

## Microsoft PowerPoint

Microsoft PowerPoint is a commercial presentation application written and distributed by Microsoft for Microsoft Windows and Mac OS X. Microsoft PowerPoint is a presentation tool that supports text, shapes, graphics, pictures and multimedia along with integration with other Microsoft Office products like Excel. By default, documents saved in PowerPoint are saved with the .pptx extension whereas, the file extension of the prior PowerPoint versions is .ppt.

### Opening Powerpoint

**Step 1** – Click the **Start** button.

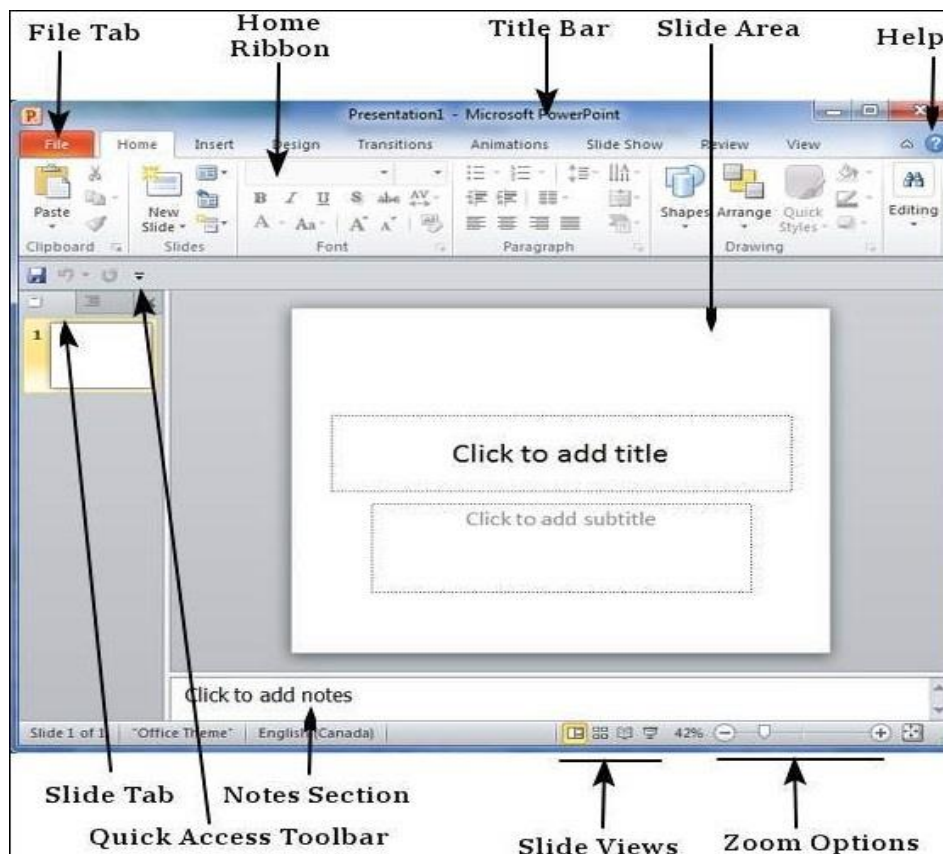
**Step 2** – Click **All Programs** option from the menu.

**Step 3** – Search for **Microsoft Office** from the sub menu and click it.

**Step 4** – Search for **Microsoft PowerPoint 2010** from the submenu and click it.

This will launch the Microsoft PowerPoint 2010 application

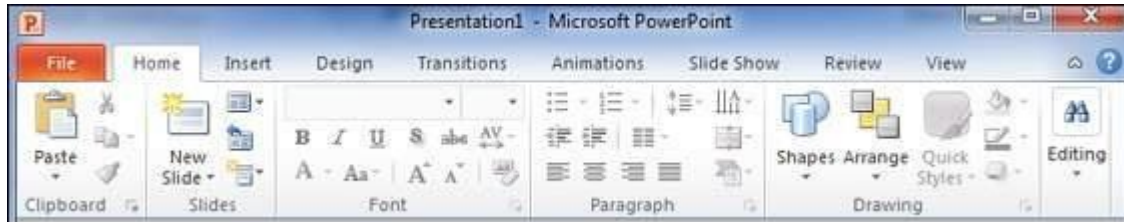
The following screenshot shows the various areas in a standard PowerPoint file. It is important to familiarize yourself with these areas as it makes learning and using PowerPoint easier.



## File Tab

This tab opens the **Backstage** view which basically allows you to manage the file and settings in PowerPoint. You can save presentations, open existing ones and create new presentations based on blank or predefined templates. The other file related operations can also be executed from this view.

## Ribbon



The ribbon contains three components –

- **Tabs** – They appear across the top of the Ribbon and contain groups of related commands. **Home, Insert, Page Layout** are examples of ribbon tabs.
- **Groups** – They organize related commands; each group name appears below the group on the Ribbon. For example, a group of commands related to fonts or a group of commands related to alignment, etc.
- **Commands** – Commands appear within each group as mentioned above.

## Title Bar

This is the top section of the window. It shows the name of the file followed by the name of the program which in this case is Microsoft PowerPoint.

## Slide Area

This is the area where the actual slide is created and edited. You can add, edit and delete text, images, shapes and multimedia in this section.

## Help

The Help Icon can be used to get PowerPoint related help anytime you need. Clicking on the "?" opens the PowerPoint Help window where you have a list of common topics to browse from. You can also search for specific topics from the search bar at the top.

## Zoom Options

The zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out, you can click on the - and + buttons to increase or decrease the zoom factor. The maximum zoom supported by PowerPoint is 400% and the 100% is indicated by the mark in the middle.

### Slide Views

The group of four buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch between PowerPoint views.

- **Normal Layout view** – This displays page in normal view with the slide on the right and a list of thumbnails to the left. This view allows you to edit individual slides and also rearrange them.
- **Slide Sorter view** – This displays all the slides as a matrix. This view only allows you to rearrange the slides but not edit the contents of each slide.
- **Reading View** – This view is like a slideshow with access to the Windows task bar in case you need to switch windows. However, like the slideshow you cannot edit anything in this view.

### Notes Section

This sections allows you to add notes for the presentation. These notes will not be displayed on the screen during the presentation; these are just quick reference for the presenter.

### Quick Access Toolbar

The Quick Access Toolbar is located just under the ribbon. This toolbar offers a convenient place to group the most commonly used commands in PowerPoint. You can customize this toolbar to suit your needs.

### Slide Tab

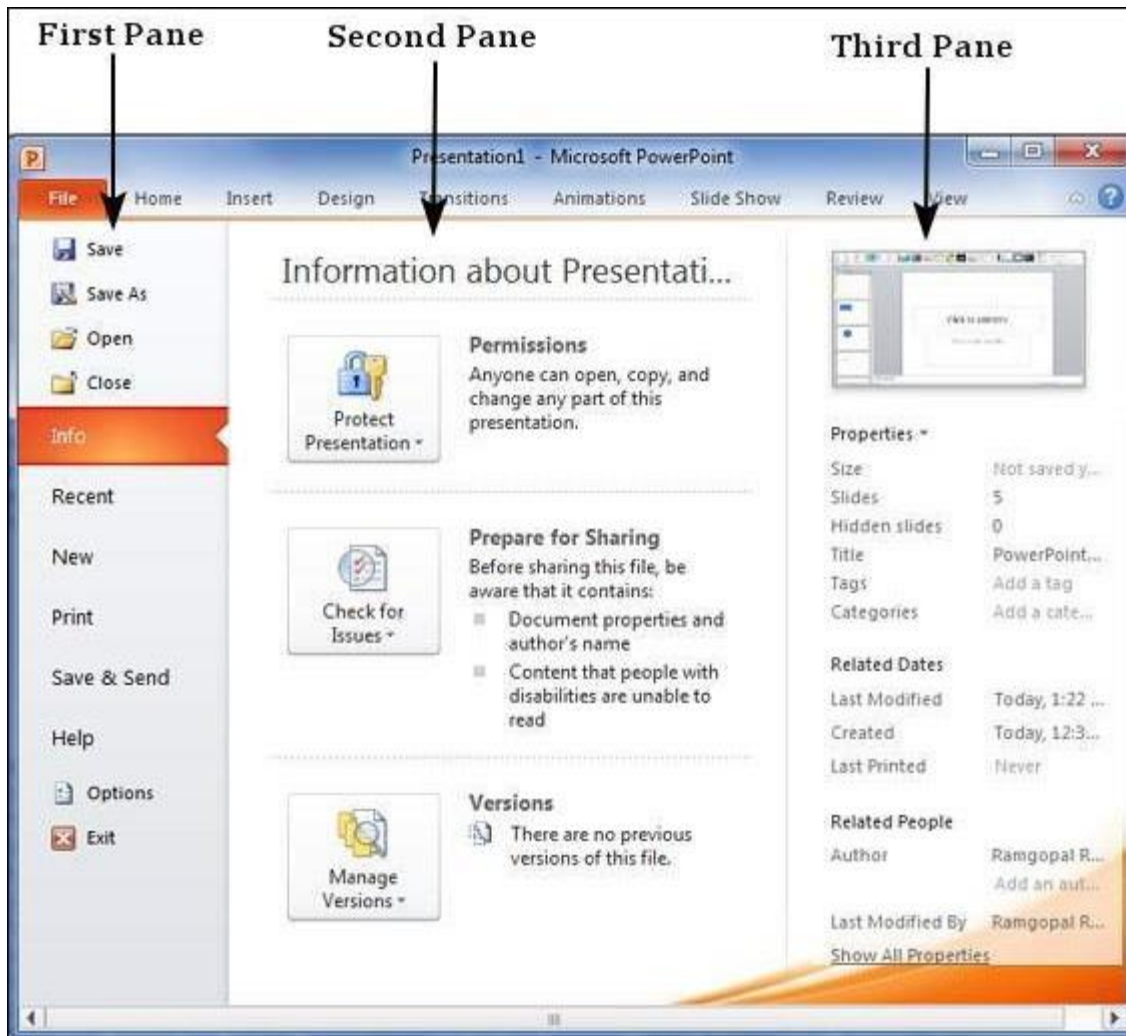
This section is available only in the Normal view. It displays all the slides in sequence. You can **add**, **delete** and **reorder** slides from this section.

### Backstage View

This view not only offers all the menu items under the file menu, but additional details which makes management of your files a lot easier.

You can access the Backstage view simply by clicking on the File tab. You can exit this view by clicking on any tab (including the File tab again). You can also press the '**Esc**' button on the keyboard.

The backstage view has three sections or panes.



- **First Pane** – This is the commands pane which consists of all the commands you would typically find in the file menu of older versions. You also have the **Options** menu which lets you edit the options on the program like customizing the ribbon.

Various commands under the first pane are described in the table below –

S.No	Command & Description
1	<p><b>Save</b></p> <p>This allows you to save a new file or an existing file in standard format. If you are working on a previously saved file this will save the new changes in the same file</p>

	format. If you are working on a new file, this command would be similar to the Save As command.
2	<b>Save As</b> Allows you to specify the file name and the file type before saving the file.
3	<b>Open</b> Allows you to open new PowerPoint files.
4	<b>Close</b> Allows you to close an existing file.
5	<b>Info</b> Displays the information about the current file.
6	<b>Recent</b> Lists series of recently viewed or edited PowerPoint files.
7	<b>New</b> Allows you to create a new file using blank or pre-defined templates.
8	<b>Print</b> Allows you to select the printer settings and print the presentation.
9	<b>Save &amp; Send</b> Allows you to share your presentation with larger audience via emails, web, cloud services, etc.
10	<b>Help</b>

	Provides access to PowerPoint Help.
11	<b>Options</b> Allows you to set various options related to PowerPoint program.
12	<b>Exit</b> Closes the presentation and exits the program.

- **Second Pane** – This is the subcommands pane. This will list all the commands related to the main command you choose in the first pane. For example, if you select Print in the first pane, you get to choose the printer and adjust the print settings in the second pane.
- **Third Pane** – This is the preview or file information page. Depending on the command and the subcommand you select, this pane will either display the properties of the file or give you a preview of the file.

### Adding new slides to an existing presentation

**Step 1** – Right-click in the **Navigation Pane** under any existing slide and click on the **New Slide** option.

**Step 2** – The new slide is inserted. You can now change the layout of this slide to suit your design requirements.

**Step 3** – To change the slide layout, right-click on the newly inserted slide and go to the **Layout** option where you can choose from the existing layout styles available to you.

When we insert a new slide, it inherits the layout of its previous slide with one exception. If you are inserting a new slide after the first slide (**Title** slide), the subsequent slide will have the **Title and Content** layout.

### Adding new text boxes

**Step 1** – Click on the **Text Box** icon in the **Home** ribbon under the **Drawing** section.

**Step 2** – You will get the insert text box cursor that looks like an inverted cross.

**Step 3** – Click to insert a text box. You can now start typing directly into the text box.

**Step 4** – Alternately, you can click and drag the cursor without releasing the click to create a text box.

### Deleting a slide

**Step 1** – Go to the Normal view.

**Step 2** – Right-click on the slide to be deleted and select the **Delete Slide** option.

Alternately, you can select the slide and press the **Delete** button on your key board.

### Rearranging slides

**Step 1** – Select the slide to be moved.

**Step 2** – Left click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint will indicate the insert position with a line in-between existing slides.

**Step 3** – When you get to the right position release the left click button to insert the slide. Alternately you can also cut the selected slide and paste it back in the sequence

### Adding slide notes

Slide notes can be very useful tools for presentation. These notes are not displayed on the screen in the **Slideshow** mode, but the presenter can see them so they can prepare well to present the slides.

**Step 1** – To locate the slide notes, set the view in **Normal** mode.

**Step 2** – The Slide Notes section is indicated by "**Click to add notes**".

**Step 3** – You can click on the top border and drag the section to increase its size to make it easier to type.

**Step 4** – Type your text in this section as slide notes.

### Setting background in slides

As PowerPoint is a design-based program, backgrounds are effective ways of improving the aesthetics and readability of the slides. The **Themes** in PowerPoint help select the backgrounds by default, so every time you change the theme, the default background is set automatically. Theme includes more than just backgrounds, so you can retain other aspects of the theme while changing the default background.

**Step 1** – In the **Design** ribbon, under the **Background** group, click the **Background Styles** command.

**Step 2** – Select one of the background styles that suits your requirements.

**Step 3** – To edit the background for a specific slide, right-click on the desired background slide and select "**Apply to Selected Slides**".

**Step 4** – Selected slide(s) now have the new background.

### Saving presentation

**Step 1** – Click on the **File** tab to launch the **Backstage** view and select **Save**.

**Step 2** – In the **Save As** dialog, type in the file name and click "Save".

### Slide numbering

**Step 1** – Under the **Insert** ribbon, **Text** group click on **Slide Number** command.

**Step 2** – The **Header and Footer** dialog opens up.

**Step 3** – Check the **Slide number** check box.

**Step 4** – The Preview shows the section where the slide number will be placed.

Instead of clicking on the **Slide Number** command, you can also click on the **Header & Footer** menu item to launch the same dialog as in Step 2.

### Adding header and footer

**Step 1** – In the **Insert** ribbon, click on the **Header & Footer** menu item.

**Step 2** – The **Header and Footer** dialog has two tabs — the **Slide tab** and the **Notes and Handouts** tab.

**Step 3** – You can add details to the slide footer from the **Slide** tab.

### Running slide show

Features related to running the slideshow are grouped under the **Slideshow** ribbon.

Section	Menu Item	Description
Start Slideshow	From Beginning	Starts slideshow from beginning
	From Current Slide	Starts slideshow from the current slide
	Broadcast Slideshow	Allows users to broadcast the slideshows using Microsoft's PowerPoint Broadcast Service
	Custom Slideshow	Builds a custom slideshow by picking the slides you want to run



Set Up	Set Up Slideshow	Helps set up the slideshow including browser/ full screen display, show options with or without narration/ animation, pen and laser color during the slideshow and the slides to be presented during the show
	Hide Slide	Helps mark/ unmark the slide as hidden, so it is skipped or shown during the slideshow respectively
	Rehearse Timing	Allows users to rehearse the timing on each slide and the entire slideshow
	Record Slideshow	Records the slideshow including narration and animation
	Slideshow Checkboxes	Helps set or avoid the use of narrative audio and rehearsed timings during the show. Display media controls in the slideshow view
Monitors	Resolution	Defines resolution in slideshow view
	Show Presentation on	Picks the monitor to display the presentation one - in case of multiple monitors
	Use Presenter View	Run presentation in Presenter view rather than just slideshow view

### Formatting presentation







- Font management  
PowerPoint offers extensive font management features to cover various aspects of fonts. The font management can be accessed from the **Home** ribbon in the **Font** group. You can also access font management features by selecting a text box, right-clicking and selecting **Font**.



S.No	Features & Description
1	<b>Font Type</b> Defines the font type like Arial, Verdana, etc.
2	<b>Font Size</b> Defines the font size. Besides, there are icons to increase and decrease the font size in steps in the Font group.
3	<b>Font Style</b> Defines font styles like Regular, Bold, Italics or Underlined.
4	<b>Font Color</b> Specifies the font color.
5	<b>Font Effects</b> Defines effects like shadow, strikethrough, subscript, superscript, etc.
6	<b>Character Spacing</b> Specifies character spacing like loose, tight, normal, etc.

- Setting text font
  - Step 1** – The default font in PowerPoint 2010 is **Calibri**.
  - Step 2** – To change the text font, select that portion of text the font of which needs to be changed. If you select the entire text box or shape, the changes will apply to all the text in the selection. If you select specific text, the changes will apply to selection only.
  - Step 3** – In the **Font** group, under the **Home** ribbon, click on the font face dropdown.
  - Step 4** – Scroll through the list of font faces to pick the one that suits your needs. As you move your cursor over the fonts, the selection will change accordingly to give you a preview.
- Text decoration
 

PowerPoint offers many text decoration features and adds to the aesthetic sense of a presentation. These features can be accessed from the **Home** ribbon under the **Font** group.

S.No	Icon & Description
1	 <p>Makes the font face bold</p>
2	 <p>Makes the font face italics (slanted font)</p>
3	 <p>Underlines the font face</p>
4	 <p>Adds shadow to the font face</p>
5	 <p>Strikes through the font face</p>
6	 <p>Adjusts the character spacing for the font. Predefined settings are very tight, tight, normal, loose and very loose. There is a user defined space setting available too.</p>

Besides these, there are some other font decoration features that can be accessed from the **Font** dialog. To open the **Font** dialog, right-click on the selected text and select Font.

The table below describes the additional text decoration features in the **Font** dialog.

S.No	Icon & Description
1	<b>Double Strikethrough</b> Adds two strike lines over the text
2	<b>Superscript</b> Raises the text above the normal text. For example, the use of "nd" in 2 <sup>nd</sup>
3	<b>Subscript</b> Shrinks the below the normal text. For example, the '2' in H <sub>2</sub> O the chemical formula of water
4	<b>Small Caps</b> Changes the entire text to small caps
5	<b>All Caps</b> Changes the entire text to capital letters
6	<b>Equalize Character height</b> Adjusts the characters so that all are of the same height regardless of the caps setting

- Change text case
  - Step 1** – Select the text the case of which you want to change.
  - Step 2** – Go to the **Font** group under the **Home** ribbon.
  - Step 3** – From the **Change Case** dropdown, select the case you want to use for your text.
  - Step 4** – Click on your choice to change case for the selected text.
- Change text color
  - Step 1** – Select the text the color of which needs to be changed.
  - Step 2** – Go to the **Font** group under the **Home** ribbon.

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**Step 3** – From the **Font Color** dropdown, select the color you want to use for your text.

**Step 4** – Click on your choice to change the font color for the selected portion of text.

- Change text size

**Step 1** – Select the text the case of which you want to change.





**Step 2** – Go to the **Font** group under the **Home** ribbon.



**Step 3** – From the **Font Size** dropdown, select the size you want to use for your text.

**Step 4** – Click on your choice to change the font size for the selected portion of text

**Step 5** – If you want to change the font size in steps you can also use the **Increase/Decrease Font Size** options.

- Text alignments
- The table below describes the various text alignment options available in PowerPoint.

S.No	Alignment Icon & Description
1	 <p>Aligns the text to the left of the shape/ text box.</p>
2	 <p>Aligns the text in the middle of the shape/ text box.</p>
3	 <p>Aligns the text to the right of the shape/ text box.</p>
4	 <p>Justifies the alignment by adjusting the character spacing so the final text looks aligned from both left and right.</p>

5	 <p>Specifies text direction: horizontal (default), stacked (vertical), rotated by 90 or 270 degrees. You can also customize the text direction to other angles.</p>
6	 <p>Vertically aligns the text; top, bottom or middle of the text box/ shape</p>

**Step 1** – Select the portion of text that needs to be aligned. If you select a specific portion of text, the alignment settings will apply to that portion of text alone. If you select the entire shape/ text box, the settings will apply for the entire selection.

**Step 2** – Go to the **Paragraph** group under the **Home** ribbon.

**Step 3** – Select one of the alignment options described above to change the text alignment. Note that the default alignment for text is usually Left.

**Step 4** – As long as the text is selected, you can change the text alignment multiple times.

- Indent paragraph

**Step 1** – Select the text content to be indented. Unlike most other settings, indentation works at a paragraph level, so regardless of what text you select the indent settings will apply to the entire paragraph. However, if the text box has multiple paragraphs you can have different indentations for different paragraphs.

**Step 2** – Go to the Paragraph group under the Home ribbon.

**Step 3** – Select one of the indentation options. You will notice that by default the text is set at the lowest indentation level, so you will not be able to decrease it further. You must increase indentation the first time you use it.

**Step 3** – Select one of the indentation options.

**Step 4** – Once you have increased the indent, the decrease indent option is enabled.

- Line spacing

**Step 1** – Select the text content to be spaced. You can either select the entire paragraph or just place the cursor within the paragraph.

**Step 2** – Go to the Paragraph group under the **Home** ribbon.

**Step 3** – Select one of the line spacing option from the dropdown list to apply one of predefined spacing options.

**Step 4** – To customize the spacing, you can click on "**Line Spacing Options...**" This will launch the **Paragraph** dialog

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**Step 5** – The spacing section in the **Paragraph** dialog has two settings. The **Before** and **After** are the spacing for paragraph as a whole, while **Line Spacing** is the spacing for lines within the paragraph itself.

- **Borders and shades**

The following are the steps that will help you **apply borders** in your presentation.

**Step 1** – Select the object (text box, image, chart, picture, etc.) to which you want to apply the border.

**Step 2** – Go to the **Drawing** group under the **Home** ribbon.

**Step 3** – Click on the **Shape Outline** to choose the border settings.

**Step 4** – Use the color palette to choose the border color. You can choose **More Outline Colors** to get access to additional color choices

**Step 5** – Use the **Weight** dropdown to define the thickness of the border.

**Step 6** – Use the **Dashes** option to define the border style.

The following steps will help you **apply shades** to your presentation.

**Step 1** – Select the object (text box, shape, chart, etc.) to which you want to apply the shades.

**Step 2** – Go to the **Drawing** group under the **Home** ribbon.

**Step 3** – Click on the **Shape Fill** to choose the shade settings.

**Step 4** – Use the color palette to choose the shade color. You can choose **More Outline Colors** to get access to a choice of colors.

**Step 5** – Use the **Picture** to add a picture as the background rather than a color.

**Step 6** – Use the **Gradient** option to add color gradient in the background. You can use the pre-defined gradients or click on "**More Gradients...**" to customize the shading with gradient colors.

**Step 7** – Use the Texture option to add a pre-defined texture instead of a color shade

## Working with Multimedia

### Add pictures to slide

PowerPoint supports multiple content types including images or pictures. With regards to pictures PowerPoint classifies them into two categories –

- **Picture** – Images and photos that are available on your computer or hard drive
- **Clip Art** – Online picture collection that you can search from the clip art sidebar

Although their sources are different, both these types can be added and edited in similar fashion.



**Step 1** – Go to the **Images** group in the **Insert** ribbon.

**Step 2** – Click on **Picture** to open the **Insert Picture** dialog and add a picture to the slide.

**Step 3** – In this dialog, you have three sections: to the left corner, you have folders that can be browsed, the section in the center shows the subfolders and files in the selected folder and to the right, you can have a preview of the selected image.

**Step 4** – Select the image you want and click **Open** to add the picture to the slide.

**Step 5** – To add online pictures, click on **Clip Art** and search for keywords in the **Clip Art sidebar**.

**Step 6** – Once you have the clipart you want to use, double-click on the image to add it to the slide.

### Editing added pictures

PowerPoint supports images or pictures as content and offers some standard image editing features. The picture editing features in PowerPoint can be accessed from the **Format** ribbon once the picture is selected. The editing features are grouped under the **Adjust** and **Picture Styles** section in the **Format** ribbon.

The following table describes various picture adjustment features available in PowerPoint.

S.No	Feature & Description
1	<p><b>Remove Background</b></p> <p>Automatically removes the unwanted sections in the image. This is similar to the magic tool in some of the other photo editing programs. You can click on different regions on the image to define the area to be removed.</p>
2	<p><b>Correction</b></p> <p>Allows you to change the brightness and contrast on the image and also change the image sharpness.</p>
3	<p><b>Color</b></p> <p>Allows you to change the color on the image by changing the saturation or tone. You can also make the image monochromatic based on different hues to match the theme of your presentation.</p>



4	<b>Artistic Effects</b> Adds artistic effects to the image like plastic wrap, glowing edges, etc.
5	<b>Compress Picture</b> This can change the image resolution to manage the file size.
6	<b>Change Picture</b> Replaces the current picture with a different one.
7	<b>Reset Picture</b> Removes all the adjustments done on the image.

## Picture Styles

The following table describes various picture style features available in PowerPoint.

S.No	Feature & Description
1	<b>Picture Border</b> Manages the picture border - color, weight and style.
2	<b>Picture Effects</b> Adds effects to the picture like reflection, shadow, etc.
3	<b>Convert to SmartArt Graphic</b> Transforms the picture into the selected SmartArt.
4	<b>Quick Styles</b> Pre-defined styles with different picture borders and effects.

## Format added pictures

The picture formatting features in PowerPoint can be accessed from the Format ribbon once the picture is selected. The formatting features are grouped under the **Arrange** and **Size** section in the **Format** ribbon.

The following table describes various picture arrangement features available in PowerPoint.

S.No	Feature & Description
1	<p><b>Bring Forward</b></p> <p>Moves the picture layer up. <b>Bring Forward</b> moves the picture up by one layer, Bring to Front makes the picture layer the topmost</p>
2	<p><b>Send Backward</b></p> <p>Moves the picture layer down. <b>Send Backward</b> moves the picture down by one layer, Send to Back makes the picture layer the bottommost</p>
3	<p><b>Selection Pane</b></p> <p>This opens up the Selection Pane sidebar where you get a better idea of the layers and can work with arrangements better.</p>
4	<p><b>Align</b></p> <p>Aligns the picture with various references in the slide.</p>
5	<p><b>Group</b></p> <p>Allows multiple images to be grouped together to create on single object or ungroup them to split them into individual pictures.</p>
6	<p><b>Rotate</b></p> <p>Rotate picture by a specific angle.</p>

The following table describes various picture sizing features available in PowerPoint.



S.No	Feature & Description
1	<p><b>Crop</b></p> <p>Allows you to crop the image. The cropping can be freehand, based on aspect ratio or any of the predefined shapes.</p>
2	<p><b>Shape Height/ Width</b></p> <p>Used to change the height and width of the image. When you edit these parameters from the ribbon, the aspect ratio is always maintained.</p>

### Inserting screenshot

One of the interesting features about PowerPoint is that you can insert a screenshot of one of your applications into your presentation without having to use any other program. Given below are the steps to insert a screenshot.

**Step 1** – Go to the **Images** group in the **Insert** Ribbon.

**Step 2** – Click on the **Screenshot** dropdown to look at full screen snaps of all the applications running on your computer's desktop.

**Step 3** – Select one of the screenshots to add it directly on to your presentation.

**Step 4** – If you do not want the entire screen and just a portion of it, you can use the **Screen Clipping** option.

### Adding shapes to slide

**Step 1** – Go to the **Illustrations** group under the **Insert** Tab.

**Step 2** – Click on the **Shapes** dropdown to view the available shapes.

**Step 3** – Select the shape you want to insert. This will change the cursor to a + sign.

**Step 4** – Click and drag on the slide to create the shape. As you drag, the shape will show up on the slide. Continue to drag and adjust the size and the symmetry of the shape.

### Editing added shapes

The shape editing features in PowerPoint can be accessed from the **Format** ribbon once the shape is selected. The editing features are grouped under the **Insert Shapes** and the **Shape Styles** section in the **Format** ribbon.



S.No	Feature & Description
1	<b>Shape List</b> Adds another shape to the slide.
2	<b>Edit Shape</b> Replaces the shape completely, or use the edit points to change the existing shape.
3	<b>Text Box</b> Inserts a text box anywhere in the slide.

The table below describes various shape style features available in PowerPoint.

S.No	Feature & Description
1	<b>Shape Fill</b> Selects the shape fill color and style. You can add a single solid color from the palette, or a picture, gradient or texture.
2	<b>Shape Outline</b> Selects the shape border color, thickness and style.
3	<b>Shape Effects</b> Adds special effects to the shape like reflection, 3D rotation, bevel, shadow, etc.
4	<b>Predefined Styles</b> These are a combination of the style features that can be applied to the shape with a single click.

### Format added shapes

The shape formatting features in PowerPoint can be accessed from the **Format** ribbon once the shape is selected. The formatting features are grouped under the **Arrange** and **Size** section in the **Format** ribbon.

The table given below describes the various shape arrangement features available in PowerPoint.

S.No	Feature & Description
1	<p><b>Bring Forward</b></p> <p>Moves the shape layer up. <b>Bring Forward</b> moves the shape up by one layer, <b>Bring to Front</b> makes the shape layer the topmost.</p>
2	<p><b>Send Backward</b></p> <p>Moves the shape layer down. <b>Send Backward</b> moves the shape down by one layer, <b>Send to Back</b> makes the shape layer the bottommost.</p>
3	<p><b>Selection Pane</b></p> <p>This opens up the Selection Pane sidebar where you get a better idea of the layers and can work with arrangements better.</p>
4	<p><b>Align</b></p> <p>Aligns the shape with various references in the slide.</p>
5	<p><b>Group</b></p> <p>Allows multiple shapes to be grouped together to create on single object or ungroup them to split them into individual shapes.</p>
6	<p><b>Rotate</b></p> <p>Rotates shape by a specific angle.</p>

The table given below describes various shape sizing features available in PowerPoint.



S.No	Feature & Description
1	<p><b>Shape Height/ Width</b></p> <p>Used to change the height and width of the shape. When you edit these parameters from the ribbon, the aspect ratio is always maintained</p>

### Adding text to shapes

**Step 1** – Right-click on the shape to which you want to add the text and select the **Edit Text** option.

**Step 2** – Start typing the text into the shape. Once you are done, click the cursor anywhere outside the shape.

An alternative way of adding text to shape is to select the shape and start typing directly. Once you have the text within the shape you can format the text using the font related features available in PowerPoint.

### Adding audio and video

**Step 1** – Go to the **Media** group under the **Insert** ribbon

**Step 2** – To insert video file select **Video** as media type and **Video from File** to insert a video from your computer or hard drive.

**Step 3** – In the **Insert Video** dialog, browse for a video file and click Insert.

**Step 4** – You will now see that a Video file is added to the slide

**Step 5** – To insert audio file select **Audio** as media type and **Audio from File** to insert an Audio from your computer or hard drive.

**Step 6** – In the **Insert Audio** dialog, browse for an audio file and click **Insert**

**Step 7** – You will now see that an Audio file is added to the slide.

### Add and format tables

The following steps will help you add a table in PowerPoint.

**Step 1** – Go to the **Tables** group under the **Insert** ribbon.

**Step 2** – Click on the dropdown and select your table dimension from the matrix.

**Step 3** – If you require more than 10 columns or 8 rows click on "**Insert Table**" to open the **Insert Table** dialog where you can specify the column and row count.



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PowerPoint table is a simple table that does not support the mathematical features of an Excel spreadsheet. If you want to carry out some calculations, you can insert an **Excel spreadsheet** instead of a regular table.

This will insert the spreadsheet in the slide and as long as the spreadsheet is selected, the ribbon at the top will be changed to an Excel ribbon instead of a PowerPoint one

The PowerPoint table formatting features have been grouped under two ribbons: **Design** and **Format**. The sections below discuss the features under each ribbon. To access these ribbons, you must select the table first.

The following table shows the different table design features –

Feature	Sub Features	Description
Table Style Options	Header Row	Adds a different shade to the first row to distinguish it.
	Total Row	Adds a different shade to the last row to distinguish it.
	Banded Rows	Shades alternate rows in the table with the same color.
	First Column	Adds a different shade to the first column to distinguish it.
	Last Column	Adds a different shade to the last row to distinguish it.
	Banded Columns	Shades alternate columns in the table with the same color.
Table Styles	Shading	Offers different shades to be added to selected table/ row/ column/ cell. You can pick from solid shade, texture, image or gradient shading.

	Border	Offers different border options for the table. You can edit the border color, thickness and style
	Effects	Offers the ability to create table shadow or reflection. You can also create bevels for individual cells.
Word Art Styles	Text Fill	Allows you to change the color of the text within the table.
	Text Outline	Allows you to add an outline to the text within the table and change the outline color, weight and style.
	Text Effects	Allows you to add special effects (like reflection, shadow etc.) to the text within the table.
	Quick Styles	Contains a list of pre-defined Word Art styles that can be applied to the selected text within the table with a single click.
Draw Borders	Pen Style	Defines the style of the table border when you draw it.
	Pen Weight	Defines the thickness of the table border when you draw it.
	Pen Color	Defines the color of the table border when you draw it.



	Draw Table	Allows you to append new rows, columns, cells to existing table, split existing rows, columns or cells and draw brand new tables.
	Eraser	Allows you to delete table borders and merge cells, rows or columns.

We will now understand the various table format features in PowerPoint.

Feature	Sub Features	Description
Table	Select	Allows you to select the entire table or the row(s) or column(s) depending on the position of your cursor.
	View Gridlines	Toggles the gridline display within the table.
Rows & Columns	Delete	Allows you to delete selected row(s) or column(s) or the entire table.
	Insert Above	Inserts a row above the row where the cursor is currently. If you haven't placed the cursor within the table, it adds a new row at the top of the table.
	Insert Below	Inserts a row below the row where the cursor is currently. If you haven't placed the cursor within the table, it adds a new row at the bottom of the table.
	Insert Left	Inserts a column to the left of the column where the cursor is currently. If you haven't placed the

		cursor within the table, it adds a new column to the left of the table.
	Insert Right	Inserts a column to the right of the column where the cursor is currently. If you haven't placed the cursor within the table, it adds a new column to the right of the table.
Merge	Merge	Allows you to merge cells, rows or columns. This is enabled only if you have selected more than one cell, row or column.
	Split Cells	Allows you to specify the number of rows and columns into which the current section of cell(s) need to be split.
Cell Size	Height/ Width	Defines the height and width of the selected cell. Usually if you change these aspects for a single cell, the change affects the entire row or column too.
	Distribute Rows	Equalizes the height of all the rows to fit the current table height.
	Distribute Columns	Equalizes the width of all the columns to fit the current table width.
Alignment	Horizontal Alignment	Allows you to align the selected text to the left, right or center of the cell.
	Vertical Alignment	Allows you to align the selected text to the top, bottom or middle of the cell.

	Text Direction	Allows you to change the direction of the selected text within the cells.
	Cell Margins	Allows you to define the margins within the cell.
Table Size	Height	Allows you to adjust the table height - it retains the relative heights of the individual rows while changing the overall table height.
	Width	Allows you to adjust the table width - it retains the relative widths of the individual columns while changing the overall table width.
	Lock Aspect Ratio	Checking this box will ensure the ratio between the table height and width is maintained when one of these is changed.
Arrange	Bring Forward	Allows you to move the table up by one layer or right to the top.
	Send Backward	Allows you to move the table down by one layer or right to the bottom of the slide.
	Selection Pane	Toggles the Selection and Visibility sidebar.
	Align	Allows you to align the entire table with reference to the slide.

### [Add and format charts](#)

PowerPoint supports the addition and formatting of charts.

Given below are the steps to add a chart to PowerPoint.



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**Step 1** – Go to the **Illustrations** group under the **Insert** ribbon.

**Step 2** – Click on the **Chart** option to open the **Insert Chart** dialog. You can choose the chart category and pick individual chart types from the list.

**Step 3** – Select the chart type and click **OK** or double-click on the chart type to insert the chart in the slide.

**Step 4** – Along with the chart, an Excel spreadsheet is also launched. This spreadsheet is the source for your chart. You can change the category names, series names and individual values to suit your needs.

As you edit the values and the table in Excel the chart gets modified accordingly.

The PowerPoint chart formatting features have been grouped under three ribbons: **Design**, **Layout** and **Format**.

We will now understand the various **chart design features** in PowerPoint.

Feature	Sub Features	Description
Type	Change Chart Type	Changes the chart type retaining the same data.
	Save As Template	Saves current chart type as a template.
Data	Switch Row/Column	Transposes current excel data - this is enabled when you have the source data excel sheet open.
	Select Data	Changes the data range covered in the chart.
	Edit Data	Changes the chart source data.
	Refresh Data	Refreshes the chart to show the latest data.
Chart Layouts	Chart Layouts	Offers a list of predefined layouts which can be instantly applied to current chart with a single click.

Chart Styles	Chart Styles	Offers a list of predefined styles which can be instantly applied to current chart with a single click.
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We will now understand the various **chart layout features** in PowerPoint.

Feature	Sub Features	Description
Current Selection	Drop down	Shows the currently selected chart element.
	Format Selection	Shows the selection format dialog to update the selection.
	Reset to Match Style	Discards all the chart customizations and matches the chart with the overall presentation theme.
Insert	Picture	Superimposes an image on top of the chart.
	Shape	Adds a shape to the slide.
	Text Box	Adds a text box to the slide.
Labels	Chart Title	Defines the visibility, position and style of the chart title.
	Axis Titles	Defines the visibility, position and style of the axis titles.
	Legend	Defines the visibility and position of the chart legend.

	Data Labels	Defines the visibility and position of the data labels.
	Data Table	Defines the visibility, position and format of the data table.
Axes	Axes	Defines the position and scale of axes.
	Gridlines	Defines the visibility and scale of axes.
Background	Plot Area	Toggles chart plot area - available only for 2D charts.
	Chart Wall	Toggles the chart wall - available only for 3D charts.
	Chart Floor	Toggles the chart floor - available only for 3D charts.
	3-D Rotation	Toggles the chart 3D rotation- available only for 3D charts.

We will now understand the various **chart format features** in PowerPoint.

Feature	Sub Features	Description
Current Selection	Drop down	Shows the currently selected chart element.
	Format Selection	Shows the selection format dialog to update the selection.

	Reset to Match Style	Discards all the chart customizations and matches the chart with the overall presentation theme.
Shape Styles	Shape Fill	Offers different shades to be added to selected chart series item. You can pick from solid shade, texture, image or gradient shading.
	Border	Offers different border options for selected chart series item. You can edit the border color, thickness and style.
	Effects	Offers the ability to add special effects to selected chart series item.
Word Art Styles	Text Fill	Allows you to change the color of the text within the chart.
	Text Outline	Allows you to add an outline to the text within the chart and change the outline color, weight and style.
	Text Effects	Allows you to add special effects (like reflection, shadow etc.) to the text within the chart.
	Quick Styles	Contains a list of pre-defined Word Art styles that can be applied to the selected text within the chart with a single click.
Arrange	Bring Forward	Allows you to move the chart up by one layer or right to the top.

	Send Backward	Allows you to move the chart down by one layer or right to the bottom of the slide.
	Selection Pane	Toggles the Selection and Visibility sidebar.
	Align	Allows you to align the entire chart with reference to the slide.
	Group	Allows you to group multiple charts as one group object, or split a group object into individual charts.
Size	Height	Allows you to adjust the chart height.
	Width	Allows you to adjust the chart width.

### Add and format Smart art

PowerPoint offers a unique feature called SmartArt which allows users to add text to predefined art designs. The advantage with SmartArt is that although each component of the SmartArt can be edited individually, you can also modify the SmartArt as a whole while retaining the settings on each individual component.

**Step 1** – Go to the **Illustrations** group under the **Insert** ribbon.

**Step 2** – Click on the **SmartArt** command to open the **Choose a SmartArt Graphic** dialog. You can choose the SmartArt category and pick individual SmartArt types from the list. You also get a preview and a short description of the graphic in the preview section.

**Step 3** – Select the SmartArt type and click **OK** or double-click on the SmartArt type to insert the graphic in the slide.

**Step 4** – The graphic is inserted in the slide along with a text pane where you can enter/modify the SmartArt text.

**Step 5** – Add the necessary details and close the text pane to complete the SmartArt insertion.

The PowerPoint SmartArt formatting features have been grouped under two ribbons: **Design** and **Format**. The sections below discuss the features under each ribbon.

We will now understand the various SmartArt design features in PowerPoint





Feature	Sub Features	Description
Create Graphic	Add Shape	Adds another shape to the current SmartArt graphic; this also adds another bullet in the text pane.
	Add Bullet	Adds another bullet in the text pane; this also adds another shape to the graphic.
	Text Pane	Toggles text pane visibility.
	Promote	Indents bullet to higher level in text pane - useful only in multi-level SmartArt.
	Demote	Indents bullet to lower level in text pane - useful only in multi-level SmartArt.
	Right to Left	Helps reverse the direction of the SmartArt flow.
	Move Up	Moves the bullet up in the text pane or the shape to the left in the graphics.
	Move Down	Moves the bullet down in the text pane or the shape to the right in the graphics.
Layouts	Layouts	Allows you to change the layout of SmartArt graphics to one from the list.
Smart Styles	Change Colors	Changes the color scheme for the SmartArt graphics.

	SmartArt Styles	Allows you to change the SmartArt graphics styles to one of the predefined ones from the list with one click.
Reset	Reset Graphic	Removes all the customization done on the SmartArt graphic.
	Convert	Converts SmartArt graphic to regular shapes or plain text.

We will now understand the various SmartArt format features in PowerPoint.

Feature	Sub Features	Description
Shapes	Change Shape	Changes the selected shape in the SmartArt to one of those in the list.
	Larger	Increases the size of the selected shape.
	Smaller	Decreases the size of the selected shape.
Shape Styles	Shape Fill	Offers different shades to be added to selected SmartArt graphics item. You can pick from solid shade, texture, image or gradient shading.
	Border	Offers different border options for selected SmartArt graphics item. You can edit the border color, thickness and style.
	Effects	Offers the ability to add special effects to selected SmartArt graphics item.

Word Art Styles	Text Fill	Allows you to change the color of the text within the SmartArt.
	Text Outline	Allows you to add an outline to the text within the SmartArt and change the outline color, weight and style.
	Text Effects	Allows you to add special effects (like reflection, shadow etc.) to the text within the SmartArt.
	Quick Styles	Contains a list of pre-defined Word Art styles that can be applied to the selected text within the SmartArt with a single click.
Arrange	Bring Forward	Allows you to move the SmartArt up by one layer or right to the top.
	Send Backward	Allows you to move the SmartArt down by one layer or right to the bottom of the slide.
	Selection Pane	Toggles the Selection and Visibility sidebar.
	Align	Allows you to align the entire SmartArt with reference to the slide.
	Group	Allows you to group multiple SmartArt as one group object, or split a group object into individual SmartArt.
Size	Height	Allows you to adjust the SmartArt height.
	Width	Allows you to adjust the SmartArt width.

Sub Features	Description
Change Shape	Changes the selected shape in the SmartArt to one of those in the list.
Larger	Increases the size of the selected shape.
Smaller	Decreases the size of the selected shape.
Shape Fill	Offers different shades to be added to selected SmartArt graphics item. You can pick from solid shade, texture, image or gradient shading.
Border	Offers different border options for selected SmartArt graphics item. You can edit the border color, thickness and style.
Effects	Offers the ability to add special effects to selected SmartArt graphics item.
Text Fill	Allows you to change the color of the text within the SmartArt.
Text Outline	Allows you to add an outline to the text within the SmartArt and change the outline color, weight and style.
Text Effects	Allows you to add special effects (like reflection, shadow etc.) to the text within the SmartArt.

Quick Styles	Contains a list of pre-defined Word Art styles that can be applied to the selected text within the SmartArt with a single click.
Bring Forward	Allows you to move the SmartArt up by one layer or right to the top.
Send Backward	Allows you to move the SmartArt down by one layer or right to the bottom of the slide.
Selection Pane	Toggles the Selection and Visibility sidebar.
Align	Allows you to align the entire SmartArt with reference to the slide.
Group	Allows you to group multiple SmartArt as one group object, or split a group object into individual SmartArt.
Height	Allows you to adjust the SmartArt height.
Width	Allows you to adjust the SmartArt width.

### Add and preview animations

PowerPoint offers animation support which can be used effectively to add some motion in a monotonous presentation and make it more interesting. Animation can be applied to any object on the slide and the motions can be automated, timed or triggered.

**Step 1** – Go to the **Animation** ribbon and click on the **Animation Pane** to display the animation sidebar.

**Step 2** – Select one of the objects in the slide and click on the **Add Animation** menu option.

**Step 3** – Choose from one of the Animation options.



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- **Entrance** will cause the object to appear in the screen.
- **Emphasis** will cause the object to emphasis without appearing or leaving the screen.
- **Exit** will cause the object to disappear from the screen.

**Step 4** – Once you add the animation for an object, it will show up in the **Animation pane**.

**Step 5** – By default, all the animations are initiated by a click, but you can change this. To change the trigger, right-click on the animation object on the pane and choose an alternate trigger.

- **Start On Click** will cause the animation to start when you click the mouse.
- **Start With Previous** will cause the animation to begin with the previous animation; if this is the first object, it will begin as soon as you reach the slide during the slide show.
- **Start After Previous** will cause the animation to begin after the previous animation ends.

**Step 6** – From the timing section, you can also manipulate the animation timings.

**Step 7** – To preview the animation settings, just click **Play** on the animation pane.

### Add and preview Transitions

PowerPoint supports slide transition feature which allows you to specify how should the slides transition during the slide show.

Given below are the steps to add and preview slide transitions.

**Step 1** – Select the slide to which you want to apply the transition.

**Step 2** – Go to the **Transition Scheme** under the **Transitions** ribbon.

**Step 3** – Select one of the transition schemes from the list available. PowerPoint will instantly show you a preview of the scheme. If you are not satisfied, you can pick an alternate scheme. The last selected scheme will apply to the slide.

**Step 4** – You can change the effects on the selected transition scheme from the **Effect Options** menu. Every scheme has a unique set of effect options.

**Step 5** – You can also modify the transition timing settings from the **Timing** section.

**Step 6** – To preview the slide transition, click on **Preview**.

### Creating a PDF file

Although PowerPoint is used to create presentations, it supports various file types when it comes to saving the content. With a host of operating systems and Office versions available in the market, using a pdf file type can be a great way of ensuring everyone sees the same slides.

**Step 1** – Go to the **Backstage** view under the **File** tab.



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**Step 2** – Click on **Save As** to open the Save As dialog.

**Step 3** – Select the file type as **.pdf** from the list of supported file types.

**Step 4** – Add a proper name to the file and click **Save**.

**Step 5** – The .pdf file is created in the specified location

### Create a video file

PowerPoint allows presentations to be saved as video files that can be posted on video sharing platform like YouTube or just played on any other media.

Given below are the steps to save a presentation as a video file.

**Step 1** – Go to the **Backstage** view under the **File** tab

**Step 2** – Click on **Save As** to open the Save As dialog.

**Step 3** – Select the file type as **.wmv** from the list of supported file types.

**Step 4** – Add a proper name to the file and click Save.

**Step 5** – Once the creation is complete, the video file is created in the specified location.

### Printing presentation

It is sometimes necessary that you share your slides with your audience in printed format before you begin presenting them so they can take notes. There are other times when you want to give your audience handouts with additional notes.

To print slides, you must go to the **Backstage** view under the **File** tab and click on the **Print** menu.

Main Settings	Options	Description
Printing Slides	Print All Slides	Prints all the slides in the presentation.
	Print Selection	Prints just the selected objects.
	Print Current Slide	Prints just the selected slide.
	Custom Range	Defines the slides you want printed.

	Slides	This is same as the Custom Range.
Print Layout	Full Page Slides	One slide per page.
	Notes Page	Slide and notes for every slide printed one below another - one slide per page.
	Outline	Print Slide outline.
	Handouts	Prints 1 or 2 or 3 or 4 or 6 or 9 slides per page - aligned vertically or horizontally. When you print handouts with 3 slides, you get the slide and the notes printed next to each other.
Collation	Collating Options	Prints slides in sequence or prints multiple copies of each slide one after another.
Printing Color	Color	Selects color, greyscale or black & white printing options. Although you can select any color settings, the output will depend on the kind of printer you use. A non-color printer cannot print color slides.

### Broadcast slide show

PowerPoint 2010 offers users to broadcast their presentations on the internet to worldwide audience. Microsoft offers the free broadcast Slide Show service; all you need to do is share the link with your audience and they can watch the presentation from anywhere. There is no special setup or charges required to do this; all you need is a Windows Live account.

Given below are the steps to broadcast your presentation.

**Step 1** – Go to the **Backstage** view under the **File** tab.

**Step 2** – Click on **Save & Send**, select **Broadcast Slide Show** option and click on **Broadcast Slide Show** button.





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**Step 3** – In the **Broadcast Slide Show** dialog, click on **Start Broadcast**.

**Step 4** – Log on to your Windows Live account in the login dialog.

**Step 5** – Once the login is successful, PowerPoint will prepare the presentation for broadcast.

**Step 6** – PowerPoint will provide the broadcast service link which you can share with your audience. If you are not using Outlook service, click on "**Copy Link**" to paste the link in your emails. If you are using Microsoft Outlook service, click on "**Send in Email**" and list the names of your audience.

**Step 7** – Click on Start Slideshow to begin the presentation.

**Step 8** – When you are done, you can click on the End Broadcast to stop the online presentation.