

THE FUTURE TRACK

COMPUTER EDUCATION

# POWER

## Point Notes



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# POWER POINT NOTES

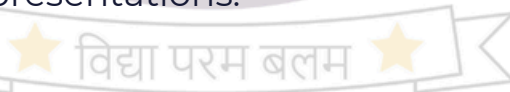
## GETTING STARTED

- Open PowerPoint: Locate PowerPoint in your applications and open it.
- Create or Choose a Template:
  - Blank Presentation: Select "Blank Presentation" for a fresh start.
  - Templates: Choose from design templates for various themes.
- Save Your Presentation:
  - Go to File > Save As, select your location, and give your presentation a name.
  - Save periodically by pressing Ctrl + S to avoid losing work.

## NAVIGATING THE POWERPOINT INTERFACE

- Ribbon: The main toolbar with tabs like Home, Insert, and Design.
- Slides Pane: The left-side pane shows a list of slides; click to navigate between slides.
- Slide Area: The central workspace for adding and formatting content on each slide.
- Notes Pane: Below the Slide Area, add speaker notes visible only to you during presentations.

## HOME TAB



- Clipboard: Cut, Copy, Paste, and use Format Painter.
- Slides:
  - New Slide: Click to add a new slide. Choose a layout like Title, Content, or Comparison.

# POWER POINT NOTES

- Layout: Change the layout of an existing slide to adjust content placeholders.
- Reset: Resets slide layout to the default settings for uniformity.

## FONT

- Customize font type, size, color, and effects like Bold, Italics, and Underline.
- Use Text Shadow to add depth.

## PARAGRAPH

- Set alignment, indentation, bullet points, numbering, and text direction.

## DRAWING

- Add shapes, lines, and icons.
- Format shape colors, outlines, and apply styles.

## EDITING

- Find, Replace text, and Select objects on the slide.

## INSERT TAB

- Find, Replace text, and Select objects on the slide.

## INSERT TAB

- Slides: Duplicate slides or reuse existing ones from other presentations.
- Tables: Add tables to organize data.

## IMAGES

- Pictures: Insert images from your device.
- Online Pictures: Search for royalty-free images directly within PowerPoint.

# POWER POINT NOTES

## ILLUSTRATIONS

- Shapes: Add shapes like circles, rectangles, arrows, etc.
- Icons: Add icons for visual elements or emphasis.
- SmartArt: Create flowcharts, lists, or hierarchies.
- 3D Models: Add 3D graphics to make content interactive.

## TEXT

- Text Box: Insert a text box for customized placement.
- WordArt: Use stylized text to add emphasis.
- Headers & Footers: Add footnotes, dates, or slide numbers.

## MEDIA

- Audio: Add sound files from your computer.
- Video: Insert video files, either saved locally or from online sources.

## DESIGN TAB

### THEMES

- Choose a theme for consistent fonts, colors, and slide designs.
- Apply themes across all slides or specific ones.

### VARIANTS

- Change theme colors, fonts, effects, or backgrounds to make it unique.

### FORMAT BACKGROUND

- Customize background colors, gradients, pictures, textures, or patterns.

## TRANSITIONS TAB

### SLIDE TRANSITIONS

- Apply effects like Fade, Wipe, Push, or Split when moving from one slide to another.

# POWER POINT NOTES

## EFFECT OPTIONS

- Modify the transition's direction, duration, and other characteristics.

## TIMING

- Set the duration for the transition effect.
- Choose to advance slides on mouse click or automatically after a specific time.

## ANIMATIONS TAB

### ANIMATIONS

- Choose animations like Appear, Fade, or Fly In for text and objects.
- Apply themes across all slides or specific ones.

### EFFECT OPTIONS

- Set the direction and sequence of animations.

### ADVANCED ANIMATION

- Add Animation: Stack multiple animations on one object.
- Animation Pane: Manage the order and timing of animations.

### TIMING

- Set animations to start on click, with previous, or after previous.
- Adjust the delay and duration for precise timing.

## SLIDE SHOW TAB

### START SLIDE SHOW

- Start from the beginning, the current slide, or a custom range.

# POWER POINT NOTES

## SET UP

- Set Up Slide Show: Configure settings like self-running slides or presenter-led.
- Rehearse Timings: Practice timing for each slide.

## PRESENTER VIEW

- View notes, upcoming slides, and presentation controls privately on your screen.

## REVIEW TAB

### PROOFING

- Use Spelling & Grammar to check for typos and errors.

### LANGUAGE

- Set the language for spellcheck and translation.

### COMMENTS

- Add comments for review or feedback

### COMPARE

- Compare two versions of a presentation to see changes.

## VIEW TAB

### PRESENTATION VIEWS

- Normal: Default view with the slides pane, slide area, and notes.
- Outline View: See a text-based outline of your slides
- Slide Sorter: View slides as thumbnails for easy rearrangement.
- Notes Page: Add detailed notes below each slide.
- Reading View: Full-screen view to preview the slide.

# POWER POINT NOTES

## MASTER VIEWS

- Slide Master: Customize design templates that apply to multiple slides.
- Handout Master: Customize the appearance of handouts.
- Notes Master: Design how notes appear when printed.

## SHOW

- Ruler and Gridlines: Useful for aligning objects.
- Guides: Position and align objects precisely on slides.
- Zoom: Adjust zoom levels for easier editing.
- Window: Manage multiple PowerPoint presentations and arrange windows.
- Macros: Automate repetitive tasks with recorded macros.

## FILE TAB (BACKSTAGE VIEW)

- Info: Manage presentation permissions, file properties, and version history.
- New: Create a new presentation from scratch or choose templates.
- Open: Open previously saved presentations.
- Save/Save As: Save in different formats, including PDF, or cloud storage.

## PRINT

- Adjust print settings, like slides per page or with speaker notes.

## SHARE

- Share via email or save to cloud storage.

## EXPORT

- Export as PDF, XPS, video, or package for distribution.

# POWER POINT NOTES

- Account: Sign in, manage subscriptions, and update PowerPoint.
- Options: Change PowerPoint preferences, such as default font or language.



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