

PRESENTATION SOFTWARE

Presentation software refers to applications used to present information using simple texts, graphics, pictures, sounds, video etc.

Presentation software is very essential in effective communication because they assist the user to explain ideas graphically and dramatically.

The audience can also interpret the communicator's ideas easily (because of illustration).

Examples of presentation software

- Harvard Graphics
- Google doc (web based.)
- Apple keynote
- Open office.org
- libreoffice impress
- Lotus Freelance.
- Microsoft power point.
- Micro graphic presenter e.t.c.

Working with MS PowerPoint

Starting MS PowerPoint

There are various ways to penning Ms office

- ☐ Click Start→ All Programs→ Microsoft Office→ Microsoft Office PowerPoint 2007
- ☐ If you are using My Computer or Windows Explorer, you can open the Program Files Folder, then Microsoft Office, then Office, and double-click power point icon.
- ☐ You can create an empty document on your desktop and use it to launch Microsoft power point. To do that, you would right-click an empty area on the desktop, position the mouse on New→ Microsoft Office power point presentation, type a name for the document, and press Enter twice.
- ☐ Double-clicking the any power point file.

Creating a new presentation (Method 1)

After starting MS Power point, you need to create a new presentation.

Click Start button → Click New (New document creation windows will appear)

Figure 17.1: New document creation Window

- ☐ Select the template: blank and recent.
- ☐ Select blank presentation.
- ☐ Click Create.

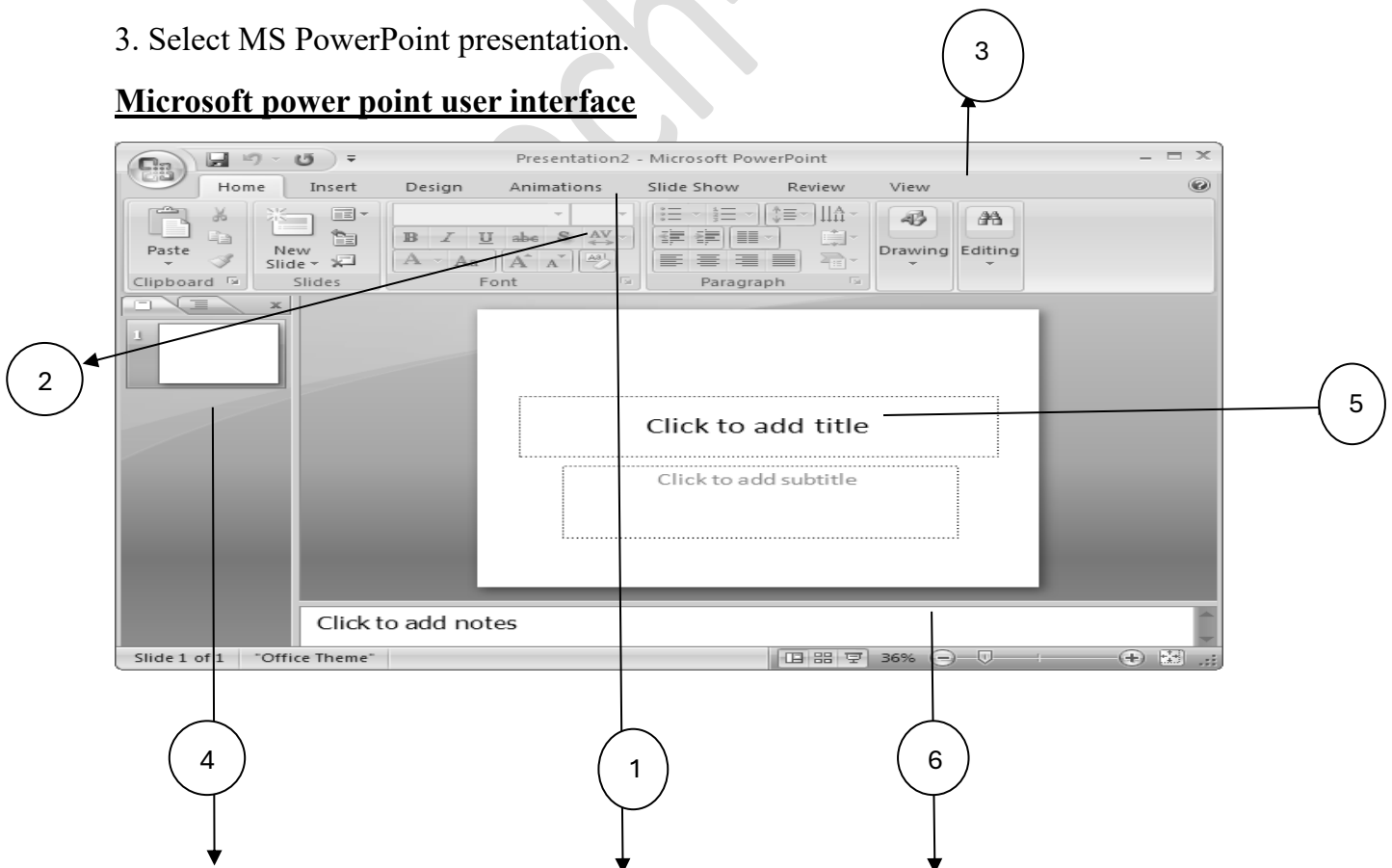
Creating a new presentation (Method 2)

In addition to the above method, you may follow the method given below as well to create a new presentation file.

Go to the location where you want to create the presentation file (Ex. Inside the My PowerPoint work folder in the E:\ drive)

1. Right click in the blank area of the location.
2. Select New.
3. Select MS PowerPoint presentation.

Microsoft power point user interface



No	Name	Description
1	Quick Access ToolBar	The standard quick access tool bar (can customize its items)
2	Ribbon	the Standard ribbon for PowerPoint
3	Tabs	Heading Tabs in the Ribbon
4	Slide/Outline pane	Shows slides one under the other with the content outline
5	Notes section	Section for adding speaker notes
6	New Slide	Currently working slide selected from the slide pane

Power point features and their functions

Feature	Function
Slides	Create and organize individual pages in a presentation.
Themes	Apply consistent colors, fonts, and designs to the entire presentation.
Slide Layouts	Choose different arrangements of text, images, and other elements.
Animations	Add motion effects to text or objects on a slide.
Transitions	Add visual effects when moving from one slide to another.
Insert	Add images, shapes, videos, audio, tables, charts, or SmartArt.
Slide Show	Play the presentation as a full-screen slideshow.
Master Slide	Set the default style/layout for all slides to maintain consistency.

Notes Pane	Add speaker notes for reference during the presentation.
Design Tab	Customize slide appearance using themes, variants, and background styles.
Review Tab	Includes spell check, comments, and compare features for reviewing slides.
Animations Pane	Control the order and timing of animations on a slide.
Slide Sorter View	See and rearrange all slides at once in a grid view.
Presenter View	View speaker notes, next slide, and time while presenting (on your screen).
Recording	Record narration and timings for a self-running presentation.
Export/Save As	Save the presentation in different formats (PDF, video, images, etc.).
Hyperlink	Add clickable links to other slides, files, or websites.
Action Buttons	Create interactive buttons to link slides or perform actions.
Zoom Feature	Create interactive zooms to specific slides or sections (advanced feature).
Slide Number/Date/Time	Insert automatic date, time, or slide numbers.