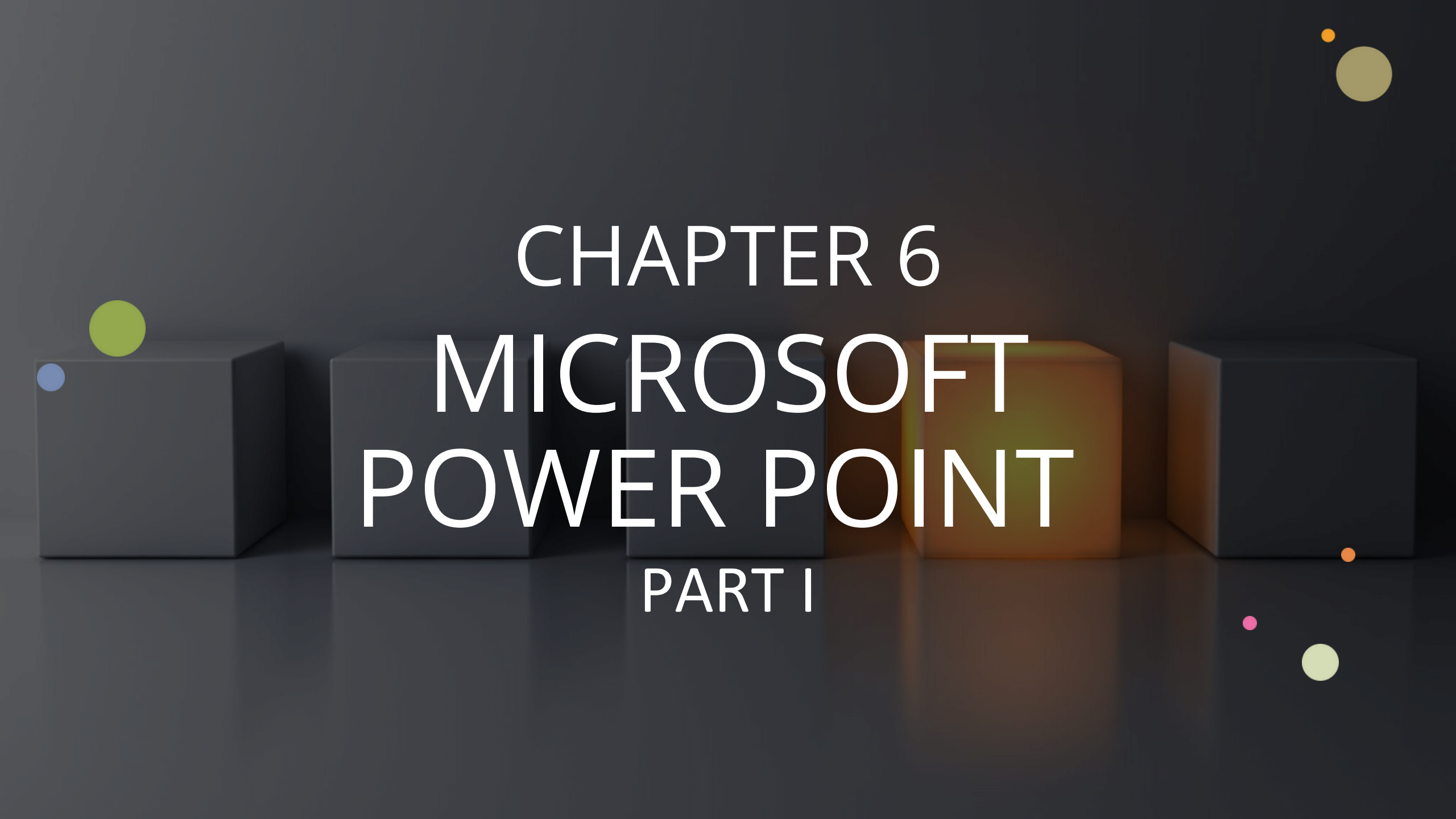


The background is a dark gray gradient. It features several 3D cubes of varying sizes and colors (dark gray, light gray, and a glowing orange one). Floating around the cubes are several spheres of different colors (green, blue, yellow, orange, pink) and sizes. The text is centered and reads:

CHAPTER 6

MICROSOFT

POWER POINT

PART I



Learning Objective

- Define the Microsoft Power Point
 - Apply the skills of Microsoft Power Point
 - Describe and explain the features of Microsoft Power Point
- 



POWERPOINT APPLICATION (MICROSOFT POWERPOINT)

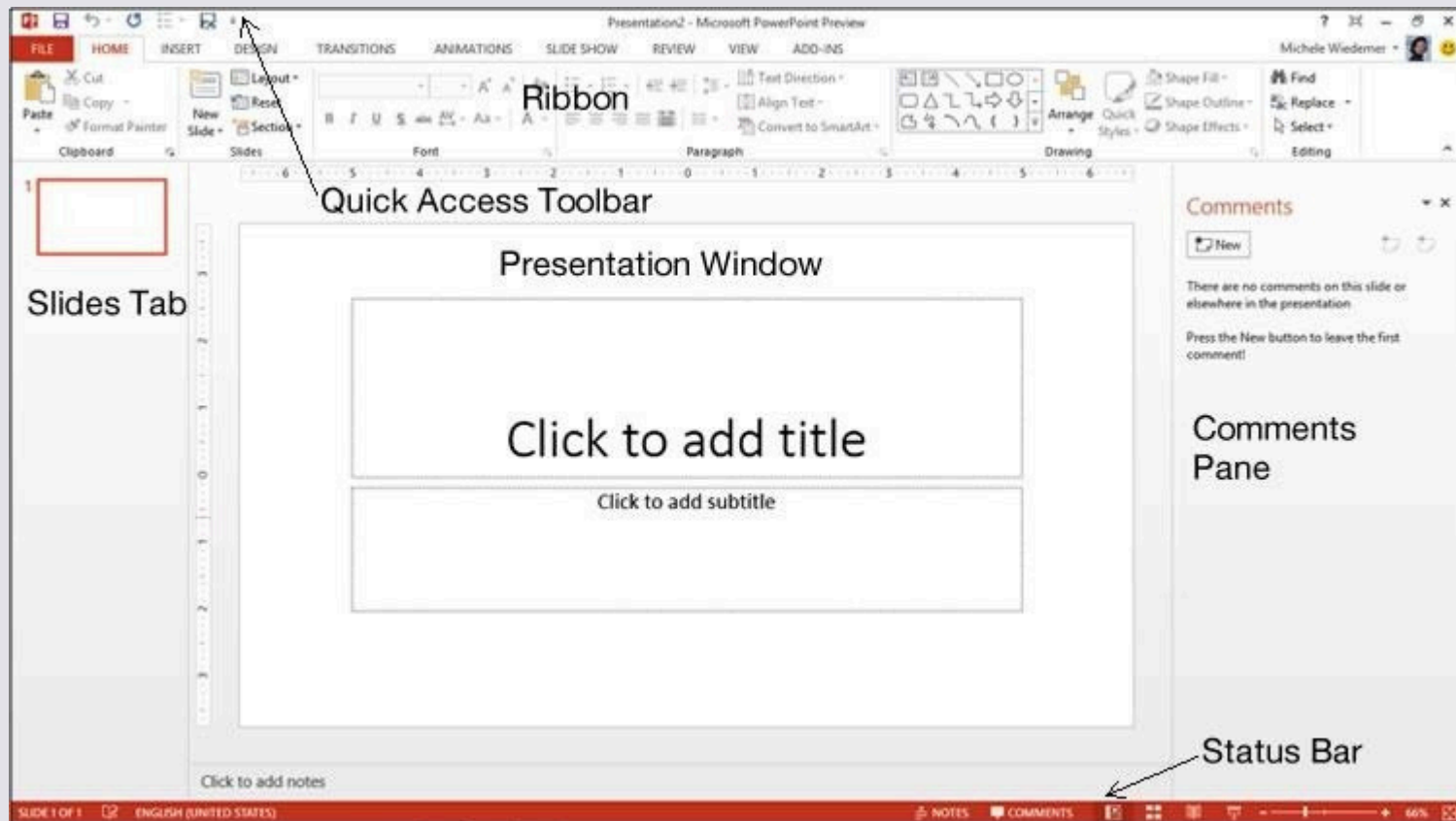
- **Microsoft PowerPoint** is a presentation program,[7]
- Created by Robert Gaskins and Dennis Austin[7] at a software company named Forethought, Inc.[7]
- Beginning with PowerPoint 4.0 (1994), PowerPoint was integrated into Microsoft Office development, and adopted shared common components and a converged user interface.[13]
- PowerPoint is used to create a file (called a "presentation" or "deck" containing a sequence of pages (called "slides" in the app) which usually have a consistent style (from template masters.
- Which may contain information imported from other apps or created in PowerPoint, including text, bullet lists, tables, charts, drawn shapes, images, audio clips, video clips, animations of elements, and animated transitions between slides, plus attached notes for each slide.[82]

CONTENTS

1. TOURING THE POWER POINT INTERFACE
2. FORMATTING TEXT
3. CHANGING THE SLIDE LAYOUT
4. ADDING ADDITIONAL SLIDES
5. CREATING A SLIDE DESIGN
6. CUSTOMIZING SLIDES
7. INSERTING SHAPES USING INSERT SHAPES & WORD ARTS
8. CREATING AND FORMATTING CHARTS USING WORDART SYLE APPLYING THEMES
9. SETTING ANIMATION AFFECTS
10. SETTING UP A SLIDE SHOW

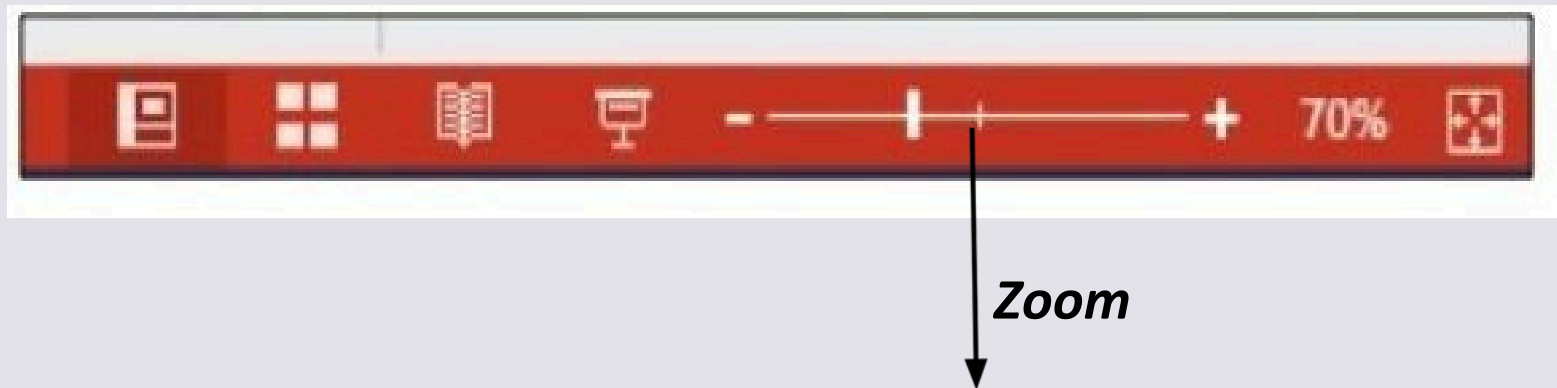
Touring the Power Point Interface

The PowerPoint interface, including the Ribbon, the Slides tab, the presentation window, the Notes pane, the Comments pane, the Quick Access toolbar, and the Status bar.



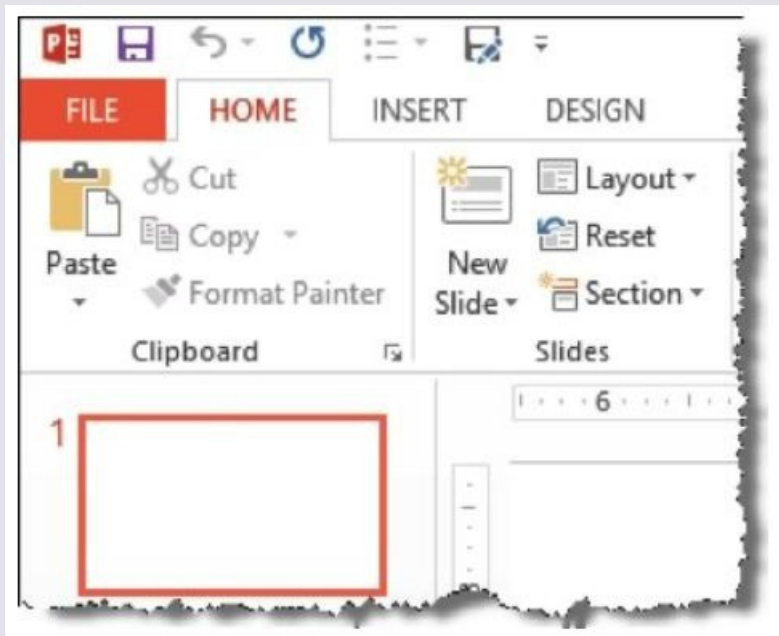
Touring the Power Point Interface

- Click the minus sign in the Status bar to zoom out. Click the plus sign in the Status bar to zoom in. You can also drag the slider to adjust the zoom

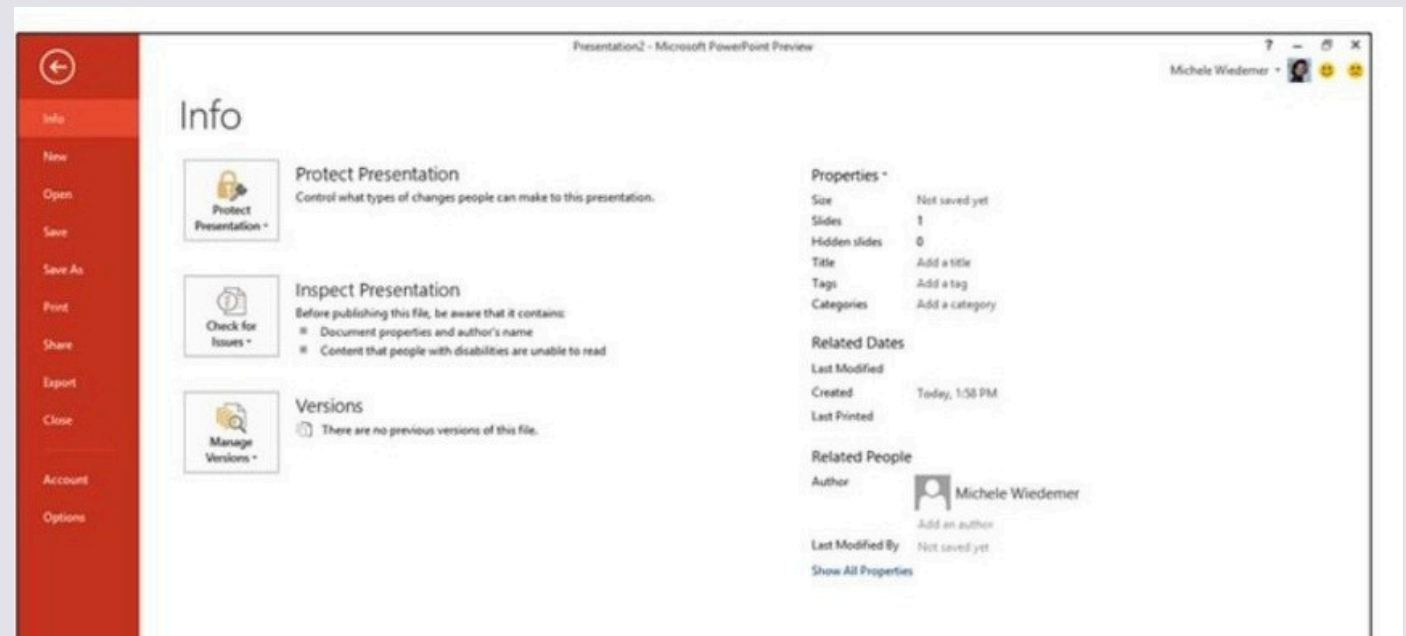


- An Introduction to Backstage View
- Review the Backstage View, use the following procedure.

1. Select the **File** tab on the Ribbon.



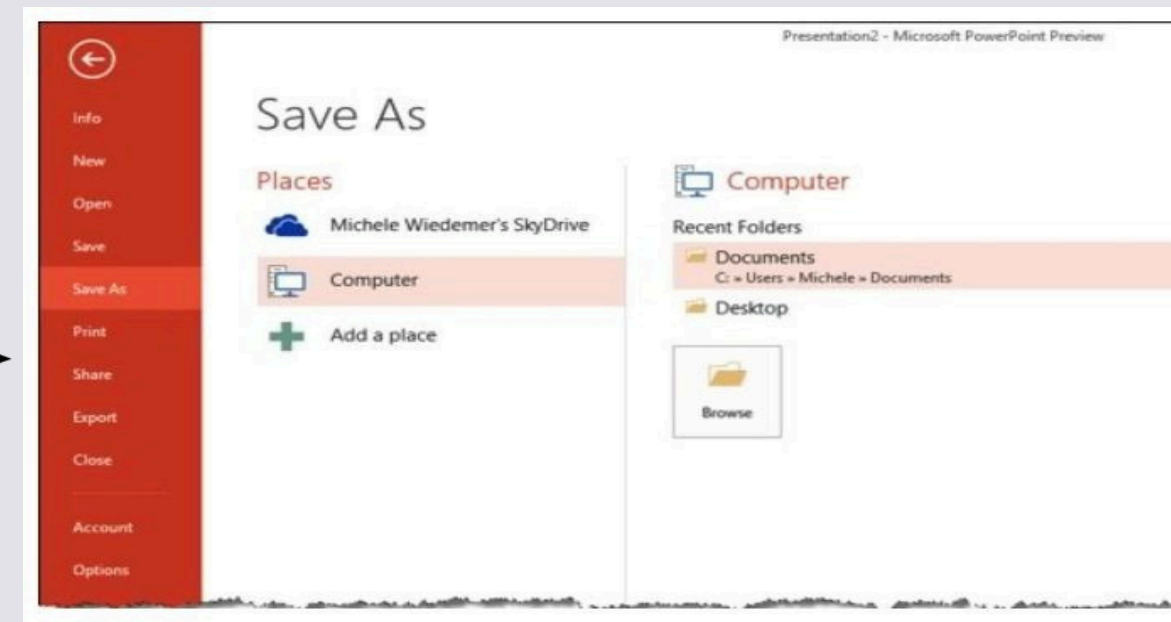
2. PowerPoint displays the Backstage View, open to the Info tab by default. A sample is illustrated below.



•Saving Files

- To save a presentation that has not been previously saved, use the following procedure.
- Select the **File** tab on the Ribbon.
- Select the **Save** command in the Backstage View.
- Select the **Place** where you want to save the presentation.
- If you choose your SkyDrive, you can select the Presentations folder. If you choose your Computer, select your Current Folder or one of your Recent Folders. Or in either place, you can choose Browse to select a new location.

Save as →



Closing Files vs. Closing PowerPoint

- To close a file, use the following procedure.
- Select the File tab from the Ribbon.
- Select Close from The Backstage View.
- If you haven't saved your file, you will see the following message.



- To close the application (if only one presentation is open), use the following procedure.
- Click the X at the top right corner of the window.



→ *close*

Formatting Text

Selecting, Editing, and Deleting Text

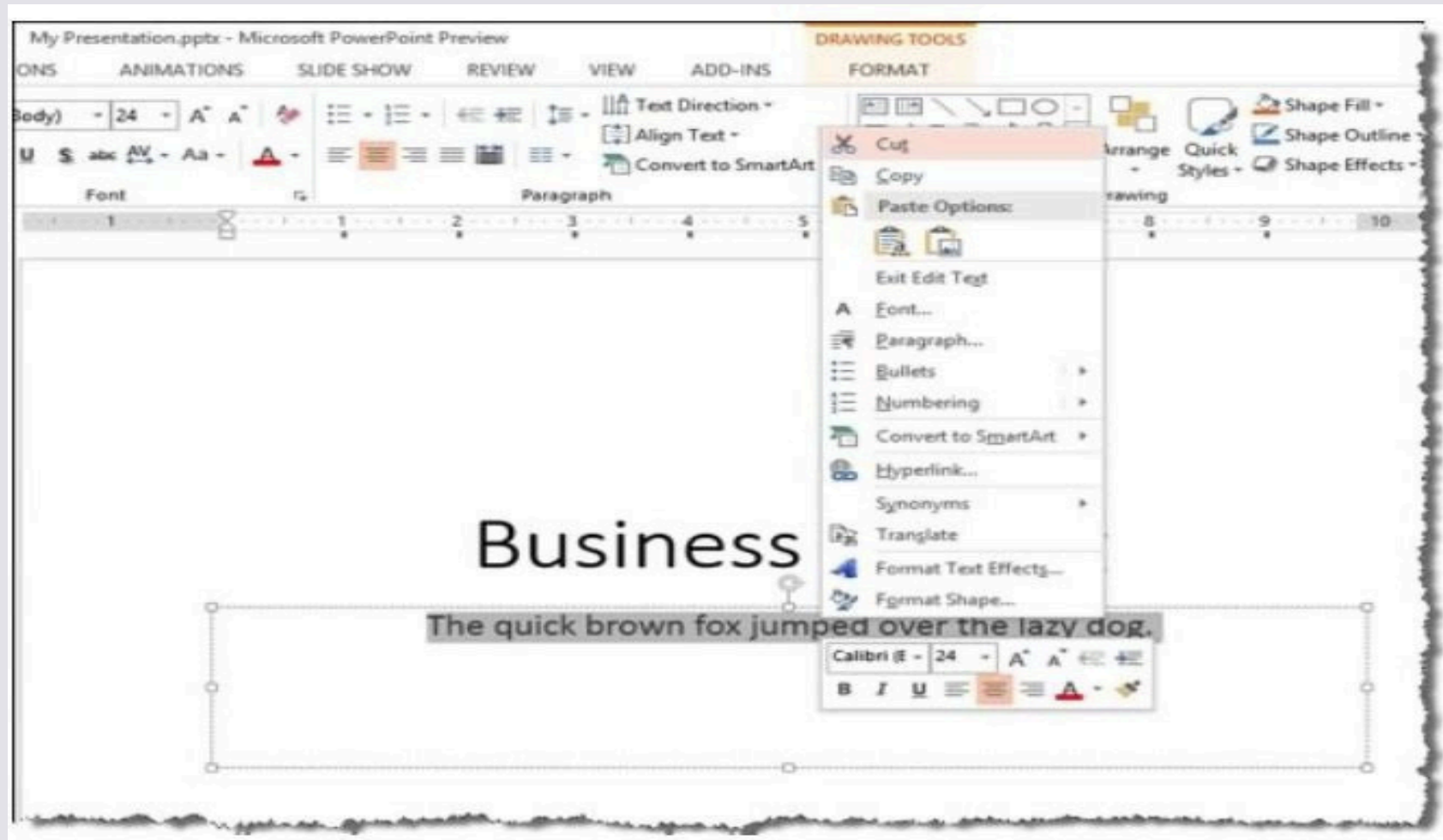
- To use the keyboard to select text, use the following procedure.
- Using the arrow keys, place the cursor either at the beginning of the text you want to select, or at the end of the text you want to select.
- Hold down the shift key while pressing the arrow key to select text in that direction.
- The selected text is highlighted.



- To use the mouse to select text, use the following procedure.
- Point the mouse to either the beginning or the end of the text you want to select.
- Move the mouse to select the text. You can move left, right, up and/or down.
- Let the mouse button up when you have finished selecting the text.
- You can double click on a word to select it.
- You can click three times on a paragraph to select the whole paragraph.



- To cut and paste text, use the following procedure.
- Highlight the text you want to cut.
- Right click the mouse to display the context menu and select cut.



- Move the cursor to the new location. It can be on the same slide or a different slide.
- Right click the mouse to display the context menu and select the Keep Text Only paste option, as illustrated below.



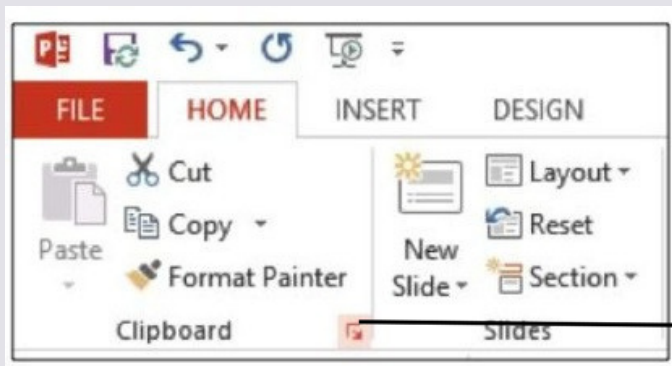
- 1.To copy and paste text using the keyboard shortcuts, use the following procedure.
- 2.Highlight the text you want to cut and press the Control key and the C key at the same time.
- 3.Move the cursor to the new location.
- 4.Press the Control key and the V key at the same time.
- 5.To copy and paste a placeholder, use the following procedure.
- 6.Click on the borders of the placeholder you want to copy to select it. Notice the cursor changes to a cross with arrows in all directions and the placeholder points are visible.



- 7.Select copy from the Ribbon, the context menu, or by using the keyboard shortcut.
- 8.Click in the new location for the placeholder. You can select an existing placeholder to replace it
- 9.Select page from the Ribbon, the context menu, or by using the keyboard shortcut.

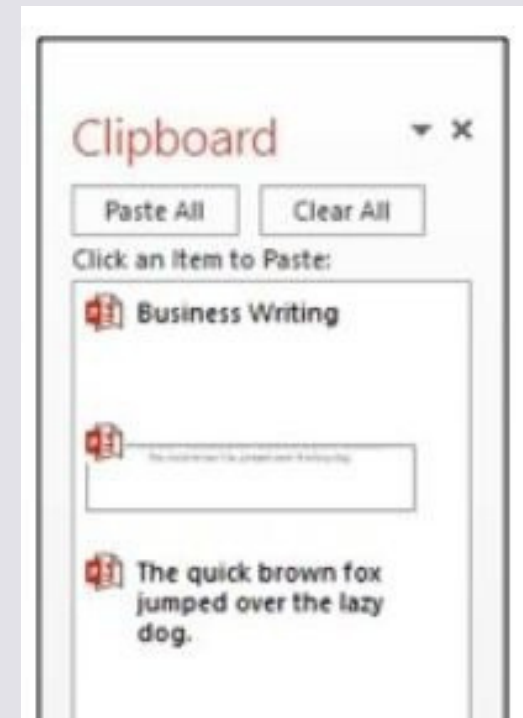
Using the Office Clipboard

- To open the Clipboard Task pane, use the following procedure.
- On the Home tab of the Ribbon, select the icon next to Clipboard. This is the Dialog Box launcher.

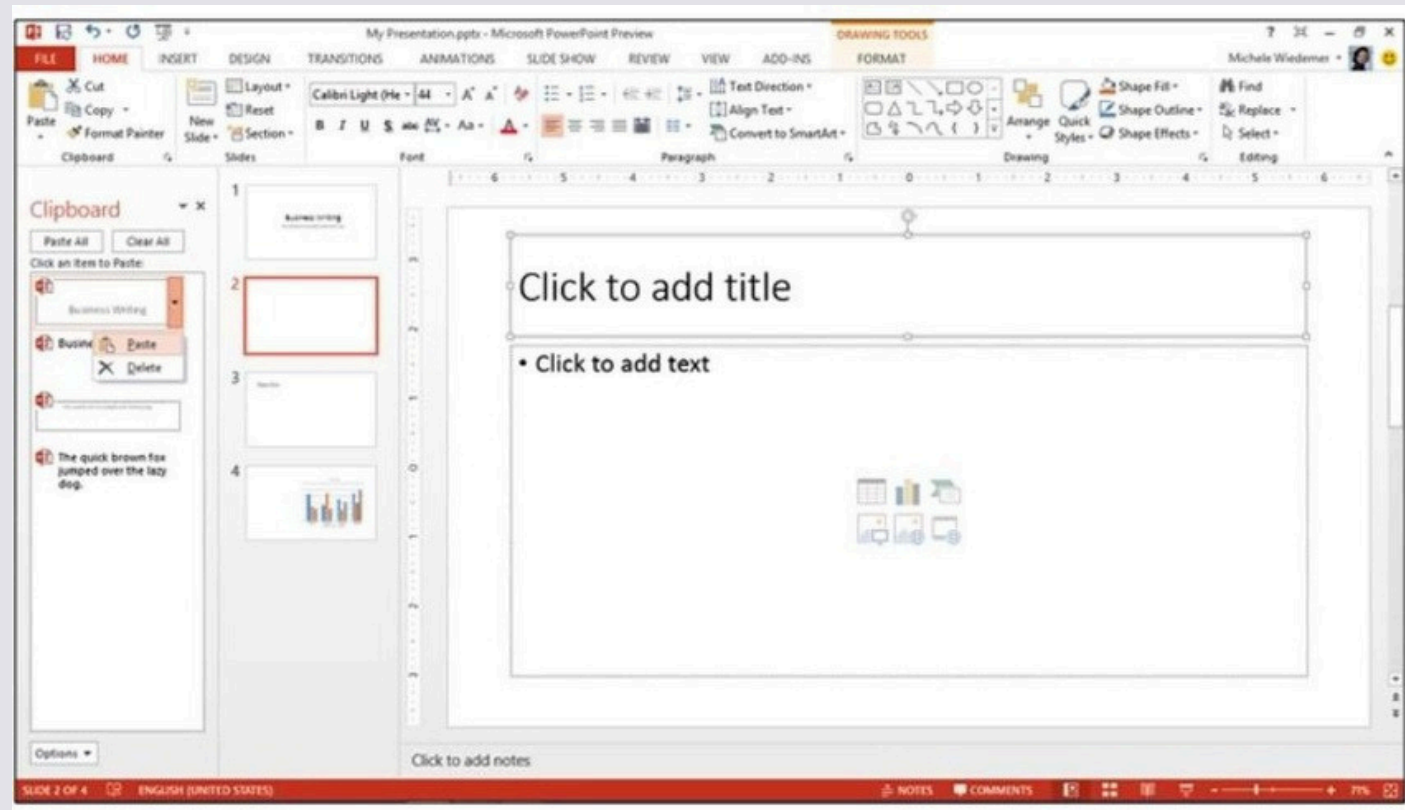


Click This

- The Clipboard task opens, displaying any items you have cut or copied in this PowerPoint session (or the 24 most recent). A sample is illustrated below. This example includes placeholders (or objects) that have been cut or copied as well as text.

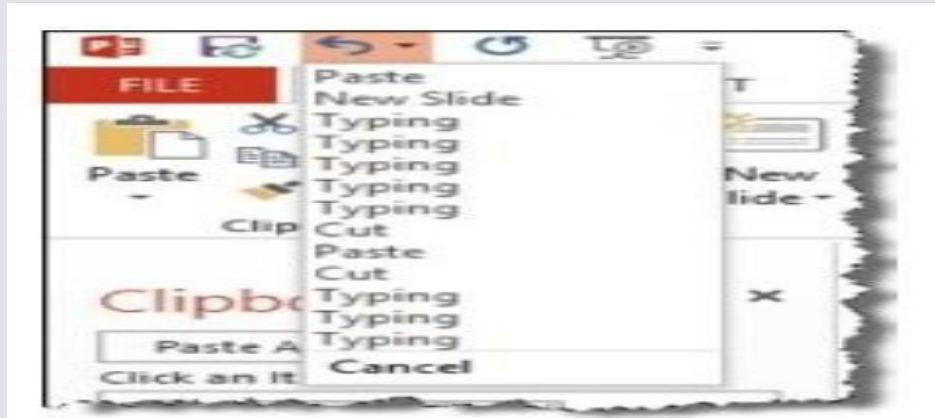


- To paste using the Office Clipboard Task pane, use the following procedure.
- Place the cursor where you want to paste text from the clipboard. If you are pasting a placeholder, click in the new location for the placeholder. You can select an existing placeholder to replace it.
- Click on the item in the Clipboard task pane that you want to paste. The following illustrations show a placeholder being replaced, both before and after the paste.



Using Undo and Redo

- To undo their most recent command, use the following procedure.
- Select the Undo command from the Quick Access Toolbar. If there is more than one item listed, select the item you want to undo.



- To redo the last command or repeat it, use the following procedure.
- Select the Redo command from the Quick Access Toolbar.

