



Note: The given content need not to be printed.

CHAPTER - 7 MICROSOFT POWERPOINT 2016 (Pno. 78 & 79)

Aspect: supporting content

Objective: The students will be able To know about Microsoft Powerpoint, Presentation, Components of Powerpoint 2016, Slide and Starting Powerpoint 2016

Microsoft Powerpoint:

Microsoft Powerpoint is a presentation graphics software developed by Microsoft. It comes as an integral part of the Microsoft office suite of applications. Powerpoint is used to create and display beautiful presentations that include text, pictures, charts, diagrams, audio, video and animated special effects.

PRESENTATION:

A Presentation is a collection of slides arranged in a systematic order that displays the information along with graphics, sound and animation.

SLIDE:

A Slide is like a page of a powerpoint presentation that displays some information about a topic.

STARTING POWERPOINT 2016:

To start with Powerpoint 2016, follow the given steps:

When we open powerpoint2016, the start screen appears. Select the **blank presentation** thumbnail from the screen. A new blank Presentation named **Presentation1** will be opened in the Presentation Window.

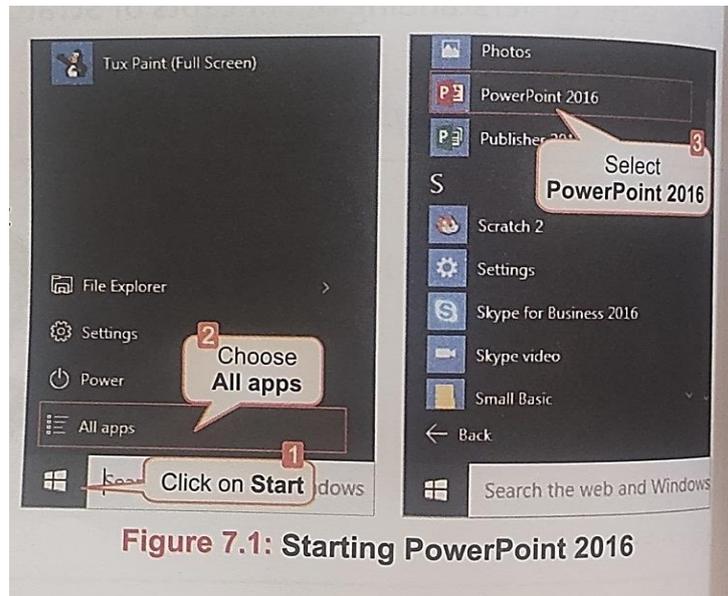


Figure 7.1: Starting PowerPoint 2016

COMPONENTS OF POWERPOINT:

Powerpoint 2016 consists of the Following Components:

TITLE BAR: It displays the name of the presentation on which we are currently working.

QUICK ACCESS TOOLBAR: It contains the frequently used commands and is placed at the extreme left of the Title bar.

RIBBON: The Ribbon is placed at the top area of the document. It displays several tabs such as File, Home, Insert, Design, Transitions, Animations etc.

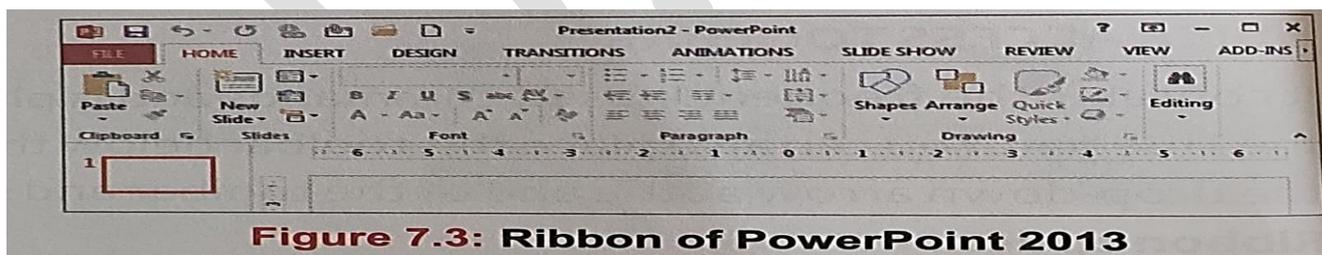


Figure 7.3: Ribbon of PowerPoint 2013

RULER: The Ruler makes it easy to align text and objects on the slide.

SLIDE PANE: It is the middle section of the powerpoint window where we can work directly on individual slides.

SLIDES NAVIGATION PANE: It is a small window on the left side of the presentation window. It shows a thumbnail version of each slide.

NOTES PANE: It is placed right below the slides Area. It provides space to add notes to the current side.

COMMENTS: In this area, reviewer may leave comment for any slide.

VIEW BUTTONS: The view buttons are displayed towards the left of the zoom control slider on the status bar.

ZOOM CONTROL SLIDER: To zoom in or out, click and drag the slider to use the zoom control.

