

Formating Chart

When we insert a chart, a set of chart tools appear on the ribbon. it contains two tabs. Design and Format.

Design tab contains the tools to change the chart layouts, chart style, change chart type.

Format tab contains the tools to modify the chart outline, format the chart text, shapestyles etc.

Inserting Transitions

1. Select Slide
2. Click on Transitions Tab
3. Go to Transitions to this slide
4. Click on drop dropdown and select categories of transitions.

Transition Categroeis

There are three categroeis of transitions

1. Subtle:- These are the most basic types of transitions. They use simple animations to move between slides. ex. Cut, Fade, Push, Wipe etc.
2. Exciting:- These are complex animations to transition between slides. Ex. Fall Over, Drape, Zoom etc.
3. Dynamic Content:-In Dynamic Content, only placeholders move. Ex. Pan, Window, Fly Through etc.

Applying Transition

1. Select the slide in the slide Navigation pane.
2. Click on Transitions tab and go to Transition to This Slide Ribbon
3. click on more drop-down arrow and select Transitions.

Modifying Transitions

1. Select the slide
2. Click on Transition tab and go to Transition to this slide ribbon or group.
3. Click on More dropdown option and select Transitions type.

Setting the Timing for a Transition

1. Select Slide
2. Click on Transition tab and go to Timing ribbon or group
3. Select speed of slide by using Duration box
4. In Advance Slide we select ON Mouse Click check box or After check box that we want.

Adding Sound to the Transition

1. Select the desired slide

2. Click on Transition tab and go to Timing ribbon or group
3. Click on Sound drop-down list box and choose sound to apply it the selected slide.

Removing a Transition

1. Select the slide that we want to remove transition.
2. Click on Transitions tab and go to Transition to this slide ribbon
3. Select None option.

Inserting Animations

A simulation of movement, created by displaying a series of pictures, or frames is called animation. An animation contains visual effects and sound effects. Animation is use to makes the presentation effective, attractive and professional looking.

Animation can be applied to the text, images, shapes, tables, smartArt and other objects.

Different type of animation effects

1. Entrance Animation Effects :- It determines the manner in which an object enters on to the slide. Ex. Appear, Fade, Fly In, Split, Shape, Wheel, Zoom etc.
2. Emphasis Animation Effects:- It does something to draw attention to an object. Ex. Pulse, Color Pulse, Teeter, Spin, Darken, Lighten etc.
3. Exit Animation Effects:- It determines the manner in which an object leaves a slide. Ex. Fade, Fly out, Split, Wipe, Shape, Wheel,

Zoom etc.

4. Motion Paths Animation Effects:- It determines how an objects moves around a slide. Ex. Lines, Arcs, Turns, Shapes, Loops, custom path

Applying Animation

1. Select the object that we want to animate.
2. Click on Animations tab and go to More drop-down arrow
3. Select Animation.

Adding Multiple Animations

1. Select object.
2. Click on Animations tab and go to Advanced Animation ribbon.
3. Click on add animation button and select the desired animation effect.

Removing an Animation

1. Select the small number located
2. Press the Delete key.

Setting Up Animation

Start :- It specifies the option to play the animation. There are three options:

- Start on Click:- This will start the effect when the mouse is clicked.

- Start With Previous:- This will start the effect at the same time as the previous effect.
- Start After Previous:- This will start the effect when the previous effect ends.

Duration:- It specifies the timing of the animation effects.

Delay:- It sets the delay time before the animation begins.

Motion Path

A motion path is used to move the object in a specified pattern.

1. Select the object
2. Click on Animations tab and go to more option
3. Select animation motion path type

Grouping Objects

1. Select the objects by using Ctrl key pressed and click on the object one by one.
2. Go to Format tab
3. Go to Arrange group or ribbon, select Group drop-down
4. Select Group option.

Note:- Grouping can help when we want to move, rotate or resize multiple objects in a presentation. In grouping some objects together helps in manipulating them easily.

Inserting Speaker Notes

Speaker notes are guided text in the form of short or long text that can be used as a reference by the presenter while making a presentation.

Adding Notes for the slide

1. Select Slide
2. Go to view tab and click it
3. Go to Presentation Views group and select Outline View

OR

1. Go to view tab and click it
2. Go to Presentation Views group and select Note Page View

Reviewing Content

Reviewing always helps in spotting and correcting errors related to spellings and grammar.

1. Click on Review Tab
2. Go to proofing ribbon or group
3. This group provide spell check, research for new terms and search suitable vocabulary from thesaurus options.

Tips for Making Effective Presentation

1. Topic or Subject Knowledge
2. Keep the Presentation Concise and Crisp
3. Suitable Slide Layout
4. Judicial Choice of Font

5. Contrast in Text Colours and Background

6. Keep Judicious Number of Slides.

Slide Show Tab

Slide show tab provides feature to prepare our slide show the way we need during our presentation.

This tab contain:-

1. Start Slide Show group

2. Set up

a. Show Type →

b. Show Slide → By using this option, we select number of slide to be shown or decide the range of slide numbers to be shown during presentation.

c. Show Options:- In this group

Print Presentation

Powerpoint allows printing full slides, notes pages and outline of the presentation and also decide the layout of the printing by accommodating multiple slides on a page for economical printing.