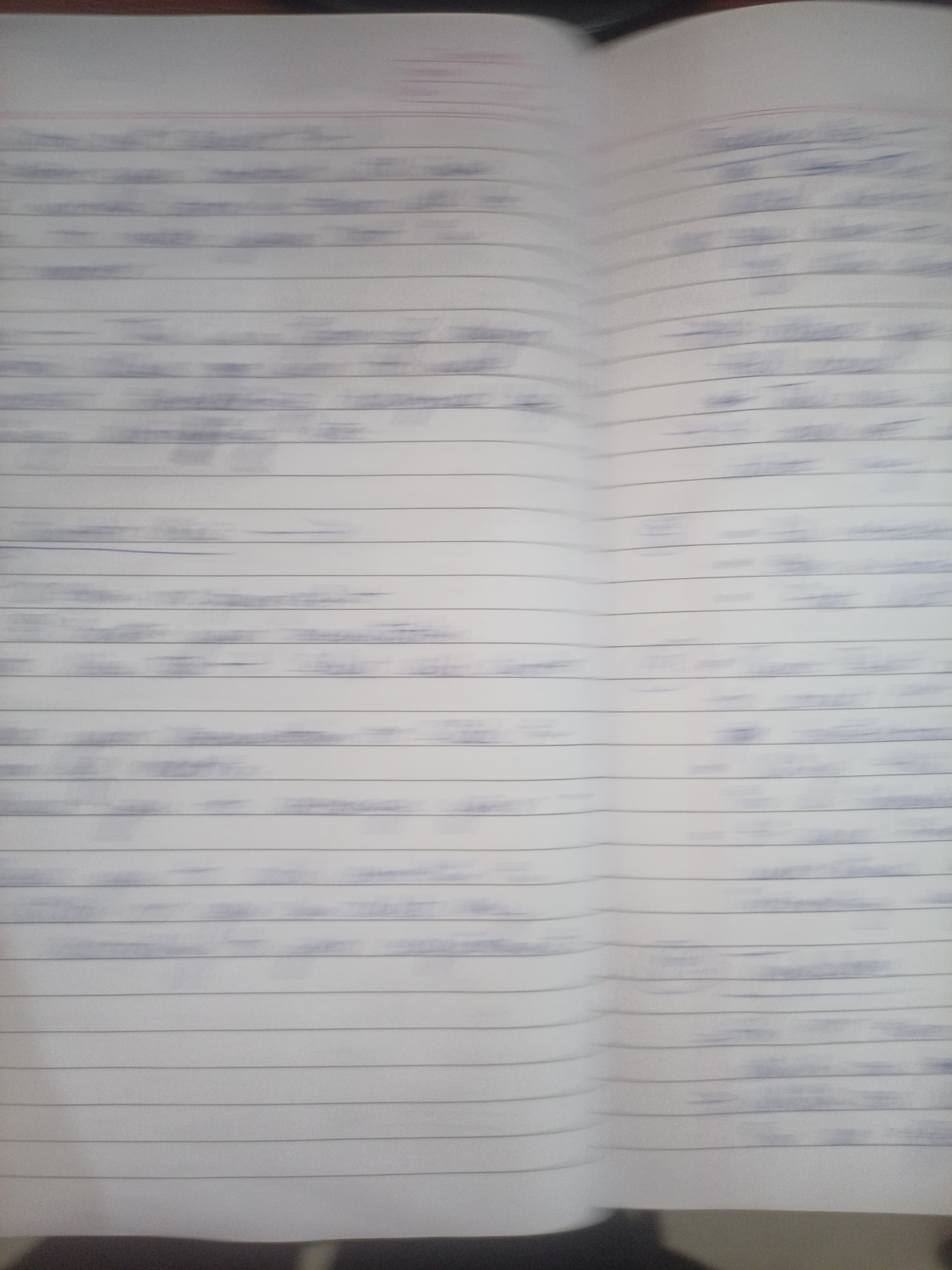


# Uma Punani (1453)

- ① Title bar — It appears at the top of the menu bar. It shows the name of the ~~the~~ title which is current presentation.
- ②
  - Design tab (Design tabe → theme)
  - Slide Shorter (View menu → slide shorter)
- ③
  - Ctrl + F7 (Spell check)
  - Ctrl + D (Duplicate)
- ④
  - Slide master → D
  - Notes page → C
  - Text alignment → A
  - Design Templates → B
  - Auto content wizard → E
- ⑤ Standard toolbar → It allows you to use tools for your presentation.  
It allows use to change font color, template and design according to his requirement.
- ⑥ Word art → Using this the user can make his content effective, colourful & designed.  
It allows user to stretch, shrink etc. the text.  
Steps
  - ① open ms Powerpoint.
  - ② Go to Insert tab.



③ Word art (select it)

④ After your content will show in a normal form & there will be option to make your text in effect manner.

Purpose — This is a form of design which allows user to make his content interesting, designed by stretching, shrinking, etc.

⑦ Slide shorster view →

Steps

- ① Open ms powerpoint
- ② Create your presentation.
- ③ Goto View tab → Select slide shorster

- It makes your presentation or slide in a form of matrix.
- It allows you to arrange your slides.
- It allows you to add something in your slide or you can delete any slide according to your requirement.

~~8~~

## Reading view — Steps —>

⑧ open \* The steps are same as slide shorter.

\* you have to select Reading view instead of slide shorter

→ It allows you to watch your slide in full screen.

\* This view is same as ~~slide~~ slideshow.

→ It does not allow user to add or delete any slide in this form.

- ⑧
- file extension → .pptx
  - Open a existing file → Ctrl + O
  - First slide → Ctrl + Home

- ⑨
- Power Point presentation allows you to create PPT that helps you in the ~~the~~ professional field.
  - Using this user can give his message in a impressive way to his ordians.
  - It saves time & Ordians can understand all the topic in a interesting way.

## ⑩. Templates

→ In PPT there are different <sup>type of</sup> templates which are ~~pre~~ predefined.

→ Which are already designed, coloured in an effective manner.

- Steps
- ① open MS-PPT
  - ② Create PPT
  - ③ Goto Design tab
  - ④ Go to templates

\* It allows user to use templates which are predefined. using this user can save his time at the time of creating his PPT.

11. Transitions — \* This allows you to make his content interesting by the moving of the content.

\* It allows the object to move from one position to another.

\* It makes more attractive the content on slideshow at the time of presentation.

Animation — \* It allows to make slide interesting at the time of presentation.

\* It applies on a single slide or individual slide in PPT.

12. Chart — Using this user can present numeric no. in a form of graphical way.

- Steps
- ① Open MS-PPT
  - ② Create PPT
  - ③ Go to Insert tab → Chart (click)  
In chart there are so many types of chart → Pie, line, column, etc.
  - ④ Select ~~the~~ any one type according to user requirement.
  - ⑤ Dialog box will appear here you have to select/type the data according to your requirement.
  - ⑥ You can use design the chart like — colour, Background colour etc.
  - ⑦ Click ok.
  - ⑧ It/~~is~~ That chart will appear on the current PPT.

Data → For modifying the data you/user can easily select the data according to his requirement like → Title, subtitle, month, numeric no. etc.