



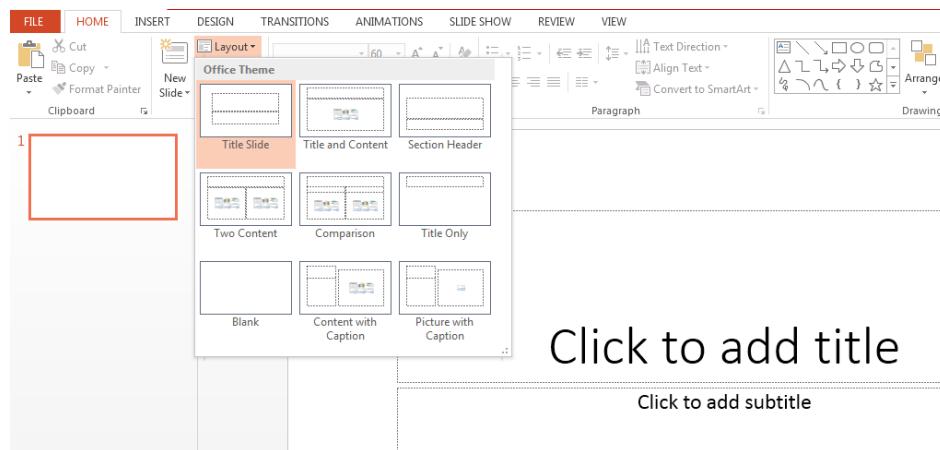
Microsoft PowerPoint

There are multiple features that are available in MS PowerPoint which can customise and optimise a presentation. The same have been discussed below.

- **Slide Layout**

Multiple options and layouts are available based on which a presentation can be created. This option is available under the “Home” section and one can select from the multiple layout options provided.

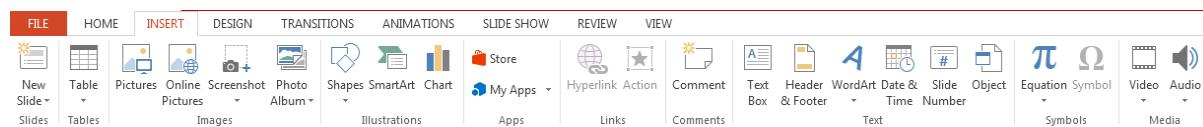
The image below shows the different slide layout options which are available for use:



- **Insert – Clipart, Video, Audio, etc.**

Under the “Insert” category, multiple options are available where one can choose what feature they want to insert in their presentation. This may include images, audio, video, header, footer, symbols, shapes, etc.

The image below shows the features which can be inserted:



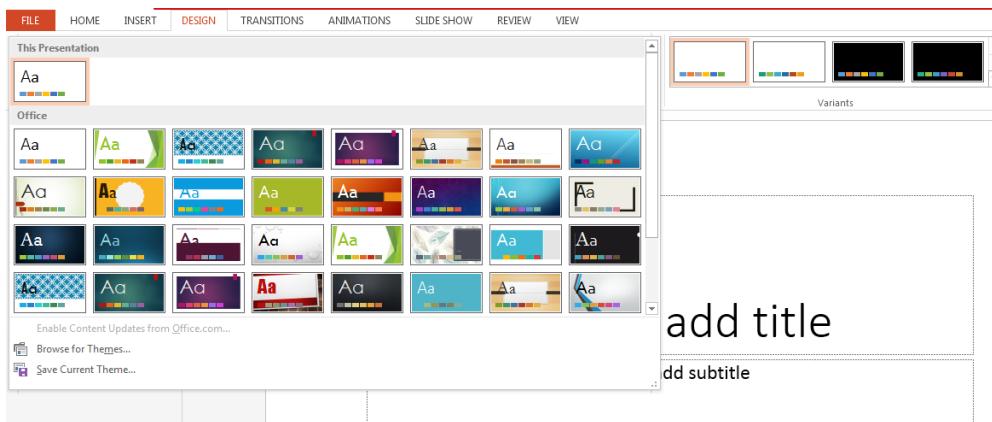


- **Slide Design**

MS PowerPoint has various themes using which background colour and designs or textures can be added to a slide. This makes the presentation more colourful and attracts the attention of the people looking at it.

This feature can be added using the “Design” category mentioned on the homepage of MS PowerPoint. Although there are existing design templates available, in case someone wants to add some new texture or colour, the option to customise the design is also available. Apart from this, slide designs can also be downloaded online.

Refer to the below for slide design:



- **Animations**

During the slide show, the slides appear on the screen one after the other. In case, one wants to add some animations to the way in which a slide presents itself, they can refer to the “Animations” category.

The different animation styles available on PowerPoint are:



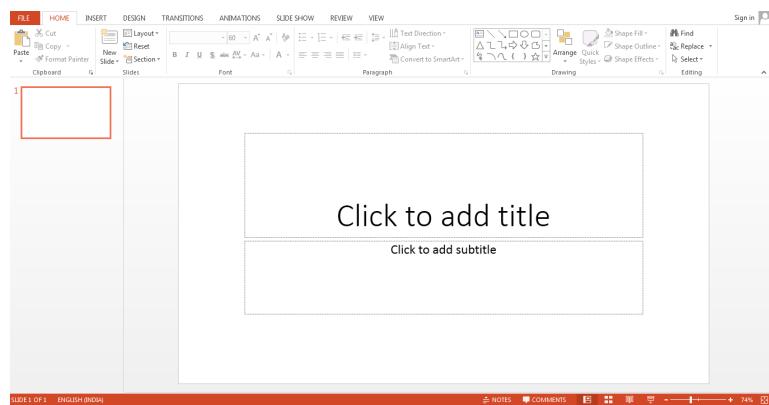
Apart from all these options; font size, font style, font colour, word art, date and time, etc. can also be added to a PPT.



Question: What is MS PowerPoint?

Answer: PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows.

The image given below shows the main page of MS PowerPoint, where a person lands when the program is opened on a computer system:



Question: How to open MS PowerPoint on a personal computer?

Answer: Follow the steps below to open MS PowerPoint on a personal computer:

1. Click on the start button
2. Then choose “All Programs”
3. Next step is to select “MS Office”
4. Under MS Office, click on the “MS PowerPoint”

A blank presentation is open on the screen. According to the requirement, a person can modify the template for a presentation and start using the program.

Question: What is a PowerPoint presentation or PPT?

Answer: A combination of various slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner is called a PowerPoint presentation or PPT.



Question: What is a slide show in a PowerPoint presentation?

Answer: When all the slides of a PowerPoint presentation are set in series and then presented to a group of people, where each slide appears one after the other, is a set pattern, this is known as a PowerPoint slide show.

Question: What all elements can be added to a slide?

Answer: The following elements can be added to a Power point slide:

1. Clip Art
2. Graphs
3. Tables
4. Photographs
5. Charts
6. Media Clips
7. Videos

All these elements are mainly used to enhance presentation skills and make the slide more interactive.

Given below are a few sample MCQ questions based on MS PowerPoint.

Q 1. How many maximum slides can be added to a PowerPoint presentation?

1. 50
2. 500
3. **No fixed number**
4. 25
5. 300

Q 2. Slide Sorter view can be selected under which of the following categories?

1. Home
2. File
3. Edit
4. **View**
5. Review



Q 3. The combination of which keyboard keys can be used as a shortcut to add a new slide in MS PowerPoint?

1. ctrl+S
2. ctrl+L
3. **ctrl+M**
4. ctrl+N
5. ctrl+P

Q 4. Header and Footer option is available under which of the following categories?

1. **Insert**
2. Design
3. Review
4. View
5. Home

Q 5. Which of the following is not included in the “Insert” category in MS PowerPoint?

1. Shapes
2. Table
3. Equation
4. **Animation**
5. Video