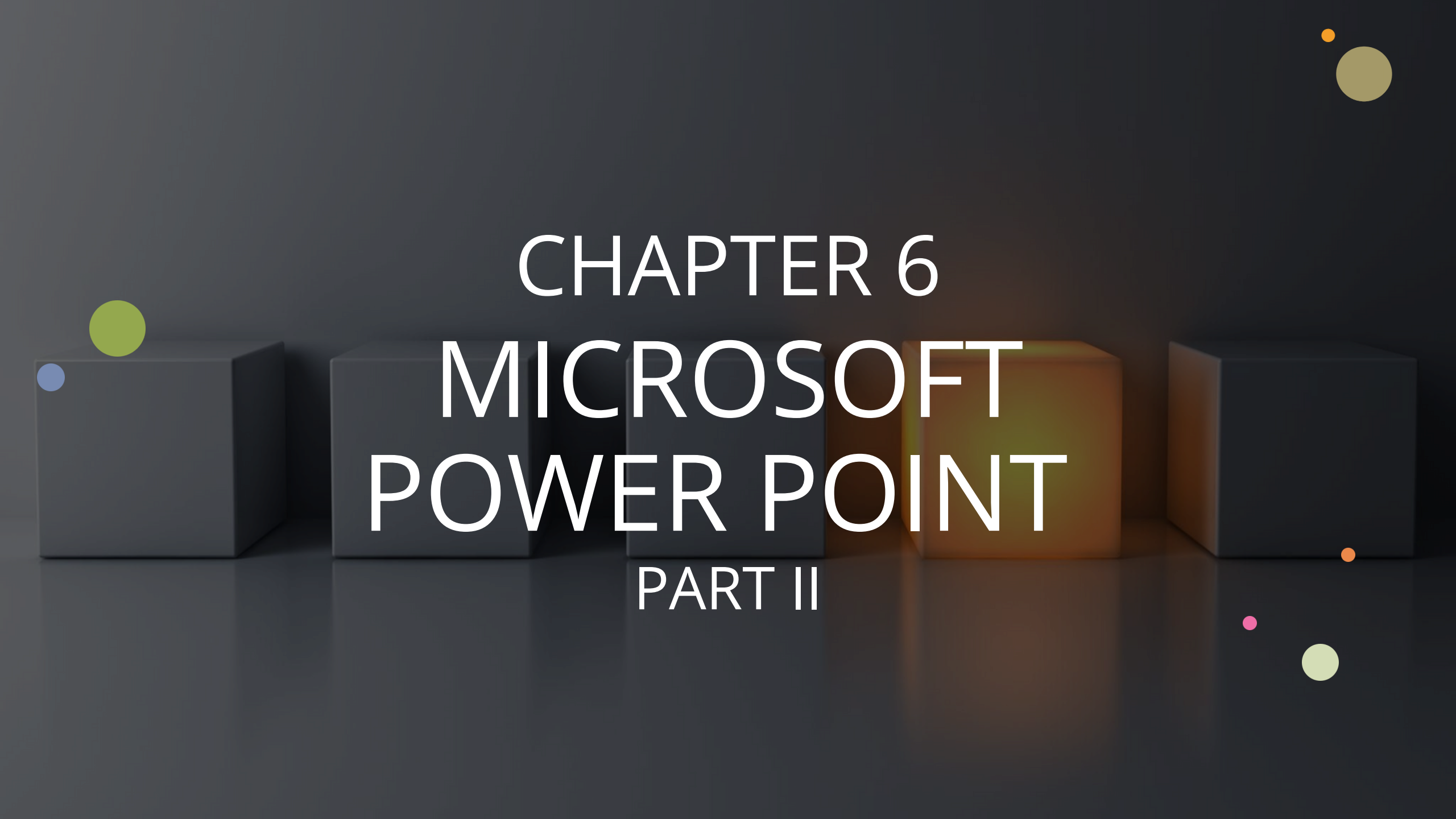


The background features a dark gray gradient with several 3D cubes and floating circles. On the left, a dark gray cube has a small blue circle and a larger green circle above it. In the center, a dark gray cube is partially obscured by a larger, glowing orange cube. To the right, another dark gray cube is visible. Various other circles in orange, pink, and green are scattered in the upper and lower right areas. The text is centered and reads:

CHAPTER 6

MICROSOFT

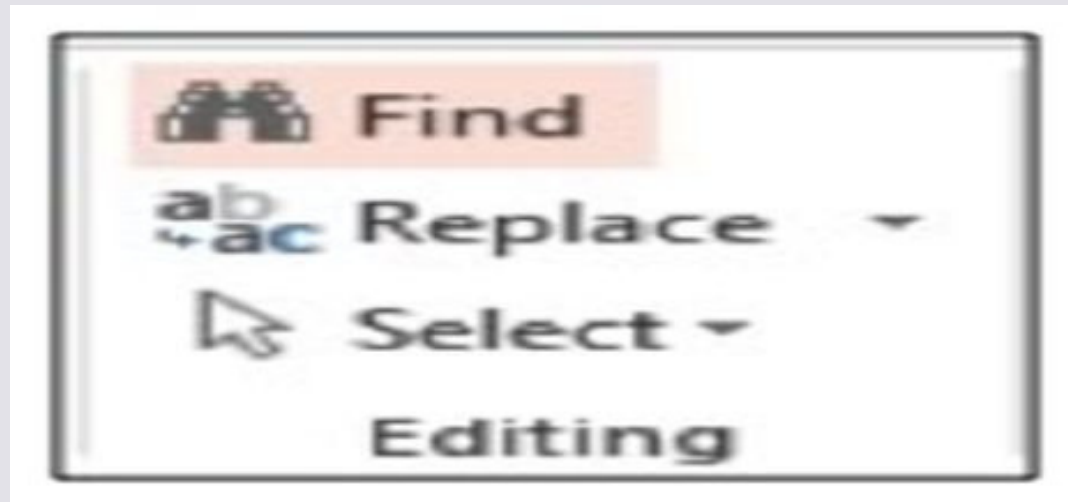
POWER POINT

PART II

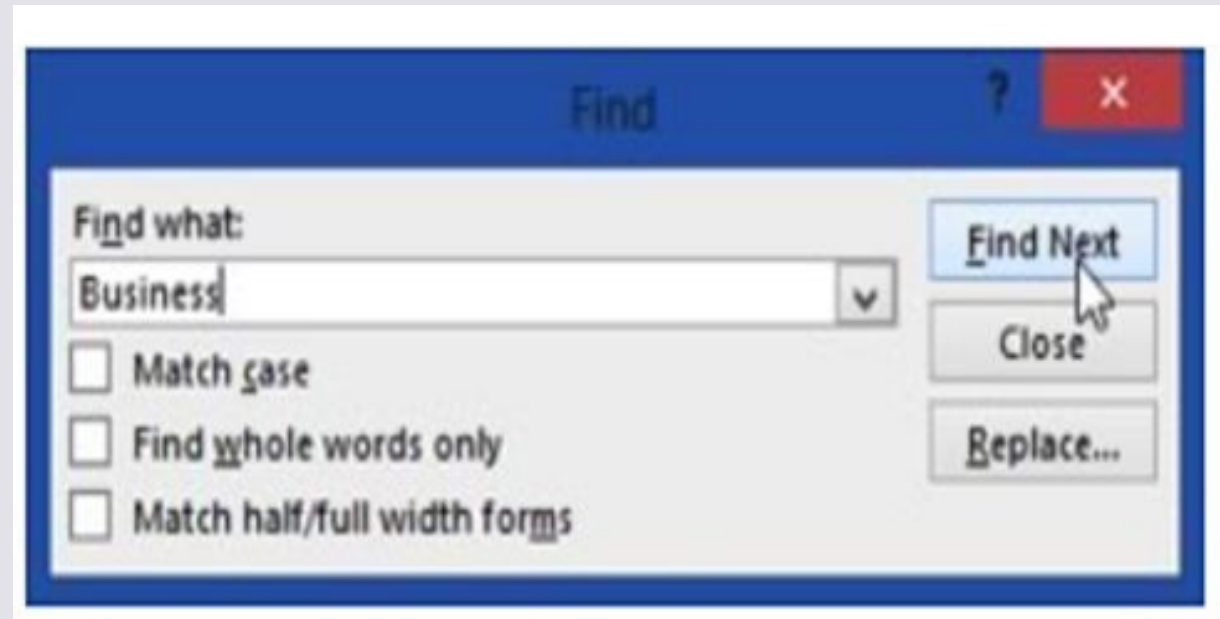
Finding and Replacing Text

To find text, use the following procedure.

1. Select **Find** from the Editing group on the Home tab of the Ribbon to open the Find dialog box.



1. Enter the exact text you want to find in the ***Find what*** field.
2. If desired, check the ***Match Case*** box to find only instances with the same capitalization.
3. If desired, check the ***Find Whole Words Only*** box to find the whole PowerPoint. Leaving this box unchecked will find any instance of that group of letters. For example if you search for the PowerPoint box, but have the ***Find Whole Words Only*** box unchecked, PowerPoint will find instances of box, as well as instances of “boxes” and “boxed.”



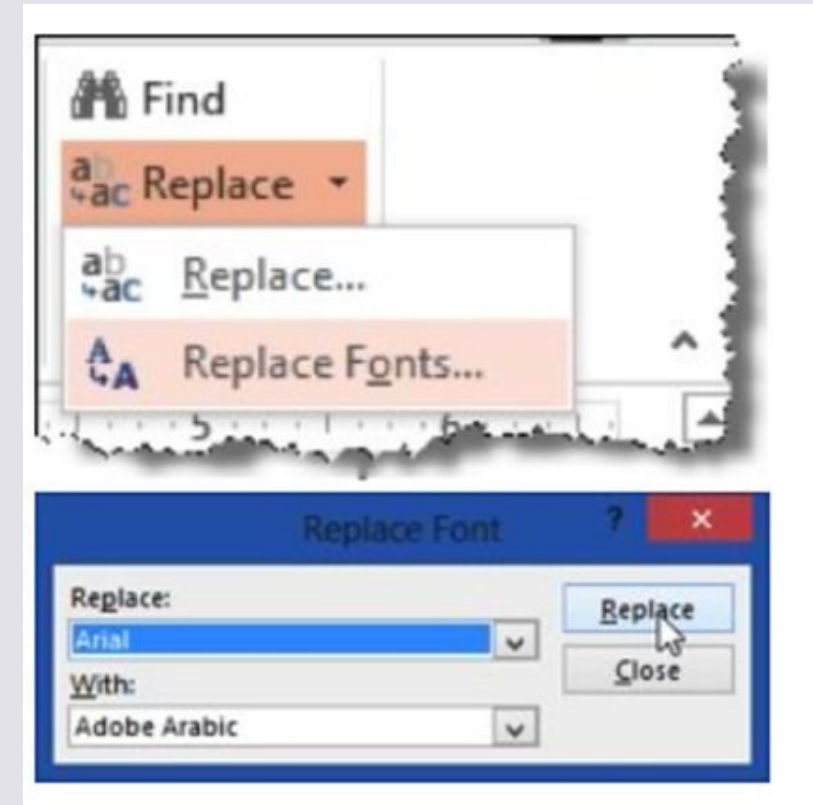
To replace text, use the following procedure.

- Select **Replace** from the Editing group on the Home tab of the Ribbon to open the Replace dialog box. You can also select the **Replace** button on the Find dialog box.
- Enter the exact text you want to find in the **Find what** field.
- Enter the replacement text in the **Replace with** field.
- If desired, check the **Match case**, **Find Whole Words only**, and **Match half/full width forms** boxes.



- Select **Find next** to find the next instance of the item.
- When PowerPoint highlights the item, select **Replace** to delete the “find” item and paste the “replace” item.
- Select **Close** when you have finished. Or select Cancel to close the dialog box without making any replacements.

- ✦ To replace all instances of an item, use the following procedure.
- ✦ Open the Find and Replace dialog box by selecting Replace from the Ribbon.
- ✦ Enter the exact text you want to find in the Find what field.
- ✦ Enter the replacement text in the Replace with field.
- ✦ Select Replace All.
- ✦ Select Close when you have finished. Or select Cancel to close the dialog box without making any replacements.
- ✦ PowerPoint replaces all instances of the item and displays a message indicating how many replacements were made. To replace a font, use the following procedure.

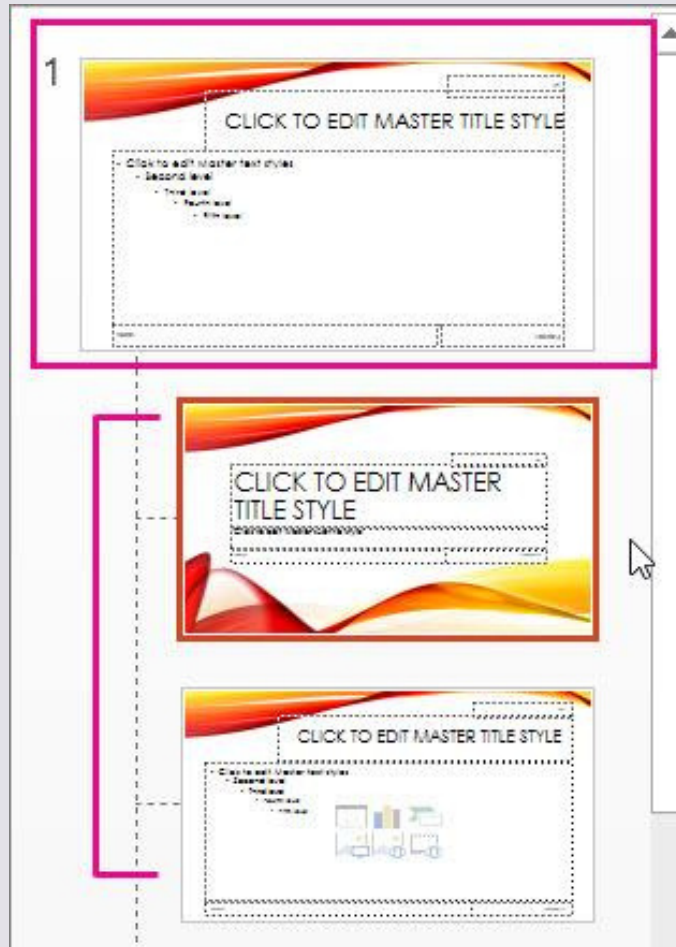


1. Select **Replace** from the Ribbon. Select the **Replace Font** option to open the Replace Font dialog box.
2. Select the Font you want to replace from the **Replace** drop down list.
3. Select the Font you want to use from the **With** drop down list.
4. Select **Replace**.
5. PowerPoint replaces all matching fonts. Select **Close** when you have finished.

CHANGING THE SLIDE LAY OUT

- Change an existing layout
- On the View tab, click Slide Master.
- In the thumbnail pane that contains the slide masters and layouts, pick the layout that has closest arrangement of placeholders to how you want your slide to look.
- **Note:** The slide master is always the top thumbnail, and the other slide layouts are beneath it.

To change an existing layout, do one or more of the following:

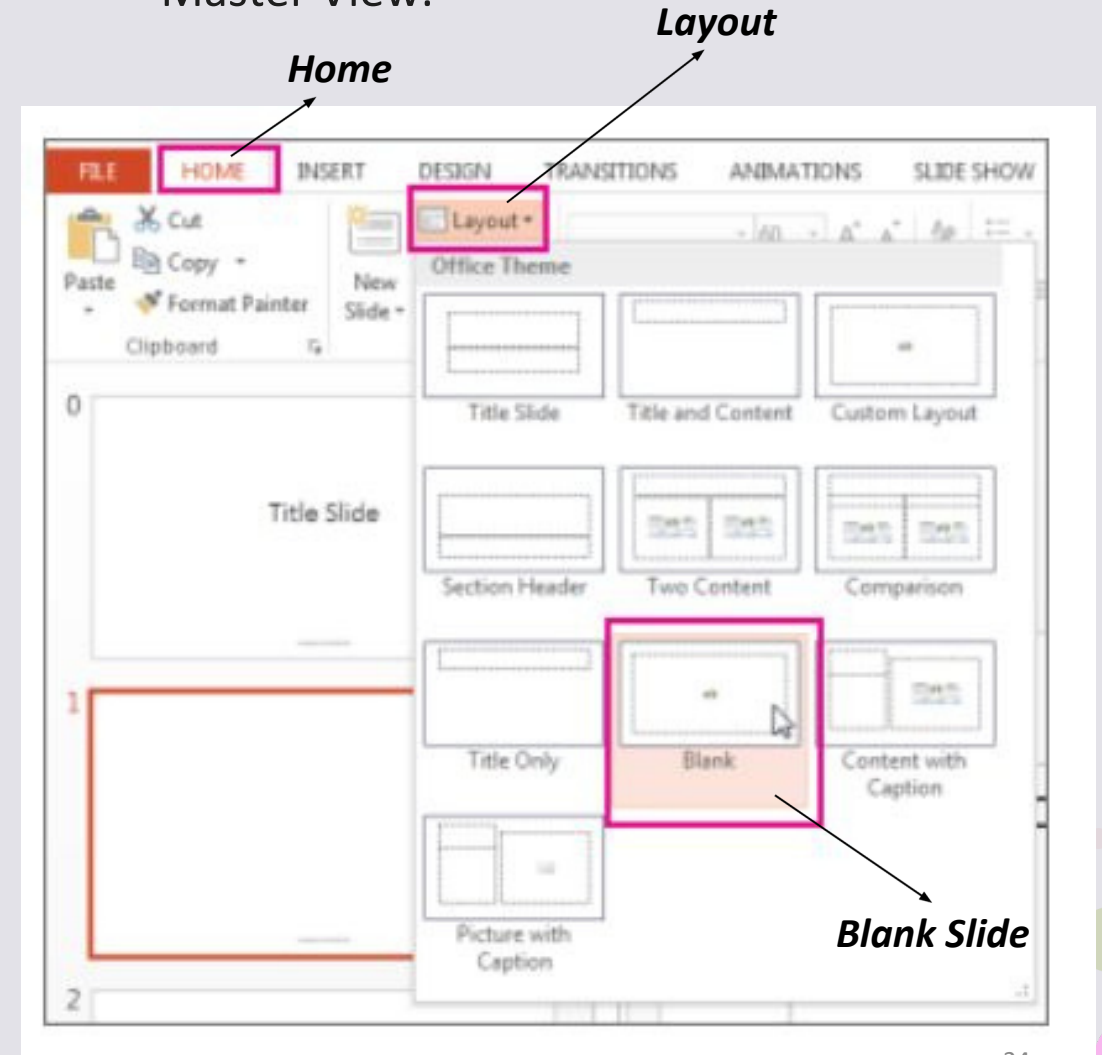


- To add a placeholder, on the **Slide Master** tab, click **Insert Placeholder**, and then select a placeholder type from the list. Click a location on the layout, and then drag to draw the placeholder.
- Add, edit, or remove a placeholder on a slide layout.
- To rename the layout, in the thumbnail list of layouts, right-click the layout that you customized, and then click **Rename Layout**.
- In the **Rename Layout** dialog box, type a new name that describes the layout you've just created, and then click **Rename**.
- On the **Slide Master** tab, click **Close Master View**.

- Apply the updates so that they appear on your slides
- In **Normal** View, in the thumbnail pane, click the slide that you want to reapply the updated layout to.
- To select multiple slides, press and hold the Ctrl key, and then click each slide.

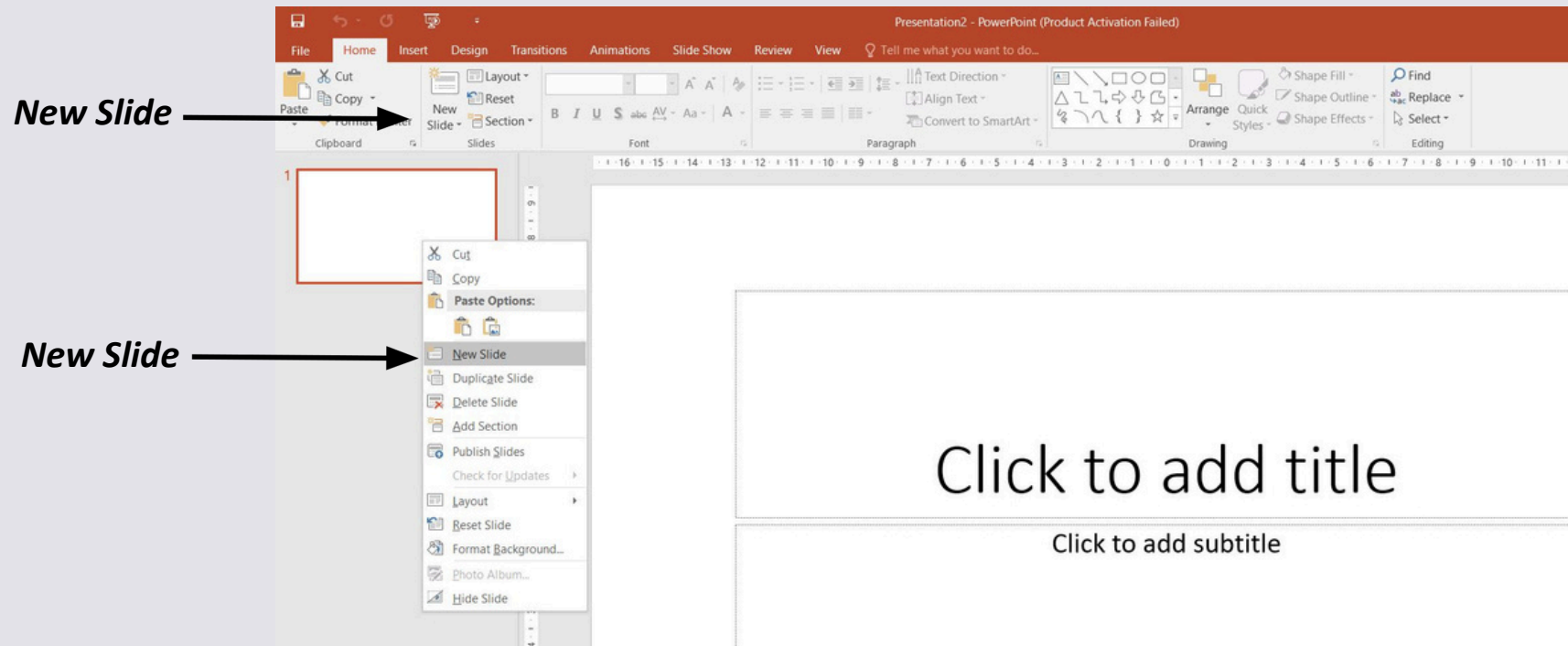


- On the **Home** tab, in the **Slides** group, click **Layout**, and then select the layout that you updated in Slide Master View.



ADDING ADDITIONAL SLIDE

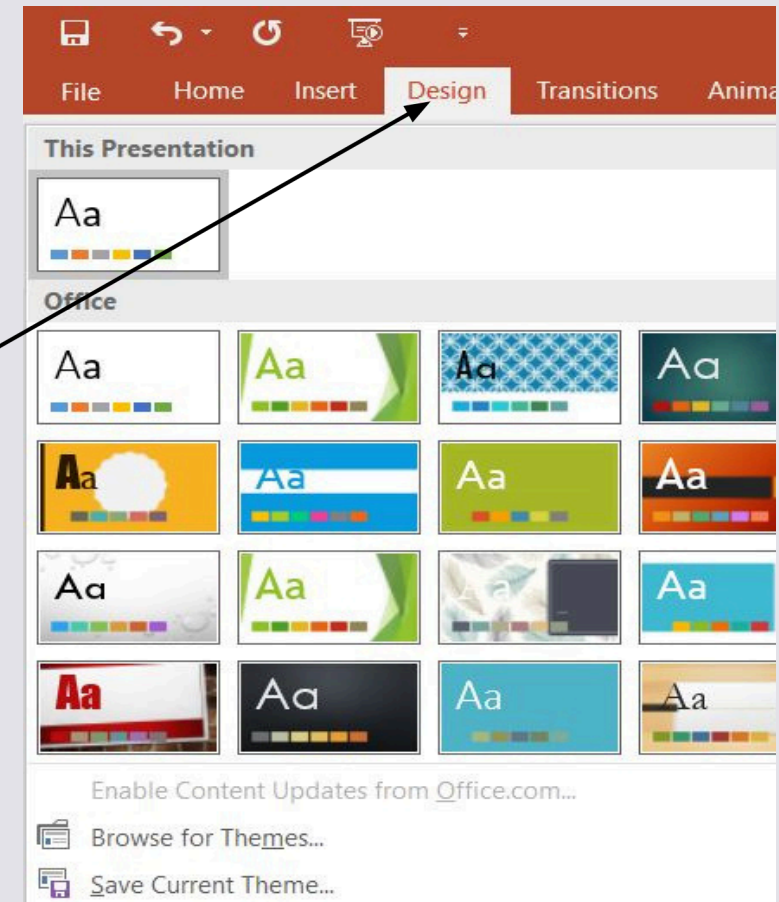
- To insert a new slide into a presentation, follow the steps below.
- In the slide preview pane on the left, left-click with your mouse in-between two slides where you want to insert a slide.
- In the PowerPoint ribbon, on the *Home* or *Insert* tab, click the **New Slide** option.
- In the drop-down menu that opens, select the type of slide to insert. The new slide will be inserted into the presentation where you clicked in step 1 above.



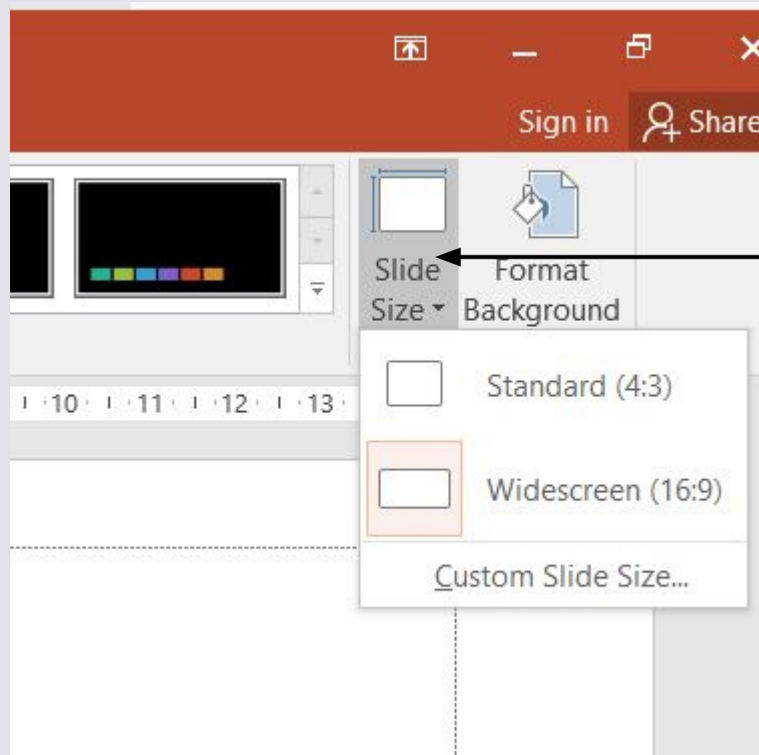
CREATING A SLIDE DESIGN & CUSTOMIZING SLIDES

- Open a blank presentation.
- On the Design tab, select Page Setup, and choose the orientation and page dimensions you want.

Design

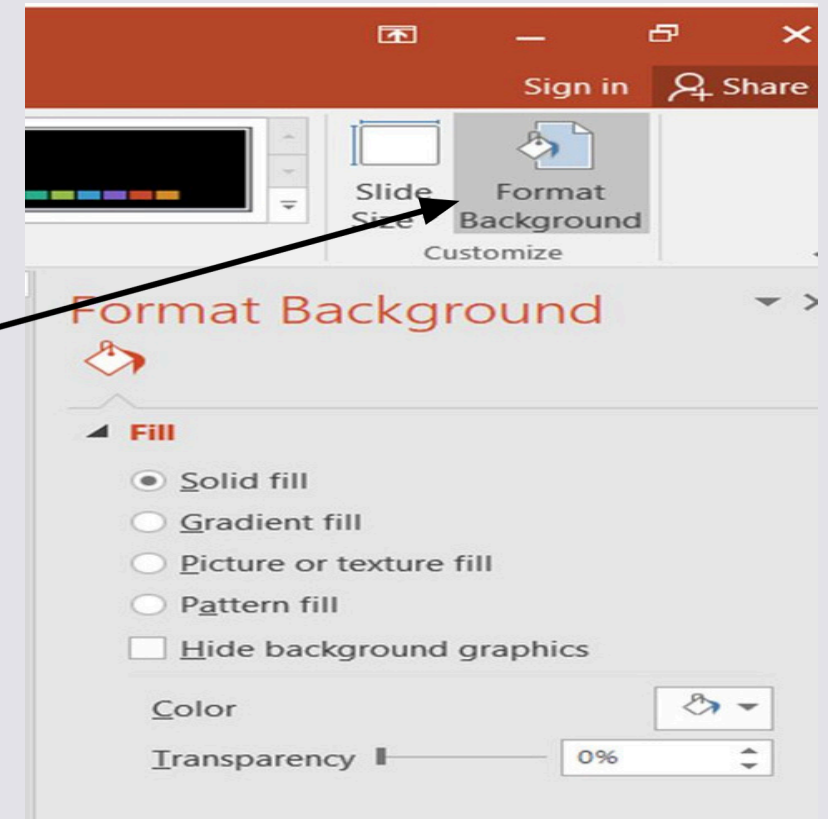


CREATING A SLIDE DESIGN & CUSTOMIZING SLIDES



Slide Size

Format Background



INSERTING SHAPES USING INSERT SHAPES (METHOD 1)

- **Shapes** functionality in **PowerPoint** is really powerful to create diagrams and other graphics for your presentations.
- Microsoft **PowerPoint** comes with a large collection of **shapes** that you can freely use to draw balloons in your presentations, borders, arrows, etc.

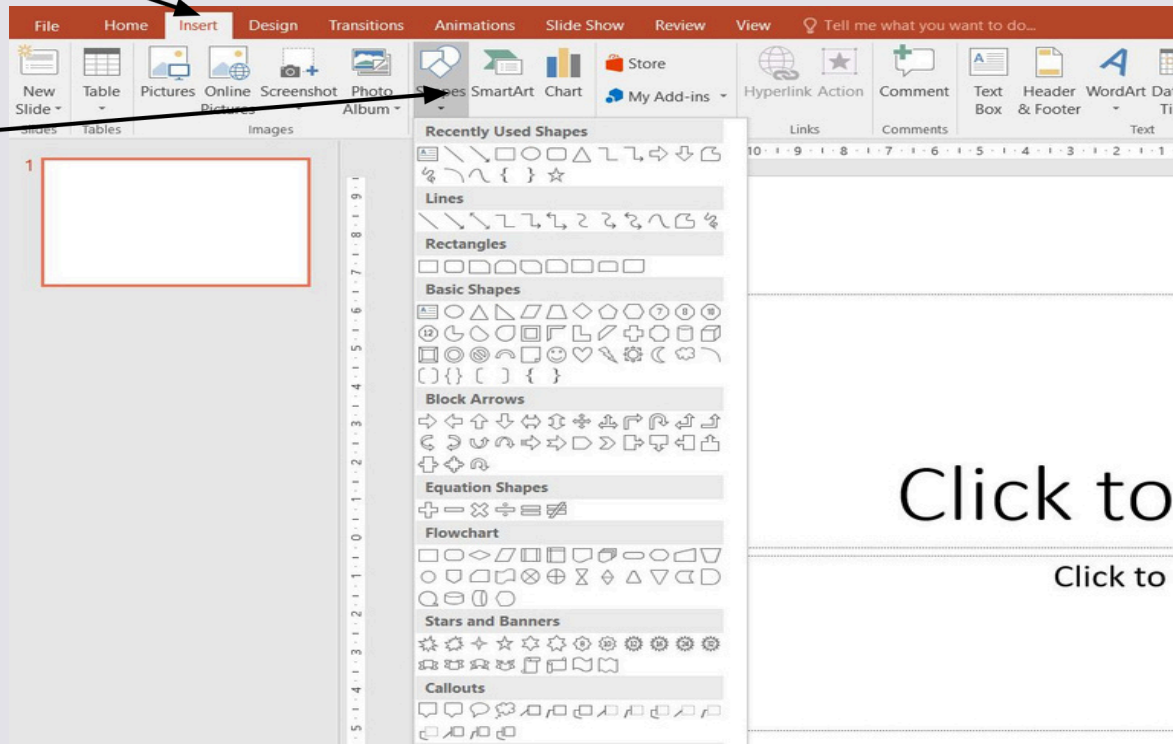
1. On the **Insert** tab, click **Shapes**.

2. Click the **shape** you want, click anywhere in the workspace, and then drag to place the **shape**.

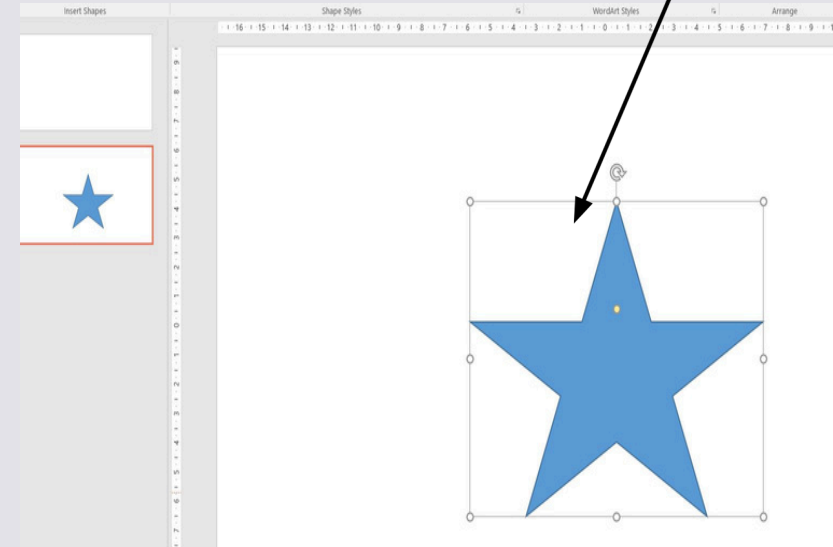
3. To create a perfect square or circle (or constrain the dimensions of other **shapes**), press and hold Shift while you drag.

1.0 Insert

2.0 Shapes



3.0 Choose, Drag and Drop shape



INSERTING SHAPES USING SMART ART (METHOD 2)

1. On the **Insert** tab, click **Smart Art**.
2. Click the **shape** you want, click anywhere in the workspace, and then drag to place the **shape**.

Insert

Smart Art

Choose Shape

List of Shape

Shape You Choose

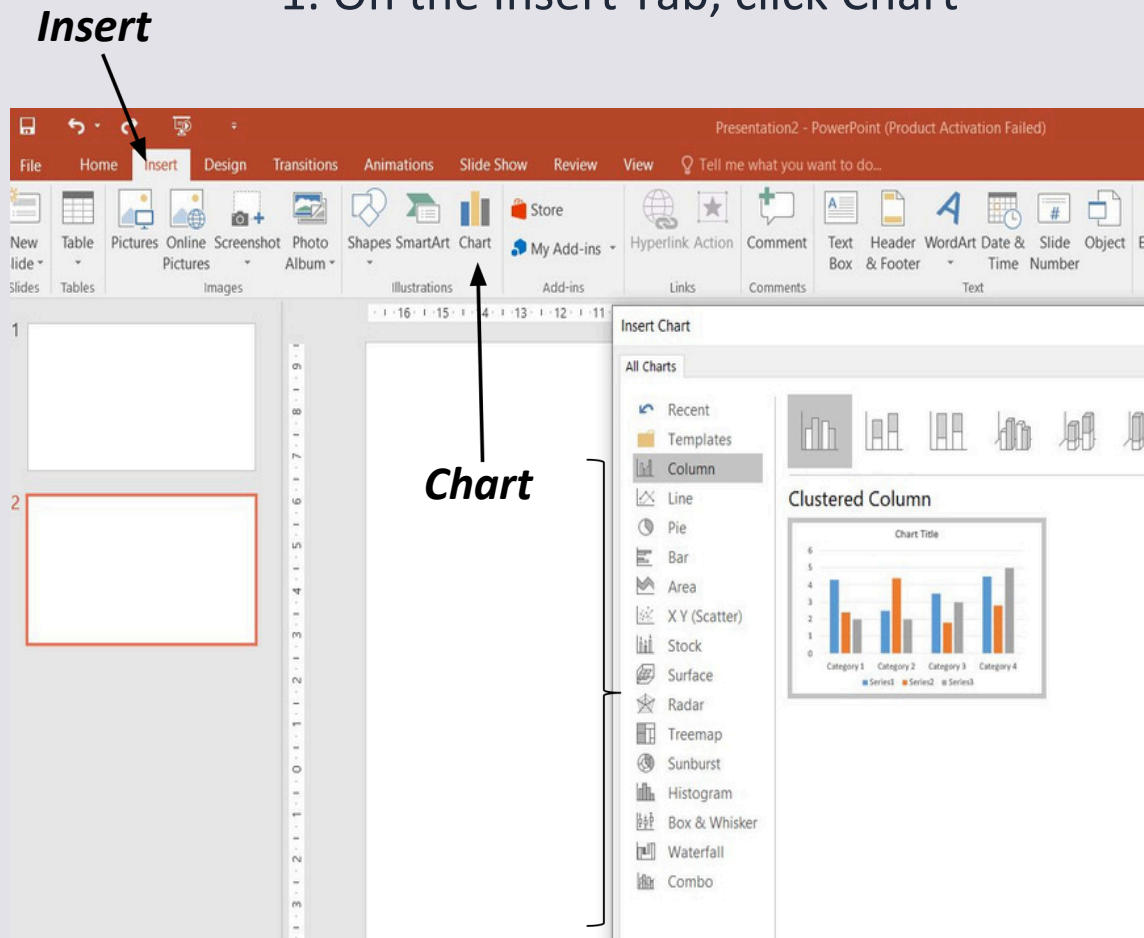
Click OK

The image is a composite of three screenshots from a PowerPoint presentation. The top-left screenshot shows the PowerPoint ribbon with the 'Insert' tab selected and the 'Smart Art' button highlighted. The top-right screenshot shows the 'Format' ribbon with the 'Shape Fill' dropdown menu open, showing a list of colors. The bottom-left screenshot shows the 'Choose a SmartArt Graphic' dialog box. The 'List' tab is selected, showing a grid of various SmartArt shapes. A 'Basic Block List' is also shown, with a description: 'Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.' The bottom-right screenshot shows a final slide with a SmartArt diagram consisting of five blue rectangular boxes arranged in a 2x2 grid with a fifth box centered below. Each box contains the text '[Text]'. A large black circle is drawn around the entire SmartArt diagram.

CREATING AND FORMATTING CHARTS USING WORDART STYLE

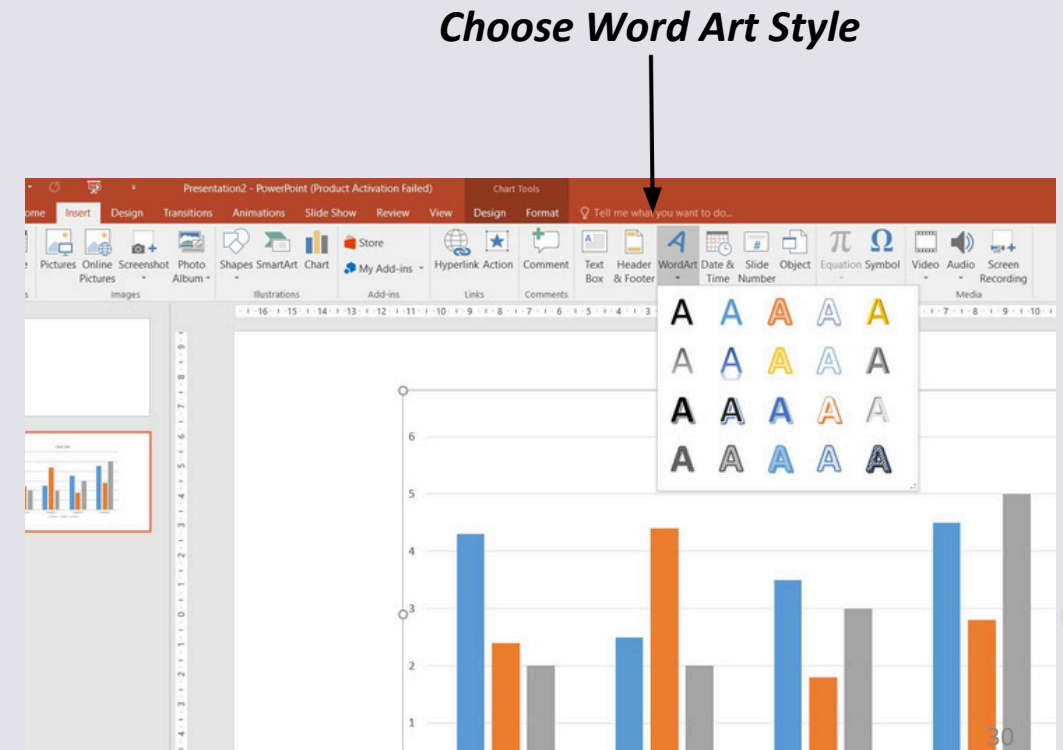
INSERT CHART/GRAPH

1. On the Insert Tab, click Chart



INSERT WORD ART

1. On the Insert Tab, click WORD ARTS SYLE
2. Choose WORD ART Style

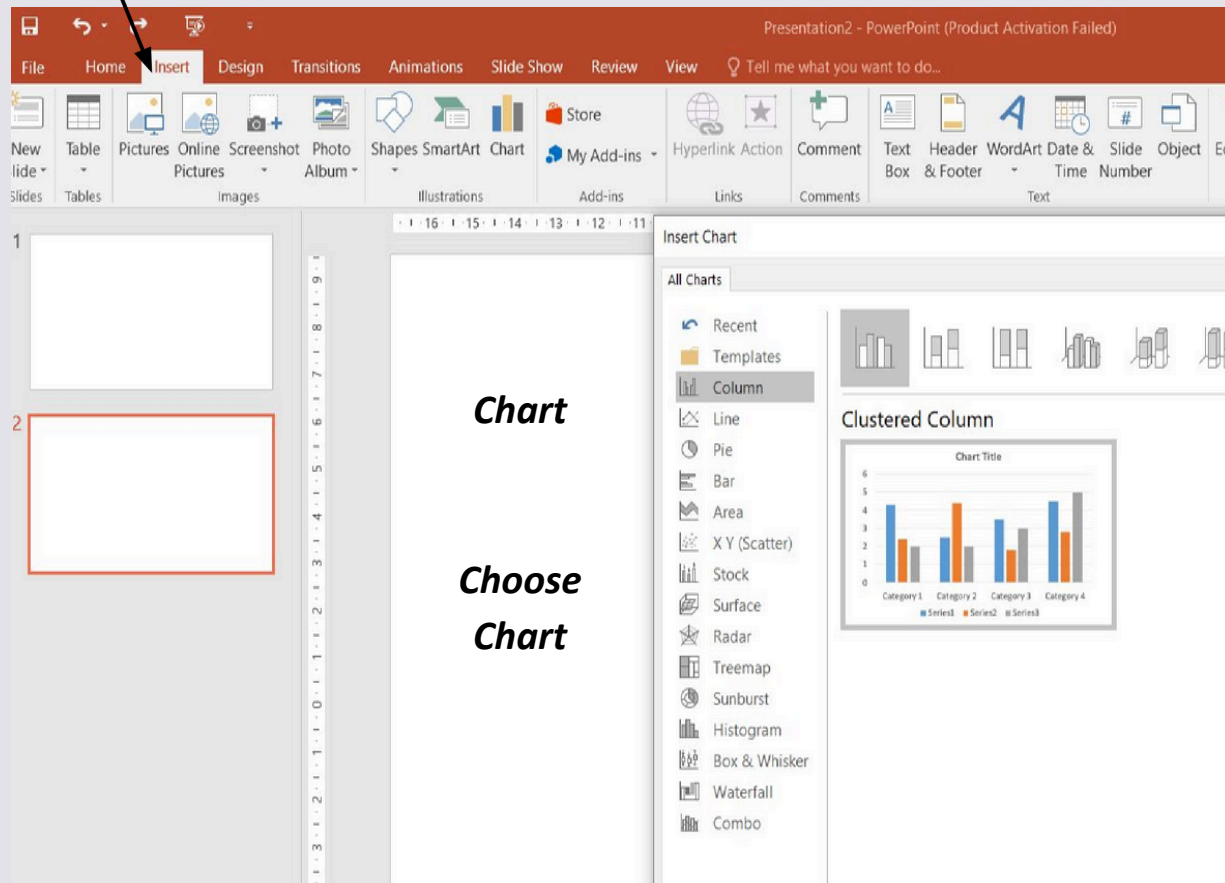


CHANGING CHART TYPES

INSERT CHART/GRAPH

1. On the Insert Tab, click Chart

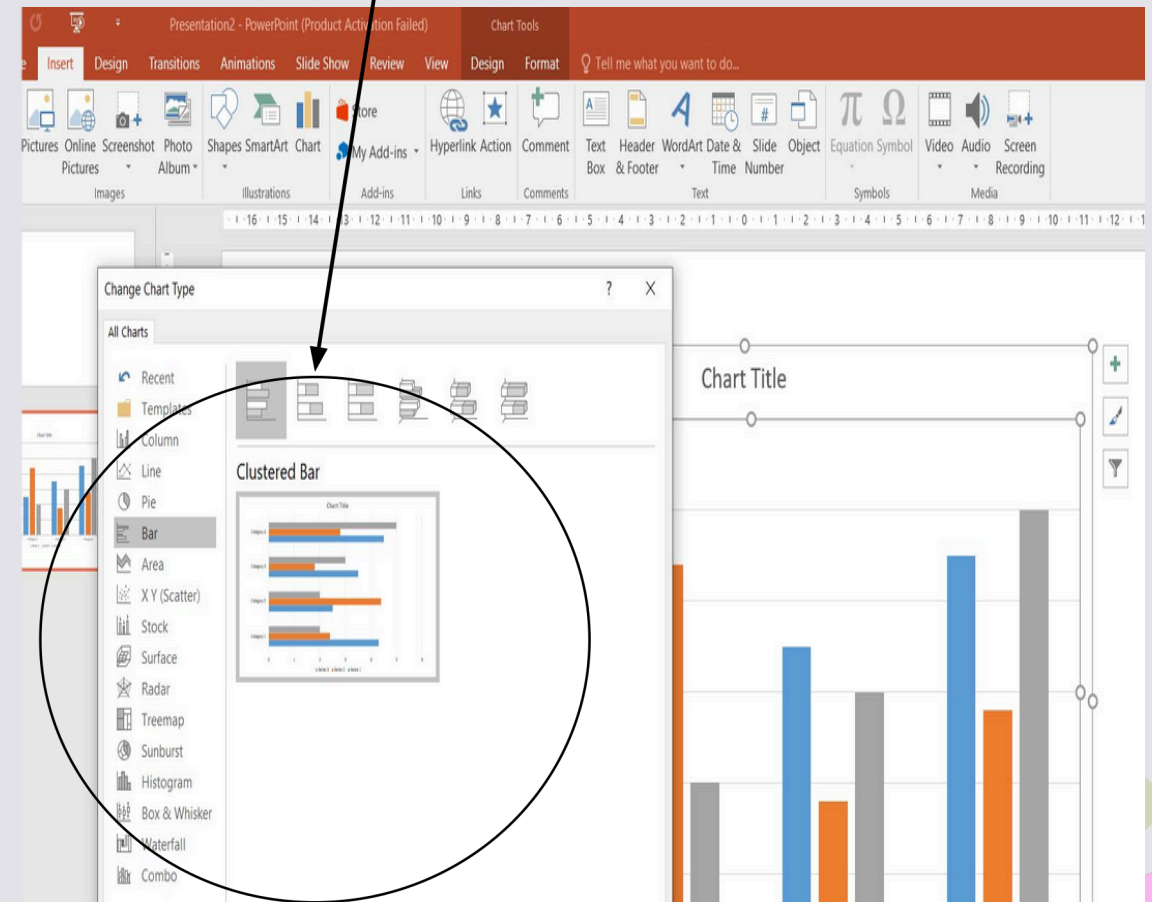
Insert



Chart

*Choose
Chart*

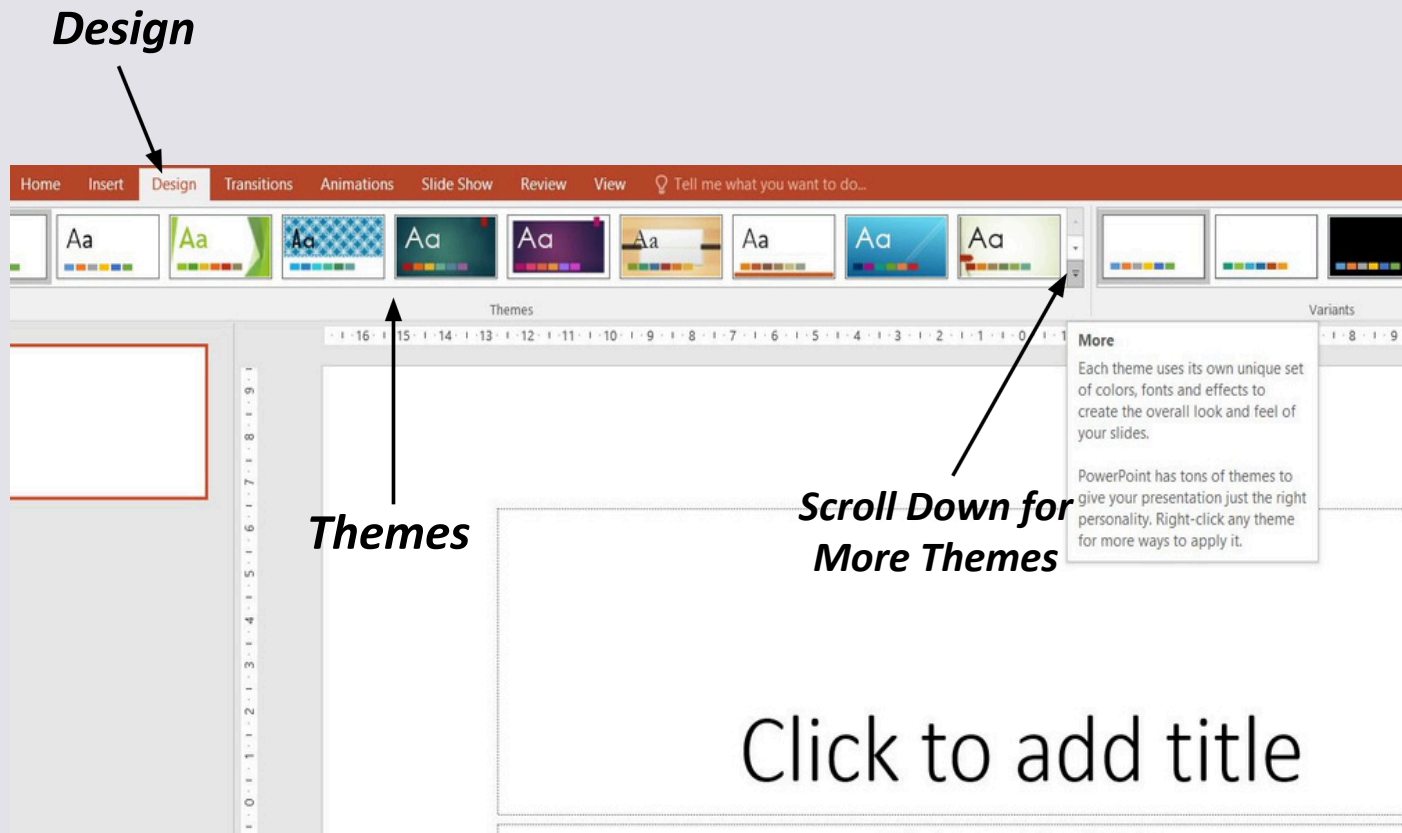
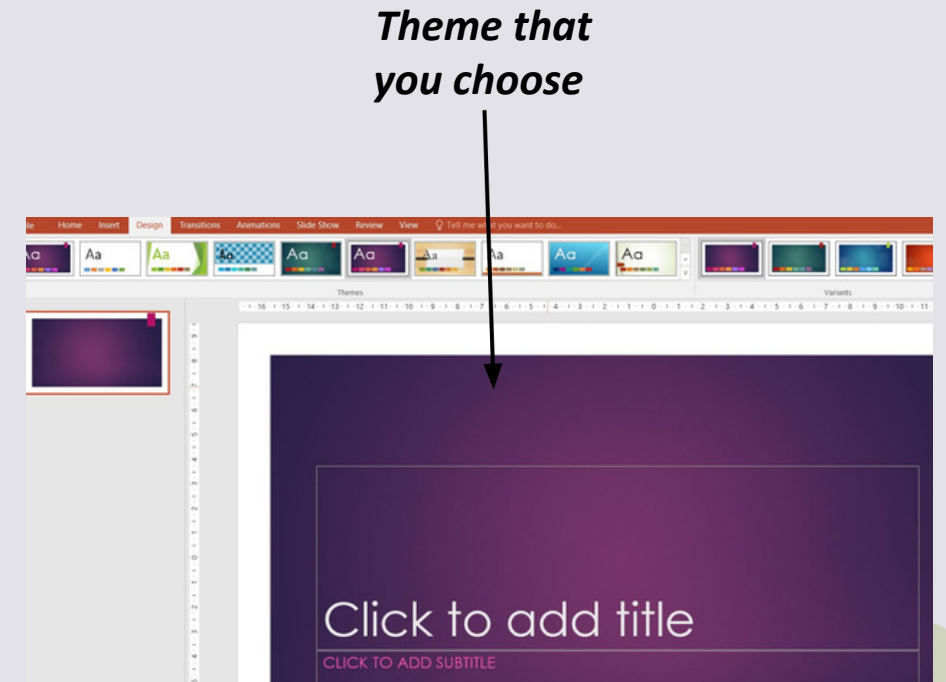
*Choose other type of
Chart to change Chart*



APPLYING THEMES

To apply a theme:

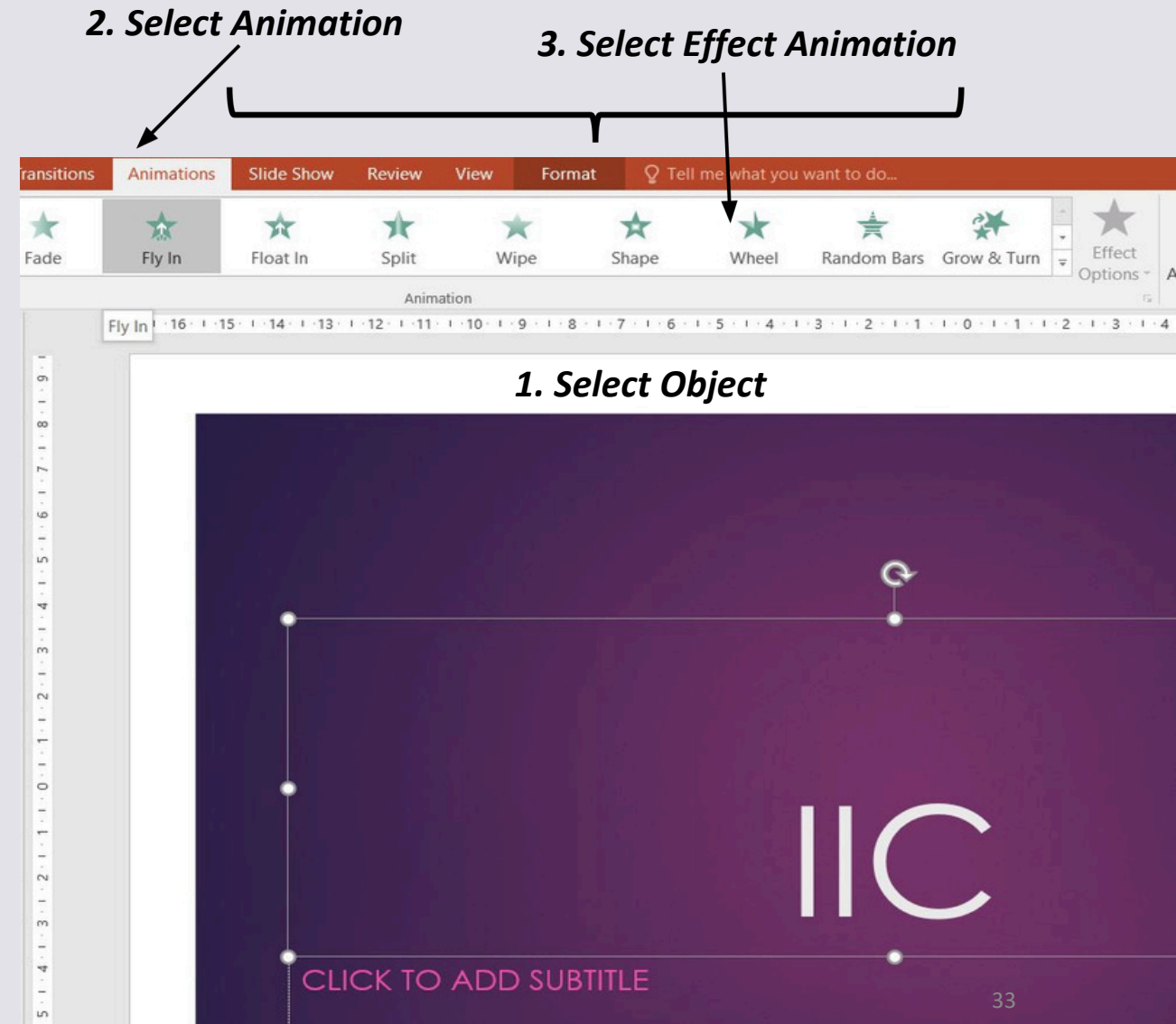
- Select the Design tab on the Ribbon, then locate the **Themes** group. Each image represents a **theme**.
- Click the More drop-down arrow to see all available **themes**.
- Select the desired **theme**.
- The **theme** will be **applied** to the entire presentation. To **apply** a different **theme**, simply select it from the Design tab.



SETTING ANIMATION AFFECTS

- You can animate the text, pictures, shapes, tables, SmartArt graphics, and other objects in your PowerPoint presentation.
- Effects can make an object appear, disappear, or move. They can change an object's size or color.
- Add animations to text, pictures, shapes, and more in your presentation

1. Select the object or text you want to animate.
2. Select **Animations** and choose an animation.
3. Select **Effect Options** and choose an effect.

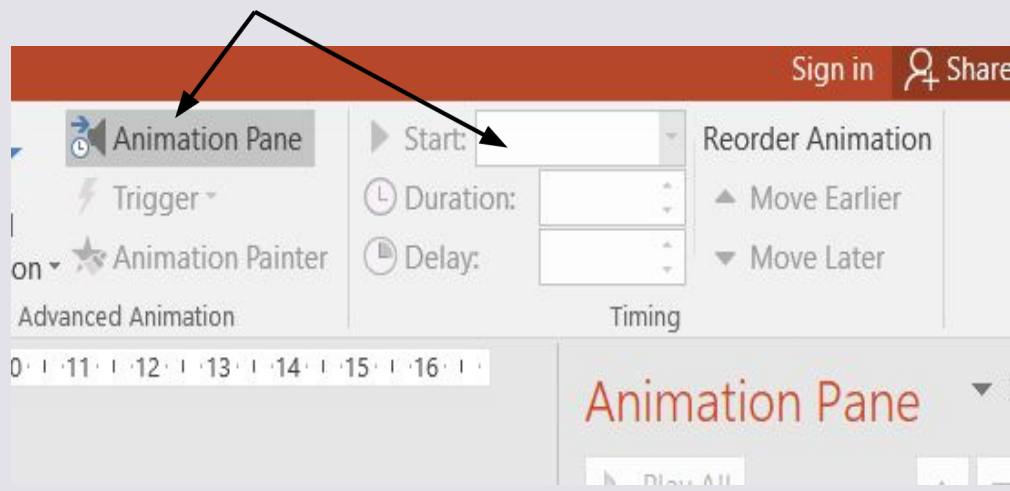
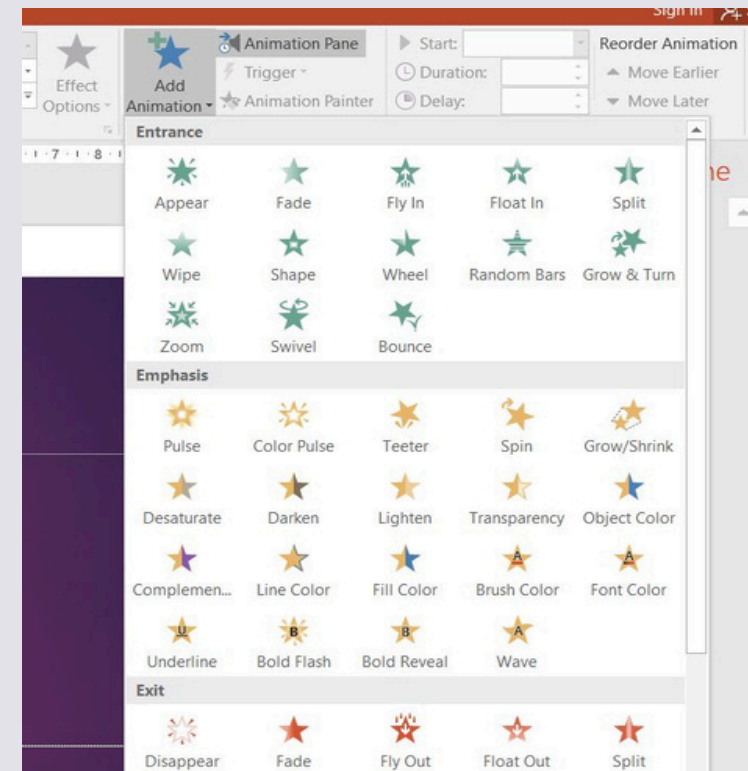


- Manage animations and effects
- There are different ways to start animations in your presentation:
 - ★ **On Click:** Start an animation when you click a slide.
 - ★ **With Previous:** Play an animation at the same time as the previous animation in your sequence.
 - ★ **After Previous:** Start an animation immediately after the previous one happens.
 - ★ **Duration:** Lengthen or shorten an effect.
 - ★ **Delay:** Add time before an effect runs.

You can choose more animation at Add Animation button

- Add more effects to an animation
 - Select an object or text with an animation.
 - Select **Add Animation** and choose one.

Animation pane for setting Timing



SETTING UP A SLIDE SHOW

There are a variety of different ways you can do this depending on:

- Where from within your presentation you want to start
- Which view you want to run your slide show in
- How you want your PowerPoint slide show to run
- The reason there are so many different ways to start a slide show in PowerPoint is to cover all your presentation bases. The more options you have, the easier your life will be.

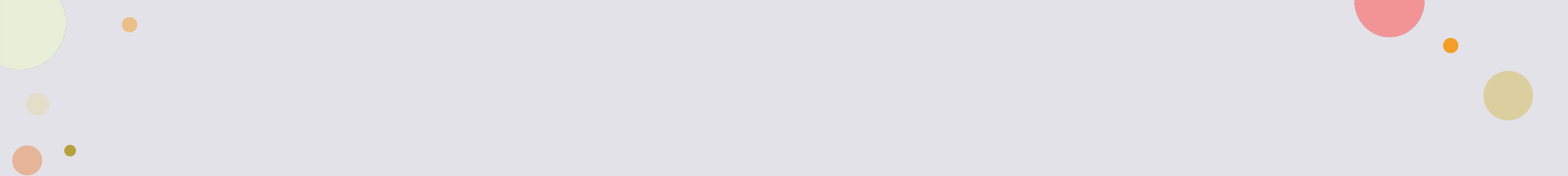
Start Slide Show From Beginning

1. To start a slideshow from the beginning of your presentation using the Ribbon, simply.
2. Navigate to the **Slide Show** tab
3. Select **From Beginning**
4. Selecting **From Beginning** starts your presentation from the very first non-hidden slide in your presentation, regardless of which slide you are currently inside of your deck.



- ★ You can also start your slide from the beginning of your presentation by hitting the Slideshow From Beginning keyboard shortcut, **F5**.
- ★ Regardless of which method you use, this is the classic way to start your presentation in full screen from your first title slide (regardless of where you are in your slide deck).





THANK YOU



THE END

