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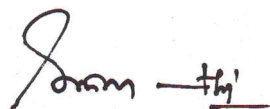
### **Forward**

This book is self-supporting and are written in easy to follow language and have been blended with large number of examples. The material is provided in a pleasing-to-eye format so as to retain and enhance the interest of the learners. We are sure the learners would find these texts by useful.

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# Contents

## Microsoft- PowerPoint e-Book

<b>1. Getting Started with PowerPoint.....</b>	<b>8</b>
The PowerPoint interface .....	8
1.2. PowerPoint Environment.....	9
1.2.1. The Ribbon .....	9
1.2.2. Showing and hiding the Ribbon .....	10
1.3. The Quick Access Toolbar .....	11
1.3.1. To add commands to the Quick Access Toolbar:.....	11
1.4. The Ruler, guides, and gridlines .....	12
1.5. Zoom and other view options.....	12
1.5.1. Switching slide views.....	12
1.5.2. Zooming in and out.....	13
1.6. Backstage view.....	13
<b>2. Creating and Opening Presentations .....</b>	<b>14</b>
2.1. To create a new presentation:.....	14
2.2. To create a new presentation from a template:.....	15
2.3. To open an existing presentation: .....	16
2.4. To pin a presentation:.....	18
2.5. To save a presentation:.....	18
2.6. Using Save As to make a copy.....	20
<b>3. Slide Basics.....</b>	<b>21</b>
3.1. Understanding slides and slide layouts.....	21
3.2. To insert a new slide: .....	22
3.3. Working with slides.....	24
3.4. To copy and paste slides: .....	25
3.5. Adjusting placeholders.....	27
3.6. To add a text box: .....	27
3.6.1. To copy and paste text:.....	28
3.6.2. To cut and paste text: .....	29
3.6.3. To drag and drop text: .....	29

3.7. Using blank slides.....	30
3.8. To play the presentation:.....	31
3.9. To change the slide size: .....	31
3.10. To format the slide background:.....	32
3.11. To apply a theme: .....	33
<b>4. Applying Themes .....</b>	<b>34</b>
<b>5. Applying Transitions .....</b>	<b>36</b>
5.1. To apply a transition: .....	36
5.2. To preview a transition: .....	37
5.3. To modify the transition effect: .....	38
5.4. To modify the transition duration: .....	38
5.5. To add sound:.....	38
5.6. To remove a transition:.....	39
5.7. To advance slides automatically: .....	39
<b>6. Managing Slides.....</b>	<b>40</b>
6.1. About slide views .....	40
6.2. Outline view .....	42
6.3. Slide notes.....	43
<b>7. Presenting your Slide Show .....</b>	<b>44</b>
7.1. Presenting a slide show .....	44
7.1.1. To start a slide show: .....	45
7.1.2. To advance and reverse slides: .....	45
7.1.3. To stop a slide show:.....	46
7.2. Presentation tools and features .....	46
7.2.1. To show the taskbar:.....	46
7.2.2. Slide options.....	47
7.2.3. To skip to a nonadjacent slide: .....	48
7.2.4. To access drawing tools: .....	48
7.2.5. To erase ink markings: .....	49
7.3. Presenter view .....	50
7.3.1. To access Presenter view: .....	50
7.4. Slide show setup options .....	51
7.4.1. To access slide show setup options: .....	51

<b>8. Inserting Pictures</b> .....	<b>52</b>
8.1. To insert a picture from a file: .....	52
8.2. Moving and resizing pictures .....	53
8.2.1. To select a picture:.....	53
8.2.2. To resize a picture:.....	54
8.2.3. To rotate a picture: .....	54
8.2.4. To move a picture: .....	55
8.2.5. To delete a picture: .....	55
8.3. Formatting Pictures.....	55
8.3.1. To crop an image:.....	55
8.3.2. To crop an image to a shape:.....	56
8.3.3. To add a border to an image:.....	57
8.4. Image adjustments.....	58
Corrections:.....	58
Color:.....	59
Artistic Effects: .....	60
Picture Styles Group:.....	60
<b>9. Shapes</b> .....	<b>61</b>
9.1. To insert a shape: .....	61
9.2. Modifying a shape or text box .....	62
9.3. To change the shape style: .....	63
9.4. To change the shape fill color: .....	64
9.5. To change the shape outline:.....	64
9.6. To add shape effects: .....	66
9.7. To change to a different shape: .....	67
<b>10. Aligning, Ordering, and Grouping Objects</b> .....	<b>68</b>
10.1. Aligning objects.....	68
10.1.1. To align two or more objects: .....	68
10.1.2. To align objects to the slide: .....	70
10.1.3. To distribute objects evenly:.....	71
10.2. Grouping objects.....	73
10.2.1. To group objects: .....	73
10.2.2. To ungroup objects: .....	75
10.3. Ordering objects .....	75

10.3.1. Understanding levels .....	75
10.3.2. To change the ordering by one level: .....	76
10.3.3. To bring an object to the front or back:.....	76
10.4. Rotating objects .....	78
10.4.1. To rotate an object: .....	78
<b>11. Animating Text and Objects .....</b>	<b>79</b>
11.1. The four types of animations .....	79
11.2. To apply an animation to an object: .....	80
11.3. Effect options .....	81
11.4. To remove an animation:.....	82
11.5. To add multiple animations to an object:.....	82
11.6. To reorder the animations:.....	83
11.7. To copy animations with the Animation Painter: .....	83
11.8. To preview animations:.....	84
11.9. The Animation Pane.....	84
11.9.1. To open the Animation Pane: .....	85
11.9.2. To reorder effects from the Animation Pane: .....	86
11.9.3. To preview effects from the Animation Pane:.....	86
11.9.4. To change an effect's start option: .....	87
11.10. The Effect Options dialog box .....	89
11.10.1. To open the Effect Options dialog box: .....	89
11.10.2. To change the effect timing: .....	90
<b>12. Inserting Videos .....</b>	<b>90</b>
12.1. To insert a video from a file: .....	90
12.2. To insert an online video: .....	92
12.3. To preview a video:.....	92
12.4. To resize a video: .....	93
12.5. To move a video:.....	94
12.6. To delete a video:.....	94
<b>13. Inserting Audio .....</b>	<b>94</b>
13.1. To insert audio from a file:.....	94
13.2. To record audio:.....	95
13.3. To preview an audio file:.....	97
13.4. To move an audio file:.....	97
13.5. To delete an audio file: .....	97

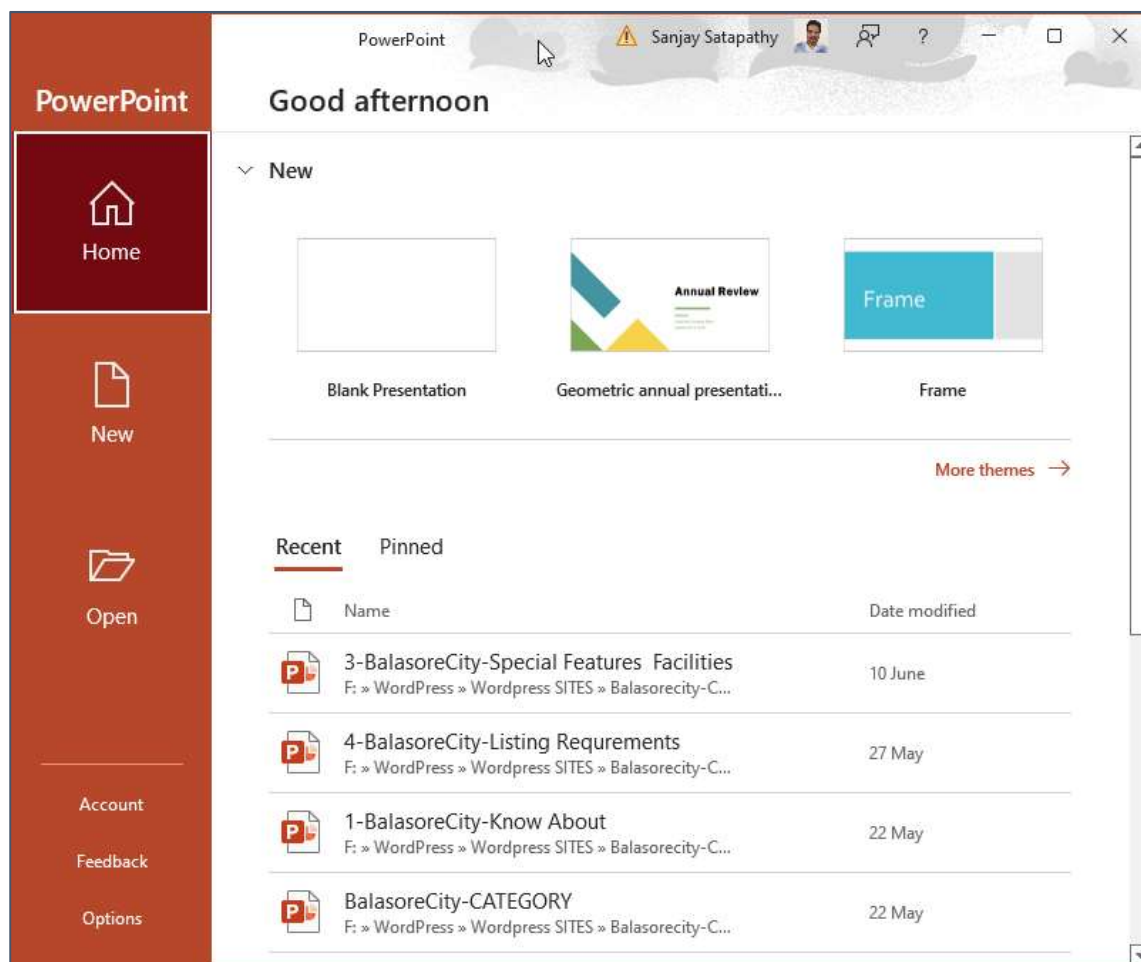
<b>14. Tables</b> .....	<b>98</b>
14.1. To insert a table: .....	98
14.2. To move a table: .....	99
14.3. To resize a table: .....	100
14.4. To add a row or column: .....	100
14.5. To delete a row or column:.....	101
14.6. To delete a table: .....	102
14.7. To apply a table style: .....	102
14.8. To change table style options: .....	103
14.9. To add borders to a table:.....	103
<b>15. Charts</b> .....	<b>105</b>
15.1. Types of charts .....	105
15.2. To insert a chart: .....	107
15.3. To change the chart type: .....	110
15.4. To switch row and column data:.....	112
15.5. To change the chart layout: .....	113
15.6. To change the chart style:.....	114
<b>16. SmartArt Graphics</b> .....	<b>116</b>
16.1. To insert a SmartArt graphic: .....	116
16.2. To add text to a SmartArt graphic: .....	117
16.3. To reorder, add, and delete shapes:.....	118
To demote a shape,.....	118
To promote a shape, .....	118
To add a new shape, .....	119
To remove a shape,.....	119
16.4. To change the SmartArt layout:.....	120
<b>17. Exporting a presentation as a video</b> .....	<b>121</b>
17.1. To create a video:.....	121

# 1. Getting Started with PowerPoint

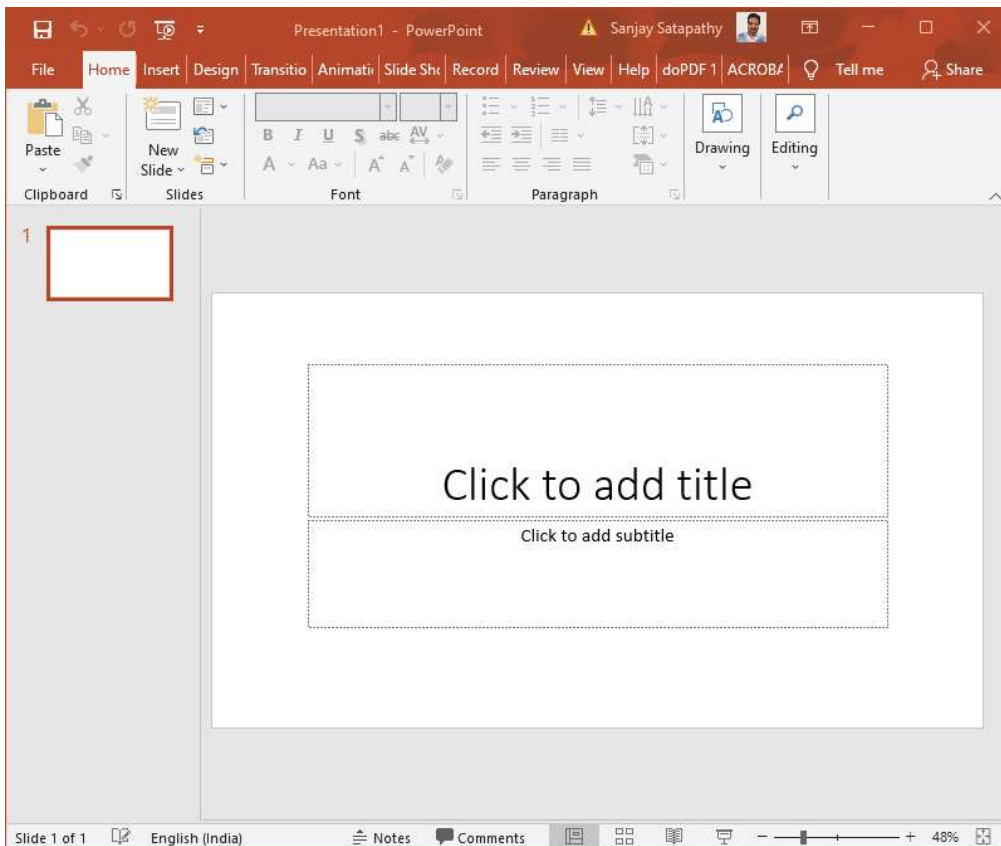
PowerPoint is a **presentation program** that allows you to create dynamic slide presentations. These presentations can include animation, narration, images, videos, and much more. In this lesson, you'll learn your way around the PowerPoint environment, including the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

## *The PowerPoint interface*

When you open PowerPoint for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, and access your **recently edited presentations**. From the **Start Screen**, locate and select **Blank Presentation** to access the PowerPoint interface.





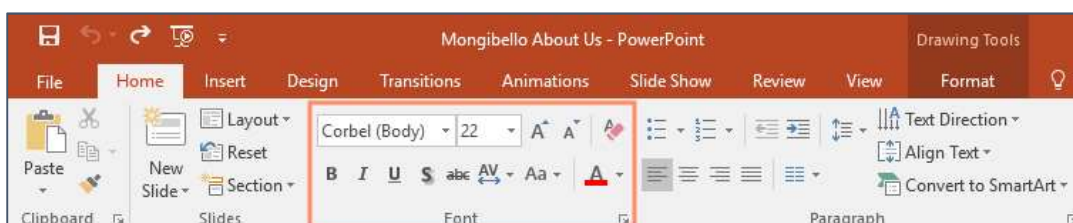


## 1.2. PowerPoint Environment

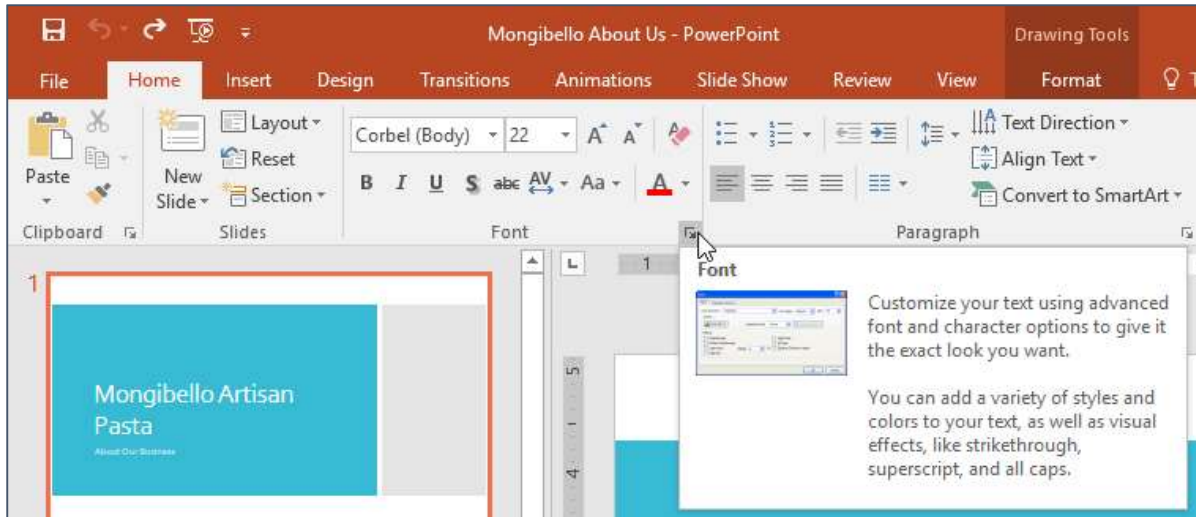
The **Ribbon** and **Quick Access Toolbar** are where you will find the commands to perform common tasks in PowerPoint. **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document.

### 1.2.1. The Ribbon

PowerPoint uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

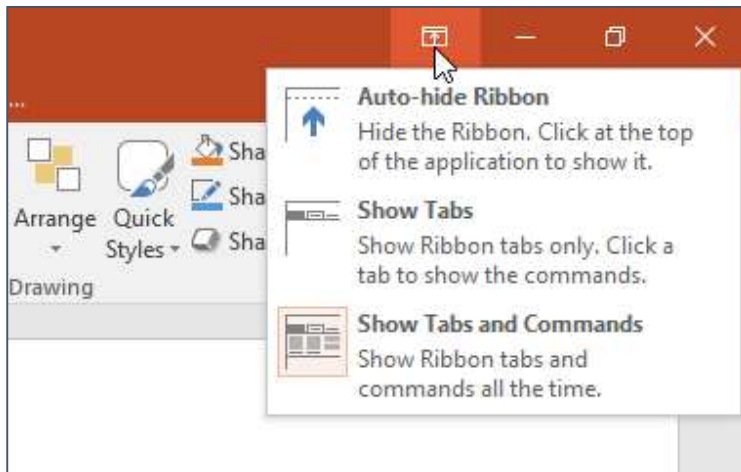


Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.



## 1.2.2. Showing and hiding the Ribbon

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.



- **Auto-hide Ribbon:** Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs:** This option hides all command groups when they're not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open PowerPoint for the first time.

## 1.3. The Quick Access Toolbar

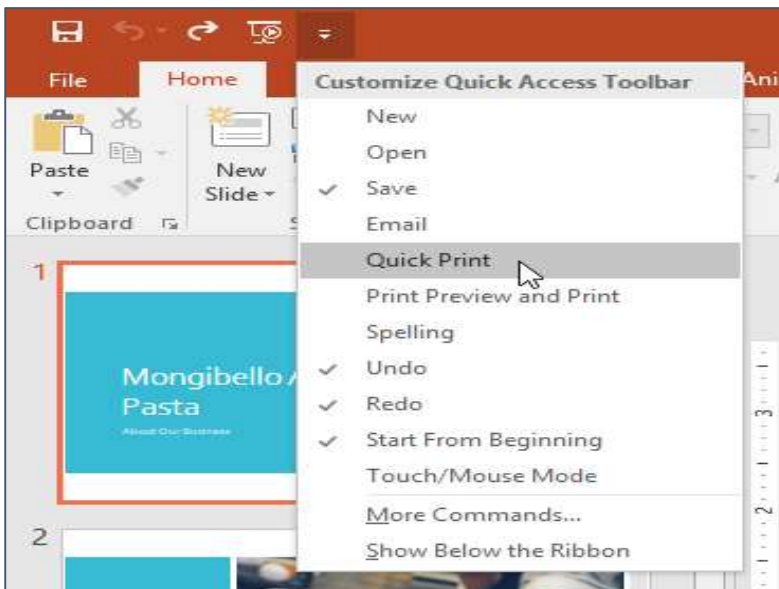
Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save, Undo, Redo,** and **Start From Beginning** commands. You can add other commands depending on your preference.

### 1.3.1. To add commands to the Quick Access Toolbar:

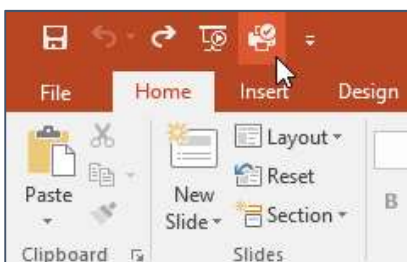
1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.



2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.

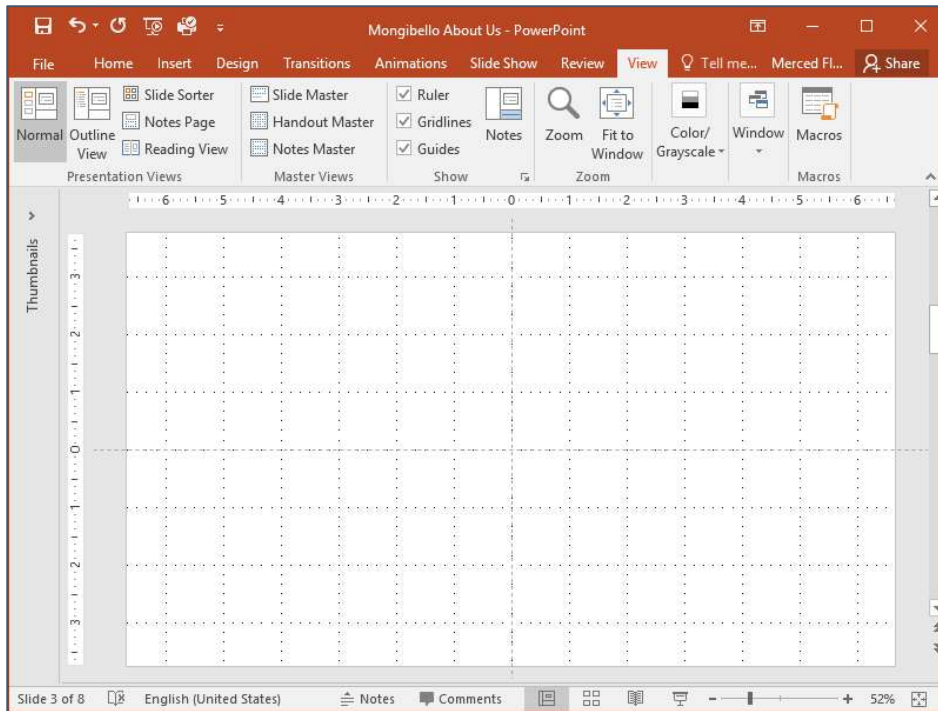


3. The command will be added to the Quick Access Toolbar.



## 1.4. The Ruler, guides, and gridlines

PowerPoint includes several tools to help organize and arrange content on your slides, including the **Ruler, guides, and gridlines**. These tools make it easier to **align objects** on your slides. Simply click the **check boxes** in the **Show** group on the **View** tab to show and hide these tools.

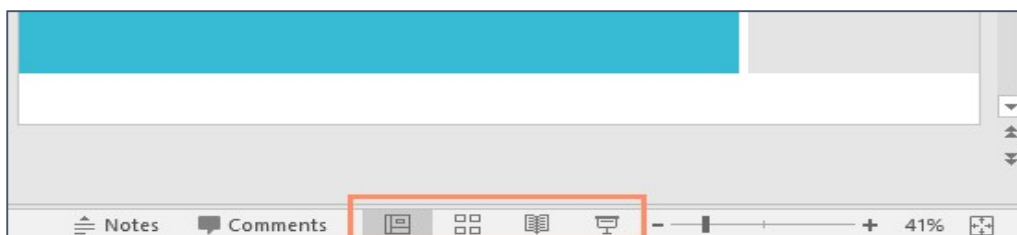


## 1.5. Zoom and other view options

PowerPoint has a variety of viewing options that change how your presentation is displayed. You can choose to view your presentation in **Normal view, Slide Sorter view, Reading view, or Slide Show view**. You can also **zoom in and out** to make your presentation easier to read.

### 1.5.1. Switching slide views

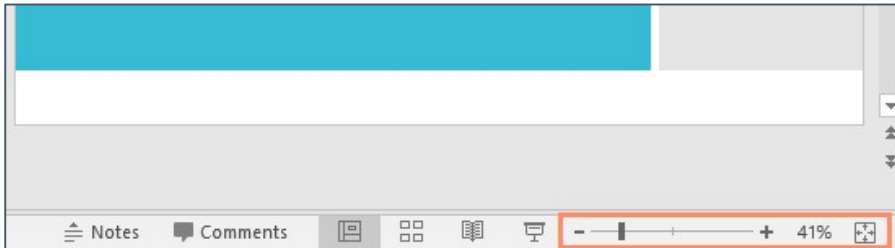
Switching between different slide views is easy. Just locate and select the desired **slide view command** in the bottom-right corner of the PowerPoint window.



To learn more about slide views, see our [Managing Slides](#) lesson.

## 1.5.2. Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the PowerPoint window. You can also select the **+** or **-** **commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.

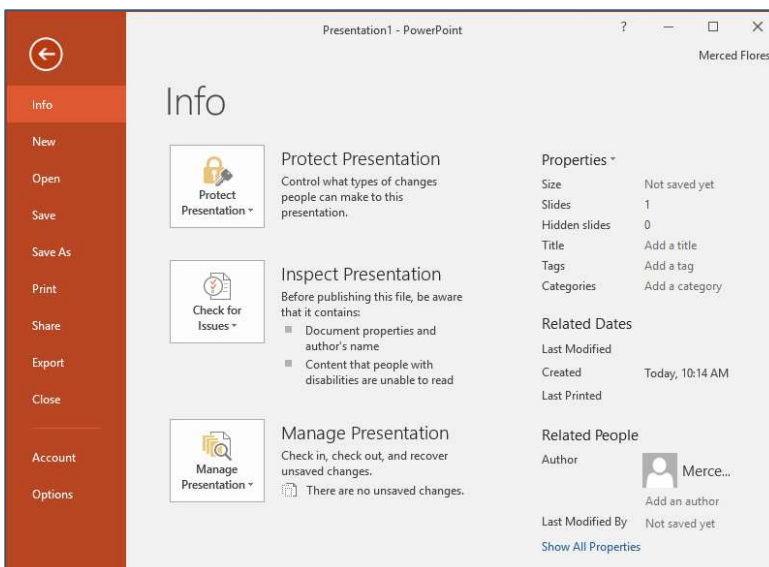


## 1.6. Backstage view

**Backstage view** gives you various options for saving, opening, printing, and sharing your presentations. To access Backstage view, click the **File** tab on the **Ribbon**.



Click the buttons in the interactive below to learn more about using Backstage view.



You can review our lesson on [Understanding OneDrive](#) to learn more about using OneDrive.

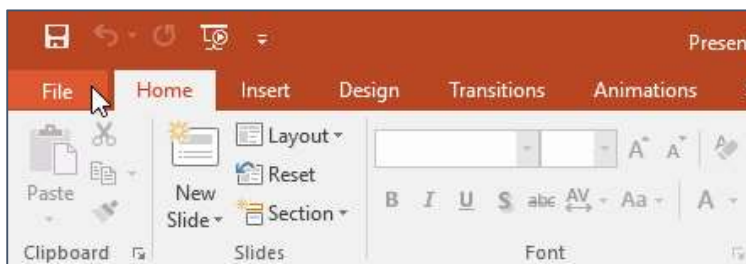
## 2. Creating and Opening Presentations

PowerPoint files are called **presentations**. Whenever you start a new project in PowerPoint, you'll need to **create a new presentation**, which can either be **blank** or from a **template**. You'll also need to know how to **open an existing presentation**.

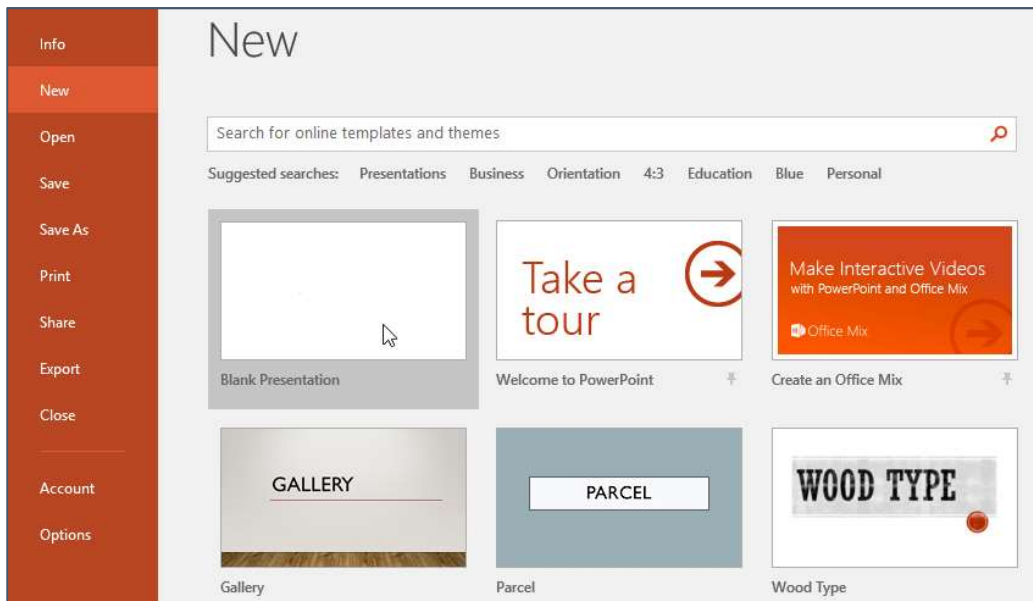
### 2.1. To create a new presentation:

When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

1. Select the **File** tab to go to **Backstage view**.



2. Select **New** on the left side of the window, then click **Blank Presentation**.

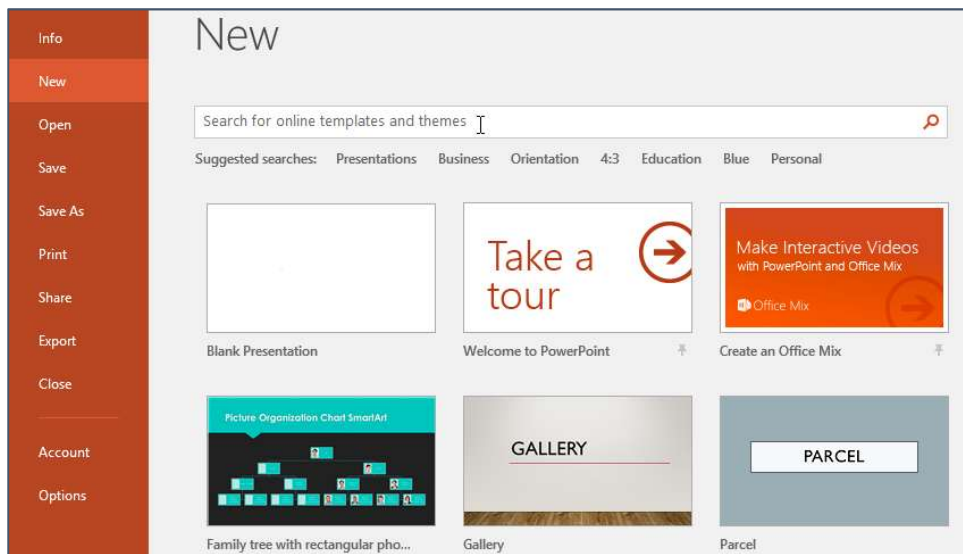


3. A new presentation will appear.

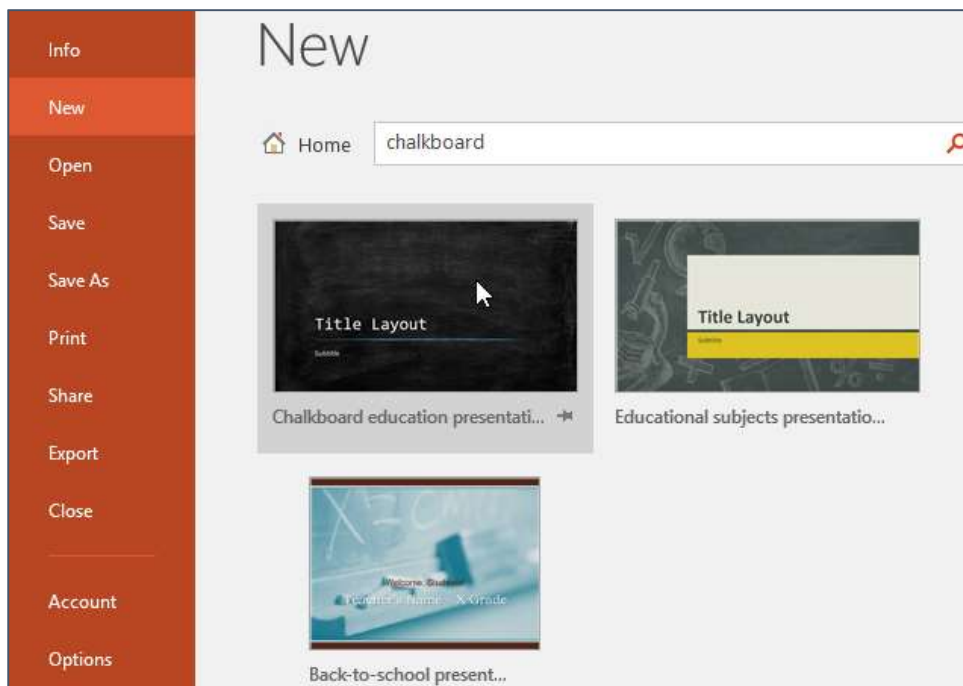
## 2.2. To create a new presentation from a template:

A **template** is a **predesigned presentation** you can use to create a new slide show quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

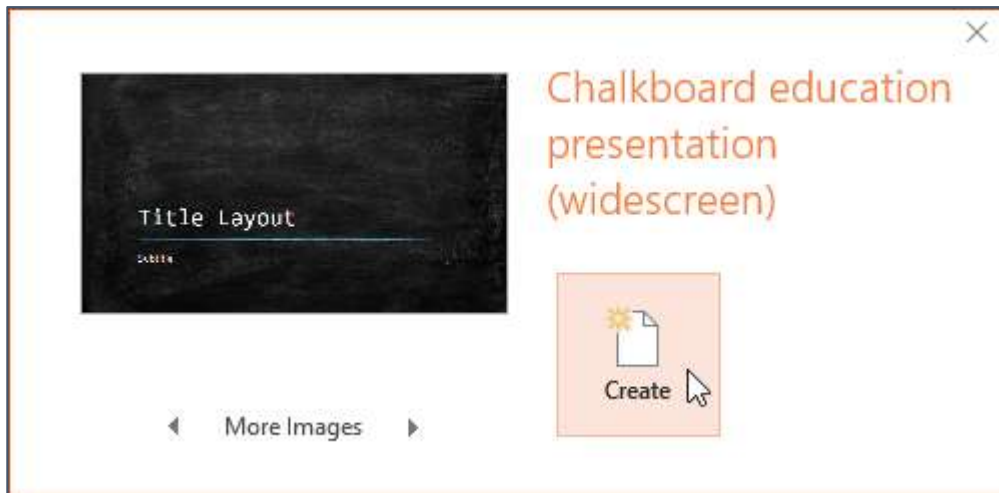
1. Click the **File** tab to access **Backstage view**, then select **New**.
2. You can click a suggested search to find templates or use the **search bar** to find something more specific. In our example, we'll search for the keyword **chalkboard**.



3. Select a **template** to review it.



4. A **preview** of the template will appear, along with **additional information** on how the template can be used.
5. Click **Create** to use the selected template.



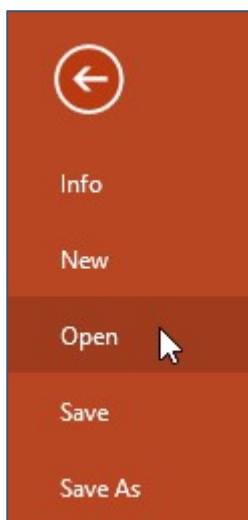
6. A new presentation will appear with the **selected template**.

It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even individual users, so some templates may work better than others.

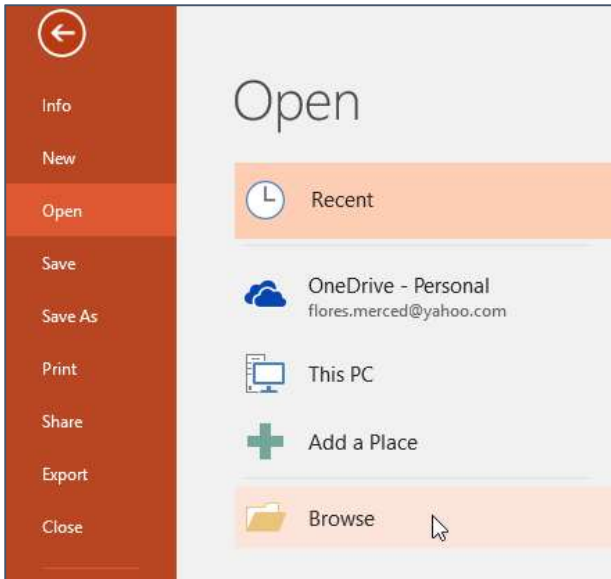
## 2.3. To open an existing presentation:

In addition to creating new presentations, you'll often need to open a presentation that was previously saved. To learn more about saving presentations, visit our lesson on **Saving Presentations**.

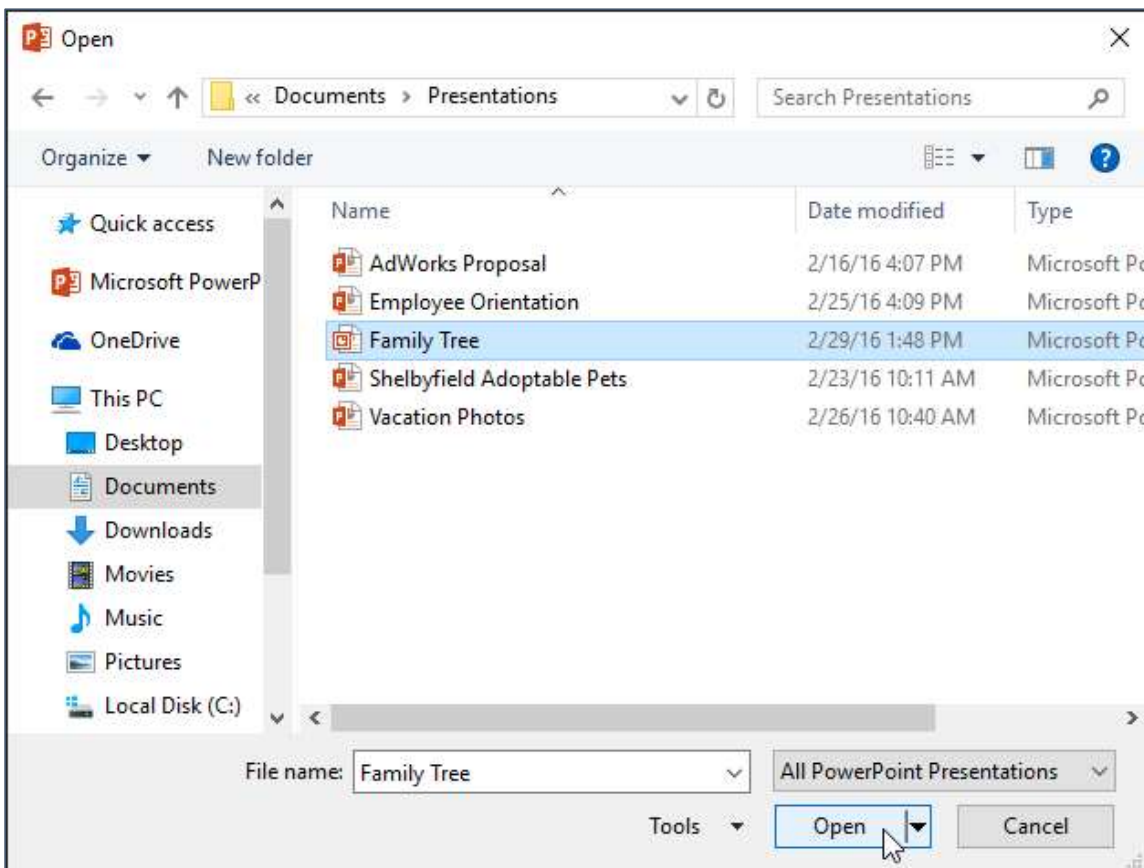
1. Select the **File** tab to go to **Backstage view**, then click **Open**.
2. Click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.







3. The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.

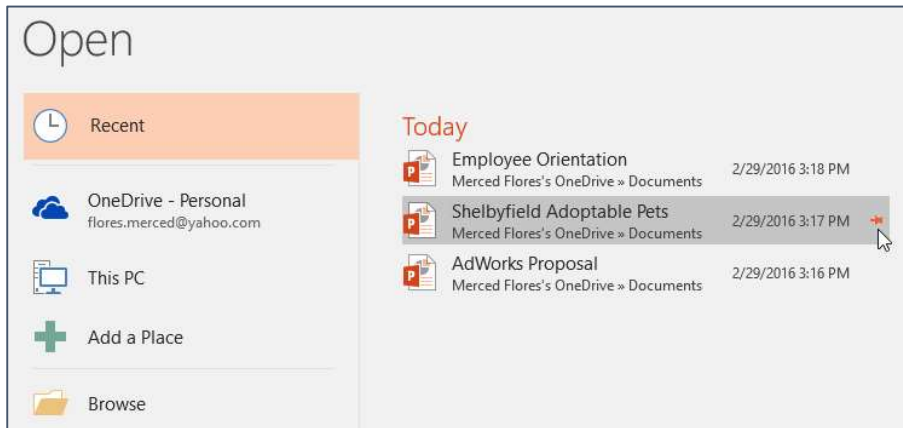


Most features in Microsoft Office, including PowerPoint, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to PowerPoint with your Microsoft account. Review our lesson on **Understanding OneDrive** to learn more.

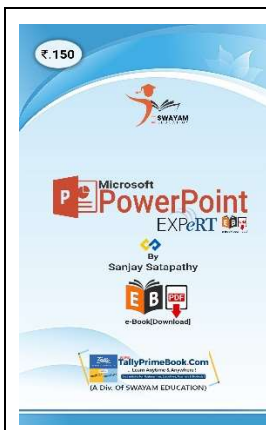
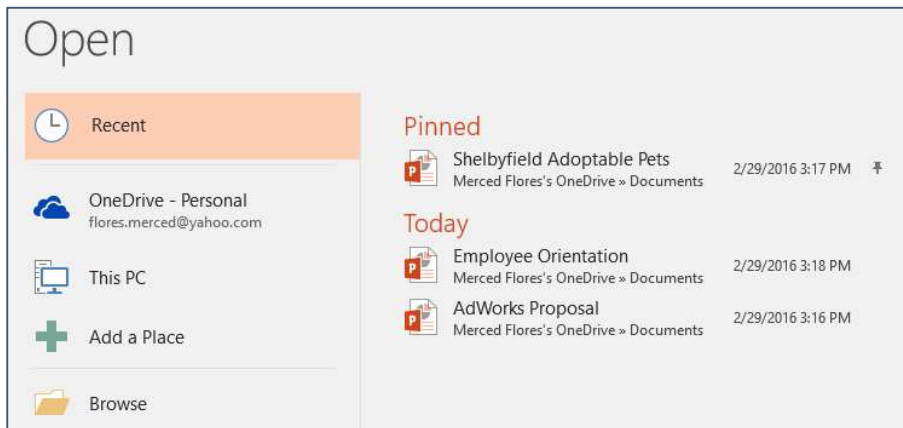
## 2.4. To pin a presentation:

If you frequently work with the **same presentation**, you can **pin it** to Backstage view for easy access.

1. Select the **File** tab to go to **Backstage view**, then click **Open**. Your **Recent Presentations** will appear.
2. Hover the mouse over the **presentation** you want to pin, then click the **pushpin icon**.



3. The presentation will stay in the **Recent presentations** list until it is unpinned. To **unpin** a presentation, click the pushpin icon again.



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